



Media Release: Immediate

## **Regional Municipality of Waterloo**

### **Consolidated Council Agenda**

Wednesday, June 24, 2015

**Closed Session 6:00 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 Council be held on Wednesday, June 24, 2015 at 6:00 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 acquisition of property in the City of Waterloo and potential litigation
- b) proposed or pending acquisition of property in the City of Kitchener and potential litigation
- c) potential litigation and receiving of advice that is subject to solicitor-client privilege related to a matter before an administrative tribunal

- \* d) potential litigation and receiving of advice subject to solicitor-client privilege related to a contract

**4. Motion to Reconvene Into Open Session**

**5. Declaration of Pecuniary Interest Under The Municipal Conflict of Interest Act**

**6. Presentations**

- a) June Callwood Outstanding Achievement Award for Volunteerism - Peter Gray
- b) Senior of the Year Award - Chris Sheppard
- c) Ontario Heritage Trust Award: Young Heritage Leaders Award - Norwell District Secondary School Students
- d) Waterloo Regional Heritage Foundation Award of Excellence - Friends of the Joseph Schneider Haus
- e) Friends of the Waterloo Region Museum, Re: Cheque Presentation

**7. Petitions**

**8. Delegations**

**9. Minutes of Previous Meetings**

- a) Economic Development and Promotion – June 3, 2015
- b) Closed Council – June 3, 2015
- c) Council – June 3, 2015
- d) Closed Committee – June 16, 2015
- e) Planning & Works – June 16, 2015
- f) Administration & Finance – June 16, 2015
- g) Community Services – June 16, 2015

**10. Communications**

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

## 12. Reports

### Finance Reports

- a) **COR-TRY-15-63**, Federation of Canadian Municipalities Debenture Issue – GRT North Depot Expansion (Chandler Drive, Kitchener) (Information) 9
- b) **COR-TRY-15-64**, T2015-149 Regional Road No. 36 (Franklin Boulevard) Improvements Year 1 North – 325m South of Bishop Street to 230m North of Pinebush Road, City of Cambridge 11

#### Recommendation:

That the Regional Municipality of Waterloo accept the tender of E. & E. Seegmiller Ltd. for T2015-149 Regional Road No. 36 (Franklin Boulevard) Improvements Year 1 North – 325m South of Bishop Street to 230m North of Pinebush Road, City of Cambridge in the amount of \$14,329,257.67 including all applicable taxes.

And further that the Regional Municipality of Waterloo approve an increase in project costs of \$1,303,702.45 gross and \$0.00 net to facilitate the work undertaken on behalf of the City of Cambridge.

- c) **COR-TRY-15-65**, T2015-175 Ainslie Street Terminal Redesign – Phase 1 16

#### Recommendation:

That the Regional Municipality of Waterloo accept the tender of Hardscape Concrete & Interlock for T2015-175 GRT Ainslie Street Terminal Redesign – Phase 1 at the Ainslie Street Transit Terminal located at 35 Ainslie Street, Cambridge at an adjusted amount of \$371,770.00, including all applicable taxes.

- d) **COR-TRY-15-66**, Procurement of Five (5) Ambulances 18

#### Recommendation:

That the Regional Municipality of Waterloo enter into an agreement with Demers Ambulances Inc. for the purchase of five (5) ambulances in the amount of \$711,617.50 including all applicable taxes.

- e) **COR-TRY-15-67**, T2015-162 Performing Locates for Region of Waterloo Underground Infrastructure in Water, Sanitary, and Storm Water Systems 21

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of G-Tel Engineering for T2015-162 Performing Locates for Region of Waterloo Underground Infrastructure in Water, Sanitary, and Storm Water Systems in the estimated amount of \$227,964.60 including all applicable taxes for an 18 month period starting July 1, 2015 with two (2), one (1) year renewal options.

- f) **COR-TRY-15-68**, T2015-172 99 Regina Street Elevator Modernization 24

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Delta Elevator Co. Ltd. for T2015-172 99 Regina Street Elevator Modernization at an adjusted price of \$696,135.37 including all applicable taxes.

- g) **COR-TRY-15-69**, T2015-166 Transportation and Processing of Municipal Hazardous or Special Waste (MHSW) 26

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Hotz Environmental Services Inc. for T2015-166 Transportation and Processing of Municipal Hazardous or Special Waste (MHSW) commencing July 1, 2015 for a three (3) year period with the option to renew for two (2) additional one (1) year periods in the amount of \$204,962.93 including all applicable taxes.

- h) **COR-TRY-15-70** T2015-180 MRC Fire Suppression System Replacement – Materials Recycling Centre 28

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Vipond Inc. for T2015-180 Fire Suppression System Replacement - Materials Recycling Center at 925 Erb Street West, Waterloo in the amount of \$438,440.00 including all applicable taxes.

**Committee Reports**

- a) Planning & Works – attached & marked **PS-150616** 31  
 \* Closed Planning & Works – attached & marked **CPS-150616** 34A

Administration & Finance – attached & marked [FS-150616](#) 35

Community Services – attached & marked [SS-150616](#) 37

**Chief Administrative Officer**

**Regional Chair**

**Regional Clerk**

**13. Other Matters Under Committee Of The Whole**

a) [CSD-HOU-15-012](#), 2014/15 Housing Stability Data Summary Report (Information) 39

b) [TES-WAS-15-17](#), Consultant Selection – Biosolids Master Plan 45

**Recommendation:**

That the Regional Municipality of Waterloo:

- a) accept the key approaches to communication and engagement used to develop the Region's draft Biosolids Consultation Plan and Draft Biosolids Engagement Strategy in support of the upcoming Biosolids Master Plan;
- b) increase Project #08270 – Biosolids Master Plan in the Region's 2015 Ten-year Wastewater Capital Forecast by \$405,000 to \$1,415,000 to reflect the support of key basic approaches; and
- c) enter into an Agreement for Professional Consulting Services with Dillon Consulting Limited, to provide engineering services for the Region's Biosolids Master Plan, at an upset fee limit of \$1,414,377 plus applicable taxes.

c) [TES-WAS-15-19](#), Wastewater Treatment Master Plan Update - Consultant Selection 53

**Recommendation:**

That the Regional Municipality of Waterloo enter into an Agreement for Professional Consulting Services with CIMA Canada Inc. of Kitchener, Ontario, to provide consulting engineering services for updating the Region's Wastewater Treatment Master Plan (WWTMP), at a total cost of \$496,595.00 plus applicable taxes, as

per Report TES-WAS-15-19, dated June 24, 2015.

- d) **TES-WAS-15-20**, Consultant Selection for the Threats and Policies System Database 59

**Recommendation:**

That the Regional Municipality of Waterloo enter into a Consulting Services Agreement with Latitude Geographics Ltd, to provide services for implementing the Threats and Policy System Database project in 2015 and 2016, at an upset limit of \$452,744 plus applicable taxes, as per Report TES-WAS-15-20 dated June 24, 2015, in a form that is satisfactory to the Commissioner of Transportation and Environmental Services and Regional Solicitor.

**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 Authorize the Borrowing upon Amortizing Debentures in the Principal Amount of \$7,500,000 for a Capital Work of the Regional Municipality of Waterloo
- b) A By-law to Limit Tax Decreases for Properties in the Commercial, Industrial and Multi-Residential Classes in the 2015 Taxation Year
- c) A By-law to Establish Fees and Charges for the Regional Municipality of Waterloo (Sunnyside Home)
- d) A By-law to Amend By-law Number 58-87, as Amended, Being a By-law to Designate and Regulate Controlled-Access Roads (Regional Road 33, Townline Road, City of Cambridge)

- e) A By-law to Close Part of King Street North (Regional Road 15), City of Waterloo
- f) A By-law to Permanently Close Part of Waterloo Street (Regional Road 40), City of Kitchener
- g) A By-law to Amend By-law 01-059, A By-law to Consolidate all By-laws with Respect to Roads Included in the Regional Road System, as amended (Waterloo Street)
- h) A By-law to Amend By-law 06-072, as Amended, Being the Region's Traffic and Parking By-law (Waterloo Street)
- i) A By-law to Confirm the Actions of Council – June 24, 2015

**22. Adjourn**







**Report:** COR-TRY-15-63

**Region of Waterloo**  
**Corporate Services**  
**Treasury Services**

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

**Date:** June 24, 2015                      **File Code:** F08-20

**Subject:** Federation of Canadian Municipalities Debenture Issue – GRT North  
Depot Expansion (Chandler Drive, Kitchener)

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**Recommendation:**

For Information

**Summary:** Nil

**Report:**

In June of 2012, the Federation of Canadian Municipalities (FCM) entered into an agreement with the Region of Waterloo to provide a low cost loan in the amount of \$7.5 million for the Grand River Transit North Depot Expansion on Chandler Drive in Kitchener. FCM provides the low cost loan as Trustee of the Green Municipal Fund and the loan is secured through a debenture issued by the Region to FCM. To be eligible for the loan, the project must demonstrate an anticipated reduction in design energy consumption of at least 60% compared to the Model National Energy Code for Buildings (MNECB), of which a minimum of 40% must come from energy efficiency measures and the remainder may come from renewable energy production.

The low cost loan is offered at a rate that is equal to the greater of:

- i) The average of the Government of Canada ten (10) year benchmark bond yield and the long-term Government of Canada benchmark bond yield both in effect five (5) Business Days immediately preceding the date on which the Borrowing By-law is passed minus 1.5% per annum; and
- ii) 2.00%

The project report and all required financial information has been submitted to the satisfaction of FCM and the Region has requested that the loan be disbursed. The rate for the 20 year debenture securing the loan is 2.00% which is 1.46% lower than current rates for a 20 year debenture issued in regular capital markets. Interest savings over the 20 years will total approximately \$1.3 million.

The issuance of the debenture to FCM for the low cost loan is in accordance with Region of Waterloo By-law 95-020 which gives the Chief Financial Officer the authority to proceed with a debenture issue that best meets the requirements of the Region and then report the results of the issue to Council at its next scheduled meeting. The terms and conditions of the agreement between the Region and FCM relative to the issuance of debentures are in accordance with the Municipal Act and are consistent with the terms and conditions and requirements of a capital market issue.

The required by-law, including the repayment schedule, is listed in this Council agenda for first, second and third reading.

