Regional Municipality of Waterloo
Planning and Works Committee
Agenda
Tuesday, February 24, 2015
9:15 a.m. (Immediately following Closed Session)
Regional Council Chamber
150 Frederick Street, Kitchener, ON

1. **Motion To Go Into Closed Session**
   That a closed meeting of the Planning and Works Committee be held on Tuesday, February 24, 2015 at 9:00 a.m. in the Waterloo County Room, in accordance with Section 239 of the “Municipal Act, 2001”, for the purposes of the following subject matters:
   
   a) advice that is subject to solicitor-client privilege related to a contract
   b) proposed or pending disposition of land in the City of Kitchener
   c) advice that is subject to solicitor-client privilege related to an agreement
   d) advice that is subject to solicitor-client privilege and proposed or pending disposition of land in the Township of Woolwich
   e) personal matters about identifiable individuals related to committee appointments

2. **Motion To Reconvene Into Open Session**

3. **Declarations Of Pecuniary Interest Under The Municipal Conflict Of Interest Act**

4. **Delegations**
   
   a) Malcom Steven and Blake Ellis, Cycle Waterloo re: Alternate Cycle Routes during LRT Construction
5. **Presentations**

   a) **Upcoming ION Construction – Technical Briefing**  
      Victor Bragues, Design Build Manager, GrandLinq /  
      Darshpreet Bhatti, Director, Rapid Transit

   b) **Transportation and Environmental Services Departmental Overview**  
      Thomas Schmidt (Transportation and Transit Services)

---

**Consent Agenda Items**

Items on the Consent Agenda can be approved in one motion of Committee to save time. Prior to the motion being voted on, any member of Committee may request that one or more of the items be removed from the Consent Agenda and voted on separately.

---

6. **Request to Remove Items from Consent Agenda**

7. **Motion To Approve Items or Receive for Information**

   a) **PDL-LEG-15-12**, Authorization to Expropriate Lands (2nd Report)  
      For The Reconstruction of Fountain Street (Regional Road 17) from  
      Shantz Hill Road to King Street West and King Street (Regional  
      Road 8) from Fountain Street to Eagle Street, in the City of  
      Cambridge (Approval)

   b) **PDL-LEG-15-14**, Authorization to Expropriate Lands (1st Report) for  
      Sawmill Road (Regional Road 17) Road Improvements, Conestogo,  
      Township of Woolwich (Approval)

   c) **Waterloo Spur Line Trail and Storm Drainage Improvements –**  
      Ahrens Street to Regina Street, Cities of Kitchener and Waterloo -  
      [Information Package](#) in Advance of Public Information Centre  
      (Information)

   d) **TES-TRS-15-05**, Changes to the Active Transportation Advisory  
      Committee Terms of Reference (Approval)

      Municipality of Waterloo Integrated Urban and Rural Water  
      Systems, DWQMS Program Update, and Infrastructure  
      Maintenance Plan (Approval)

      January 2015 (Approval)
8. **Reports – Transportation and Environmental Services**

**Transit Services**

a) **TES-TRS-15-03**, Transit Services – ION Construction Detour Planning

**Transportation**

b) **TES-TRP-15-01.1**, Operational Review of the Westbound Channelized Right-turn Lane at the Intersection of Bridge Street (Regional Road 12) and Queen Street (Regional Road 12), Township of Wilmot

c) **TES-TRP-15-02**, Proposed No Parking on the West Side of Peel Street (Regional Road 4) from 15 Metres North of Boullee Street to 100 Metres North of Boullee Street, in the Township of Wilmot

**Water Services**


**Reports – Planning, Development and Legislative Services**

**Community Services**

a) **PDL-CPL-15-14**, Proposed Interim Planning Services to the Township of Wilmot

**Region of Waterloo International Airport**

b) **PDL-AIR-15-02**, Region of Waterloo International Airport – Proposed Renaming and Update of Aeronautical Noise Management Committee Terms of Reference
9. Information/Correspondence
   a) Council Enquiries and Requests for Information Tracking List

10. Other Business

11. Next Meeting – March 24, 2015

12. Adjourn
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Works Committee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 24, 2015</td>
<td>9:00 A.M.</td>
<td>Planning and Works Committee</td>
<td>Council Chamber 2nd Floor, Regional Administration Building 150 Frederick Street Kitchener, Ontario</td>
</tr>
<tr>
<td>April 14, 2015</td>
<td>9:00 A.M.</td>
<td>Planning and Works Committee</td>
<td>Council Chamber 2nd Floor, Regional Administration Building 150 Frederick Street Kitchener, Ontario</td>
</tr>
<tr>
<td><strong>Transportation and Environmental Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu., February 26, 2015</td>
<td>6:30 P.M. - 8:30 P.M.</td>
<td>Waterloo Spur Line Trail and Storm Drainage Improvements – Ahrens Street to Regina Street, Cities of Kitchener and Waterloo - Public Information Centre</td>
<td>Main Lobby 1st Floor, Regional Administration Building 150 Frederick Street Kitchener, Ontario</td>
</tr>
<tr>
<td><strong>Planning, Development and Legislative Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu., February 26, 2015</td>
<td>4:00 P.M. - 8:00 P.M.</td>
<td>Balancing Environmental Protection and Transportation Case Study of the Laurel Creek Headwaters Environmentally Sensitive Landscape Public Open House</td>
<td>Waterloo Region Emergency Services Training and Research Complex (WRESTRC) 1001 Erb’s Road Gate 3, Classroom 1/2 Waterloo, Ontario</td>
</tr>
</tbody>
</table>
Region of Waterloo
Planning Development and Legislative Services
Legal Services

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015    File Code: L07-90

Subject: Authorization to Expropriate Lands (2nd Report) For The Reconstruction of Fountain Street (Regional Road 17) from Shantz Hill Road to King Street West and King Street (Regional Road 8) from Fountain Street to Eagle Street, in the City of Cambridge

Recommendation:
That Council of the Regional Municipality of Waterloo approve the expropriation of lands for the purpose of reconstruction of Fountain Street (Regional Road 17) from Shantz Hill Road to King Street West and King Street West (Regional Road 8) from Fountain Street to Eagle Street, in the City of Cambridge in the Region of Waterloo as detailed in Report PDL-LEG-15-12 dated February 3, 2015, described as follows:

Fee Simple Partial Taking:
1. Part of Lots 24 and 25, Municipal Compiled Plan 731, being Part 4 on Plan 58R-18325, Part of PIN 22651-0513(LT) (278 Fountain Street South, Cambridge)
2. Part of Lots 1, 2 and 3, North of Main Street, Registered Plan 522, Part of Lots 8 and 9, Municipal Compiled Plan 730, being Parts 1, 2, 3, 11 and 13 on Plan 58R-18330, Part of PIN 03768-0081(LT) (255 King Street West, Cambridge)

Temporary Easement:
The right and easement, being a temporary easement in gross, for the free and unobstructed, right, interest and easement terminating on the 31st day of December, 2019, for itself, its successors and assigns, and anyone authorized by it, on over, under and through the following properties for the purposes of excavation, construction,
installation, replacement, alteration, grading, and landscaping as required in connection with the reconstruction and improvements to Fountain Street (Regional Road 17) and King Street (Regional Road 8) and Shantz Hill Road, and all works ancillary thereto and for such purposes, the free, unimpeded and unobstructed access to the lands at all times by employees, agents, contractors, workers and anyone authorized by it, and vehicles, supplies and equipment at all times and for all purposes and things necessary for or incidental to the exercise and enjoyment of the right and easement.

1. Part of Lot 24, Municipal Compiled Plan 731, being Part 6 on Plan 58R-18325, Part of PIN 22651-0513(LT) (278 Fountain Street South, Cambridge)
2. Part of Lots 1, 2 and 3, North of Main Street, Registered Plan 522, Part of Lots 8 and 9, Municipal Compiled Plan 730, being Part 4, 10 and 12 on Plan 58R-18330, Part of PIN 03768-0081 (LT) (255 King Street West, Cambridge)

Permanent Easement:

The right and easement, being an easement in gross, for itself, its successors and assigns and anyone authorized by it, in perpetuity to, at any time enter upon the following properties for purposes of constructing, installing, inspecting, repairing, altering, enlarging, correcting, operating, maintaining, replacing, and reconstructing the adjacent highway, above ground and underground municipal services including without limitation paving, curbs and gutters, retaining wall structures, sidewalks, multi-use trails, boulevard landscaping, street lighting, traffic signals, sanitary sewers, storm sewers, water mains, culverts, catch basins, drains, drainage works, together with all pipes, wires, conduits, poles, markers and other works and appurtenances thereto, which may be determined necessary from time to time through, under, over, upon, along and across the lands, and for all such purposes together with the free, unimpeded and unobstructed access for itself, its successors and assigns, servants, agents, contractors, workers and anyone authorized by it, and vehicles, supplies and equipment at all times and for all purposes and things necessary for or incidental to the exercise and enjoyment of the right and easement.

