Regional Municipality of Waterloo

Consolidated

Council Agenda

Wednesday, September 21, 2016

Closed Session 6:30 p.m.

Waterloo County Room

Regular Meeting 7:00 p.m.

Regional Council Chamber

150 Frederick Street, Kitchener, ON

*Denotes Item(s) Not Part of Original Agenda

1. Moment of Silence

2. Roll Call

3. Motion To Go Into Closed Session

That a closed meeting of Council be held on Tuesday, September 21, 2016 at 6:30 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) receiving of advice that is subject to solicitor-client privilege related to a contract

b) proposed or pending litigation and receiving of legal advice that is subject to solicitor client privilege related to a contract

c) receiving of advice subject to solicitor-client privilege and proposed or pending acquisition and disposition of land in the City of Cambridge

* d) receiving of advice subject to solicitor-client privilege related to a by-law
4. **Motion to Reconvene Into Open Session**

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

6. **Presentations**
   
a) Mina Fayez-Bahgat, Manager, Waterloo Region Housing  
   re: YouthForce Recognition

7. **Petitions**

8. **Delegations**
   
a) Regan Brussé, Oscar Cole-Arnal, and Brayden McNeil, Alliance Against Poverty re: Transit Access for All
   
b) Re: PDL-CAS-16-15, Taxi By-law Review - Vehicle Identification

* 1. Chris Schafer, Uber Canada

* 2. Prem Gururajan, RideCo

* 3. Zoran Bobic

9. **Minutes of Previous Meetings**
   
a) Licensing and Hearings Committee – August 17, 2016

b) Closed Council – August 17, 2016

b) Closed Council – August 17, 2016

b) Closed Committee - September 13, 2016

e) Community Services – September 13, 2016

f) Administration & Finance – September 13, 2016

f) Planning & Works – September 13, 2016

h) Regional Development Charges Public Meeting - September 13, 2016

10. **Communications**
   
a) Council Information Package – Friday, September 16, 2016
(Distributed Electronically)

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

12. **Reports**

**Finance Reports**

a) **COR-TRY-16-93**, T2016-175 Main Street Bridge Coating, City of Cambridge

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Jacques Daoust Coatings Management Inc. for T2016-175 Main Street Bridge Coating, City of Cambridge in the amount of $118,135.00 plus all applicable taxes as set out in report COR-TRY-16-93 dated September 21, 2016.

b) **COR-TRY-16-94**, P2016-23 Wellesley & Ayr Sanitary Sewer Hydraulic Cleaning, CCTV Inspection and CCTV Assessment

**Recommendation:**

That the Regional Municipality of Waterloo accept the proposal of Badger Daylighting Ltd. for P2016-23 Wellesley & Ayr Sanitary Sewer Hydraulic Cleaning, CCTV Inspection and CCTV Assessment in the Township of Wellesley and Township of North Dumfries, at an estimated amount of $193,912.45 plus all applicable taxes as set out in report COR-TRY-16-94 dated September 21, 2016.

c) **COR-TRY-16-95**, T2016-168 Waterloo Zone 6/5 PRV Chamber Installation and Watermain Connections, City of Waterloo

**Recommendation:**

That the Regional Municipality of Waterloo accept the tender of Xterra Construction Inc. for T2016-168 Waterloo Zone 6/5 PRV Chamber Installation and Watermain Connections, City of Waterloo in the amount of $340,523.60 plus all applicable taxes as set out in report COR-TRY-16-95 dated September 21, 2016.

d) **COR-TRY-16-96**, T2016-190 Water Street Watermain Replacement, City of Cambridge
Recommendation:

That the Regional Municipality of Waterloo accept the tender of 410754 Ontario Ltd. o/a Sousa Concrete for T2016-190 Water Street Watermain Replacement, City of Cambridge in the amount of $655,350.00 plus all applicable taxes as set out in report COR-TRY-16-96 dated September 21, 2016.

e) **COR-TRY-16-97**, T2016-178 Catch Basin Cleaning Program

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Flow Kleen Technology Ltd. for T2016-178 Catch Basin Cleaning Program in the amount of $229,162.50 plus all applicable taxes, with options to renew for two additional one year terms as set out in report COR-TRY-16-97.

f) **COR-TRY-16-98**, P2016-14 Trade Contractors – Rotational Roster – Waterloo Regional Housing

Recommendation:

That the Regional Municipality of Waterloo accept the proposals of City Appliance, Express Appliance, Arcadian Projects Inc., Mader Electrical Services Inc., Motion Electrical, Mark Goldsworthy (Rent a Back), Regional Repairs, Stahle Construction Inc., ZRW Restoration, Call Someone a Division of 1033387 Ontario Limited, JRS Painting, Koenig Painting and Decorating Limited, Stevie’s Painting, Eskay Floors, Joe Pace & Sons Contracting Inc., Custom Contracting Group Inc., Gordner Construction Ltd., Bradley Heating and Cooling, Hammond Plumbing and Heating Inc. and BP Plumbing Ltd. for P2016-14 Trade Contractors - Rotational Roster – Waterloo Regional Housing for a two year period from October 1, 2016 to September 30, 2018 at an estimated cost of $5,872,400 plus all applicable taxes (estimated annual cost $2,936,200 plus all applicable taxes) with the option to renew for three (3) additional one (1) year periods as set out in report COR-TRY-16-98 dated September 21, 2016.

g) **COR-TRY-16-99**, P2016-21 Transportation Feeder Service (busPLUS)

Recommendation:

That the Regional Municipality of Waterloo accept the proposal of 947465 Ontario Ltd. o/a Voyageur Transportation Services for P2016-21
Transportation Feeder Service (busPLUS) in the estimated amount of $2,976,545.00 plus all applicable taxes (estimated annual cost of $595,309.00 plus all applicable taxes) for a five (5) year period plus two, one year renewal options as set out in report COR-TRY-16-99 dated September 21, 2016.

h) **COR-TRY-16-100**, Regional Debenture Issue Dated September 26, 2016 (Information)

**Committee Reports**

a) **Community Services** - attached & marked SS-160913

b) **Administration & Finance** - attached & marked FS-160913

* Closed **Administration & Finance** - attached & marked CFS-160913

c) **Planning & Works** - attached & marked PS-160913

**Chief Administrative Officer**

**Regional Chair**

**Regional Clerk**

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

a) **PDL-CAS-16-15**, Taxi By-law Review - Vehicle Identification

**Recommendation:**

That the Regional Municipality of Waterloo direct staff to include the following provision in the final by-law for taxi and taxi type services as described in report PDL-CAS-16-15.

**Vehicle Identification**

1. That the Region of Waterloo require Taxi-cabs to display two (2) decals in a location visible from the exterior of the Taxi-cab. The decals must display the name or trademark of the Taxi-cab Broker. Decals must be a minimum size of two hundred (200) square centimeters.