**Corporate Strategic Plan:**

One of the objectives of the 2011-2014 Corporate Strategic Plan is to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public. The Region's capital financing program, excellent credit rating and prudent use of debenture financing assist in meeting this objective.

**Financial Implications:**

Debt servicing costs arising from this FCM debenture issue of \$456,854 per year for 20 years have been planned for and will be paid from the Regional Transportation Master Plan (RTMP) Reserve Fund.

**Other Department Consultations/Concurrence:**

Staff from Facilities Management, Finance and Legal Services has been involved in the agreement with FCM and the submission of the required documentation. The Regional Clerk and the Regional Chair along with the Chief Financial Officer will be required to execute the necessary documents.

**Attachments:** Nil

**Prepared By:** Angela Hinchberger, Director of Treasury Services/Deputy Treasurer

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



**Report:** COR-TRY-15-64

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

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

**Date:** June 24, 2015      **File Code:** F18-30

**Subject:** T2015-149 Regional Road No. 36 (Franklin Boulevard) Improvements  
Year 1 North – 325m South of Bishop Street to 230m North of Pinebush  
Road, City of Cambridge

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**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of E. & E. Seegmiller Ltd. for T2015-149 Regional Road No. 36 (Franklin Boulevard) Improvements Year 1 North – 325m South of Bishop Street to 230m North of Pinebush Road, City of Cambridge in the amount of \$14,329,257.67 including all applicable taxes.

And further that the Regional Municipality of Waterloo approve an increase in project costs of \$1,303,702.45 gross and \$0.00 net to facilitate the work undertaken on behalf of the City of Cambridge.

**Summary:**

Nil

**Report:**

Tenders were called for Regional Road No. 36 (Franklin Boulevard) Improvements, Year 1 North – 325m South of Bishop Street to 230m North of Pinebush Road, City of Cambridge 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 F. Kosa, W. Gilbert and T. Lumgair.

The following tenders were received:

E. & E. Seegmiller Ltd.	Kitchener, ON	\$14,329,257.67
Capital Paving Inc.	Guelph, ON	\$14,891,026.14
Amico Infrastructures (Oxford) Inc.	Cambridge, ON	\$15,079,738.56
Steed & Evans Ltd.	St. Jacob's, ON	\$15,274,266.50
Regional Sewer and Watermain Ltd.	Cambridge, ON	\$15,614,620.81

The work of this contract includes the complete reconstruction of Franklin Boulevard including the widening of Franklin Boulevard for centre median construction and full depth road way replacement from 325m South of Bishop Street to 230m North of Pinebush Road. The work involves roundabout construction at the Franklin Boulevard intersections with Bishop Street, Sheldon Drive and Pinebush Road, concrete curb and gutter and concrete sidewalk (on sidestreets), storm sewer replacements, Regional and City of Cambridge watermain replacements, City of Cambridge sanitary sewer replacements, asphalt multi-use trails on both sides of Franklin Boulevard, retaining walls, interim landscaping and illumination.

Construction is scheduled to commence on or about July 6, 2015 with completion expected in late summer 2016.

#### **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 T2015-149 costs are shared as follows:

Region of Waterloo - Transportation Division	\$12,033,730
Region of Waterloo - Water Services Division	982,458
City of Cambridge	<u>1,313,070</u>
<b>Total</b>	<b><u>\$14,329,258</u></b>

Region of Waterloo – Transportation Division Costs

T2015-149	\$12,033,730
Consulting Engineering	1,124,567
Utility Relocations	610,200
Landscaping	452,000
Traffic Detours, Signing, Line Painting, Temp Signals	327,875
Property Demolition	135,600
Regional Engineering	117,635
Geotechnical Consulting	<u>88,041</u>
	Sub-total \$14,889,648
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(1,436,719)</u>
	Total <u>\$13,452,929</u>

The Region of Waterloo's approved 2015 Ten Year Transportation Capital Program includes a budget of \$28,160,000 in 2015/2016 allocated for Franklin Boulevard Improvements (Project #5549) between Myers Road and Highway 401 to be funded 100% from the Development Charges Reserve Fund. The total project budget has been allocated as follows:

Year 1 North (T2015-149)	\$13,498,000
Year 1 South (T2015-148)	10,862,000
Year 2 design, property acquisition, and utility relocations at Avenue Road, Dundas Street and Champlain Blvd.	<u>3,800,000</u>
Total Budget (Project 5549)	<u>\$28,160,000</u>

The actual cost of the Regional work is \$13,452,929 which is \$45,071 (or approximately 0.3%) under the \$13,498,000 allocated for this portion of the project.

Region of Waterloo – Water Services Division Costs

T2015-149	\$982,458
Consulting Engineering	66,379
Traffic Detours, Temp. Signals	15,825
Geotechnical Consulting	6,545
Regional Engineering	<u>5,697</u>
	Sub-total \$1,076,904
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(104,976)</u>
	Total <u>\$ 971,928</u>

The Region's approved 2015 Water Capital Program includes a total budget of \$5,712,000 for watermain upgrades (project #04082) in 2015 and 2016 of which \$1,000,000 was allocated for the Franklin Boulevard North watermain works. This project is to be financed from the Water Reserve Fund (74%; \$719,227) and Regional Development Charges Reserve Fund (26%; \$252,701). The cost of \$971,928 is 3% below the budget provision.

City of Cambridge Costs:

T2015-149	\$1,313,070
Consulting Engineering	93,058
Traffic Detours, Temp. Signals	21,300
Geotechnical Consulting	8,809
Regional Engineering	<u>8,205</u>
	Sub-total \$1,444,442
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(140,740)</u>
	Total <u>\$1,303,702</u>

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

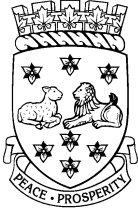
The final date of acceptance for this tender is August 2, 2015.

**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-15-65

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

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

**Date:** June 24, 2015      **File Code:** F18-30

**Subject:** T2015-175 Ainslie Street Terminal Redesign – Phase 1

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Hardscape Concrete & Interlock for T2015-175 GRT Ainslie Street Terminal Redesign – Phase 1 at the Ainslie Street Transit Terminal located at 35 Ainslie Street, Cambridge at an adjusted amount of \$371,770.00, including all applicable taxes.

**Summary:** Nil

**Report:**

Tenders were called for T2015-175 GRT Ainslie Street Terminal Redesign – Phase 1 at 35 Ainslie Street, Cambridge and were advertised in the Record and on the Region's website. The tenders were opened in the presence of P. McKinnon, A. Gingerich and A. Dooling.

The following tender was received:

Hardscape Concrete & Interlock	Paris, ON	\$371,770.00
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The work of this tender is to perform exterior site works and development at the Ainslie Street Transit Terminal which includes landscaping, paving, concrete work and signage.

Although this tender had over 30 plan takers, there was only one bidder. Some of the potential bidders were contacted to inquire why they did not bid and they cited they were too busy with other similar projects.



The work is anticipated to start immediately with completion by October 30, 2015.

**Corporate Strategic Plan:**

T2015-175 GRT Ainslie Street Terminal Redesign – Phase 1 supports 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:**

T2015-175	\$371,770
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(36,979)</u>
Total	<u>\$334,791</u>

The approved 2015 Region of Waterloo Capital Budget includes \$2,818,000 (Project 67010) for the Cambridge Transit Terminal Supportive Strategy to be funded from the RTMP Reserve Fund. Of this amount, \$979,405 has been allocated for the Ainslie Street Streetscape and Pedestrian Improvements to redevelop the front of the Ainslie Street Transit Terminal and rework curbs and crossings to be more pedestrian friendly. To date, \$38,053 has been committed leaving a balance of \$941,352 to cover this tender. The remaining budgeted funds of \$606,561 will be used for future phases of the Terminal Redesign work.

The final date of acceptance for this tender is July 26, 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-15-66

## **Region of Waterloo**

### **Corporate Services**

#### **Treasury Services (Procurement)**

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

**Date:** June 24, 2015      **File Code:** F18-30

**Subject:** Procurement of Five (5) Ambulances

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#### **Recommendation:**

That the Regional Municipality of Waterloo enter into an agreement with Demers Ambulances Inc. for the purchase of five (5) ambulances in the amount of \$711,617.50 including all applicable taxes.

**Summary:** Nil

#### **Report:**

The Region is in the process of procuring five (5) new ambulance units for Paramedic Services. Four (4) of the ambulances are replacements for existing units that will reach the end of their life cycle in 2015 and one (1) ambulance is an approved Paramedic Services Fleet expansion.

In August 2014, the Region issued Tender T2014-170 for the purchase of six (6) ambulances for delivery in 2015. The tender was awarded in October 2014 to Demers Ambulance Manufacturer, Inc. which submitted the lowest compliant bid. The five (5) new ambulance units now being procured are identical in design and specification to the 2014 tendered units, and accordingly staff investigated the option to extend the initial order with the vendor. As a result, staff has completed negotiations with Demers Ambulances, who have agreed to hold their price on the five (5) additional ambulance units.

Paramedic Services staff identified the need to include the optional “rear suspension lowering system” in the purchase to meet operational requirements. Demers has

quoted an upcharge of \$1,000 per unit plus HST for this option, due to increased pricing quoted from the suspension manufacturer.

This procurement approach will allow the Region to benefit from the lower purchase costs and orders can be placed now resulting in a more timely 2016 delivery. Deliveries can take up to one year, and production is scheduled on a first come first serve basis. The earlier delivery will also assist in minimizing costs associated with end of life maintenance, repair and down time of the replacement Ambulances.

In addition to the above benefits, buying the identical units provides a desired level of standardization of the ambulances. This commonality allows for consistency of Paramedic Services and Fleet Services staff training, operational programs, tooling and parts inventory.

Section 21(1)(g) of the Purchasing By-Law allows for acquisition by negotiation where the extension of an existing or previous contract would prove more cost effective or beneficial for the Region, Section 21(1)(i) of the Purchasing By-Law states the acquisition is required or is beneficial in regard to the standardization of goods or services for the Region.

#### **Corporate Strategic Plan:**

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to enhance local health science delivery by optimizing Emergency Medical Services (EMS) delivery and collaborating with health care partners to support system change under Strategic Focus Area 4, Healthy and Inclusive Communities.