1. Part of Lot 24, Municipal Compiled Plan 731, being Part 5 on Plan 58R-18325, Part of PIN 22651-0513(LT) (278 Fountain Street South, Cambridge)
2. Part of Lot 8, Municipal Compiled Plan 730, being Part 5 on 58R-18330, Part of PIN 03768-0081(LT) (255 King Street West, Cambridge)

And That staff be instructed to register a Plan of Expropriation for the property within three months of the granting of the approval to expropriate the property, as required by the “Expropriations Act”;

And That the registered owners be served with a Notice of Expropriation and a Notice of Possession for the property after the registration of the Plan of Expropriation and the
Regional Solicitor is authorized to take any and all actions required to enforce such Notices including but not limited to any application pursuant to Section 40 of the “Expropriations Act”;

And that all above-referenced fee simple partial takings situated adjacent to an existing Regional public highway be acquired for road widening purposes and therefore be deemed to form part of the adjacent public highway in accordance with subsection 31(6) of the Municipal Act, 2001, S. O. 2001, c.25;

And That if no agreement as to compensation is made with an owner, the statutory Offer of Compensation and payment be served upon the registered owners of the property in the amount of the market value of the interests in the land as estimated by the Region’s appraiser in accordance with the Expropriations Act;

And Further That the Regional Solicitor be authorized to 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 the transaction 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.

**Summary:**

NIL

**Report:**

Regional Council approved the reconstruction of Fountain Street (Regional Road 17) from Shantz Hill Road to King Street West and King Street West (Regional Road 8) from Fountain Street to Eagle Street, in the City of Cambridge (the “Project”) in October 2012. The Environmental Assessment (EA) was approved by the Ministry of the Environment in August 2013. The Project EA investigated the need to address roadway and traffic operational improvements on the Fountain Street and King Street corridor and approved intersection improvements including transit queue-jump lanes along with other intersection improvements at the three intersections within the corridor: Fountain Street and King Street; King Street and Eagle Street; and the Fountain Street and Shantz Hill Road intersection. The Fountain Street and Shantz Hill Road intersection will also be realigned.

The detailed design of the project is presently underway with construction planned for 2016.
The expropriation process for the interests required from these two primary properties was commenced in advance of the other property requirements in order to meet the project timeline for utility relocations and grading works associated with those relocations in Fall 2015 or early 2016, which must take place prior to overall project construction in spring of 2016. Council approved the commencement of expropriation of the subject properties and easements on September 17th, 2014 as detailed in report CR-RS-14-071. The appropriate forms under the Expropriations Act were served in order to initiate formal proceedings under the Act for these properties and easements. No request for a hearing of necessity has been received and the time to make such a request has expired.

The Project also requires land acquisitions, including fee simple partial takings, temporary and permanent easements, from 25 other properties however early possession of these properties is not required for the advance utility relocations. Negotiations with those property owners are underway. Council approved the commencement of expropriation of those remaining interests on November 19th, 2014 as detailed in report CR-RS-14-095 to assure possession for the planned construction in 2016.

The owners and representatives for both of the subject properties have been contacted to discuss the Region’s property requirements. As well, they have been advised of the Region’s intention to continue the expropriations process in order to undertake utility relocations and ensure that the construction timeline is maintained, including this report being presented to Council, as detailed in the Region’s Expropriation Information Sheet. Communications included the assurance that, notwithstanding the commencement of the expropriation process, Regional staff and Regional representatives will make every effort to complete negotiated agreements of purchase and sale before fall 2015, and thereafter continue to negotiate amicable settlement agreements for all interests acquired through expropriation. Previous written correspondence to the owners and their representatives has included information sheets on the Region’s property acquisition process and the expropriation.

Upon Council approval of the expropriation of the properties and easements, such approval will be endorsed upon on a certificate of approval on the Plan of Expropriation for those properties not acquired under agreement. The Plan will then be registered within three months of the approval. Ownership of the property vests with the Region upon the registration of the Plan. Notices of Expropriation and Notices of Possession are then served upon all registered owners, including tenants as shown on the assessment roll. The Region will take possession of the required lands at least 3 months after service of the Notice of Possession.

After the registration of the Plans of Expropriation and prior to the taking of possession of the property the expropriating authority is required to serve the registered owners...
with an offer in full compensation for their interests in the land. The offer must be accompanied by the immediate payment of one hundred (100%) of the appraised market value of the land to the registered owners as estimated by the Region’s appraiser. The registered owners are also to be served with a report appraising the market value of the property, which report formed the basis for the offer of compensation.

The expropriation of the lands is on an “as is” basis and upon closing the Region assumes all responsibility for the lands.

A list of the individual and corporate owners of the fee simple interest in the subject lands is attached as Appendix “B”. Regional staff have conducted corporate profile searches of affected corporate property owners and the directors and officers are listed for each. This list does not include tenants, easement holders or holders of security interests in the subject lands.

**Corporate Strategic Plan:**

One of the focus areas of the Corporate Strategic Plan is to develop greater, more sustainable and safe transportation choices.

**Financial Implications:**

Transportation and Environmental Services staff advises that the Draft 2015 Ten Year Transportation Capital Program includes $17,070,000 over the years 2015 to 2017 for this project to be funded from the Regional Development Charges Reserve Fund.

**Other Department Consultations/Concurrence:**

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

**Attachments**

Appendix “A” – Sketch of Subject Properties

Appendix “B” – Corporate Profile

**Prepared By:** Fiona McCrea, Solicitor, Property

**Approved By:** Debra Arnold, Regional Solicitor, Director, Legal Services
Appendix “B”

- Address: 278 Fountain Street South, Cambridge  
  Owner: N.H.D. Developments Limited  
  Annual Return: December 31, 2012  
  Directors/Officers: Edward K. Sorbara

- Address: 255 King Street West, Cambridge  
  Owner: 250 King Street Inc.  
  Annual Return: July 5, 2014  
  Directors/Officers: Faisal Susiwala and Aurangzeb Susiwala
Region of Waterloo
Planning Development and Legislative Services
Legal Services

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015 File Code: L07-90

Subject: Authorization to Expropriate Lands (1st Report) for Sawmill Road (Regional Road 17) Road Improvements, Conestogo, Township of Woolwich

Recommendation:

That The Regional Municipality of Waterloo direct and authorize the Regional Solicitor to take the following actions with respect to the expropriation of lands for the reconstruction of Sawmill Road from the Conestogo Bridge to Musselman Crescent in the Township of Woolwich, in the Region of Waterloo as detailed in report PDL-LEG-15-14 dated February 24, 2015:

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 Sawmill Road and described as follows:

Fee Simple Partial Taking:

a) Part of Lots 13 and 14, North of King Street and East of Water Street, Registered Plan 601, Township of Woolwich, being Part 2 on 58R-18001; Part of PIN 22240-0207(LT) (1778 Sawmill Road, Conestogo);

b) Part of Lots 12 and 13, North of King Street and East of Water Street, Registered Plan 601, Township of Woolwich, being Part 1 on 58R-18001; Part of PIN 22240-0206(LT) (1786 Sawmill Road, Conestogo);

c) Part of Lot 6, Registered Plan 600, Township of Woolwich, being Parts 3 and 4 on 58R-18199; Part of PIN 22705-0407(LT) (1959 Sawmill Road, Conestogo);

d) Part of Lot 4, Registered Plan 602, Township of Woolwich, being Part 2 on 58R-18199; Part of PIN 22240-0098(LT) (1966 Sawmill Road, Conestogo);
e) Part of Lots 7 and 8, Registered Plan 600, Township of Woolwich, being Part 5 on 58R-18199; Part of PIN 22705-0007(LT) (1015 Northfield Drive East, Conestogo);

f) Part of Lot 27, Registered Plan 600, Township of Woolwich, being Part 1 on 58R-18199; Part of PIN 22705-0037(LT) (1030 Northfield Drive East, Conestogo).