2. That staff undertake a review of the decal size and location requirements within 12 months of the passing of the by-law and report back to Committee to determine if changes must be made.
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 ten year instalment debentures in the principal amount of $7,250,000 for capital works of The Corporation of the City of Cambridge.

   b) A By-law to authorize the borrowing upon ten year instalment debentures in the principal amount of $2,381,000 for capital works of The Corporation of the City of Kitchener.

   c) A By-law to authorize the borrowing upon ten year instalment debentures in the principal amount of $700,000 for a capital work of The Corporation of the Township of Wellesley.

   d) A By-law to authorize the borrowing upon instalment debentures in the aggregate principal amount of $94,219,000 (ten year instalment debentures in the principal amount of $33,001,000 and twenty year instalment debentures in the principal amount of $61,218,000) for capital works of The Regional Municipality of Waterloo.

   e) A By-law to provide for the borrowing of the aggregate of the principal amounts authorized by By-laws numbered 16-039, 16-040, 16-041 and 16-042 and for the issuing of one series of instalment debentures therefor in the aggregate principal amount of $104,550,000 (ten year instalment debentures in the principal amount of $43,332,000 and twenty year instalment debentures in the principal amount of $61,218,000)

   f) A By-law to Licence, Regulate and Govern Brokers, Owners, and Drivers of Taxi-Cabs within The Regional Municipality of Waterloo
g) A By-law to Establish License Fees and Charges for The Regional Municipality of Waterloo and to Repeal By-law 13-056, as Amended

* h) A By-law to Amend By-law 06-072, as Amended, Being the Region’s Traffic and Parking By-law (Manitou Drive, Homer Watson Boulevard to Bleams Road, City of Kitchener)

i) A By-law to Confirm the Actions of Council – September 21, 2016

22. Adjourn
Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: September 21, 2016  File Code: F18-30

Subject: T2016-175 Main Street Bridge Coating, City of Cambridge

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Jacques Daoust Coatings Management Inc. for T2016-175 Main Street Bridge Coating, City of Cambridge in the amount of $118,135.00 plus all applicable taxes as set out in report COR-TRY-16-93 dated September 21, 2016.

Summary: Nil

Report:

Tenders were called for T2016-175 Main Street Bridge Coating, City of Cambridge and were advertised on the Region’s website. A pre-qualification was completed for this project (PQ2013-08) and only bids received from the pre-qualified list were accepted. The tenders were opened in the presence of K. Brisbois, M. Halloran and J. Markovic.

The following tender was received:

Jacques Daoust Coatings Management Inc.  Cambridge, ON  $118,135.00

The work under this contract includes localized repairs, water-blasting and application of a pigmented acrylic coating to the concrete on the Main Street Bridge in the City of Cambridge. The coating of the bridge structure will be applied to the bowstring arches, fascia, barrier wall/rail systems and splash panels. Based on testing conducted with the University of Waterloo, the acrylic coating will provide long-term protection of the old and new concrete and resistance to chloride penetration.
Work is expected to start on or about September 26, 2016 and be substantially complete by mid October 2016. If weather conditions are not favourable to apply the coating as per the manufacturer recommendations, the contractor shall apply the coating during the 2017 construction season at no extra cost.

**Corporate Strategic Plan:**

Award of this contract meets the 2015-2018 Corporate Strategic Plan objective to ensure Regional programs and services are efficient, effective and provide value for money under Strategic Focus Area 5, Responsive and Engaging Government Services.

**Financial Implications:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2016-175</td>
<td>$118,100</td>
</tr>
<tr>
<td>Consultant Services during Construction</td>
<td>25,000</td>
</tr>
<tr>
<td>Regional Engineering</td>
<td>5,000</td>
</tr>
<tr>
<td>Material Inspection and Testing during Construction</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$153,100</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>2,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$155,700</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region of Waterloo’s approved 2016 Transportation Capital Program includes $165,000 for RR27 Main Street Grand River Bridge (project number #05992) to be funded from the Roads Rehabilitation Reserve Fund. Based on the low tender result, the cost of this work is $9,300 (approximately 5.6%) under the available project budget.

The final date of acceptance for this tender is October 16, 2016.

**Other Department Consultations/Concurrence:**

Transportation Services staff were consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council
Date: September 21, 2016  File Code: F18-40
Subject: P2016-23 Wellesley & Ayr Sanitary Sewer Hydraulic Cleaning, CCTV Inspection and CCTV Assessment

Recommendation:
That the Regional Municipality of Waterloo accept the proposal of Badger Daylighting Ltd. for P2016-23 Wellesley & Ayr Sanitary Sewer Hydraulic Cleaning, CCTV Inspection and CCTV Assessment in the Township of Wellesley and Township of North Dumfries, at an estimated amount of $193,912.45 plus all applicable taxes as set out in report COR-TRY-16-94 dated September 21, 2016.

Summary:
Nil

Report:
Proposals were called for P2016-23 Wellesley & Ayr Sanitary Sewer Hydraulic Cleaning, CCTV Inspection and CCTV Assessment, and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. Six (6) proposals were received and were opened in the presence of E. Hobbs, R. Pinder and A. Dooling.

The proposals were first evaluated using pre-determined technical criteria stipulated in the Request for Proposal, which included project understanding and approach, project manager and support staff, experience on similar projects, and sample deliverables evaluation. Following the technical evaluation, the following two (2) proponents were shortlisted and their price envelopes were opened.
The proposal submitted by Badger Daylighting Ltd. obtained the highest overall score.

The work under this contract includes hydraulic flushing and closed circuit television inspection (CCTV) of the Region’s rural wastewater collection systems located in Wellesley and Ayr. This contract includes the hydraulic flushing and CCTV inspection of all gravity sewer mains and manholes according to industry recognized coding, reporting, and data model standards. The intent of this project is to better understand the condition, both operating and structural, of these systems. The information obtained through this project will be used to generate a system rehabilitation and replacement program to ensure continued operation, and to decrease, where applicable, extraneous flow sources.

**Corporate Strategic Plan:**

Award of this contract meets the 2015-2018 Corporate Strategic Plan objective to protect the quality and quantity of our water resources under Strategic Focus Area 3, Environment and Sustainable Growth.

**Financial Implications:**

\[
\text{P2016-23} \quad \$193,900 \\
\text{Plus: Applicable Net HST of 1.76\%} \quad 3,400 \\
\text{Total} \quad \$197,300
\]

Note: All figures are rounded to the nearest $100.

The Region’s approved Wastewater Collection Capital Program includes a budget of $100,000 in 2016 and $100,000 in 2017 for Replacement & Upgrade Collection Mains (project # 02033) funded from the Wastewater Collection Reserve Fund. This project will take place throughout the balance of 2016, with completion by August 2017. There are no debt servicing costs associated with this capital project.