#### **Financial Implications:**

T2014-170 (including HST)	\$705,968
Upcharge – Suspension System (including HST)	<u>5,650</u>
Sub-total (including HST @ 13%)	\$711,618
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(70,783)</u>
Total	<u>\$640,835</u>

The approved 2015 Capital Budget for Paramedic Services includes \$560,000 to replace four (4) ambulances to be funded from the Paramedic Services Vehicle Replacement Reserve and one (1) new ambulance in the amount of \$166,000 to be funded by Regional Development Charges (83%; \$137,700) and the Capital Levy Reserve Fund (17%; \$28,300). A total of \$726,000 is included in the 2015 budget for these ambulances.

The cost of the four (4) replacement ambulances is \$569,294 or \$512,668 net of the HST rebate and along with the cost for additional minor equipment and installations will be accommodated within the budget of \$560,000. The cost of the additional one (1) ambulance is \$142,324 or \$128,167 net of HST rebate. The budget of \$166,000 is sufficient to accommodate the purchase of the vehicle and additional minor equipment and installations.

The final date of acceptance of this quotation is June 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



**Report:** COR-TRY-15-67

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

---

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

**Date:** June 24, 2015      **File Code:** F18-30

**Subject:** T2015-162 Performing Locates for Region of Waterloo Underground Infrastructure in Water, Sanitary, and Storm Water Systems

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**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of G-Tel Engineering for T2015-162 Performing Locates for Region of Waterloo Underground Infrastructure in Water, Sanitary, and Storm Water Systems in the estimated amount of \$227,964.60 including all applicable taxes for an 18 month period starting July 1, 2015 with two (2), one (1) year renewal options.

**Summary:** Nil

**Report:**

Tenders were called for T2015-162 Performing Locates for Region of Waterloo Underground Infrastructure in Water, Sanitary, and Storm Water Systems 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 J. Markovic, R. Joyce, and A. Lee.

The following tenders were received:

G-Tel Engineering	London, ON	\$227,964.60
Canadian Locators Inc.	Calgary, AB	\$353,493.08

\* One bid was disqualified

Tender T2015-162 is for the selection of a service provider to perform locates on underground water, sanitary and storm water infrastructures. Locate requests are received by Ontario One Call (ON1Call) and then forwarded to the Region and the service provider. The service provider will perform the locate and the required reporting. The bids are based on an estimated number of locates per month over the eighteen month period.

In June 2012, the Ontario Legislature passed Bill 8, the Ontario Underground Infrastructure Notification System Act 2012, which, among other things, requires any owner of buried infrastructure in the public right of way to register that infrastructure with ON1Call. Infrastructure owners, such as the Region, must now register their buried pipes and cables with ON1Call so that when someone contacts ON1Call for excavating purposes, the owner is notified of this event and has a chance to respond in order to provide clear markings and avoid any interference. This service is essential to maintain uninterrupted service and to avoid damage to the Region's underground infrastructure. This legal requirement has caused the number of locates to increase significantly for the Water Services and Transportation Divisions.

All work to be done under this contract will be in accordance with the Ontario Underground Infrastructure Notification System Act, 2012, Chapter 4 and Ontario Regional Common Ground Alliance (ORCGA) Underground Infrastructure Damage Prevention Best Practices. The service provider must have all regulatory licensing and knowledge of underground infrastructure locates.

Subject to Council approval, it is anticipated that the contractor will commence work in July 2015 for an eighteen (18) month term with the option of two (2), one (1) year renewals.

#### **Corporate Strategic Plan:**

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public under Strategic Focus Area 5, Service Excellence.

#### **Financial Implications:**

T2015-162	\$227,965
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(22,675)</u>
	Total <u>\$205,290</u>

The total estimated net cost for the eighteen (18) month term is \$205,290.

Estimated Costs for Water Services and Transportation (Roads) are:

Estimated Costs (Net of HST Rebate)	Roads	Water Services
Monthly	\$ 8,098	\$ 3,307
2015 (½ year)	\$ 48,588	\$19,842
2016 (full year)	\$ 97,176	\$39,684
Sub Total	\$145,764	\$59,526
Total	\$205,290	

The approved 2015 Water Services operating budget includes \$25,000 for locates. Based on the recommended bid, the 2015 estimated cost for Water Services locates is \$19,845 (after HST rebate). The 2016 budget will be adjusted to reflect the full annual cost.

The approved 2015 Transportation operating budget for roads maintenance includes \$100,000 for locates. This is sufficient to cover the estimated net cost of \$48,588 for 2015 under this tender and an allowance for increases in the number of locate requests. The budget is also sufficient to cover the estimated full annual cost for 2016.

The final date of acceptance for this tender is August 24, 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-15-68

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

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

**Date:** June 24, 2015      **File Code:** F18-30

**Subject:** **T2015-172 99 Regina Street Elevator Modernization**

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Delta Elevator Co. Ltd. for T2015-172 99 Regina Street Elevator Modernization at an adjusted price of \$696,135.37 including all applicable taxes.

**Summary:** Nil

**Report:**

Tenders were called for T2015-172 99 Regina Street Elevator Modernization 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 A. Dooling, A. Gingerich and L. Simon.

The following tenders were received:

Delta Elevator Co. Ltd.	Kitchener, Ontario	\$696,135.37
KONE Inc.	Ancaster, Ontario	\$762,616.66

\*One bid was disqualified.

Bidders were requested, as part of the tender, to submit pricing on a provisional item for new stainless steel lobby door skins and frames. This additional work will maintain continuity between the lobby and interior elevator finishes. Pricing for this provisional item including all applicable taxes is included in both bid prices listed above. The addition of the provisional item does not change the order of the bids.



This project includes the modernization of all four elevators at 99 Regina Street. The elevators are split into two groups at opposite ends of the building. One group provides public access to all floors, and the other provides access for staff and services. The elevator equipment and machinery is original to the building, has reached the end of its life cycle and requires replacement.

The modernization will include new control equipment, components, motors and hoist machines. The public and staff elevators will receive new cabin interior finishes while existing finishes will be maintained in the service elevator. This tender also includes alternate pricing to refinish the lobby door and frame skins with stainless steel. Due to the nature of the work, and lead times, the project is expected to begin in late 2015, with completion by end of July 2016.

National Elevator Consulting, the prime consultant for this project and responsible for developing the specifications for the tender, reviewed both tender submissions and notes that the low bidder price is fair and reasonable.

#### **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:**

T2015-172	\$696,135
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(69,245)</u>
Total	<u>\$626,890</u>

The 2015 Facility Asset Renewal Capital Program and Ten Year Forecast includes \$3,955,000 in years 2015 and 2016 for 99 Regina Street renewal (project # 74300) to be funded 100% from debentures. An amount of \$800,000 (2015 and 2016) has been allocated for the elevator modernization work. To date, \$14,750 has been spent or committed, leaving a balance of \$785,250 to cover this tender.

The final date of acceptance for this tender is August 10, 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-15-69

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

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

**Date:** June 24, 2015

**File Code:** F18-30

**Subject:** T2015-166 Transportation and Processing of Municipal Hazardous or Special Waste (MHSW)

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**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Hotz Environmental Services Inc. for T2015-166 Transportation and Processing of Municipal Hazardous or Special Waste (MHSW) commencing July 1, 2015 for a three (3) year period with the option to renew for two (2) additional one (1) year periods in the amount of \$204,962.93 including all applicable taxes.

**Summary:** Nil

**Report:**

Tenders were called for T2015-166 Transportation and Processing of Municipal Hazardous or Special Waste (MHSW) 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. Lumgair, J. Bodenham and P. Rabb.

The following tenders were received:

Hotz Environmental Services Inc.	Hamilton, Ontario	\$204,962.93
Photech Environmental Solutions Inc.	St. Catharines, Ontario	\$290,237.40

The work under this contract is for the transportation and processing of municipal hazardous or special waste (MHSW). The MHSW Program is operated at the permanent drop off facility at the Waterloo Waste Management Site and offers residents a full service program with all eligible MHSW materials accepted. Construction is

currently underway on a permanent MHSW drop off facility at the Cambridge Waste Management Site and when completed in the fall of 2015, both the Waterloo and Cambridge Sites will provide consistent levels of service for the drop off of all eligible MHSW materials to the residents of the Region.

The work under this contract is highly specialized and although only two tenders were received, staff feel both contractors have extensive experience in completing similar work and pricing is fair and reasonable.

**Corporate Strategic Plan:**

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public under Strategic Focus Area 5, Service Excellence.

**Financial Implications:**

T2015-166	\$204,963
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(20,387)</u>
Total	<u>\$184,576</u>

The estimated costs for collection, transportation and processing of MHSW materials in 2015 is \$185,000 which includes 6 months under the current contract (\$60,900) and 6 months under the new contract (\$123,665 representing 67% of \$184,576 - based on historical trends). The approved Waste Management Division 2015 Operating budget includes \$221,000 for the collection, processing and transportation of MHSW materials currently received, and the anticipated increase in volume of material with the commissioning of a full service MHSW drop off facility at the Cambridge Site.

The final date of acceptance for this tender is June 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-15-70

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

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

**Date:** June 24, 2015      **File Code:** F18-30

**Subject:** T2015-180 Fire Suppression System Replacement – Materials Recycling Centre

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**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Vipond Inc. for T2015-180 Fire Suppression System Replacement - Materials Recycling Center at 925 Erb Street West, Waterloo in the amount of \$438,440.00 including all applicable taxes.

**Summary:** Nil

**Report:**

Tenders were called for T2015-180 Fire Suppression System Replacement - Materials Recycling Center (MRC) at 925 Erb Street West, Waterloo 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 P. McKinnon, N. Ritchie, and A. Dooling.

The following tender was received:

Vipond Inc.	Kitchener, ON	\$438,440.00
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While six (6) proponents attended the pre-bid meeting, only one bid was received. Proponents who attended the pre-bid meeting were contacted to inquire as to the reason they did not bid on this project. The reasons given were that the project was too large and/or that the project was out of their scope. Staff has reviewed the pricing submitted and feels the price is fair and reasonable.

The MRC is located at the Waterloo Landfill Site and was constructed in 1990. The work of this tender is to replace the original existing sprinkler piping and fire alarm system due to the costly ongoing maintenance repairs required for system leaks as the system has reached the end of its useful life. Work will also include the replacement of the associated fire alarms devices; the supply and installation of a new eight (8) inch double check valve; and a backflow preventer.

Subject to Council approval, it is anticipated that the contractor will commence work immediately with completion on or about November 30, 2015.