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

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

4. Attend, with appropriate Regional staff, at any hearing that may be scheduled;

5. Discontinue expropriation proceedings or any part thereof, in respect of the above described lands, or any part thereof, upon the registration on title of the required documentation to complete a transaction whereby the required interests in the lands are conveyed or if determined by the Commissioner of Transportation and Environmental Services that such lands, or any part thereof, are not required for the subject project; and

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

Summary:

NIL

Report:

At the meeting of Regional Council held on March 22, 2013, Council approved the Recommended Design Alternative for improvements to Sawmill Road and Northfield Drive in the Village of Conestogo as described in Report No. E-13-038. (Please refer to Appendix “A” for a Key Plan.) These road improvements are currently scheduled for construction in 2017 in the Region’s approved Draft 2015 Transportation Capital Program. The Recommended Design Alternative for the improvements to Sawmill Road and Northfield Drive includes construction a new sidewalk on the east side of Northfield Drive between Sawmill Road and Elgin Street and of a new sidewalk on the north side of Sawmill Road from Harriet Street to Golf Course Road in order to provide a continuous pedestrian link for residents located within the Village of Conestogo east of the Grand River.

Land acquisitions as outlined in the Recommendation will be required from six (6) property owners. The acquisitions are fee simple partial takings for road widening purposes.

All of the affected property owners, or their representatives, have been contacted by
Legal Services Real Estate staff by one or more of the following means: in-person meeting, telephone, written correspondence and/or email, to discuss the required land acquisitions and all have been informed of the Region’s intention to proceed with the expropriation process, including this Report going forward, to ensure project time lines are met. All property owners have been provided with the Region’s Expropriation Information Sheet explaining the expropriation process. A copy of the Expropriation Information Sheet is attached as Appendix “B”. The owners have further been advised it is the Region’s intent to seek a negotiated settlement prior to completion of the Expropriation process and that the process has been commenced only to ensure possession of the required lands by the date set by Project staff in order to meet the project timeline.

The expropriation of the lands is on an “as is” basis and upon acquisition the Region assumes all responsibility for the lands.

The Subject Lands are shown attached as Appendix “A”.

**Corporate Strategic Plan:**

One of the focus areas of the Corporate Strategic Plan is to develop greater, more sustainable and safe transportation choices.

**Financial Implications:**

Transportation and Environmental Services staff advises that the Region’s approved Draft 2015 Transportation Capital Program includes funds of $5,080,000 in years 2015 to 2018 inclusive in order to complete construction of improvements to Sawmill Road and Northfield Drive in the Village of Conestogo. Sufficient funding for the acquisitions outlined within this report is available in the project budget.

**Other Department Consultations/Concurrence:**

Transportation and Environmental Services staff has been consulted in the preparation of this Report.

**Attachments**

Appendix “A”

- Key Plan
- Partial Takings at Sawmill Road and Northfield Drive
- Partial Takings at Sawmill Road and Harriet Street

Appendix “B”

- Copy of Expropriation Information Sheet
Appendix “C”
  - Corporate Profile of Corporate Owner of 1959 Sawmill Road, Conestogo

Prepared By:  Brian Timm, Property Agent

Approved By:  Debra Arnold, Regional Solicitor, Director of Legal Services
Appendix “A”

TOWNSHIP OF WOOLWICH

Village of Conestogo

REGIONAL ROAD No. 17 (SAWMILL ROAD)
AND
REGIONAL ROAD No. 22 (NORTHFIELD DRIVE)
IMPROVEMENTS
VILLAGE OF CONESTOGO, TOWNSHIP OF WOOLWICH
Appendix “A” - Continued

Partial Takings at Sawmill Road and Northfield Drive
Appendix “A” - Continued

Partial Takings at Sawmill Road and Harriet Street
Appendix “B”

The following information is provided as a general overview of the expropriation process and is not legal advice. For complete information, reference should be made to the Ontario Expropriations Act as well as the more detailed information in the Notices provided under that Act.

Expropriation Information Sheet

What is Expropriation?

Governmental authorities such as municipalities, school boards, and the provincial and federal governments undertake many projects which require them to obtain land from private property owners. In the case of the Regional Municipality of Waterloo, projects such as the construction or improvement of Regional Roads sometimes require the purchase of land from private property owners. In many cases, the Region of Waterloo only needs a small portion of the private property owner’s lands or an easement for related purposes such as utilities, although in certain instances, entire properties are required.

Usually the governmental authority is able to buy the land required for a project through a negotiated process with the affected property owners. Sometimes, however, the expropriation process must be used in order to ensure that the land is obtained within a specific timeline. Put simply, an expropriation is the transfer of lands or an easement to a governmental authority for reasonable compensation, including payment of fair market value for the transferred lands, without the consent of the property owner being required. In the case of expropriations by municipalities such as the Region of Waterloo, the process set out in the Ontario Expropriations Act must be followed to ensure that the rights of the property owners provided under that Act are protected.

Important Notice: The Region of Waterloo tries in all instances to obtain lands needed for its projects through a negotiated agreement on mutually acceptable terms. Sometimes, the Region of Waterloo will start the expropriation process while negotiations are underway. This dual approach is necessary to ensure that the Region of Waterloo will have possession of all of the lands needed to start a construction project on schedule. However, it is important to note that Regional staff continues to make every effort to reach a negotiated purchase of the required lands on mutually agreeable terms while the expropriation process is ongoing. If agreement is reached, expropriation proceedings can be
discontinued and the land transferred to the Region of Waterloo in exchange for payment of the agreed-upon compensation.

What is the process of the Region of Waterloo under the Expropriations Act?

- Regional Council considers a request to begin an application under the Expropriations Act to obtain land and/or an easement for a specific Regional project. No decision is made at this meeting to expropriate the land. This step is simply direction for the Region of Waterloo to provide a “Notice of Application for Approval to Expropriate” to affected property owners that the process has started to seek approval to expropriate the land.

- As stated in the Notice, affected property owners have 30 days to request a Hearing to consider whether the requested expropriation is “fair, sound and reasonably necessary in the achievement of the objectives” of the Region of Waterloo. This Hearing is conducted by a provincially-appointed Inquiry Officer. Prior to the Hearing, the Region of Waterloo must serve the property owner with a Notice setting out its reasons or grounds for the proposed expropriation. **Compensation for lands is not determined at this Hearing.** The Inquiry Officer can order the Region of Waterloo to pay the property owner up to $200.00 as compensation for the property owner’s costs in participating in this Hearing, regardless of the outcome of the Hearing.

- If a Hearing is held, a written report is provided by the Inquiry Officer to the property owner and the Region of Waterloo. Council must consider the Report within 90 days of receiving it. The Report is not binding on Council and Council may or may not accept the findings of the Report. After consideration of the Report, Council may or may not approve the expropriation of the land or grant approval with modifications. A property owner may wish to make written and/or verbal submissions to Council at the time that it is considering the Report.

- If no Hearing is requested by the property owner, then Council may approve the expropriation of the land after expiry of a 30 day period following service of the Notice of Application for Approval to Expropriate.

- If Council approves the expropriation then, within 3 months of this approval, the Region of Waterloo must register a Plan at the Land Registry Office that describes the expropriated lands. The registration of this Plan automatically transfers title of the lands to the Region of Waterloo, instead of by a Deed signed by the property owner.

- Within 30 days of registration of the Plan, the Region of Waterloo must serve a Notice of Expropriation on the affected property owner advising of the expropriation. Within 30 days of this Notice, the property owner may serve the Region of Waterloo with a Notice of Election selecting the valuation date under the *Expropriations Act* for calculation of the compensation.
• In order to obtain possession of the expropriated lands, the Region of Waterloo must also serve a Notice of Possession setting out the date that possession of the land is required by the Region of Waterloo. This date has to be 3 months or more from the date that this Notice of Possession is served on the affected property owner.