**Other Department Consultations/Concurrence:**

Staff from Water Services was consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo  
Corporate Services  
Treasury Services (Procurement)  

To: Regional Chair Ken Seiling and Members of Regional Council  
Date: September 21, 2016  
File Code: F18-30  
Subject: T2016-168 Waterloo Zone 6/5 PRV Chamber Installation and Watermain Connections, City of Waterloo  

Recommendation:  
That the Regional Municipality of Waterloo accept the tender of Xterra Construction Inc. for T2016-168 Waterloo Zone 6/5 PRV Chamber Installation and Watermain Connections, City of Waterloo in the amount of $340,523.60 plus all applicable taxes as set out in report COR-TRY-16-95 dated September 21, 2016.

Summary:  
Nil  

Report:  
Tenders were called for T2016-168 Waterloo Zone 6/5 PRV Chamber Installation and Watermain Connections, City of Waterloo and were advertised in the Record, in the Daily Commercial News, on the Region’s website and on the Ontario Public Buyers Association website. Tenders were opened in the presence of L. McDermott, T. Ormson and T. Lumgair.

The following tenders were received:

Xterra Construction Inc.  
Kitchener, ON  
$340,523.60

Kenwood Trenching and Excavating Inc.  
Burlington, ON  
$386,150.00
The work under this contract includes the following:

1. Installation of a pre-fabricated and purchased Pressure Reducing Valve (PRV) chamber.
2. Supply and installation of watermain and connections for tie-in of the PRV chamber to pressure Zones 6 and 5 in Waterloo.
3. Supply and installation of electrical and control panels.
4. Selected removals of obsolete watermain on the site.
5. Site grading to permit access to chamber and panels.

Construction is expected to start in October 2016 and be substantially complete by Spring 2017.

**Corporate Strategic Plan:**

Award of this contract meets the 2015-2018 Corporate Strategic Plan objective to protect the quality and quantity of our water resources under Focus Area 3, Environment and Sustainable Growth.

**Financial Implications:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2016-168</td>
<td>$340,500</td>
</tr>
<tr>
<td>Contract Administration/Inspection</td>
<td>46,000</td>
</tr>
<tr>
<td>Geotechnical – Materials and Soil Testing</td>
<td>15,000</td>
</tr>
<tr>
<td>Regional Engineering</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$411,500</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>7,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$418,600</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The approved 2016 Water Capital Program includes a budget of $506,000 in 2016 and $550,000 in 2017 for New Watermain Upgrades (Project #4083) funded from Regional Development Charges. This amount includes $450,000 for the Waterloo Zone 6/5 PRV upgrade. There are no debt servicing costs associated with this capital project.

The final date of acceptance for this tender is October 7, 2016.
Other Department Consultations/Concurrence:

Design and Construction staff and Water Services staff were consulted in the preparation of this report.

Attachments: Nil

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

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

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: September 21, 2016 File Code: F18-30

Subject: T2016-190 Water Street Watermain Replacement, City of Cambridge

Recommendation:

That the Regional Municipality of Waterloo accept the tender of 410754 Ontario Ltd. o/a Sousa Concrete for T2016-190 Water Street Watermain Replacement, City of Cambridge in the amount of $655,350.00 plus all applicable taxes as set out in report COR-TRY-16-96 dated September 21, 2016.

Summary:

Nil

Report:

Tenders were called for T2016-190 Water Street Watermain Replacement, 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 L. McDermott, T. Ormson and A. Dooling.

The following tenders were received:

410754 Ontario Ltd. o/a Sousa Concrete Cambridge, ON $655,350.00
E & E Seegmiller Limited Kitchener, ON $701,179.00
Amico Infrastructures (Oxford) Inc. Cambridge, ON $704,120.00
The work under this contract includes the following:

1. Replacement of approximately 510m of 450mm dual-use watermain on Water Street South between Concession Street and 200m south of the intersection of Ainslie Street South;
2. Casing pipe and works for crossing a 900mm sanitary sewer on Water Street South; and
3. Road restoration and removal of the original 1915 watermain.

A Drinking Water Works Permit amendment has been obtained for the watermain and sanitary sewer crossing. No other approvals are required.

Construction is scheduled to start in early October 2016 with completion expected in early December 2016.

**Corporate Strategic Plan:**

Award of this contract meets the 2015-2018 Corporate Strategic Plan objective to protect the quality and quantity of our water resources under Focus Area 3, Environment and Sustainable Growth.

**Financial Implications:**

The Water Street watermain replacement cost will be split equally with the City of Cambridge as the watermain is categorized as dual use.

Contract T2016-190 costs are shared as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region of Waterloo – Water Services Division Costs</td>
<td>$327,700</td>
</tr>
<tr>
<td>City of Cambridge</td>
<td>327,700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$655,400</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.
### Region of Waterloo Water Services Division Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2016-190</td>
<td>$327,700</td>
</tr>
<tr>
<td>Geotechnical and Hydrogeological – Materials, Soil Testing</td>
<td>40,000</td>
</tr>
<tr>
<td>Pre-purchased Valves</td>
<td>27,000</td>
</tr>
<tr>
<td>Engineering – Regional</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$419,700</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>6,900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$426,600</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region’s approved 2016 Water Capital Program includes an amount of $1,551,000 for Watermain Upgrades (#4082) funded from the Water Reserve Fund (74%; $1,147,700) and Regional Development Charges (26%; $403,300). The allocation of $375,000 for the Water Street Watermain Replacement is $51,600 below the amount required to complete the work. Reviewing the scope of the project and taking into account the number of competitive bids received, staff believe the bid price to be reasonable. The revised cost estimate will be accommodated from the delay of other work within this project. There is no debt servicing cost associated with this capital project.

### City of Cambridge Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2016-190</td>
<td>$327,700</td>
</tr>
<tr>
<td>Geotechnical and Hydrogeological – Materials, Soil Testing</td>
<td>40,000</td>
</tr>
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<td>Pre-purchased Valves</td>
<td>27,000</td>
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<td>25,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$419,700</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>6,900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$426,600</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

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 October 7, 2016.

**Other Department Consultations/Concurrence:**

Design and Construction staff and Water Services staff were consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council
Date: September 21, 2016  File Code: F18-30
Subject: T2016-178 Catch Basin Cleaning Program

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Flow Kleen Technology Ltd. for T2016-178 Catch Basin Cleaning Program in the amount of $229,162.50 plus all applicable taxes, with options to renew for two additional one year terms as set out in report COR-TRY-16-97.

Summary: Nil

Report:

Tenders were called for T2016-178 Catch Basin Cleaning Program and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The tender was opened in the presence of L. Evans, J. Redman and D. Schmidt.

The following tender was received:

Flow Kleen Technology Ltd.  Stoney Creek, ON  $229,162.50

Although this tender had eight (8) plan takers, only one bid was submitted. Some of the potential bidders were contacted to inquire why they did not submit a bid. Reasons cited included, they do not do catch basin cleaning, they only perform storm sewer flushing services, or they did not have a Ministry of Environment approved disposal site.