### **Corporate Strategic Plan:**

T2015-180 Fire Suppression System Replacement-Materials Recycling Center supports 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:**

T2015-180	\$438,440
Consultant Engineering – Design and Construction Administration	20,000
Facilities Management Project Management Costs	<u>19,400</u>
	Sub-total     \$477,840
Less: Full Rebate of HST Due to Exemption	<u>(52,740)</u>
	Total <u>\$425,100</u>

The Region's approved 2015 Waste Management Capital Program includes \$853,000 (Project 01084) for the Material Recycling Centre (MRC) to be funded from debentures. Of this amount, \$433,000 has been allocated for the replacement of the fire suppression system. The remaining amount is sufficient to cover the costs of this tender.

The final date of acceptance for this tender is August 10, 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

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The Planning and Works Committee recommends as follows:

1. That the Regional Municipality of Waterloo take the following actions with respect to the proposed improvements on Regional Road 17 (Hawkesville Road / Northside Drive / Sawmill Road) from King Street to the Waterloo Spur railway, in the village of St Jacobs:
  - i) Approve the proposed roadway improvements on Regional Road 17 as outlined in Report TES-DCS-15-11;
  - ii) Upon completion of construction, amend Traffic and Parking By-law 06-072, as amended to accommodate the proposed improvements as follows:
    - a) Add to Schedule 1, No parking on both sides of Regional Road 17 (Sawmill Road) from King Street to Northside Drive;
    - b) Add to Schedule 1, No parking on both sides of Regional Road 17 (Northside Drive) from Sawmill Road to Hawkesville Road;
    - c) Add to Schedule 1, No parking on both sides of Regional Road 17 (Hawkesville Road) from Northside Drive to the west village limit of St. Jacobs;
    - d) Add to Schedule 24, Reserved lanes on both sides of Regional Road 17 (Sawmill Road) from King Street to Northside Drive for bicycles, horse-drawn vehicles;
    - e) Add to Schedule 24, Reserved Lanes on both sides of Regional Road 17 (Northside Drive) from Sawmill Road to Hawkesville Road for bicycles, horse-drawn vehicles; and
    - f) Add to Schedule 24, Reserved Lanes on both sides of Regional Road 17 (Hawkesville Road) from Northside Drive to the west village limit of St. Jacobs for bicycles, horse-drawn vehicles.

PS-150616

2. That the Regional Municipality of Waterloo take the following actions with respect to proposed improvements on King Street (Regional Road 15) in the City of Waterloo from the ION Tracks south of Erb Street, to University Avenue:
  - a) approve the Recommended Design Alternative as outlined in Report TES-DCS-15-13;
  - b) direct staff to file the Notice of Completion for this Municipal 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, as follows:
    - i. Remove from Schedule 1, No Parking Anytime on the west side of King Street (Regional Road 15) from (i) 240 m south of University Avenue (Regional Road 57) to 7 m south of Young Street, (ii) 35.6 m north of Bridgeport Road (Regional Road 9) to Bridgeport Road (Regional Road 9), and (iii) 50 m north of Princess Street to 25 m north of Princess Street;
    - ii. Remove from Schedule 2, Limited Parking for 1 hour, on the west side of King Street (Regional Road 15) from (i) 7 m south of Young Street to 35 m south of Young Street, (ii) 25 m north of Princess Street to 12 m north of Princess Street, (iii) Princess Street to 14.4 m south of Princess Street, (iv) 12.4 m north of Dupont Street to 51.2 m north of Dupont Street, and (v) 24.6 m south of Dupont Street to 70.6 m south of Dupont Street, between the hours of 8:00 a.m. to 6:00 p.m. Monday to Saturday;
    - iii. Remove from Schedule 6, Taxicab Stands on the west side of King Street (Regional Road 15) from 9 m south of Princess Street to 14.4 m south of Princess Street;
    - iv. Add to Schedule 1, No Parking Anytime on the west side of King Street (Regional Road 15) from Erb Street (Regional Road 9) to Central Street; and
    - v. Add to Schedule 24, Reserved Cycling Lanes Anytime, on both sides of King Street (Regional Road 15) from the ION Tracks to University Avenue (Regional Road 57).
3. That the Region of Waterloo accept PDL-CPL-15-37 Monthly Report of Development Activity for May 2015, dated June 16, 2015.

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PS-150616

4. That the Regional Municipality of Waterloo:
  - a) Approve the phase out of municipal garbage collection service at large multi-residential complexes and commercial properties that are inconsistent with the currently approved multi-residential collection policy effective March 4, 2017; and
  - b) Provide rebates to the affected multi-residential properties once the phase out has been completed.
  
5. That The Regional Municipality of Waterloo:
  - a) Approve an agreement for an extension to the current agreement providing Southern Ontario Locomotive Restoration Society (“SOLRS”), a non-profit corporation, the right to use the Waterloo Spur railway as described in Report TES-TRP-15-15/PDL-LEG-15-52 dated June 16, 2015; and
  - b) Authorize and delegate to the Commissioner of Transportation and Environmental Services the authority to sign on behalf of The Regional Municipality of Waterloo such Agreement and any future agreements with SOLRS for the right to use the Waterloo Spur railway as deemed desirable or expedient, with all documentation to the satisfaction of the Commissioner of Transportation and Environmental Services and the Regional Solicitor.
  
6. That the Regional Municipality of Waterloo take the following actions with respect to the development of a Community Energy Investment Strategy as described in report PDL-CPL-15-35, dated June 16th, 2015:
  - a) Initiate participation by the Region of Waterloo in the development of a Community Energy Investment Strategy for Waterloo Region in collaboration with local partners;
  - b) Authorize the Commissioner of Planning, Development and Legislative Services to enter into required agreements with the Ontario Ministry of Energy, Area Municipalities and regional electricity and natural gas utility companies, and any other related documents, with such agreements to be to the satisfaction of the Regional Solicitor;
  - c) Approve an increase in the 2015 Community Planning Ten Year Capital Forecast of \$180,000 gross, with no net impact to be funded, as described in this report; and
  - d) Authorize staff to develop the Strategy, as described in this report.
  
7. That the Regional Municipality of Waterloo approve the implementation of multi-lane roundabouts on Erb Street at Waterloo Waste Management Centre Gates 1 and 2, in the City of Waterloo, as presented in Report TES-DCS-15-16.

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PS-150616

8. That the Regional Municipality of Waterloo approve the ION LRT stop anchor wall designs as outlined in Report TES-RTS-15-07, dated June 16, 2015.
9. That the Regional Municipality of Waterloo approve the revised 2015 Transportation Base and System Expansion Capital Budgets as per Report TES-TRP-15-12 dated June 16, 2015.
10. That the Regional Municipality of Waterloo approve the following actions regarding Regional Road 40 (Waterloo Street) established by Registered Plan 374, lying between Victoria Street (Regional Road No. 55) and Breithaupt Street in the City of Kitchener, designated as Part 6 on Reference Plan 58R-17870, being PIN 22319-0002 (LT) and Part 1 on Reference Plan 58R-18101, being Part of PIN 22319-0001 (LT), effective June 26, 2015 at 12:01 a.m.
  - a) Pass a by-law to permanently close Regional Road 40 (Waterloo Street), between Victoria Street North and Breithaupt Street;
  - b) Pass a by-law to amend Road Consolidation By-law 01-059 (Regional Road System) to remove Regional Road 40 (Waterloo Street) between Victoria Street North and Breithaupt Street from the Regional Road System; and
  - c) Pass a by-law to amend Traffic parking By-law 06-072 to reflect the removal of existing traffic regulations on Regional Road 40 (Waterloo Street) between Victoria Street North and Breithaupt Street. [TES-TRP-15-14]
11. That the Regional Municipality of Waterloo take the following actions, in accordance with Report TES-WAS-15-16 dated June 16, 2015:
  1. Re-endorse the Quality Management System (QMS),
  2. Re-endorse the Region's 14 drinking water operational plans,
  3. Re-endorse of the QMS Policy and
  4. Re-appoint Top Management.

June 16, 2015

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## 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, enter into an Agreement for, and execute all documentation related to, the conveyance of the lands described as Part Lots 3 and 4, Registered Plan 508, being Part 7, on Reference Plan 58R-18525 part of PIN 22370-0001 (LT), in the City of Waterloo to 2208254 Ontario Inc., subject to an easement in favour of the Regional Municipality of Waterloo for purposes of a transit shelter, for the sum of \$25,300.00 plus all related costs, pursuant to the Region's property disposition by-law and to the satisfaction of the Regional Solicitor.
  
2. That the Regional Municipality of Waterloo approve the following memberships and associated length of terms for the Active Transportation Advisory Committee:
  - Mr. Patrick Gleeson, for a term ending December 2016;
  - Ms. Carmen Zannier, for a term ending December 2017;
  - Ms. Leah Quin for a term ending December 2018; and
  - Mr. Patrick Lam, for a term ending in December 2018.

June 16, 2015

## **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 approve a one-time grant of \$25,000, funded from the Capital Levy Reserve Fund, to Langs, consistent with the grants given to the Region's partner counselling agencies.
2. That the Regional Municipality of Waterloo enter into an amending agreement with the Corporation of the City of Waterloo to further extend an existing option to purchase a share of a parking structure owned by the City of Waterloo and used by Regional employees, as outlined in report COR-FFM-15-08, dated June 16, 2015.
3. That the Regional Municipality of Waterloo take the following action with respect to the 2016 Budget:
  1. Approve the 2016 Budget timetable as set out in Schedule B to Report COR-FSD-15-12 dated June 16, 2015;
  2. Forward a copy of Report COR-FSD-15-12 to the Waterloo Region Police Services Board.
4. That the Regional Municipality of Waterloo accept the proposal of Homewood Health Inc. for P2015-16 Employee Assistance Program in the estimated amount of \$567,000 including all applicable taxes for a three (3) year term (estimated annual cost of \$189,000) beginning October 1, 2015 with an option to renew for three (3) additional one (1) year terms, as outlined in report COR-TRY-15-62/HRC-EOE-15-02, dated June 16, 2015.
5. That the Regional Municipality of Waterloo approve the 2015 grants to Community Organizations as recommended by the ad-hoc working group and outlined in Report CC-15-01 and the attached Appendix 1, excluding those grants for the Independent Living Centre, dated June 16, 2015.