• Within 3 months of registration of the Plan, the Region of Waterloo must provide the affected property owner with payment for the full amount of the appraised fair market value of the expropriated land or easement and a copy of the appraisal report on which the value is based. If the property owner disagrees with this amount, and/or claims other compensation and/or costs under the *Expropriations Act*, the compensation and/or costs matter may be referred to a provincially-appointed Board of Negotiation in an effort to reach a mediated settlement and/or an appeal may be made to the Ontario Municipal Board (OMB) for a decision. In any event, the Region of Waterloo continues in its efforts to reach a negotiated settlement with the affected property owner prior to the OMB making a decision.
Appendix “C”

Address: 1959 Sawmill Road, Conestogo
Owner: 2088879 Ontario Ltd.
Annual Return: July 5, 2014
Directors/Officers: Raymond Kuntz, Bonnie Kuntz
Information Package

Waterloo Spur Line Trail and Storm Drainage Improvements

Ahrens Street to Regina Street

Cities of Kitchener and Waterloo

What: Construction of Waterloo Spur Line Trail and Storm Drainage Improvements

Where: Within the Waterloo Spur Line rail corridor from Ahrens Street in the City of Kitchener to Regina Street in the City of Waterloo

Why: To provide a convenient connection for pedestrians and cyclists from Uptown Waterloo to the existing GO/VIA train station and the future King-Victoria Transit Hub in the City of Kitchener

When: May to October, 2015

Who: Region of Waterloo Project Manager
    Peter Linn, P.Eng.
    Region of Waterloo
    Phone: (519) 575-4757 ext. 3773
    Email: PLinn@regionofwaterloo.ca

Public Information Centre
Thursday February 26, 2015, 6:30PM to 8:30PM
Lobby, Waterloo Regional Office, 150 Frederick Street, Kitchener

There is a comment sheet at the back of this package. Please fill it out and share your comments with us.
1. **What/Where is the Waterloo Spur Line?**

The Waterloo Spur Line was acquired by the Region of Waterloo in 2003. This is a functioning railway corridor extending from the CN railway mainline tracks near the Kitchener GO/VIA Station northerly through the City of Waterloo to the Town of Elmira. Canadian National, through an operating agreement with the Region has authority to operate trains on the Spur Line. Currently four trains a week use the Spur Line from Monday to Thursday between the hours of 11:00PM and 7:00AM to travel to and from Elmira. After completion of ION construction, CN has agreed to reduce its operating hours on the Spur Line to between 11:00PM and 5:00AM from Monday to Friday each week. Southbound movements will be restricted to between 1:00AM and 5:00AM.

Within the corridor a stormwater drainage system consisting of a combination of sewers and ditches conveys rainfall runoff from a large area within Kitchener and Waterloo to an outlet at Laurel Creek next to the Waterloo City Hall. Although within the Regionally owned corridor, the drainage system is under the jurisdiction of the cities of Kitchener and Waterloo.

2. **Who is directing this Project?**

The design and construction of this project is being directed by staff from the Region of Waterloo. The consulting engineering firm, Parsons has been retained to complete a coordinated final design package based on the approved Design Concept for the trail and storm drainage improvements suitable for tendering the project. Parsons will also provide construction administration and inspection services during construction.

3. **Why is the Region doing this Project?**

The Spur Line corridor is well used by pedestrians and cyclists as a “shortcut” between the downtown core areas of Kitchener and Waterloo. A well-worn path runs beside the railway tracks and thick undergrowth and hedgerows line both sides of the corridor.

The Waterloo Spur Line is identified in the Regional Cycling Master Plan as a core off-road route. Core routes are the highest priority cycling links since they connect major nodes. In December 2010, the Region of Waterloo in collaboration with the City of Kitchener and City of Waterloo initiated a Feasibility and Design Study for a multi-use trail within the Spur Line corridor between Ahrens Street in Kitchener and King Street in Waterloo.

4. **How has the Project Been Planned to Date?**

Two Public Consultation Centres (PCC’s) were held during the preparation of the Feasibility and Design Study. These previous PCC information packages can be found on the Region’s website, (www.regionofwaterloo.ca/en/discoveringtheregion/parkstrails.asp.) The initial PCC was held on June 9, 2011. At this PCC, the potential need and justification for a multi-use trail within the corridor were presented to interested members of the public. A majority of attendees
were in support of the construction of the proposed trail. Comments were obtained regarding opportunities and constraints as input into the subsequent preparation of design alternatives.

The second PCC held on October 27, 2011 provided an opportunity to present the trail alignments and design details that were being considered to the public for comment. The Feasibility and Design Study was completed and a Recommended Design Concept for the trail was approved by Regional Council on February 8, 2012. Council directed staff to investigate possible sources of funding for the construction of the proposed trail since funding was not available in the Region’s approved Transportation Capital Program.

Following approval of the Recommended Design Concept by Regional Council, preliminary design drawings for the trail were prepared which addressed detailed aspects of the proposed facility including trail surfacing, track/trail separation, road crossings, lighting, security and signage/wayfinding.

In conjunction with the Feasibility and Design Study for the trail, the City of Waterloo undertook a preliminary assessment of the condition and need to replace the storm sewers within the rail corridor within Waterloo. A similar assessment of the sewers within Kitchener was not required since these sewers had been recently replaced. The assessment by Waterloo determined that much of the storm drainage system between the municipal boundary and the Laurel Creek outlet is in poor condition or under-sized and needs to be replaced.

In June 2014, Metrolinx contacted the Region of Waterloo about the possibility of providing funding in 2015 for the construction of active transportation connections to existing and future GO stations within the Region. Metrolinx, an agency of the Government of Ontario, was created to improve the coordination and integration of all modes of transportation in the Greater Toronto and Hamilton Area. The proposed Waterloo Spur Line trail met the criteria established by Metrolinx since it would connect pedestrians and cyclists from as far away as Uptown Waterloo to the existing Kitchener GO/VIA Train Station and the future King-Victoria Transit Hub. An important criterion for Metrolinx was that the Spur Line Trail would have to be ready for construction by March 31, 2015 in order to commit funding prior to its financial year-end.

On September 9, 2014 a report was presented to the Region’s Planning and Works Committee requesting approval for the Regions’ share of the funding for the construction of the Spur Line Trail subject to the provision of sufficient funding from Metrolinx and the City of Waterloo for the storm drainage improvements. Authority to proceed was approved by Regional Council on September 17, 2014. Staff are currently working with Metrolinx and the Cities of Waterloo and Kitchener to formalize agreements regarding sharing the costs of the construction and maintenance costs.

5. **What Improvements are being Implemented?**

A 3.0 metre wide paved asphalt trail will be constructed within the Waterloo Spur Line corridor from Ahrens Street in Kitchener to Regina Street in Waterloo. The existing storm drainage system, including all storm sewers, will be replaced from the Waterloo municipal boundary to
Union Street in the City of Waterloo. Pedestrian lighting and landscaping will also be included with the construction of the trail. A typical cross-section of what the Spur Line Trail will look like is included in Appendix A of this information package.

6. What is the Purpose of this Public Information Centre?

At the September 9, 2014 Regional Planning and Works Committee meeting, a commitment was made to make the final design drawings for the trail available for review by the public prior to construction.

The drawings available at this Public Information Centre have been completed in accordance with the standards and requirements of several agencies including the Region of Waterloo, the City of Waterloo, the City of Kitchener, Transport Canada and CN Rail.

7. How has the final design addressed concerns raised by the Public?

During the preparation of the Feasibility and Design Study for the Waterloo Spur Line Multi-Use Trail a number of comments from the public were raised. The final design for the facility has addressed many of these comments as described below.

Weber Street Crossing – The Waterloo Spur Line crosses Weber Street in the vicinity of Wilhelm Street. Concern was raised by local residents about the safety of pedestrians and cyclists using the proposed Spur Line Trail or attempting to cross Weber Street to access Lippert Park and schools in the area. A pedestrian cross-over at this location was incorporated into the plans for the reconstruction and widening of Weber Street. The reconstruction of Weber Street was initiated in June 2013 and is expected to be complete by May 2015. The installation of the pedestrian cross-over at the Wilhelm Street intersection will occur in the spring of 2015 as part of the final phases of construction.

The reconstructed Weber Street also includes a new multi-use trail on the west side of the widened road from Wilhelm Street to Water Street to provide a more direct route for pedestrians and cyclists wishing to access the existing GO/VIA Station, the future King-Victoria Transit hub and the downtown core of Kitchener.

Road crossings at local streets – The Spur Line Trail will cross several local streets. In most cases these crossing locations are not near existing road intersections and will require specific marking and signage to ensure the safety of trail users and vehicular traffic. Bollards and detectable warning plates will be installed on the trail surface on the approaches to the road crossings to ensure that trail users are aware that they are approaching a road. The bollards will also prevent vehicles from attempting to drive on the trail.

Signage will be installed at each crossing to inform trail users of the name of the street and also to alert vehicle drivers of the trail crossing location. Stop signs for cyclists will alert them to stop and check for vehicles on the road before proceeding.
Flooding and surface ponding after rain storms – The existing storm sewers within the corridor between the Waterloo municipal boundary and Union Street will be replaced. The sewers will be increased in size to carry more water during larger rainfall events. Catchbasins and ditching will be installed to direct surface water directly into the sewers.

Security for trail users and local residents – Measures which encourage increased use of the trail will help to improve security by having more users present. In addition, the linear alignment of the trail will allow police to observe the entire length of the trail between road crossings.

The entire length of the trail will be illuminated with pedestrian scale lighting. Each light will be activated by a photocell to turn on and off based on ambient lighting levels. As an additional feature to avoid disturbance to abutting residential properties, each light will be shielded and will be automatically dimmed after midnight.