The work of this contract is to clean catch basins on Regional roads located within the municipal boundaries of Kitchener and Waterloo in 2016. Catch basin cleaning in Cambridge and the Townships is expected to be done in subsequent years.
The function and operation of a storm sewer system depends on ongoing removal of built-up sediments. Storm systems are designed with inletting structures (catch basins) that have sump “pits” to capture sediment. Once sediment levels exceed the storage in the sump “pits,” there are risks of flooding due to the “plugging” of the storm sewer pipes that can lead to a risk of contaminants entering the remainder of the storm network and receiving water courses.

Transportation Operations maintains Region owned catch basins on a bi-annual cycle by pumping out the sump “pits.” For 2016, Transportation Operations plans to clean 5,250 catch basins. Work is expected to commence on Monday, September 26, 2016 and be completed by December 31, 2016.

Prices are firm for the first year of the contract and are subject to a CPI adjustment (Ontario Consumer Price Index) for the two optional renewal years.

**Corporate Strategic Plan:**

The award of this tender meets the 2015-2018 Corporate Strategic Plan objective to protect the quality and quantity of our water resources under Strategic Focus Area 3, Environment and Sustainable Growth.

**Financial Implications:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2016-178</td>
<td>$229,200</td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>4,000</td>
</tr>
</tbody>
</table>

Total $233,200

Note: All figures are rounded to the nearest $100.

The Region’s approved 2016 Transportation Division operating budget for Drainage System Maintenance is $237,000. To date, $1,200 has been spent leaving a budget of $235,800 for the remainder of the calendar year. Based on the low tender result, the estimated annual cost of the contract is $233,200 which is $3,800 (1.6%) under budget.

The final date of acceptance for this tender is October 28, 2016.

**Other Department Consultations/Concurrence:**

Staff from Transportation Operations was consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council
Date: September 21, 2016  File Code:  F18-40
Subject:  P2016-14 Trade Contractors – Rotational Roster – Waterloo Regional Housing

Recommendation:
That the Regional Municipality of Waterloo accept the proposals of City Appliance, Express Appliance, Arcadian Projects Inc., Mader Electrical Services Inc., Motion Electrical, Mark Goldsworthy (Rent a Back), Regional Repairs, Stahle Construction Inc., ZRW Restoration, Call Someone a Division of 1033387 Ontario Limited, JRS Painting, Koenig Painting and Decorating Limited, Stevie’s Painting, Eskay Floors, Joe Pace & Sons Contracting Inc., Custom Contracting Group Inc., Gordner Construction Ltd., Bradley Heating and Cooling, Hammond Plumbing and Heating Inc. and BP Plumbing Ltd. for P2016-14 Trade Contractors - Rotational Roster – Waterloo Regional Housing for a two year period from October 1, 2016 to September 30, 2018 at an estimated cost of $5,872,400 plus all applicable taxes (estimated annual cost $2,936,200 plus all applicable taxes) with the option to renew for three (3) additional one (1) year periods as set out in report COR-TRY-16-98 dated September 21, 2016.

Summary: Nil

Report:
Proposals were called for P2016-14 Trade Contractors – Rotational Roster – Waterloo Regional Housing and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The proposals were evaluated using pre-determined technical criteria which included quality and completeness of proposal, previous experience working within a social housing environment, company background and experience, availability of proponents response time and schedules, health and
safety training and policies, references and price. Following the qualitative evaluation
the price envelopes were opened. A total of (27) twenty seven proposals were received
and (1) one bid was disqualified. The proposals were opened in the presence of J.
McCarty, B. Weber and V. Voisin.

The proposal was structured so that contractors could bid on all trades or a portion
thereof, and that the Region could award to multiple suppliers. Proponents submitted
rates per hour or install or labour rates per square foot depending on the trade. Based
on the evaluation criteria, up to five (5) respondents for each trade were selected for the
rotational contractor roster list.

The following rotational contractors are recommended for the roster list:

**Appliance Repairs**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Appliance</td>
<td>Cambridge, ON</td>
</tr>
<tr>
<td>Express Appliance</td>
<td>Kitchener, ON</td>
</tr>
</tbody>
</table>

**Electrician Services**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcadian Projects Inc.</td>
<td>Baden, ON</td>
</tr>
<tr>
<td>Mader Electrical Services Inc.</td>
<td>Cambridge, ON</td>
</tr>
<tr>
<td>Motion Electrical</td>
<td>Fergus, ON</td>
</tr>
</tbody>
</table>

**General Maintenance – Handyman**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Mark Goldsworthy (Rent a Back)</td>
<td>Waterloo, ON</td>
</tr>
<tr>
<td>Regional Repairs</td>
<td>Cambridge, ON</td>
</tr>
<tr>
<td>Stahle Construction Inc.</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>ZRW Restoration</td>
<td>Heidelberg, ON</td>
</tr>
</tbody>
</table>
### General Maintenance – Painter

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Someone a division of 1033387 Ontario Limited</td>
<td>Cambridge, ON</td>
</tr>
<tr>
<td>JRS Painting</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>Koenig Painting and Decorating Limited</td>
<td>Waterloo, ON</td>
</tr>
<tr>
<td>Stevie’s Painting</td>
<td>Cambridge, ON</td>
</tr>
</tbody>
</table>

### General Maintenance – Flooring Installer

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eskay Flooring</td>
<td>Cambridge, ON</td>
</tr>
<tr>
<td>Joe Pace &amp; Sons Contracting Inc.</td>
<td>Toronto, ON</td>
</tr>
<tr>
<td>Stevie’s Painting</td>
<td>Cambridge, ON</td>
</tr>
</tbody>
</table>

### General Maintenance – Carpentry

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Contracting Group Inc.</td>
<td>Waterloo, ON</td>
</tr>
<tr>
<td>Mark Goldsworthy (Rent a Back)</td>
<td>Waterloo, ON</td>
</tr>
<tr>
<td>Stahle Construction Inc.</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>ZRW Restoration</td>
<td>Heidelberg, ON</td>
</tr>
</tbody>
</table>

### Unit Restoration – General Contractor

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Contracting Group Inc.</td>
<td>Waterloo, ON</td>
</tr>
<tr>
<td>Gordner Construction Ltd.</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>Stahle Construction Inc.</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>Stevie’s Painting</td>
<td>Cambridge, ON</td>
</tr>
</tbody>
</table>
### Heating and Mechanical – HVAC

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcadian Projects Inc.</td>
<td>Baden, ON</td>
</tr>
<tr>
<td>Bradley Heating and Cooling</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>Hammond Plumbing and Heating Inc.</td>
<td>Kitchener, ON</td>
</tr>
</tbody>
</table>

### Plumbing Services

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP Plumbing Ltd.</td>
<td>Cambridge, ON</td>
</tr>
<tr>
<td>Hammond Plumbing and Heating Inc.</td>
<td>Kitchener, ON</td>
</tr>
<tr>
<td>Joe Pace &amp; Sons Contracting Inc.</td>
<td>Toronto, ON</td>
</tr>
</tbody>
</table>

The purpose of this award is to establish a roster of certified and experienced trade contractors for all Waterloo Regional Housing locations that services seniors, singles and family residential units. The roster will consist of the following trades: Appliance Repairs, Electrician Services, General Maintenance – Handyman, General Maintenance – Painter, General Maintenance – Flooring Installer, General Maintenance – Carpentry, Unit Restoration – General Contractor, Heating and Mechanical – HVAC, and Plumbing Services.