FS-150616

- Conflicts:  
K. Redman
6. That the Regional Municipality of Waterloo approve the 2015 grants to the Independent Living Centre as recommended by the ad-hoc working group and outlined in Report CC-15-01 and the attached Appendix 1, dated June 16, 2015.

June 16, 2015

## 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 approve the Region of Waterloo Community Homelessness Prevention Initiative (CHPI) Supportive Housing Program Standards;

And That the Regional Municipality of Waterloo delegate authority to the Commissioner of Community Services to approve updates to the Region of Waterloo Community Homelessness Prevention Initiative (CHPI) Supportive Housing Program Standards as outlined in report CSD-HOU-15-08, dated June 16, 2015.

2. That the Regional Municipality of Waterloo amend By-law 05-019 as amended, being a By-law to Establish Fees and Charges for the Regional Municipality of Waterloo, to add Preferred Accommodation (admitted after July 1, 2015) of \$25.00 per day effective July 1, 2015 as outlined in report CSD-SEN-15-06/COR-TRY-15-60, dated June 16, 2015.
3. That the Regional Municipality of Waterloo endorses the process for reviewing the Emergency Medical Services (EMS) Master Plan;

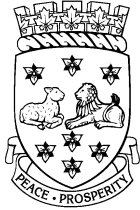
And That four (4) Members of Regional Council be appointed to serve as members of the EMS Master Plan Review Steering Committee including:

- a) The Chair of Community Services Committee (also representing Kitchener)
- b) The Vice Chair of the Community Services Committee (also representing the Townships); and
- c) Councillor Helen Jowett (representing Cambridge) and Councillor Jane Mitchell (representing Waterloo) as outlined in report PHE-PSV-15-05, dated June 16, 2015.

SS-150616

4. That the Regional Municipality of Waterloo approve the 2015 Social Development Programs Annual Grants as outlined in Appendix A of report CSD-EIS-15-05, dated June 16, 2015.

June 16, 2015



**Report:** CSD-HOU-15-012

**Region of Waterloo**  
**Community Services**  
**Housing Services**

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

**Date:** June 24, 2015

**File Code:** S13-30

**Subject:** 2014/15 Housing Stability Data Summary Report

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**Recommendation:**

For information only.

**Summary:**

Region of Waterloo Housing Services is committed to producing an annual data summary report to help inform the community of current trends in housing and homelessness in Waterloo Region. The 2014/15 Housing Stability Data Summary Report (attached as Appendix 1) examines emergency shelter use, income, rental housing affordability and availability, and supportive housing over the last three year period.

**Report:**

**1.0 Background**

Two page data summaries regarding homelessness and rental housing for Waterloo Region have been produced annually since 2008. For the first five years, the Homelessness and Housing Umbrella Group (HHUG) produced an annual report card that included this data. With changes in HHUG funding and focus, Waterloo Region Housing Services assumed the responsibility to continue to produce an annual data summary beginning in 2013. Previous reports have been based on the calendar year. These reports are now being produced to align with fiscal year funding and agreement cycles (April 1 to March 31). Where possible, the data in this report has been aligned with fiscal years for 2013/14 and 2014/15.



## 2.0 Data Summary Report

The 2014/15 Housing Stability Data Summary Report (attached as Appendix 1) provides information for the past three years 2012, 2013/14 and 2014/15 with an analysis of changes over the past two years (2013/14 and 2014/15).

### Emergency Shelter Use

The emergency shelter system experienced some significant changes in 2014/15, particularly related to the closures of most Out of the Cold (OOTC) sites in Kitchener-Waterloo. A community response plan was developed to support people who may be impacted. A full report providing the end of season results on the OOTC response plan is being presented at the June 16, 2015 Region Community Services Committee meeting (CSD-HOU-15-15).

Emergency shelter data in the Data Summary (Appendix 1) includes information from the six formal emergency shelters as well as from seasonal shelters (i.e., OOTC sites and the temporary YWCA Transitional Shelter that opened to support the OOTC closures in 2014/15). Overall, shelter numbers for 2014/15 have decreased compared to 2013/14 with bed nights down by 15 percent and the number of people accessing emergency shelters down by nine percent. While there was a small increase in the number of youth and adults accessing emergency shelters (two percent and five percent respectively), there was a significant 40 percent decrease in the number of families which brought the overall bed night and individual numbers down. The decrease in families is largely the result of the implementation of the family shelter diversion pilot (final pilot results planned to be brought to Council in October 2015).

### Income (Housing Affordability)

The Data Summary (Appendix 1) provides information on income and housing affordability. Over 2014/15, average market rent increased one percent for bachelor and one bedroom units and decreased by two percent for three or more bedrooms. Minimum housing wage (the minimum amount of income needed to be earned per hour to afford a unit at the average market rate) for a one bedroom unit increased slightly from \$15.58 in 2013/14 to \$15.67 in 2014/15. Although Ontario's minimum wage also increased over the past year (from \$10.25 to \$11.00), housing affordability in Waterloo Region remains out of grasp for people earning minimum wage (i.e., \$11 minimum wage versus \$15.67 minimum housing wage).

Low social assistance rates continue to exacerbate housing barriers for people. The monthly shelter allowance for singles receiving Ontario Works (OW) and Ontario Disability Support Program (ODSP) remained unchanged over the past three years (\$376 for OW and \$479 for ODSP). Even a bachelor apartment (at an average cost of \$667 in 2014/15) is impossible to afford using the shelter portion of the OW and ODSP

allowance.

### **Rental Housing Availability**

The Data Summary (Appendix 1) provides information on the number of Community Housing rental units and wait times as well as the number of private market rental units. The number of completed Community Housing rental units increased by 35 in 2014/15. The number of households on the Community Housing Waiting List for 2014/15 is a point-in-time snapshot showing a 10 percent decrease over the previous year (from 3,287 to 2,962). While the number of households on the wait list does fluctuate from year to year, the number has remained around 3,000 for the last decade. Average wait times for Community Housing have not changed over the past year (with bachelor and one bedroom units remaining at 6+ years and families requiring two or more bedrooms remaining at 3+ years).

The net number of private market rent units available in Waterloo Region (excluding purpose built student housing) increased marginally from 2013/14 to 2014/15, with an additional 133 units added. The local vacancy rate decreased over the last year (from 2.9 percent in 2013/14 to 2.3 percent in 2014/15), moving further away from what housing researchers indicate is a 'healthy rate' of three percent.

### **Supportive Housing**

The supportive housing section of the Data Summary focusses on the overall number of units of supportive housing and waitlists separated into “general” (non-specific) and “dedicated” (disability-specific) supportive housing<sup>1</sup>. Overall, the total number of housing spaces with support has increased nine percent since 2013 while the number of households on waitlists for supportive housing increased by five percent. While there are more housing spaces (now totalling 1,675), the number on the waitlists remain high at 1,403 indicating a great demand for supportive housing. The highest waitlist demand is for dedicated (disability-specific) supportive housing which has increased 17% since 2013 while the waitlist for general (non-specific) supportive housing has decreased by seven percent over this same period.

### **3.0 Next Steps**

The 2014/15 Data Summary Report (Appendix 1) supports community planning efforts and provides information used by the Region and many agencies and groups for community education. The Data Summary will be made available on the Region of

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<sup>1</sup> Dedicated supportive housing refers to housing intended for people in the community who have diagnosed disabilities (including physical disabilities, developmental disabilities, acquired brain injuries, mental health issues and/or problematic substance use issues). General supportive housing refers to housing that does not require people to have a specific diagnosed disability but who require support to retain housing.

Waterloo's website and the Homelessness Hub (national research clearinghouse at [www.homelesshub.ca](http://www.homelesshub.ca)). The 2014/15 Data Summary Report will be distributed through the Homelessness and Housing Umbrella Group's (HHUG) list serve and hard copies will be distributed to community agencies for their use and further distribution. The data sheet will serve as the interim report to the community regarding progress on the 10 Year Housing and Homelessness Plan with a further report planned for the fall of 2015.

**Corporate Strategic Plan:**

Working to strengthen the housing stability system and build the community's capacity to address issues of homelessness is consistent with the Region's 2011-2014 Corporate Strategic Plan, Focus Area 4: Healthy and Inclusive Communities: to "reduce inequities and enhance community health, safety, inclusion and quality of life"; and specifically, Strategic Objective 4.5 to "work collaboratively to increase the supply and range of affordable housing and reduce homelessness". In addition, these activities address Focus Area 5: Deliver excellent and responsive services that inspire public trust.

**Financial Implications:**

NIL

**Other Department Consultations/Concurrence:**

NIL

**Attachments**

Appendix 1: 2014/15 Housing Stability Data Summary Report

**Prepared By:** **Van Vilaysinh**, Manager, Housing Stability  
**Jeffrey Schumacher**, Supervisor Housing Supply Initiatives

**Approved By:** **Douglas Bartholomew-Saunders**, Commissioner,  
Community Services

## Appendix 1 2014/15 Housing Stability Data Summary Report

The Housing Stability Data Summary Report captures key indicators related to homelessness and housing in Waterloo Region. It highlights possible economic and structural barriers – like income and vacancy rates – that may negatively impact people’s ability to find and retain housing in the community. The report includes data related to the three resources required for housing stability:

- **Housing:** Housing must provide security of tenure and be desirable, affordable, safe, adequately maintained, accessible, and a suitable size. The more “at home” someone feels both in their community and in their housing, the more likely it is the person will stay housed and avoid re-entering the cycle of homelessness.
- **Income:** People must have enough income to sustain minimum standards for rent, utilities, food, health, clothing, education, transportation, and recreation.
- **Support:** People must have the opportunity to access additional support, as needed, to help them live as independently as desired and to connect to others in meaningful ways.

Housing stability is further amplified by having a sense of belonging – both to a shared space (called community inclusion) and to a personal space (“home”). Locally, these are considered the five essential elements for ending homelessness because they support people to retain their housing over the long term.

	2012	2013/ 2014	2014/ 2015	% Change** (13/14-14/15)
<b>Emergency Shelter</b>				
Number of bed nights	91,697	88,096	74,447	-16%
Number of people served	3,447	3,522	3,219	-9%
• youth (16-24)*	801	848	868	+2%
• adults (25-64)*	1,621	1,618	1,694	+5%
• older adults (65+)*	46	53	53	0%
• families*	214	187	112	-40%
• children in families*	420	331	201	-39%
• men*	1,861	1,936	1,938	+0.1%
• women*	1,074	977	947	-3%
• other gender identity*	8	9	13	+44%
Percent returning within the same year*	20%	23%	25%	+2%
Average length of stay for singles (cumulative across the year)*	25 days	28 days	25 days	-3 days

\*Data does not include K-W Out of the Cold or YWCA Transitional Shelter data. As such, the sub-population numbers will not total to the number of people served overall.