Landscaping – Low growing ground cover will be planted along the corridor to guide pedestrians and cyclists to stay on the trail and avoid trespassing onto private property or encroaching onto the railway tracks. Existing vegetation within the corridor will be selectively cut-back, pruned or removed to improve visibility and passive monitoring of activities on the trail from neighbouring properties.

Furniture such as benches has been included in the final design at strategic locations to help ensure that the trail is an accessible walking, cycling and recreational facility.

The installation of a roofed structure at the corner of Wilhelm Street and Weber Street as part of the trail has not been included in the final design. To date, a commitment to construct or maintain such a structure is not within the capital or maintenance program of either the Region of Waterloo or the City of Kitchener.

Trail surface material – In accordance with the Recommended Design Concept approved by Regional Council, the trail will be surfaced with asphalt to provide a smooth, stable, low maintenance surface. This surface will allow for snow removal to encourage year-round use of the trail.

Signage and Wayfinding – Signage will be installed at each road crossing to alert trail users and vehicle drivers of the trail crossing. In addition, at strategic locations, signage will be used to direct trail users to specific locations such as the Iron Horse Trail, nearby parks and the GO/VIA Station.

Trail Maintenance – The City’s of Kitchener and Waterloo will be responsible for the maintenance of the completed trail in the same way that they presently maintain all Regional sidewalks and multi-use trails. This will include snow clearing to ensure that the trail is available for use on a year-round basis.

8. Is any private property required for this project?

This project will not require the acquisition of any private property.
9. What is the estimated cost of this project?

The estimated cost of this project including the trail and storm drainage improvements is $4.75 million. Metrolinx has committed to fund one third of the cost of the project up to a maximum amount of $1.2 million. The City of Waterloo will fund the cost of the storm drainage improvements and the Region of Waterloo will fund the remaining costs.

10. What is the Project Schedule?

In order to meet the requirements of Metrolinx to secure its funding contribution, tenders for the construction of the project must be received by the Region by the end of March 2015. The consolidated trail and storm drainage final design drawings and tender documents will be made available for bid during the first week of March. After approval of the construction contract by Regional Council, construction is expected to start by the first week of May 2015. It is expected that construction will be completed by October 2015.

11. How will I receive further notification regarding this project?

Property owners abutting the project site will be notified prior to the start of construction regarding the schedule for construction and expected traffic disruptions, if any, during construction. During the construction of the Waterloo Spur Line Trail and Storm Drainage Improvements, questions can be referred to Peter Linn, P.Eng., Senior Project Manager for the Region of Waterloo at plinn@regionofwaterloo.ca or (519) 575-4757 ext. 3773.

If you have any comments or concerns about the construction of the trail and storm drainage improvements that you would like the Region to be aware of, please fill out the attached Comment Sheet and leave it in the comment box provided at the Public Information Centre. Alternatively you can email your comments to Peter Linn at plinn@regionofwaterloo.ca prior to Thursday, March 12, 2015.
Appendix A - Typical Cross-section of Spur Line Trail

SECTION

1. 3.0 m - MULTIPLE USE TRAIL
2. 1.6 m - CLEAR ZONE - LOW UNMOWN GRASS
3. 4.0 m - TRACK BED
4. 1.0 m - DRAINAGE SWALE; WITHIN TRACK ENVELOPE
5. VARIOUS - EXISTING CONDITIONS

PLAN
Comment Sheet

Regional Municipality of Waterloo

Waterloo Spur Line Trail and Storm Drainage Improvements

Public Information Centre, February 26, 2015

Please complete and hand in this sheet so that your comments can be considered for this project. If you cannot complete your comments today, please take this home and mail, fax or e-mail your comments by Thursday, March 12, 2015 to:

Mr. Peter Linn, P.Eng.
Senior Project Manager
Region of Waterloo
150 Frederick Street, 6th Floor
Kitchener, ON N2G 4J3
Telephone: (519) 575-4757 x3773
Fax: (519) 575-4430
Email: plinn@regionofwaterloo.ca

Comments regarding this project:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Name: ____________________________ Phone: ____________________________
Address: ____________________________ Email: ____________________________
Postal Code: ____________________________

Collection Notice
All comments and information received from individuals, stakeholder groups and agencies regarding these projects and meetings are being collected to assist the Region of Waterloo in making a decision. Under the “Municipal Act”, personal information (such as name, address, telephone number, and property location) that may be included in a submission becomes part of the public record. Questions regarding the collection should be forwarded to the staff member noted above.
Region of Waterloo

Transportation and Environmental Services

Transit Services

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015  File Code: C05-40

Subject: Changes to the Active Transportation Advisory Committee Terms of Reference

Recommendation:

That the Regional Municipality of Waterloo approve the revised Terms of Reference of the Active Transportation Advisory Committee in regards to the following, as described in Report No. TES-TRS-15-05, dated February 24, 2015:

   a) Reflect the Committee’s reporting structure to the Planning and Works Committee through the Commissioner of Transportation and Environmental Services due to the new corporate organizational structure, and;

   b) Amend the Committee’s Purpose, Terms of Reference by replacing references to the Cycling Master Plan with the Active Transportation Master Plan.

Summary:

The Region’s new corporate organizational structure now places staff that are assigned as representatives to the Active Transportation Advisory Committee (ATAC) within the Transportation and Environmental Services department. The Committee’s current Terms of Reference requires that the Committee reports to Regional Council through the Commissioner of the former department of Planning, Housing and Community Services. The Terms of Reference also outline that the Committee advise Regional Council and staff on a number of Regional Transportation Policies, including the Cycling Master Plan. Staff recommend changing the Terms of Reference to reflect the Committee’s reporting structure through the Commissioner of Transportation and Environmental Services and replace the references to the Cycling Master Plan with the
Regional Active Transportation Master Plan.

Report:

On November 4, 2014, the new organizational structure for the Region was launched. As a result, staff that are assigned as representatives to the Active Transportation Advisory Committee (ATAC) are now within the Transit Services Division of the Transportation and Environmental Services Department. The Committee’s terms of reference currently requires that the Committee reports to Regional Council through the former Department of Planning, Housing and Community Services, now called Planning, Development and Legislative Services. To reflect the new organizational reporting structure, it is recommended that the Committee’s Terms of Reference be changed to report through the Commissioner of Transportation and Environmental Services.

On February 11, 2014 the Active Transportation Master Plan (ATMP) was received by Council as described in Report No. P-14-019. Now used as the primary guiding document for active transportation planning, the ATMP effectively replaces the 2004 Cycling Master Plan. ATAC’s current Terms of Reference outlines that the Committee advise Regional Council and staff on active transportation issues in accordance with the Cycling Master Plan. To reflect the use of the ATMP as the primary active transportation planning document, it is recommended that the Committee’s Terms of Reference be changed by replacing the Cycling Master Plan with the Active Transportation Master Plan. (Please see Attachment 1)

Corporate Strategic Plan:

The Active Transportation Advisory Committee helps to fulfill the objectives of Focus Area Two, Growth Management and Prosperity and Focus Area Three, Sustainable Transportation. By supporting the Region’s Active Transportation Master Plan, guidelines for context-sensitive road corridors and other balanced Regional transportation policies, the Committee is helping to provide long term strategies for cycling and walking facilities.

Financial Implications:

The costs to support this Advisory Committee are provided for in Regional Council’s approved budget.

Other Department Consultations/Concurrence:

Council and Administrative Services staff was consulted for this report and is in concurrence with its recommendations.

Attachments:

Attachment 1 – Proposed Terms of Reference for the Active Transportation Advisory
Committee

**Prepared By:** James LaPointe, Principal Planner, Transportation Demand Management

**Approved By:** Thomas Schmidt, Commissioner of Transportation and Environmental Services
The following terms of reference for the Active Transportation Advisory Committee is proposed to Regional Council within Section 75 (1) of the Procedural By-law 00-031, as amended. “Subject to the provision of any general or special Act, the Council, in establishing any Advisory Committee, will set forth Terms of Reference of the Committee and such other provisions as the Council deems proper.”

**Terms of Reference**

**Active Transportation Advisory Committee**

((ATAC))

1. **Purpose, Mandate and Scope**

A. The Active Transportation Advisory Committee, upon request of the Regional Municipality of Waterloo or the Commissioner of Planning, Housing & Community Services, Transportation and Environmental Services, will:

a) Assist the Region in developing new active transportation policies, strategies and programs.

b) Advise Regional Council and staff on measures and policies required to implement the Region’s commitment to active transportation in the Transportation Master Plan, Context-Sensitive Regional Transportation Corridor Design Guidelines, Cycling Master Plan, Active Transportation Master Plan and the Regional Official Plan.

c) Advise Regional Council and staff on cycling and pedestrian (active transportation) issues in accordance with the Regional Transportation Master Plan, Context-Sensitive Regional Transportation Corridor Design Guidelines, the Region of Waterloo Pedestrian Charter, Cycling Master Plan, Active Transportation Master Plan and the Regional Official Plan.

d) Advise Regional Council and staff in addressing active transportation issues received from other governments and agencies (i.e., studies, policies, programs, legislation, etc.).

e) Assist in monitoring the extent and effectiveness of active transportation facility construction and support programming (encouragement, education and enforcement) on an ongoing basis.