Work will be assigned to the contractors on a rotational basis on an “as and when required basis.” Total compensation to the contractor will be based on the availability of work, the contractor acceptance of any work assigned, the agreed fixed rates, time to do the work assigned and any necessary parts. If a contractor refuses acceptance of rotational work, the value of this work will be counted towards that contractor as rotational work, to ensure equal rotation amongst all contractors.

### Corporate Strategic Plan:

Award of this contract meets the 2015-2018 Corporate Strategic Plan objective to ensure regional programs and services are efficient, effective and provide value for money under Strategic Focus Area 5, Responsive and Engaging Government Services.
Financial Implications:

P2016-21 Estimated Annual Cost $2,936,200
Plus: Applicable Net HST of 1.76% 51,700
Total $2,987,900

Note: All figures rounded to the nearest $100.

The estimated cost of the contract has been based on the 2016 WRH budget for these services of $2,987,900. Contracts with the rotational contractors commence October 1, 2016 and costs for the period October 1 to December 31, 2016 will depend on what services are required and the time needed to complete the work. The preliminary 2017 WRH budget for this work is $3,299,900. The contracts with the recommended rotational contractors shall be for two years with the option to renew for three (3) additional one year periods. The contractor will be granted a rate increase in the subsequent year(s), based on Statistics Canada (Ontario) “all items” consumer price index for the preceding twelve (12) month period, to the nearest $0.05. Price increases must be submitted to the Region of Waterloo one (1) month before the optional renewal years, if exercised.

The final date of acceptance for this proposal is November 18, 2016.

Other Department Consultations/Concurrence:

Facilities Operations staff was consulted in the preparation of this report.

Attachments: Nil

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

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

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: September 21, 2016 File Code: F18-40

Subject: P2016-21 Transportation Feeder Service (bus PLUS)

Recommendation:

That the Regional Municipality of Waterloo accept the proposal of 947465 Ontario Ltd. o/a Voyageur Transportation Services for P2016-21 Transportation Feeder Service (bus PLUS) in the estimated amount of $2,976,545.00 plus all applicable taxes (estimated annual cost of $595,309.00 plus all applicable taxes) for a five (5) year period plus two, one year renewal options as set out in report COR-TRY-16-99 dated September 21, 2016.

Summary: Nil

Report:

Proposals were called for P2016-21 Transportation Feeder Service (bus PLUS) and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. Proposals were opened in the presence of L. Evans, L. Smith and B. Allen.

The following proposals were received:

Ayr Coach Lines Waterloo, ON
Mississauga Bus Coach and Truck Repairs Inc. Mississauga, ON
P.W. Transportation Ltd. Mississauga, ON
947465 Ontario Ltd. o/a Voyageur Transportation Services London, ON
Proposals were evaluated using pre-determined criteria as set out in the proposal consisting of experience providing services, provision of continuous service – AODA vehicle, references/experience with Region of Waterloo and delivery of new vehicles. The proposal submitted by 947465 Ontario Ltd. o/a Voyageur Transportation Services obtained the highest overall score and the lowest cost.

The work of this contract is to provide feeder service to the GRT system, known as busPLUS, using vehicles smaller than the traditional transit bus. BusPLUS service is typically provided in low demand areas such as new neighbourhoods or low density employment areas. The busPLUS service will use 19 passenger accessible low floor vehicles that comply with the AODA and will be equipped with automatic vehicle locating systems and automated stop announcement equipment.

Currently there are 4 busPLUS routes in urban area’s – Cambridge Business Park, Northlake Drive area in Waterloo and Doon South in Kitchener along with a new route with service commencing this month in the Hanson Avenue (Family and Children’s Services) and the Fallowfield Drive area in Kitchener. There is also a pilot service to Wilmot that will operate until March 2017 under a separate contract. If this route receives funding to continue past the pilot stage, it would operate under this contract.

947465 Ontario Ltd. o/a Voyageur is the current operator for the busPLUS service. The five year term will commence once the AODA compliant vehicles have been delivered and are ready for service. Voyageur’s current rates remain in effect until the new OADA vehicles are delivered early in 2017.

**Corporate Strategic Plan:**

The procurement of the busPLUS service meets the 2015-2018 Corporate Strategic Plan objective to create a public transportation network that is integrated, accessible, affordable and sustainable under Strategic Focus Area 2, Sustainable Transportation.

**Financial Implications:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2016-21-Estimated Annual Cost (Year 1)</td>
<td>$595,300</td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>10,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$605,800</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.
Annual costs for the busPLUS service pursuant to this contract award are estimated to be approximately $605,800 including all applicable taxes based on an hourly rate of $71.50 per hour, actual planned service hours for 2017 (8,326) and applicable taxes. The hourly rate related to this contract will not come into effect until new AODA compliant vehicles are delivered in early 2017. The 2017 GRT operating budget will be developed based on the new contract rate.

Prices are firm for the first year of the contract and are subject to a CPI adjustment (Ontario Consumer Price Index) for years 2 to 5 and the optional renewal years.

The final date of acceptance for this proposal is November 28, 2016.

**Other Department Consultations/Concurrence:**

Staff from Grand River Transit was consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

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

To: Regional Chair Ken Seiling and Members of Regional Council

Date: September 21, 2016

File Code: F08-20

Subject: Regional Debenture Issue Dated September 26, 2016

Recommendation:

For Information

Summary: Nil

Report:

On September 14, 2016, the Regional Municipality of Waterloo launched a 20 year serial debenture issue for $104.55 million. The debentures were issued under the authority of 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. Debentures were issued on behalf of the Region, the Cities of Cambridge and Kitchener and the Township of Wellesley.