\*\* Rounded to the nearest whole number (with exception of 0.0 – 0.4).

	2012	2013/ 2014	2014/ 2015	% Change (13/14-14/15)
<b>Income (Affordability)</b>				
Minimum wage	\$10.25	\$10.25	\$11.00	+7%
Monthly shelter allowance, single person: Ontario Works (OW)	\$376	\$376	\$376	0%
Monthly shelter allowance, single person: Ontario Disability Support Program (ODSP)	\$479	\$479	\$479	0%
<b>Rental Housing Cost</b>				
<b>Average Market Rent</b>				
• bachelor	\$644	\$660	\$667	+1%
• one bedroom	\$773	\$810	\$815	+1%
• two bedrooms	\$908	\$952	\$975	+2%
• three or more bedrooms	\$1,053	\$1,127	\$1,106	-2%
<b>Average Wage Needed to Afford Rental Housing</b>				
• bachelor	\$12.38	\$12.69	\$12.83	+1%
• one bedroom	\$14.87	\$15.58	\$15.67	+1%
• two bedrooms	\$17.46	\$18.31	\$18.75	+2%
• three or more bedrooms	\$20.25	\$21.67	\$21.27	-2%
<b>Rental Housing Availability</b>				
Number of households on Community Housing Waiting List	3,162	3,287	2,962	-10%
Number of Community Housing rental units (completed)	10,320	10,346	10,381	+0.3%
Vacancy rate (private market rent units)*	2.6%	2.9%	2.3%	-1%
Number of private market rent units	31,226	31,547	31,680	+0.4%
<b>Average Wait Times for Community Housing</b>				
• seniors	1-2 yrs	2+ yrs	2+ yrs	-
• non-seniors (bachelor/1 bedroom)	4-6 yrs	6+ yrs	6+ yrs	-
• small family (2 bedrooms)	2+ yrs	3+ yrs	3+ yrs	-
• small family (3 bedrooms)	2+ yrs	3+ yrs	3+ yrs	-
• large family (4-5 bedrooms)	3-4 yrs	3+ yrs	3+ yrs	-
<b>Supportive Housing</b>				
	2012	2013	2014/ 2015	% Change (2013 – 14/15)
Number of housing spaces with support	1,552	1,539	1,675	+9%
Number of households waiting for support to retain housing	1,361	1,337	1,403	+5%
• general (non-specific)	758	690	643	-7%
• dedicated (disability-specific)	603	647	760	+17%

\*Canada Mortgage and Housing Corporation's Fall 2014 Market Rental Report.



**Report:** TES-WAS-15-17

**Region of Waterloo**  
**Transportation and Environmental Services**  
**Water Services**

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

**Date:** June 24, 2015

**File Code:** E-13-8270

**Subject:** **Consultant Selection – Biosolids Master Plan**

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**Recommendation:**

That the Regional Municipality of Waterloo:

- a) accept the key approaches to communication and engagement used to develop the Region's draft Biosolids Consultation Plan and Draft Biosolids Engagement Strategy in support of the upcoming Biosolids Master Plan;
- b) increase Project #08270 – Biosolids Master Plan in the Region's 2015 Ten-year Wastewater Capital Forecast by \$405,000 to \$1,415,000 to reflect the support of key basic approaches; and
- c) enter into an Agreement for Professional Consulting Services with Dillon Consulting Limited, to provide engineering services for the Region's Biosolids Master Plan, at an upset fee limit of \$1,414,377 plus applicable taxes.

**Summary:**

The Region has historically taken a long-term, step-wise perspective to planning its biosolids management program. Two Biosolids Master Plans (BMP) were completed in 2003 and 2011, each building on the results of the previous study with the aim of reducing the biosolids volume. Both master plans were highly technical and complex in nature, and met the mandatory requirements for public consultation under the Municipal Class Environmental Assessment process for master plans.

In September 2012 following completion of the 2011 BMP, the Region initiated a Class Environmental Assessment (Class EA) for the Centralized Biosolids Heat Drying Facility. This project was the preferred alternative of the 2011 BMP.

During the Class EA, the public and stakeholders provided feedback to the Region asking for increased communication and public engagement for making decisions related to biosolids. They wanted to be better informed of the study and be able to provide their input.

Based on this feedback, the Region decided to review the implementation of its biosolids management strategy. In September 2013, Regional Council directed staff to step back and update the BMP (Report E-13-104).

In February 2015, in anticipation of the BMP, a draft Biosolids Consultation Plan and draft Biosolids Engagement Strategy were developed (Report TES-WAS-15-07). Both documents are based on a number of key approaches that will support the upcoming BMP, and increase the communication approach of typical master plans.

The first key approach is providing more information about the process. The public and stakeholders have indicated that they would like to be informed as key information becomes available, and have the opportunity to provide input in the decision making process.

The second key approach is the recognition that besides traditional consultations, which are usually comprised of newspaper notices and public consultation centres (PCC's), additional methods of communication and engagement must be incorporated into the BMP.

The third key approach is that due to the complex nature of the subject of biosolids, greater time be spent on readying technical information in a format that is easily understood by the public.

By the very nature of these approaches, the upcoming BMP will be a public process that would be greater in breadth than typical master plans, and by necessity have a longer duration to complete. The final product will be a solution that considers the technical aspects of the problem definition, and includes sufficient consultation and engagement throughout the study.

During the consultant selection process for the BMP, the Region received five Letter of Interest submissions from which three were shortlisted and submitted Detailed Work Plans with Upset Cost Estimate. Prior to opening the Upset Cost Estimate, the three shortlisted firms were interviewed.

When considering all Quality, Equity, and Price Factors, the submission from Dillon Consulting Limited scored the highest. The contract upset fee of \$1,414,377 is

\$404,377 higher than initially anticipated, reflecting the longer duration than originally normally expected (4 years instead of 1.5 to 2 years), and the need to provide more opportunities for public communication and input at multiple stages throughout the study. However, staff considers that given the above approaches of communication and engagement, coupled with the complex technical nature of the subject, the upset fee is reasonable for this scope of project and recommends that Dillon Consulting Limited be retained to undertake this assignment.

Subject to Council approval of this Professional Consultant Services assignment, it is anticipated that the final report will be completed in June 2019. Funding for this assignment will be from a combination of development charges (26.3%) and wastewater reserve fund (73.7%).

## **Report:**

### **Background**

The Region is responsible for wastewater treatment and biosolids management to protect public health and the environment. The Region owns 13 wastewater treatment plants (WWTP), one biosolids processing facility, six wastewater pumping stations and two wastewater collection systems (North Dumfries and Wellesley), treating 66 Million cubic meters annually.

The Region has historically taken a long-term, step-wise approach to planning its biosolids. Two Biosolids Master Plans (BMP) were completed in 2003 and 2011, each building on the results of the previous study with the aim of reducing the biosolids volume. Both master plans were highly technical and complex in nature, and met the mandatory requirements for public consultation under the Municipal Class Environmental Assessment (MEA) requirements for master plans.

The most recent BMP completed in August 2011 also used the Region's Corporate Environmental Sustainability Strategy as its guiding principles (Report E-11-067). Regional Council approved the strategy recommended in the 2011 BMP, which included implementation of the following:

- i) a centralized biosolids heat drying facility for further reduction of biosolids volume from the Region's larger WWTP's, with investigation of alternate delivery methods by 2018,
- ii) a new, enhanced aerobic digestion system at the Ayr WWTP for receiving the remaining aerobically digested biosolids from the Region's smaller WWTPs by 2015,
- iii) co-generation of digester biogas for energy production at the Kitchener, Waterloo and Galt WWTP's between 2015 and 2019.



In 2012, the Region initiated further studies to implement the centralized heat drying facility, including discussions with PPP Canada for potential financing of the construction and operation of the facility as a P3.

In September 2012, the Region also initiated the Class Environmental Assessment for the Centralized Biosolids Heat Drying Facility (Class EA) to define the preferred location for the centralized facility.

During the Class EA, the public and stakeholders provided feedback to the Region asking for increased communication and public engagement for making decisions related to biosolids. They wanted to be better informed of the study and be able to provide their input.

Based on this feedback, the Region decided to review the implementation of its biosolids management strategy. In September 2013, Regional Council directed staff to step back and update the BMP (Report E-13-104).

### **Master Planning Process**

The Region's customary approach for community engagement during master plans is based on the Municipal Engineers Association (MEA) Class Environmental Assessment process. By following this approach for master plans, Phases 1 and 2 of the Municipal Class EA process are satisfied. Public consultation consists of one or two sets of Public Consultation Centers (PCC's) and placement of the final report for public review.

The first set of PCC's is discretionary and held at the start of the master plan to review the opportunity statement and to familiarize interested stakeholders of the study. The second set of PCCs is mandatory and is held near the end of the study to allow feedback from stakeholders and the public on the suggested alternatives.

While the above approach is considered adequate for most master plans, the upcoming BMP will require increased communication and engagement with stakeholders and public, at multiple stages throughout the study beyond the standard master plan requirements. In February 2015, in anticipation of the BMP, a draft Biosolids Communication Plan and draft Biosolids Engagement Strategy were presented to Region Council that will be used to support the upcoming BMP (TES-WAS-15-07). Both documents were based on a number of key approaches that will support the upcoming BMP and increase the communication approach from typical master plans.

The first key approach is providing more information about the process. The public and stakeholders have indicated that they would like to be informed when key information becomes available, and have the opportunity to provide input in the decision making process. Therefore a project charter will be developed to inform the public, ahead of the study, on the process that will be followed and will contain approximate timelines of

when information will be made available and when input could be provided. The initial work identified seven sets of three PCC's (one PCC each in Cambridge, Kitchener and Waterloo for a total of 21) for the upcoming BMP.

The second key approach is the recognition that besides traditional consultations, which are usually comprised of newspaper notices and public consultation centres (PCC's), additional methods of communication and engagement must be incorporated into the BMP. This recognizes that the residents of the Region may not subscribe or prefer to not use this medium for their information. As part of the BMP, new methods of providing information will be explored and adopted. These may include but not be limited to social media, on-line tools and e-newsletters.