B. The Active Transportation Advisory Committee will serve as a forum for the public and/or agencies to raise their viewpoints on particular cycling and pedestrian issues and/or findings.

C. The Active Transportation Advisory Committee will endeavour to increase public awareness and understanding of issues taken up by the Committee.
2. Reporting

The Active Transportation Advisory Committee reports to Regional Council through the Commissioner of Planning, Housing & Community Services Transportation and Environmental Services to the Planning and Works Committee.

3. Memberships

A. The Regional Municipality of Waterloo will appoint fifteen members to the committee. The fifteen members will be composed of 2 Regional Councillors and thirteen members at large appointed on a four year staggered cycle. If possible, one (1) representative from the Grand River Accessibility Advisory Committee (GRAAC) with experience and expertise in active transportation, three (3) representatives from each of the three (3) urban Area Municipalities and three (3) representatives from the four (4) rural Area Municipalities should be chosen to provide a balanced regional perspective on cycling and pedestrian issues.

B. Committee members may serve up to eight years (two consecutive four year terms) in accordance with Regional Council Policy.

C. Membership should be drawn from residents with skills and demonstrated expertise in cycling and pedestrian areas of concern and not as representatives of particular agencies, organizations or interest groups, with the exception of the GRAAC member.

D. Members will be appointed on the basis of experience, interest and availability to attend meetings and serve on the occasional sub-committee.

E. The Commissioner of Transportation and Environmental Services or his/her designate shall be in attendance at all meetings.

4. Selection of Members

A. Individuals will become members of the committee through citizen appointment by advertisement.

B. The representative Regional Councillors will be appointed by Regional Council.

5. Terms of Office

A. Appointments of thirteen (13) persons appointed by Regional Council, in addition to the Regional Councillors, for up to four (4) years, in such a way that at least three (3) members will be reappointed or replaced every year; terms are as follows:
1. One (1) year term, maximum of eight (8) years;

2. Two (2) year term, maximum of eight (8) years;

3. Three (3) year term, maximum of nine (9) years;

4. Four (4) year term, maximum of eight (8) years; and

5. Two (2) members of Regional Council, appointed for the term of each Council.

6. Meetings

A. The Committee will elect annually a Chair and Vice-Chair from among its members at the first meeting of each calendar year. The Chair should be able to devote some time between meetings to work with Regional staff or attend the occasional meeting of the Regional Planning and Works Committee or Council when circumstances warrant.

B. It is expected that there will be approximately one (1) meeting per month. These meetings will be open to the public. Closed Sessions will only be held in strict compliance with the Regional Procedural By-law.

C. Members will from time to time be expected to serve on sub-committees reviewing particular issues.

D. The Committee will from time to time invite other persons or groups, such as Area Municipality Trails Advisory Committees and other cycling or pedestrian organizations, to participate in Committee deliberations in order to benefit from additional expertise pertaining to subjects being discussed or to be briefed on the policies and activities of government bodies or other organizations dealing with matters relating to these subjects.

E. Direct staff support to the committee will be provided by the Transportation Planning Division of the Planning, Housing and Community Services Department and Transit Services Division of the Transportation and Environmental Services Department. An annual budget for the Committee’s operation will be, as required, included in the budget of the Transportation Planning-Transit Services Division.

7. Committee Procedures

A. The quorum for a meeting shall be eight (8) members. A reduced quorum may be considered when a member has formally resigned from the Committee or when fewer than fifteen (15) members have been appointed by Regional Council.
B. Committee decisions will be made by majority vote.

8. Agenda Preparation for the Meeting

Meeting agenda will be provided by the Transportation Planning Division of the Planning, Housing and Community Services Department, Transit Services Division of the Transportation and Environmental Services Department in consultation with Committee members.

9. Minutes of the Meeting

Staff support to the Active Transportation Advisory Committee will be provided by the Clerks Department.

10. Remuneration

Members will be reimbursed if a submission is made for mileage and incidentals (parking, long distance telephone, bus tokens, meals and snacks) as required.

11. Conflict of Interest

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. All members shall annually review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

If a conflict of pecuniary interest arises the member is required to declare the conflict including the reason for declaration.
Region of Waterloo

Transportation and Environmental Services

Water Services

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015

File Code: E04-80/MOECC.SUM; C06-0/PW/WS.14

Subject: 2014 Summary Report for the Regional Municipality of Waterloo

Integrated Urban and Rural Water Systems, DWQMS Program Update,

and Infrastructure Maintenance Plan

Recommendation:

That the Regional Municipality of Waterloo receive the 2014 Summary Report, as required by Ontario Regulation 170/03, the minutes from the annual Management Review of the Drinking Water Quality Management System and maintenance plan update as outlined in report TES-WAS-15-06 dated February 24, 2015.

Summary:

This report provides an overview of the 2014 Summary Report as required by Ontario Regulation 170/03, the results of the 2014 management review and a summary of the infrastructure maintenance plan as required by the provincial Drinking Water Quality Management System (DWQMS).

Report:

Background

Ontario Regulation 170/03 has several provisions including a requirement to keep Regional Council informed. The provision requires:

1. The preparation of a summary report for the period January 1 to December 31, 2014, to be issued by March 31, 2015 that includes:

   a. A statement identifying compliance with requirements including the Act, Regulations, Approvals and Ministry of the Environment and Climate Change
b. The details of non-compliances with any requirement including duration
c. A summary of the quantities and flow rates of water supplied
d. A comparison of quantities and flow rates to system’s approvals

2. That top management reports the results of the management review, identify
deficiencies, and note decisions and action items to the system owner. The
management review is conducted annually evaluating the quality management
system for suitability, adequacy and effectiveness. The review also follows-up on
previous management reviews and staff suggestions, and reviews the status of
management action items identified throughout the year.

3. That the report on the infrastructure maintenance plan highlights any changes.

Overview of Summary Report

During the inspection period the MOECC performs 22 inspections of the Region’s water
supply systems including seven inspections of the distribution systems in the Townships
of Wellesley and North Dumfries. A Drinking Water System Inspection Report (DWSIR)
is prepared after each inspection that reviews all regulatory issues and provides non-
compliance corrective actions and/or best management. The Region’s 2014 Summary
Report includes all non-compliance issues identified by Waterloo Region staff through
the MOECC inspections and any other relevant legislation. Reports are prepared by
staff on all related corrective action or mitigating measures.

The key findings from the 2014 Summary Report (attached as Appendix A) identified
that there were a few minor incidents that were detected and corrected quickly. There
were no significant issues in the Region’s water supply systems or in the Townships of
Wellesley and North Dumfries distribution systems. The Region’s Water Services
department has initiated plans to address all best management and non-compliance
issues identified by the MOECC. In summary, the water quality meets the Safe Drinking
Water Act requirements.

A copy of the 2014 Summary report will be placed in the Councillors’ Library after the
Council meeting on March 4, 2015. Copies of the report are available free of charge
from Water Services and the report will be posted on the Region’s website at
www.regionofwaterloo.ca/water.

Management Review

One requirement of the DWQMS is to conduct a management review every twelve
months. The management review occurred December 11, 2014, at the Mannheim WTP
and included operations management staff, Dave Young – Director, Health Protection &
Investigation, Public Health and top management who as defined by the QMS
procedure are Thomas Schmidt – Commissioner, Transportation and Environmental
Services; Nancy Kodousek – Director, Water Services; Olga Vrentzos – Manager,
Operations and Maintenance.
The purpose of the management review is to evaluate the quality management system for suitability, adequacy, and effectiveness and to follow-up on previous management reviews, staff suggestions, and review the status of management action items identified throughout the year. There were no major non-conformances identified and one staff suggestion that will be implemented. As part of the annual management review process, top management is required to provide the results of the management review, identify deficiencies, and note decisions and action items to the system owner - Regional Council. The minutes from the management review along with the identified deficiencies, decisions, and action items can be found in Appendix B: QMS Management Review 2014 Meeting Minutes.