<table>
<thead>
<tr>
<th>Participant</th>
<th>10 Years</th>
<th>20 Years</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region of Waterloo</td>
<td>$33,001,000</td>
<td>61,218,000</td>
<td>$94,219,000</td>
</tr>
<tr>
<td>City of Cambridge</td>
<td>7,250,000</td>
<td>--</td>
<td>7,250,000</td>
</tr>
<tr>
<td>City of Kitchener</td>
<td>2,381,000</td>
<td>--</td>
<td>2,381,000</td>
</tr>
<tr>
<td>Township of Wellesley</td>
<td>700,000</td>
<td>--</td>
<td>700,000</td>
</tr>
<tr>
<td>Total</td>
<td>$43,332,000</td>
<td>$61,218,000</td>
<td>$104,550,000</td>
</tr>
</tbody>
</table>
Funds were borrowed for various Regional infrastructure projects such as Waste Management capital investments ($7.7 million), various Regional facility renewal works ($15.4 million), Transit projects including Card Fare Payment Technology and Passenger Station Development and the Cambridge Terminal ($7.7 million), Waterloo Regional Police Services ($2.15 million) and Wastewater Treatment Kitchener Process Upgrades ($61.218 million) as approved by Council through report COR-TRY-16-77 dated August 9, 2016.

**Process and Pricing**

The issue was marketed by the Region’s fiscal agent syndicate with RBC Capital Markets acting as the lead manager. The Region commenced discussions with the fiscal agents in late August on the timing and the structure of the issue. On September 8th, the external lawyer confirmed that the Region’s authorizing documents were in order which put the Region in position to launch the issue. Discussions with the fiscal agent syndicate continued during this time relative to market conditions and tone, investor demand, pricing, and supply including recent and potential provincial and municipal debt issues.

The Region was interested in a 20 year serial structure in order to achieve the lowest cost possible for the 20 year wastewater debt. The alternative structure for the 20 year debt, a sinking fund debenture, would have had a higher all-in cost of approximately 3.24%. Although 20 year serial debenture issues are somewhat uncommon in the capital markets, the fiscal agents were able to find buyers for all the longer maturities early in the process.

The issue was priced and sold on September 14th, 2016. The Region was able to launch in the midst of a very challenging market and take advantage of a relatively quiet afternoon. **The pricing of the issue resulted in the lowest costs for a capital market deal in the history of the Region with “all-in” costs of 2.049% for the 10 year debenture and 2.792% for the 20 year debenture.** The following table shows the “all-in” average costs for recent Regional debenture issues.
Comparison of “All-In” Average Costs

<table>
<thead>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Year</td>
<td>2.05%</td>
<td>2.36%</td>
<td>2.60%</td>
<td>2.99%</td>
<td>3.34%</td>
<td>--</td>
<td>2.70%</td>
<td>2.85%</td>
</tr>
<tr>
<td>15 Year</td>
<td>--</td>
<td>2.45%</td>
<td>--</td>
<td>--</td>
<td>3.65%</td>
<td>--</td>
<td>3.15%</td>
<td>3.36%</td>
</tr>
<tr>
<td>20 Year</td>
<td>2.79%</td>
<td>--</td>
<td>3.30%</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>3.65%</td>
<td>--</td>
</tr>
<tr>
<td>20 Year Sinking Fund</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>3.81%</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>30 Year Sinking Fund</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>4.25%</td>
<td>--</td>
<td>3.88%</td>
<td>--</td>
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</tr>
</tbody>
</table>

This is the eighteenth issue launched under the Region’s Aaa rating and the rates offered on the debentures reflect the Region’s excellent credit rating.

The debenture issue closes September 26, 2016 and net proceeds will be received that day.

**Corporate Strategic Plan:**

One of the objectives of the Corporate Strategic Plan is to ensure Regional programs and services are efficient, effective and provide value for money. The Region’s capital financing program, excellent credit rating and prudent use of debenture financing assist in meeting this objective.

**Financial Implications:**

The $94.219 million of debt issued in 2016 for the Region will be partially offset by the $44.980 million of existing debt that matures in 2016 for a net impact of $49.239 million. Debt servicing costs resulting from the debentures total $7.72 million including $3.64 million for Wastewater, $3.44 million for the Region’s portion of the tax levy, $240,000 for Police Services and $400,000 to be recovered from Wastewater Development Charges. These debt servicing costs will be included in the 2017 base budget.
Other Department Consultations/Concurrence:

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, Treasury Services/Deputy Treasurer

Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
The Regional Municipality of Waterloo

Community Services Committee

Summary of Recommendations to Council

The Community Services Committee recommends as follows:

1. That the Regional Municipality of Waterloo endorses the Association of Municipalities of Ontario's (AMO) position opposing the proposed regulatory changes under the Housing Services Act, 2011, regarding certain Service Manager decisions for review as requested by housing providers, as described in report CSD-HOU-16-12, dated September 13, 2016, and that a copy of this report be forwarded to AMO, the Ontario Municipal Social Services Association, and the Ministry of Housing.

2. That the Regional Municipality of Waterloo as the Service System Manager, take no action at this time, neither to approve Authorized Recreation and Skill Building programs nor to enter into any service agreements with such programs as described in Report CSD-CHS-16-25, dated September 13, 2016.

3. That the Regional Municipality of Waterloo approve the addition of 1.0 full time equivalent as of January 1, 2017 for a data analyst position at an annual cost of $107,950 to be funded by provincial grants as outlined in CSD-CHS-16-27 dated September 13, 2016.

4. That the Regional Municipality of Waterloo provide pre-budget approval of Capital Project 42046 – Curatorial Centre Storage Expansion in the amount of up to $11.15 million, in order to support the grant application made to the Canada Cultural Spaces Fund, as set out in Reports PDL-CUL-16-10, dated September 13, 2016 and PDL-CUL-16-02 dated February 24, 2016 and that the foregoing is subject to the amount of the awarded grant being satisfactory to Regional Council;

And that Canada Cultural Spaces Fund, Department of Canadian Heritage be advised of this commitment.
5. That the Regional Municipality of Waterloo, effective September 22, 2016, approve the addition of Secondary Suites and eligible supportive housing providers, as outlined in CSD-HOU-16-11, dated September 13, 2016, to the Ontario Renovates Program.

September 13, 2016
The Regional Municipality of Waterloo

Administration and Finance Committee

Summary of Recommendations to Council

The Administration and Finance Committee recommends as follows:

1. That the Regional Municipality of Waterloo adopt the 2017 Council and Committee Meeting Schedule attached to Report PDL-CAS-16-14 dated September 13, 2016 with the change of the final budget meeting and the addition of a Special Council Meeting on January 11, 2017 for the purposes of final budget approval.

September 13, 2016
The Regional Municipality of Waterloo
Administration and Finance Committee

Summary of Closed Recommendations to Council

The Administration and Finance Committee recommends as follows:

1. That the Regional Municipality of Waterloo endorse the following Regional volunteers as proposed nominees for the 2016 Ontario Heritage Trust Recognition Awards, namely Lary Turner, Chiara Power and students from Eastwood Collegiate Institute who support the Waterloo Wellington Children’s Groundwater Festival.