The third key approach is recognition that the subject of biosolids is complex in nature. To communicate and engage the subject of biosolids, greater time must be spent on readying technical information in a format that is easily understood by the public. As an example, the recently created biosolids video which uses rich animation media was able to convey how biosolids are formed.

By the very nature of these approaches, the upcoming BMP will be a public process that would be greater in breadth than typical master plans and by necessity, have a longer duration to complete. The final product will be a solution that considers the technical aspects of the problem definition, and includes sufficient consultation and engagement throughout the study.

### **Consultant Selection**

A Request for Consultant Services for the BMP was advertised in the Kitchener-Waterloo Record and on the Region's website on March 3, 2015. The Region received five Letter of Interest submissions. Three firms were short listed based on the Quality and Equity Factors, and asked to submit detailed work plans and upset fees for this assignment. They were:

- Associated Engineering (Ont.) Ltd.
- CH2M Hill Canada Limited
- Dillon Consulting Limited

Interviews with the three firms shortlisted were held on May 13, 2015.

The individuals in the Project Team involved with the consultant selection were:

- T. Brown, Manager, Wastewater Operations, Water Services
- J. Cavalcante, Manager of Engineering & Planning, Water Services
- S. Gombos, Manager, Water Efficiency, Water Services
- N. Kodousek, Director, Water Services
- K. Yajima, Senior Project Engineer, Engineering & Planning, Water Services

The evaluation criteria used for selecting the successful consultant was consistent with the Region's Purchasing By-law and consultant selection policies. The evaluation criteria and their respective weightings are:

**Quality Factors (80%)**

- Project Approach and Understanding (25%)
- Experience of the Project Manager (20%)
- Experience of Project Support Staff (20%)
- Experience on Similar Projects (15%)

**Equity Factors (5%)**

- Current Regional Workload (3%)
- Local Office (2%)

**Price Factor (15%)**

- Upset Price (15%)

The Letters of Interest and Detailed Work Plans submitted by the three short listed consultants, and information provided during the interview, demonstrated that the three consultants have a good understanding of the project, capable project teams, and experience on similar projects.

After reviewing the Letters of Interest, Detailed Work Plans, schedules, and upset fees Dillon Consulting Limited had the highest overall score. Dillon' cost for this proposal was the second lowest of the three short listed consultants. However, they showed a better plan to address the overall master plan requirements.

Based on this evaluation, the project team recommends that Dillon Consulting Limited be retained to undertake this assignment at an upset fee limit of \$1,414,377 plus applicable taxes.

**Scope of Work**

The scope of work for this assignment includes:

**Scope of Work**

- Project Commencement
- Project Charter
- Public Survey
- Communication Plan and Engagement Plan Update
- Outline of the Master Planning Process
- Data Collection and Biosolids Quantity Forecast Update
- Initial Screening of Biosolids Management Strategies
- Development of Strategies for Multi-criteria Decision Making Analysis
- Evaluation Criteria and Criteria Weights
- Detailed Evaluation of Short listed Strategies
- Public Consultation Centres and Workshops
- Reporting

## Schedule

Subject to Council's approval of this assignment, the proposed schedule for the study is approximately 48 months commencing in July 2015 and ending in June 2019.

## Consultant Upset Limit

The upset limit for consulting fees and disbursements for the Implementation Plan for the Biosolids Master Plan is \$1,414,377 plus applicable taxes. A breakdown of the successful consultant's upset fee is included in Attachment A attached to this report.

## Corporate Strategic Plan:

The biosolids Master Plan supports the Corporate Strategic Focus Area 2: "Growth Management and Prosperity", Strategic Objective 2.2: "Develop, Optimize and Maintain Infrastructure to Meet Current and Projected Needs."

## Financial Implications:

The Region's 2015 Ten Year Wastewater Capital Forecast provides a total budget of \$1,010,000 for this project (project #08270), consisting of \$210,000 in 2015, \$300,000 in 2016, \$300,000 in 2017 and \$200,000 in 2018. The consultant's Upset Fee of \$1,414,377 (plus applicable taxes) exceeds this budget allowance for engineering consultancy work by \$404,377. The higher cost for this assignment is a result of the longer duration of the master plan than originally expected, and the need to provide more opportunity for public communication and engagement at multiple stages throughout the study, based on the key approaches to consultation. It is recommended that the funds for the implementation of the BMP be increased by \$405,000, including additional \$100,000 in 2017 (total of \$400,000), \$200,000 in 2018 (total of \$400,000) and \$105,000 in 2019. The additional fees above will be covered by wastewater development charges fund (26.3%) and the wastewater reserve fund (73.7%) and has no impact to the wastewater rate.

## Other Department Consultations/Concurrence:

The consultant procurement and development of recommendation were carried out in collaboration with corporate Services - Treasury Services Division.

## Attachments

Attachment A – Breakdown of Consultant's Upset Fee

**Prepared By:** Kaoru Yajima, Sr. Project Engineer, Water Services

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services

**Attachment A****Breakdown of Consultant's Upset Fee**

<b>No.</b>	<b>Item</b>	<b>Cost</b>
1	Agency Consultations, Stakeholder Meetings, Steering Committee Meetings, Maintaining Class EA File for Master Plans and Contacts, and Meet General Project Initiation Requirements	\$329,601
2	Establish Project Charter	\$42,154
3	Conduct Survey	\$50,993
4	Update Communication Plan and Engagement Plan	\$119,708
5	Create an Outline of the Master Planning Process	\$15,720
6	Collect Relevant Data and Summarize	\$45,174
7	Update Biosolids Quantity Forecast	\$19,367
8	Identify Biosolids Technologies and Biosolids Disposal Methods	\$48,341
9	Initial Screening of Biosolids Management Strategies	\$39,612
10	Development of Strategies for Multi-criteria Decision Making Analysis	\$54,828
11	Evaluation Criteria and Criteria Weights	\$34,791
12	Short listing of Strategies	\$40,573
13	Detailed Evaluation of Short listed Strategies	\$141,904
14	Public Consultation Centres and Workshops	\$343,832
15	Tech Memos, Draft Final, Final Report and Notice of Completion	\$87,778
Total	Total Upset Fee (plus applicable taxes)	\$1,414,377



**Report:** TES-WAS-15-19

## **Region of Waterloo**

### **Transportation and Environmental Services**

#### **Water Services**

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

**Date:** June 24, 2015      **File Code:** C06-60(A); E12-40/08779

**Subject:** **Wastewater Treatment Master Plan Update - Consultant Selection**

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#### **Recommendation:**

That the Regional Municipality of Waterloo enter into an Agreement for Professional Consulting Services with CIMA Canada Inc. of Kitchener, Ontario, to provide consulting engineering services for updating the Region's Wastewater Treatment Master Plan (WWTMP), at a total cost of \$496,595.00 plus applicable taxes, as per Report TES-WAS-15-19, dated June 24, 2015.

#### **Summary:**

The Region's long-term strategy for providing wastewater treatment is documented in the Wastewater Treatment Master Plan (WWTMP), periodically revised and last updated in 2007.

An update to the wastewater treatment strategy, including updates to long-term implementation schedules and capital spending forecasts, is currently needed due to several changes that have occurred since the last update.

The Region has carried out a public procurement process, Request for Consultant Services C2015-06, to procure professional consulting services for the WWTMP update. A proposal evaluation committee consisting of four staff from Water Services Division in cooperation with staff from Treasury Services Division conducted the procurement process in accordance with Region's policy.

Five consultant Letters of Interest were received and evaluated. The three best-scoring consultants were invited to submit detailed work plans and upset budget limits. The evaluation committee found that the submission by CIMA Canada Inc. provides the best

overall value to the Region. It is recommended that the Region award the consulting contract C2015-06 to CIMA at a cost of \$496,595.00.

The project will be carried out concurrently with the Biosolids Master Plan (Report TES-WAS-15-17), and is expected to take approximately 24 months.

## **Report:**

### **Background**

The Region is responsible for wastewater treatment and biosolids management to protect public health and the environment. The Region owns 13 wastewater treatment plants (WWTP), one biosolids processing facility, six wastewater pumping stations (PS), and two wastewater collection systems (North Dumfries and Wellesley), treating 66 million cubic meters annually.

The Region has experienced steady residential and industrial/ commercial/institutional (ICI) growth for many years, and anticipates this will continue as a result of factors such as a strong local economy, policies arising from the Province of Ontario's Places to Grow Act, and major Regional and Provincial transportation initiatives that are underway.

Strategic long-term planning for the Region's wastewater treatment services and infrastructure is primarily documented in the Region's Wastewater Treatment Master Plan (WWTMP). The WWTMP is periodically revised and updated to address changes in conditions and extend the planning window into the future. The current updated version of the WWTMP was completed and issued in 2007, and the recommendations addressed projected needs to year 2045.

Several changes that impact or could impact the MP strategy have transpired in the period since the 2007 update was completed, including:

- Actual population growth rate, types of growth, spatial distribution of development, and wastewater flow rates have deviated from previous projections;
- Upgrades to Waterloo WWTP are nearing completion, and the net improvements to the Grand River will soon be apparent and measurable;
- Completed upgrades to Kitchener WWTP have reduced impacts to the Grand River;
- Biosolids management practices at our WWTPs have changed;
- Additional information about our WWTPs and watershed is available from recent studies and monitoring programs;
- There is growing opportunity in Ontario for more effective management of river water quality through whole watershed management, rather than independent management of numerous individual point sources;

- An Asset Management system for Regional infrastructure has been created, and the Region has a steadily improving understanding of the condition and remaining life expectancy of our wastewater infrastructure assets; and
- Energy costs have been volatile, and there is a need for increased focus on managing energy costs and reducing greenhouse gas footprint for both financial and environmental reasons. There are also new financial incentive programs for implementing infrastructure improvements that reduce energy demand.

The WWTMP update project will follow the approach recommended in the Municipal Engineer's Association (MEA) Class Environmental Assessment process. Two groups of three Public Consultation Centres (PCCs) (one in Cambridge, one in Kitchener, and one in Waterloo) have been proposed during the duration of the MP. This project will run in parallel with the Biosolids Master Plan (BMP) update. Population and wastewater flow projections will be done during the WWTMP update. This information is common to the WWTMP and the BMP, and will be provided to the BMP project team to ensure consistency of the data in both projects.