Infrastructure Management Plan

Elements 14 and 15 of the DWQMS require that the operational plan documents a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the system. The purpose is to review what infrastructure is necessary to maintain the system and to determine that the required infrastructure is in place as needed. The "do" component of Element 14 requires that the operating authority carry out the review and report findings to the owner. Element 15 requires a summary documenting the maintenance, rehabilitation, and renewal programs for the infrastructure. These summaries must be updated as changes occur and must be communicated to the owner. The report also includes an assessment on the effectiveness of the maintenance program.

Preventative maintenance is based on industry standards, regulatory requirements, past history, manufacturers' recommendations, and risk analysis. A summary of the preventative maintenance being performed can be found in the 2014 Summary Report Section 5.0.

Corporate Strategic Plan:

The Annual Summary Report, the DWQMS Management Review and the Infrastructure Maintenance Plan supports Focus Area 1: Protect and enhance the environment.

Financial Implications:

All costs associated with operating and maintaining the water systems are covered by the approved Water User Rate.

Other Department Consultations/Concurrence:

The Public Health Department has reviewed this report.

Attachments:


Attachment B: 2014 Management Review Minutes
Prepared By: Olga Vrentzos, Manager, Water Operations and Maintenance

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
2014 Summary Report

Presented to Regional Council
March 2015

Document Number: 1671497
# 2014 Summary Report – Region of Waterloo Water Services

## Table of Contents

1. **Overview & Background** .......................................................... 3

1.1 **Safe Drinking Water Act** ......................................................... 3

1.2 **Drinking Water Quality Management System (QMS) Conformance and Municipal Drinking Water Licensing Program** .......................................................... 3

2. **Health Related Notifications – Boil Water Advisories (BWA)/Drinking Water Advisories (DWA)** .................................................. 5

3. **Regulatory Compliance** .......................................................... 5

4. **Chart 1 – MOECC Inspections (Ratings)** ........................................... 6

5. **Table 1: Summary of Non-Compliance Issues - Safe Drinking Water Act (SDWA), Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWPs) Ontario Water Resources Act (OWRA)** .......................................................... 6

4. **Hydraulic Performance** .......................................................... 9

5. **Table 2: Summary of Permit to Take Water (PTTW) and Municipal Drinking Water License (MDWL) Flow Exceedances** .......................................................... 9

5. **Preventative Maintenance Programs** .................................................. 9

6. **Well Maintenance** .......................................................... 11

7. **Asset Management and Capital Infrastructure Replacement Program** .......................................................... 11

**Appendix A – Adverse Water Quality Incidences (AWQI) for Regional Distribution Systems (IUS)** .......................................................... 12

**Appendix B – QMS Management Review** .................................................. 13

**Appendix C – Treated Water Flow Data** .................................................. 17

**Appendix D – System Information** .......................................................... 46

**Appendix E – MOECC Inspection Compliance Ratings** .......................................................... 50

---

1671497

---

1776137
1 **OVERVIEW & BACKGROUND**

1.1 Safe Drinking Water Act

Schedule 22-2 of Ontario Regulation 170/03 states that owners of municipal drinking water systems shall ensure that, not later than March 31st of each year, a summary report is prepared for the preceding calendar year and presented to the members of municipal council. The following criteria must be included in the report as required by the regulation:

1. list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water license, and any order applicable to the system that was not met at any time during the period covered by the report;
2. for each requirement in (1) specify the duration of the failure and the measures that were taken to correct the failure;
3. a summary of the quantities of flow rates of water supplied during the period covered by the report, including monthly average and maximum flows;
4. a comparison of the summary referred in (3) to the rated capacity flow rates approved by the system's approval, drinking water works permit or municipal drinking water license.

The Region's water supply is obtained from two supply sources, groundwater and surface water. In 2014 about 73% of the total annual water supply was obtained from groundwater wells and the remaining 27% was obtained from the Mannheim Water Treatment Plant (Grand River surface water source).

This summary report covers all Region of Waterloo owned and operated drinking water treatment systems for the cities of Cambridge, Kitchener, Waterloo, and the townships of North Dumfries, Wellesley, Woolwich, and Wilmot and distribution systems in North Dumfries and Wellesley Township.

This summary report captures non-compliance issues and corresponding corrective action(s) or mitigating measure(s).

The Adverse Water Quality Incidents (AWQIs) not captured in the 2014 Annual Water Quality Report (issued February 28th) are identified in Appendix A.

1.2 Drinking Water Quality Management System (QMS) Conformance and Municipal Drinking Water Licensing Program

To obtain and maintain a Municipal Drinking Water License (MDWL) the Region must hold:

- a valid Drinking Water Works Permits (DWWP),
- a valid Permit To Take Water (PTTW) for each water source,
- operational plans (based on the Drinking Water Quality Standard) approved by the Ministry of Environment and Climate Change (MOECC),
- third party accredited (audit based on DWQMS 21 Elements),
- and financial plans approved by Regional Council.

---

1671497

Page 3 of 51
2014 SUMMARY REPORT – REGION OF WATERLOO WATER SERVICES

Each Municipal Drinking Water License (MDWL) and each Financial Plan must be renewed every 5 years.

As required by the DWQMS, the management review is conducted every twelve months to evaluate the Quality Management System (QMS) for suitability, adequacy and effectiveness. The management review also supports Top Management’s continued endorsement and commitment of the QMS, and provides an opportunity to follow-up on previous action items, staff suggestions and any other required action items identified throughout the year. The management review results, including identified deficiencies and corresponding action items must be communicated at least annually to the system owner, Regional Council, by Top Management.

The QMS annual management review was conducted on December 11, 2014 and included discussion of non-compliance issues and corresponding corrective/preventative action(s). There were no major non-conformances identified with the QMS. The 2014 management review minutes, identifying deficiencies, decisions and action items, are included in Appendix B.

Element 15 of the DWQMS requires that the operational plan document a summary and monitor the effectiveness of the Operating Authority’s infrastructure maintenance, rehabilitation and renewal programs for the systems and to communicate these programs and updates to the Owner. Asset management and maintenance programs are established and maintained to ensure repair and replacement of water system infrastructure. An overview of the infrastructure maintenance is found in section 5.

The Municipal Drinking Water Licensing Program Next Steps are as follows:

- QMS re-endorsement by new Regional Council and Top Management, as required by DWQMS Element 3- Commitment and Endorsement
- Annual surveillance audit, by third party, early 2015
- Continual improvement of the QMS, based on audit results
- MDWL renewal applications to be submitted to MOECC before November 2015 to meet May 23rd, 2016 expiry date
- The Financial Plans for 2016 to 2021 are to be presented for approval to Council in the summer of 2015
- Re-accreditation by onsite third party QMS audit in early 2016
- The MOECC will issue new MDWLS upon receiving re-accreditation recommendation from third party accreditation authority in 2016
2014 SUMMARY REPORT – REGION OF WATERLOO WATER SERVICES

2  HEALTH RELATED NOTIFICATIONS – BOIL WATER ADVISORIES (BWA)/DRINKING WATER ADVISORIES (DWA)

The Region of Waterloo Water Services Division in collaboration with the Public Health Department ensures a safe water supply. There were no BWA or DWA issued during 2014.

3  REGULATORY COMPLIANCE

All Municipally owned and operated drinking water systems have legislative water quality and quantity monitoring and reporting requirements. These requirements include the following:

- proper documentation
- sampling and analytical testing (microbiological and chemical)
- adverse incident reporting (AWQI)
- corrective actions
- Municipal Drinking Water Licenses (include specific conditions-testing/monitoring, flow limits, regulatory relief conditions and O&M manual criteria)
- Drinking Water Works Permits (includes drinking water system description, alteration and disinfection criteria)
- continuous water quality monitoring (disinfection – ultra violet disinfection dose, chlorine residual and turbidity)
- flow monitoring
- calibration/verification of flow meters, and continuous water quality monitoring instrumentation.

The MOECC drinking water system inspections focuses on compliance with the SDWA and related regulation(s). During 2014, 20 drinking water system inspections were completed; the average compliance ratings received in 2013/2014 was 99.54%. Refer to Chart 1 for the average inspection compliance rating from 2007 to 2014. Appendix E summarizes the ratings for this inspection year. The Heidelberg, Linwood and Wellesley treatment and distribution system inspections for the 2013/2014 period were not captured in the 2013 Summary Report are included in Appendix E:

The following MOECC inspections for the 2014/2015 period are not included in this report and will be captured in the 2015 Annual Summary Report:

- Heidelberg Drinking Water System and Distribution System
- Linwood Drinking Water System and Distribution System
- West Montrose Drinking Water System
- Mannheim Village Drinking Water System
2014 SUMMARY REPORT – REGION OF WATERLOO WATER SERVICES

CHART 1 – MOECC Inspections (Ratings)

<table>
<thead>
<tr>
<th>Year</th>
<th>Average Rating (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>98.58</td>
</tr>
<tr>
<td>2008-2009</td>
<td>99.18</td>
</tr>
<tr>
<td>2009-2010</td>
<td>99.48</td>
</tr>
<tr>
<td>2010-2011</td>
<td>98.85</td>
</tr>
<tr>
<td>2011-2012</td>
<td>99.07</td>
</tr>
<tr>
<td>2012-2013</td>
<td>99.53</td>
</tr>
<tr>
<td>2013-2014</td>
<td>99.54</td>
</tr>
</tbody>
</table>

TABLE 1 - Summary of Non-Compliance Issues - Safe Drinking Water Act (SDWA), Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWPs) Ontario Water Resources Act (OWRA).