September 13, 2016
The Regional Municipality of Waterloo
Planning and Works Committee

Summary of Recommendations to Council

The Planning and Works Committee recommends as follows:


2. That the Regional Municipality of Waterloo take the following actions with respect to the Ministry of Natural Resources and Forestry’s document "Conserving our Future: Proposed Priorities for Renewal" (EBR 012-7583):
   a) Endorse the five identified priority areas as warranting further elaboration in draft legislation, regulation, policy and programs; and


4. That The Regional Municipality of Waterloo direct and authorize the Regional Solicitor to take the following actions with respect to the expropriation of lands for the improvements on King Street (Regional Road 15) from Weber Street to Highway 85, and on Weber Street (Regional Road 8) from Forwell Creek Road to Blythwood Road, in the City of Waterloo, in the Region of Waterloo as detailed in report PDL-LEG-16-56 dated September 13, 2016:
   1. Complete application(s) to the Council of the Regional Municipality of Waterloo, as may be required from time to time, for approval to expropriate land, which is required for the improvements to King Street (Regional Road 15) from Weber Street to Highway 85, and on Weber Street (Regional Road 8) from Forwell Creek Road to Blythwood Road and described as follows:
Fee Simple Partial Taking:

a) Part Lots 7 and 12, German Company Tract and Part 1’ Reserve E, Registered Plan 1155, being Parts 15, 16 and 17, on Reference Plan 58R-18950, part of PIN 22280-0047 (LT)(410-420 Weber Street North, City of Waterloo);

b) Part Lot 7, German Company Tract, being Part 11, on Reference Plan 58R-18950, part of PIN 22280-0286 (LT)(421-425 King Street North, City of Waterloo);

c) Part Lot 7, German Company Tract, being Part 3, on Reference Plan 58R-18948, part of PIN 22279-0037 (LT)(428 King Street North, City of Waterloo);

d) Part Lot 7, German Company Tract, being Part 12, on Reference Plan 58R-18949, part of PIN 22280-0050 (LT)(435 King Street North, City of Waterloo);

e) Part Lot 7, German Company Tract, being Part 2, on Reference Plan 58R-18948, part of PIN 22279-0038 (LT)(24 Forwell Creek Drive, City of Waterloo);

Hydro Easement:

a) Part Lots 7 and 12, German Company Tract, being Parts 13, 14, 18 and 19, on Reference Plan 58R-18950, part of PIN 22280-0047 (LT)(410-420 King Street North, City of Waterloo);

b) Part Lot 7, German Company Tract, being Part 2, on Reference Plan 58R-18949, part of PIN 22280-0048 (LT)(417 King Street North, City of Waterloo);

c) Part Lot 7, German Company Tract, being Part 8, on Reference Plan 58R-18949 and Part 12, on Reference Plan 58R-18950, part of PIN 22280-0286 (LT)(421-425 King Street North, City of Waterloo);

d) Part Lot 7, German Company Tract, being Parts 4 and 5, on Reference Plan 58R-18948, part of PIN 22279-0037 (LT)(428 King Street North, City of Waterloo);

e) Part Lot 7, German Company Tract, being Part 1, on Reference Plan 58R-18948, part of PIN 22279-0038 (LT)(24 Forwell Creek Drive, City of Waterloo);

f) Serve notices of the above application(s) required by the Expropriations Act;

g) Forward to the Chief Inquiry Officer any requests for a hearing that may be received;

h) Attend, with appropriate Regional staff, at any hearing that may be scheduled;
i) Discontinue expropriation proceedings or any part thereof, in respect of the above described lands, or any part thereof, upon the registration on title of the required documentation to complete a transaction whereby the required interests in the lands are conveyed or if determined by the Commissioner of Transportation and Environmental Services that such lands, or any part or interest thereof, are not required for the subject project; and

j) Do all things necessary and proper to be done, and report thereon to Regional Council in due course.

5. That the Regional Municipality of Waterloo:

a) declare an easement interest in the lands described as Part Lot 12, German Company Tract, part of PIN 22276-0037 (LT) as shown as Part 1, on Reference Plan 58R-18950, in the City of Waterloo surplus to the needs of the Region, as detailed in Report No. PDL-LEG-16-62 dated September 13, 2016, and provide the standard public notification as required by the Region’s property disposition by-law; and

b) approve, enter into an Agreement for, and execute all documentation related to, the conveyance of a permanent easement to Waterloo North Hydro Inc. for the sum of $1.00, for the installation and maintenance of hydro equipment, on, over and under the lands described Part Lot 12, German Company Tract, part of PIN 22276-0037 (LT) as shown as Part 1, on Reference Plan 58R-18950, in the City of Waterloo, as detailed in Report No. PDL-LEG-16-62 dated September 13, 2016 pursuant to the Region’s property disposition by-law and the satisfaction of the Regional Solicitor.


And that the Regional Municipality of Waterloo publish the Notice of Completion for the Environmental Assessment and provide the Environmental Study Report for public review and comment for a 30-day period, in accordance with the Municipal Engineers Association’s Class Environmental Assessment process.

September 13, 2016
Region of Waterloo
Planning, Development and Legislative Services
Council and Administrative Services

To: Chair Ken Seiling and Members of Council
Date: September 21, 2016  File Code: C13-30
Subject: Taxi By-law Review - Vehicle Identification

Recommendation:
That the Regional Municipality of Waterloo direct staff to include the following provision in the final by-law for taxi and taxi type services as described in report PDL-CAS-16-15.

Vehicle Identification

1. That the Region of Waterloo require Taxi-cabs to display two (2) decals in a location visible from the exterior of the Taxi-cab. The decals must display the name or trademark of the Taxi-cab Broker. Decals must be a minimum size of two hundred (200) square centimeters.

2. That staff undertake a review of the decal size and location requirements within 12 months of the passing of the by-law and report back to Committee to determine if changes must be made.

Summary:
The Region of Waterloo has been in the process of reviewing its Taxi By-law since August 2015. The review is now in its final stage and it is anticipated that a by-law will be passed in September 2016 and come into force on November 1, 2016.

In August 2017, Committee provided direction to staff to provide recommendations on one (1) remaining key issue: taxi vehicle signage. This report will outline a viable solution and provide a basis for the recommendation on taxi vehicle signage.
Report:

Background

At the Committee meeting of August 17, 2016, Committee resolved a number of issues surrounding in-vehicle monitoring and license and accessible fees. The remaining issue of taxi vehicle identification/signage was discussed at great length. At the August meeting staff had recommended that all vehicles have two (2), two hundred (200) square centimeters signs. This issue was directed back to staff for further investigation and recommendation.

Identification vs. Advertising

In the taxi industry, identification takes many forms including top signs, exterior vehicle license plates, interior displayed or application (app) displayed driver information and vehicle identification decals. The primary reason for vehicle identification is for passengers and enforcement officers. The passenger uses identifiers to recognize a taxi broker, ascertain that they are getting in the correct vehicle, confirm the identify driver, and to file a complaint. For enforcement officials, the placement and size of identifiers provides quick recognition of taxi-cabs in order to address contraventions of the by-law, conduct vehicle inspections or monitor use of taxi stands or taxi lanes.