The WWTMP update project will result in a more current, comprehensive, cost-effective and feasible strategy to address the anticipated wastewater treatment and discharge needs of the Region over the next 35 to 40 years, consistent with the Region's Strategic Plan.

Some of the ongoing upgrades at the Waterloo and Kitchener WWTPs will not be impacted, as these upgrades are for improving treatment at these plants and are not required to increase plant capacity. However, the MP will review and update the need for expanding existing facilities and the need for new ones, including a revised implementation schedule and cash flow projection.

### **Consultant Selection Process**

A Request for Consultant Services for the WWTMP was advertised in the Kitchener-Waterloo Record and on the Region's website on March 18, 2015. The Region received five Letter of Interest submissions. Three firms were short listed based on the Quality and Equity Factors, and asked to submit detailed work plans and upset fees for this assignment. They were:

- Associated Engineering (Ont.) Ltd.
- CH2M Hill Canada Limited
- CIMA Canada Inc.

The individuals in the Project Team involved with the consultant selection were:

- T. Brown, Manager, Wastewater Operations, Water Services



- J. Cavalcante, Manager of Engineering & Planning, Water Services
- N. Kodousek, Director, Water Services
- D. Arsenault, Senior Project Engineer, Engineering & Planning, Water Services

The evaluation criteria used for selecting the successful consultant was consistent with the Region's Purchasing By-law and consultant selection policies. The evaluation criteria and their respective weightings are:

#### Quality Factors (80%)

- Project Approach and Understanding (25%)
- Experience of the Project Manager (20%)
- Experience of Project Support Staff (20%)
- Experience on Similar Projects (15%)

#### Equity Factors (5%)

- Current Regional Workload (3%)
- Local Office(2%)

#### Price Factor (15%)

- Upset Price(15%)

The Letters of Interest and Detailed Work Plans submitted by the three short listed consultants, and information provided during the interview, demonstrated that the three consultants have a good understanding of the project, capable project teams, and experience on similar projects.

After reviewing the Letters of Interest, Detailed Work Plans, schedules, and upset fees CIMA Canada Inc. had the highest overall score. CIMA's cost for this proposal was the lowest of the three short listed consultants.

Based on this evaluation, the project team recommends that CIMA Canada Inc. be retained to undertake this assignment at an upset fee limit of \$496,595.00 plus applicable taxes.

#### **Schedule**

Subject to Council's approval of this assignment, the anticipated schedule for the project is approximately twenty-four (24) months, commencing in July 2015 and ending in July 2017.

#### **Corporate Strategic Plan:**

The WWTMP Update project supports the Corporate Strategic Focus Area 2: "Growth  
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Management and Prosperity,” Strategic Objective 2.2: “Develop, Optimize and Maintain Infrastructure to Meet Current and Projected Needs.”

**Financial Implications:**

The council-approved 2015 Ten Year Wastewater Capital Program includes a total budget of \$600,000 for the updating the WWTMP, allocated over the years 2015 – 2016. This budget is sufficient to fund this project, and is 100% funded by development charges.

All figures provided in this report are exclusive of applicable taxes.

**Other Department Consultations/Concurrence:**

The consultant procurement and development of recommendation were carried out in collaboration with Treasury Services Division, Department of Planning, Development and Legislative Services.

**Attachments**

Attachment A – Breakdown of Consultant’s Upset Fee

**Prepared By:** Dave Arsenault, Senior Project Engineer, Water Services

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services

**Attachment A****Breakdown of Consultant's Upset Fee**

<b>Item No.</b>	<b>Description</b>	<b>Cost \$</b>
1	Background Review	79,084
2	Population and Flows	15,170
3	Assessment of Region River Monitoring Program	19,906
4	Evaluation Criteria	11,366
5	Alternative Solutions	57,942
6	East Side Lands Servicing Strategy	54,116
7	Receiving Water Assessment	47,915
8	Alternatives Evaluation and Recommended Strategy	41,111
9	Summary Report	36,850
10	Public Consultation	133,135
	Total Upset Fee (plus applicable taxes)	\$496,595



**Report:** TES-WAS-15-20

## **Region of Waterloo**

### **Transportation & Environmental Services**

#### **Water Services**

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

**Date:** June 16, 2015      **File Code:** E06-02/TAPS

**Subject:** **Consultant Selection for the Threats and Policies System Database**

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#### **Recommendation:**

That the Regional Municipality of Waterloo enter into a Consulting Services Agreement with Latitude Geographics Ltd, to provide services for implementing the Threats and Policy System Database project in 2015 and 2016, at an upset limit of \$452,744 plus applicable taxes, as per Report TES-WAS-15-20 dated June 24, 2015, in a form that is satisfactory to the Commissioner of Transportation and Environmental Services and Regional Solicitor.

#### **Summary:**

Nil

#### **Report:**

#### **Background**

The Ontario government passed the Clean Water Act in 2006 to help protect drinking water at the source as part of its multi-barrier strategy to safeguard human health and the environment. The Clean Water Act establishes the legislative framework for undertaking watershed-based source water protection.

The Region's policies are included in the Grand River Source Protection Plan (SPP) which will be submitted to the Ministry of Environment for final approval by the Grand River Conservation Authority in June 2015. Upon approval of the SPP (expected in early 2016), Region staff will begin to implement these policies.

The Region has responsibility for assessing risk to its water supply and implementing policies to reduce that risk on approximately 2,655 properties including negotiating risk management plans on over 700 properties. A property-based database with associated GIS applications, input forms and automatic reporting functions is an essential implementation tool to store risk assessment information, track property-specific policy implementation and prepare annual reports on activities for submission to the Province.

### **Objective of Project**

This project will develop a tracking system to house, update, analyze, and report on, all of the data collected as part of the risk assessment process as well as to track the Region's actions to implement the policies in the SPP. This project is known internally as the Threats and Policy System (TAPS) and is necessary to ensure compliance with the Source Protection Plan and the Ministry of the Environment and Climate Change's (MOECC) mandatory reporting program.

This tracking of policy implementation will include all contact with property owners and tenants (informal and formal notices, orders, etc.), all incentives applied for and granted, all risk management plans negotiated, all prescribed instruments reviewed, and all actions required of local municipalities and the Province.

### **Consultant Selection**

In October 2013, the Region tendered and awarded the contract for the construction of TAPS to a consultant through a competitive bid process. The consultant was unable to complete the project.

In March of 2015, Region staff began negotiations with Latitude Geographics Ltd. (Latitude) for the completion of the TAPS project. Latitude has been indirectly involved with this project since 2013. They were the second bidder on the original Request for Proposals. Latitude is familiar with the project requirements and the Region's information technology environment. The Region currently builds all of the corporate web-based GIS applications on Latitude's software platform.

Sole sourcing the TAPS project to Latitude will support the standardization of goods and services provision in the Purchasing By-law (section 21 (1) (i)). This would also likely result in cost savings to the Region since no additional annual maintenance fees are needed for software license agreements. In addition, staff effort to implement and support the solution would be reduced as ITS staff are familiar with this software.

Additionally, the time available to develop the database system to support the Clean Water Act implementation is shortening. The TAPS database is required to be integrated into the planning approvals systems at both the Region and area municipalities. Accordingly, a functional system is required prior to the effective date of the Source Protection Plan which is set by the province. Currently, staff anticipate that

date to be in early 2016. Delays in implementing the TAPS project could necessitate the Region requesting an extension to the effective date of the SPP from the MOECC. There is no guarantee that the request to the MOECC would be approved, the net result being an interruption or delays in planning act and building permit approvals.

### **Project Scope**

Latitude will utilize existing software to develop the database and tracking process. The Region uses this software for their corporate web-based GIS applications and it is configurable to different management needs. Latitude will develop a number of linked databases and processes including:

- A database to house the Assessment Report data, which contains the technical assessment of risks to water supply sources, in a way that will allow tracking of changes to the data in the future and related Source Protection Plan Policies;
- Links between the Assessment Report data and the Source Protection Plan policies so that the policies which apply to individual properties can be determined and procedures implemented which will allow real-time tracking of implementation on each affected property; and
- Workflows to track responses electronically to spill reports by Environmental Enforcement Staff that provides a source of information on threats to water supply sources and indirectly measures compliance to Risk Management Plans for affected properties.

### **Upset Fee**

The upset fee for consulting fees and disbursements for the Threats and Policies Database is \$452,744 plus applicable taxes. A breakdown of the upset fee is included in Attachment A attached to this report. This fee was arrived at after negotiations with Region staff and is slightly lower than Latitude's original 2013 proposal. Region staff agree that the hourly fees charged by Latitude and the overall scope of work is reasonable, competitive, and can be implemented within the shortening window of preparation for the implementation of the SPP.

### **Schedule**

Subject to Council's approval of this report, the proposed schedule for completion of this project is approximately 13 months commencing in June 2015. The components which are required for integration of the Source Protection Plan with area municipal building and planning departments will be prioritized so that they are in place in early 2016 when SPP approval is anticipated.

### **Corporate Strategic Plan:**

The Threats and Policy System supports the Corporate Strategic Plan Focus Area 1: Environmental Sustainability; and Strategic Objectives: “1.4 - protect the quality and quantity of our water sources.”

**Financial Implications:**

The Region’s approved 2015 Water Capital Program includes \$1.965 million in 2015 and \$1.475 million in 2016 for Source Protection Assessment (Project #04125) which includes this project. The project is funded from Regional Development Charges (26%; \$117,713) and the Water Reserve Fund (74%; \$335,030).

**Other Department Consultations/Concurrence:**

Staff from Information Technology Services and Legal Services were consulted in the writing of this report. In addition, Information Technology Services staff were integral in developing the terms of reference for this project, and will continue to participate on the project team through its implementation.

**Attachments:**

Attachment A: Breakdown of Upset Fee

**Prepared By:** Amy Domaratzki, Senior Hydrogeologist

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services

**Breakdown of Upset Fee**

<b>DESCRIPTION</b>	<b>FEE</b>
Project Initiation and Planning	\$ 4,318
Conceptual Design	\$ 34,188
Detailed Design	\$ 28,072
Application Development (includes database refinements, construction of customized business workflows, and the creation of a user interface)	\$ 355,366
Implementation (includes training and documentation)	\$ 30,800
<b>TOTAL UPSET FEE</b>	<b>\$ 452,744</b>