In some instances, traditional taxis have also used their vehicles as moving advertisements for the brokerage, thereby promoting the use of their vehicles. Advertisements may include full car wraps, large scale decals including phone numbers and website information and any other information the broker deems appropriate. In some instance the vehicle also advertises other services/goods. In the past some jurisdictions, have regulated the size of advertisement on vehicles, staff is not recommending the Region implement any regulations that would restrict the size of any advertisement. Much of this information is well beyond what the Region or a passenger requires or needs for vehicle identification. In some instance large scale advertising on vehicles can be confusing to passengers as essential information may be hard to find. The size of identification is a business choice of the broker. These larger scale advertisements can function as vehicle identification but are not necessary to meet any passenger safety or consumer protection criteria.

There is distinction between vehicle identification and broker advertisement however this is not well defined in any municipal by-law. It is staff’s view that larger scale decals start functioning as advertisements. Staff believes the Region should only define minimum identification standards for enforcement officials and passengers and stay away from advertising and competition.

Accessibility for Ontarians with Disabilities Act (AODA)

There is no size standard requirement contained in the AODA. for taxi-cab vehicle decals. The only requirement is that a vehicle license, issued by the Region, is placed on the rear bumper.

The current Region issued taxi plate is approximately twelve (12) square centimetres and can be seen from five (5) metres away. The new taxi plate size will increase to thirty five (35) square centimetres.
Taking this into account and knowing that there is no identification decal size requirement in the A.O.D.A. staff reviewed the two hundred (200) square centimeter decal using a five (5) metre distance as a benchmark. The decal could be clearly seen from the benchmarked distance.

**Metered Taxi-cab Vehicle Signage**

Metered taxi-cab vehicles are full time use vehicles that are part of the Vehicle/Owner’s business. They can only be driven by licensed Taxi-cab Drivers and are only used as part of the business. They are equipped with “Top Signs” and generally have large Broker identification decals on the vehicle. These decals are there to assist the Brokerage in advertising their business and also assist customers with Broker identification. The “Top Sign” is illuminated when the vehicle is in service to take passengers.

If a metered taxi-cab is providing an app based service through the existing brokerage then no additional identification is required. If a metered taxi-cabs is providing a service on behalf of another company e.g. a ridesharing company such as RideCo, then the rideshare service would be required to place decals in the metered taxi.

It should be noted that not all existing metered taxis have had their vehicles identified. In the future all metered taxis will require vehicle identification.

**Limousines**

The limousine industry is now captured in the Auxiliary Tax-cab category. Much like Metered Taxi-cabs, Limousines are used full time as part of the business operation of the Brokerage.

In feedback and consultation with the limousine industry, the primary issue was vehicle identification. These vehicles are used for exclusive functions where the vehicle may be used as a backdrop for photos, discrete transportation needs and executive car services. The smallest possible vehicle identification decal was identified. A two hundred (200) square centimeter decal would work best for this industry.

As with Metered Taxi-cabs, Limousines could be used under the rideshare umbrella and placing decals on the vehicle would be required.

**Rideshare Vehicles**

Vehicles used in rideshare services are generally privately owned vehicles that are used, on a part-time basis, to provide transportation services. When the vehicle is not being used by its owner as a rideshare vehicle it is a normal passenger vehicle that can be driven by any licensed driver.

A smaller decal, two hundred (200) square centimeters in size, would work best in this application and would be consistent with the decal sizes for rideshare services in the City of Ottawa and City of Toronto. The City of Hamilton and Niagara Region have also matched Ottawa and Toronto.

As many rideshare providers drive for more than one Brokerage it would also allow
them to display the decals of all the Brokers they provide services for.

Proper decal placement instructions will have to be developed for distribution to Brokers, Vehicle/Owners and Drivers to ensure requirements under the Highway Traffic Act are met.

**Vehicle and Driver Licenses**

In conjunction with the exterior decals a taxi-cab must also display the vehicle license. This may be an actual plate visible from the exterior of the vehicle and displayed in the interior. The vehicle license may also be electronically displayed on a Mobile Display Terminal (MDT) on the inside of the vehicle and on a hand held device or Smartphone being used by a customer or law enforcement agency.

The Driver's license will either be displayed in hard copy in the vehicle or electronically on a Mobile Display Terminal (MDT) on the inside of the vehicle and on a hand held device or Smartphone being used by a customer or law enforcement agency.

**Broker Decal Size**

Upon review it was evident that vehicles used on a permanent basis for transportation services, such as metered taxis and services like Driver's Seat, benefit from a large Broker decal or vehicle wrap. The decal provides them advertising for their business and local brand recognition.

The Region is not providing a standard for advertising; it is providing a standard for identification. A minimum standard decal size of two hundred (200) square centimetres is ideal for law enforcement and the public. It can be seen from a minimum of five (5) metres and provides Broker branding. When used with the requirements for displayed licenses, and top signs if applicable, a taxi-cab can be easily identified.

**Recommendation:**

1. That the Region of Waterloo require Taxi-cabs to display two (2) decals in a location visible from the exterior of the Taxi-cab. The decals must display the name or trademark of the Taxi-cab Broker. Decals must be a minimum size of two hundred (200) square centimetres.

2. That staff undertake a review of the decal size and location requirements within 12 months of the passing of the by-law and report back to Committee to determine if changes must be made.

**Next Steps**

The following are the next steps for staff:

a) Finalization of the By-laws – The License Fees and Charges by-law and the Taxi By-law are on the Council agenda for September 21, 2016. The by-law will have an implementation date of November 1, 2016.
b) Implementation – Staff have a number of implementation processes underway. The current computer system is being upgraded, education/information is being prepared for release to the public and stakeholders and administrative and enforcement practices are being reviewed.

c) Accessibility Fund – Staff begin the process of establishing a working group to discuss the use of the fees collected from the fee in lieu of accessible services. Recommendations will be brought forward to a future meeting of the Licensing and Hearings Committee.

Corporate Strategic Plan:

The Taxi By-law review is included in the Corporate Strategic Plan under Focus area 5 – ensure Regional programs and services are efficient, effective and is aligned with Focus area 4 – Enhance community safety and crime prevention. The by-law was also identified in the Region’s Service Review.

Financial Implications:

No further financial implications with the passage of this recommendation.

Other Department Consultations/Concurrence:

Legal Services has been consulted.

Attachments

Attachment A: UBER Decal as seen from outside the vehicle.

Attachment B: RideCo decal as seen from outside the vehicle.

Attachment C: Taxi By-law available online

Attachment D: Fees and Charges available online

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Approved By: D. Arnold, Acting Commissioner, Planning, Development and Legislative Services
Attachment A: UBER Decal as seen from outside the vehicle.
Attachment B: RideCo decal as seen from outside the vehicle.