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Root Cause</th>
<th>Preventative/ Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 2013</td>
<td>Chlorine analyzer calibrations missed:</td>
<td>Work orders not triggered due to CMMS reconfiguration.</td>
<td>Missed calibrations were conducted; Calibration work orders were reconfigured. Use PM forecasting utility to confirm that work orders are triggered.</td>
</tr>
<tr>
<td></td>
<td>Pinebush</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shades Mill</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turnbull,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rahman</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wells H3 &amp; H4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 2013</td>
<td>UV sensor calibrations missed:</td>
<td>Work orders were not received by staff.</td>
<td>Future CMMS calibration work orders were confirmed to be in the system. Use PM forecasting utility to confirm that work orders are triggered.</td>
</tr>
<tr>
<td></td>
<td>Mannheim WTP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UV reactors #1 &amp; #2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2014 Summary Report – Region of Waterloo Water Services

### Table 1 - Non-Compliance Summary

<table>
<thead>
<tr>
<th>Date (2014 unless indicated otherwise)</th>
<th>Description</th>
<th>Root Cause</th>
<th>Preventative/Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6, Aug 28 &amp; Nov 18 2013</td>
<td>Required grab chlorine monitoring missed: Ayr WTP</td>
<td>During chlorine analyzer Calibrations, grab samples were not taken every 15 minutes, as required.</td>
<td>Staff trained; work orders for all regulatory chlorine analyzer calibrations include instructions for grab sampling requirement. MOECC approved that zero calibration no longer required.</td>
</tr>
<tr>
<td>Jan to Jun</td>
<td>Chlorine analyzer calibrations missed: Erb Reservoir</td>
<td>CMMS setting failed to trigger work orders.</td>
<td>Settings in CMMS corrected.</td>
</tr>
<tr>
<td>Feb 11 1513hrs to 1611hrs</td>
<td>Loss of primary disinfection chlorine residual data: Foxboro</td>
<td>Settings were changed in the RPU during network maintenance.</td>
<td>Normal communication was restored.</td>
</tr>
<tr>
<td>Feb 17 1447hrs to 1816hrs</td>
<td>Loss of primary disinfection chlorine residual data: Strange Street</td>
<td>Data not captured by RPU during SCADA communication event.</td>
<td>Correct settings reloaded to ensure primary disinfection data is captured.</td>
</tr>
<tr>
<td>Mar 4 1120hrs to 1930hrs</td>
<td>Improper monitoring frequency of primary disinfection parameters: Shades Mill (UVT and chlorine residual)</td>
<td>The sample water isolation valve was closed.</td>
<td>The flow was restored to the analyzer and the sample water isolation valve was tagged “Do Not Close”.</td>
</tr>
<tr>
<td>Apr 29 0935hrs to 1019hrs &amp; Sep 20 0919hrs to 0949hrs</td>
<td>Loss of primary disinfection chlorine residual data: Mannheim WTP (Stn.11)</td>
<td>Data logger configuration was corrupt. Cause is undetermined.</td>
<td>Configuration was restored.</td>
</tr>
</tbody>
</table>
### 2014 SUMMARY REPORT – REGION OF WATERLOO WATER SERVICES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Root Cause</th>
<th>Preventative/ Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 29 1319hrs to 1359hrs</td>
<td>Loss of primary disinfection chlorine residual data: St.Clements</td>
<td>UPS failed, no data was available from the data logger.</td>
<td>UPS replaced and new UPS is equipped with a relay transfer system.</td>
</tr>
<tr>
<td>Aug 9 1618hrs to 1641hrs</td>
<td>Continuous monitoring equipment failed to prevent improperly disinfected water from entering system: Well G4</td>
<td>Incorrect program settings.</td>
<td>Operator shut down well. RPU program edited to permit automatic shutdown.</td>
</tr>
</tbody>
</table>

**O. REG.170/03 Sch.10-4** - MICROBIOLOGICAL SAMPLING AND TESTING

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Root Cause</th>
<th>Preventative/ Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 5</td>
<td>Weekly raw microbiological sample not taken within 5 to 10 days: Well K11 A</td>
<td>Sample missed by EELS.</td>
<td>Sample was taken on the 11th day. Lab procedure to be updated and staff training provided.</td>
</tr>
</tbody>
</table>

**O. REG.170/03 Sch.16-3** - DUTY TO REPORT UNDER S. 18 OF THE ACT

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Root Cause</th>
<th>Preventative/ Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 23 1135hrs to 1300hrs</td>
<td>Microbiological (Total Coliform) AWQI sample result not immediately reported: Foxboro (treated water)</td>
<td>Lab reported 2 microbiological AWQIs at the same time (second AWQI wasn’t for RMOW system) Lack of clarity in communication.</td>
<td>AWQI was reported within 1½ hours of receiving lab notification. A process to be developed to ensure clear communication is provided when addressing regulatory requirements. Evaluate the benefit of the lab providing lower tier municipality AWQI notification.</td>
</tr>
</tbody>
</table>

**PERMIT TO TAKE WATER** - PTTW #0318-8DXPVL CONDITION 4.1

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Root Cause</th>
<th>Preventative/ Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 29</td>
<td>Daily totalized flow not recorded as required: Greenbrook Wells (K1A/K2A)</td>
<td>Daily flow to waste reading was not recorded.</td>
<td>SCADA communication established to ensure well flow is continuously monitored and recorded.</td>
</tr>
</tbody>
</table>
2014 SUMMARY REPORT – REGION OF WATERLOO WATER SERVICES

4 HYDRAULIC PERFORMANCE

A summary of the monthly average and maximum flow rates of water supplied during the period is found in Appendix C.

The Region of Waterloo Drinking Water systems have 43 Permits to Take Water (PTTW) and 14 Municipal Drinking Water Licenses and Drinking Water Works Permits (refer to Appendix D for a full list of PTTW, MDWLs/DWWPs).

Flow rates exceeding the maximum allowable limits specified in the PTTW for a period of greater than 10 minutes and/or MDWL exceedances of maximum daily treated water volumes that flow from the treatment subsystem into the distribution system are listed in Table 2.

TABLE 2: Summary of Permit to Take Water (PTTW) and Municipal Drinking Water License (MDWL) Flow Exceedances.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date &amp; Duration (hr:min) 2014</th>
<th>PTTW Number</th>
<th>Root Cause</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellesley Wells WY01/WY05</td>
<td>Apr 4 00:37@ 26.5L/s (1456hrs to 1533) Max Limit= 17.5L/s</td>
<td>0345-94VQ6A</td>
<td>Both wells were required due to fire demand.</td>
<td>Flows returned to normal when fire extinguished.</td>
</tr>
</tbody>
</table>

5 PREVENTATIVE MAINTENANCE PROGRAMS

Elements 14 and 15 of the DWQMS require that the operational plan documents a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the system. The purpose is to review what infrastructure is necessary to maintain the system and to determine if that infrastructure is in place as needed. The "do" component of Element 14 requires that the operating authority carry out the review and report what is found to the owner. This ensures that the owner is regularly informed of infrastructure needs so that the owner can plan accordingly. Element 15 is about documenting a summary of the maintenance, rehabilitation and renewal programs for the infrastructure. These summaries must be updated as changes occur and must be communicated to the owner. Monitoring the effectiveness of the maintenance program is achieved by periodically reviewing the maintenance program to check how well the program is working.

Avantis is computerized maintenance management software (CMMS) package that identifies the infrastructure, equipment and components at water stations. The system is
2014 SUMMARY REPORT – REGION OF WATERLOO WATER SERVICES

used to develop, monitor, and report on preventative maintenance plans for the equipment and components. The information collected is entered into the system to track the work history. Preventative maintenance is based on industry standards, regulatory requirements, past history, manufacturers’ recommendations and risk analysis. As of 2014, the following preventative maintenance programs exist:

- As per the MDWL and/or Reg. 170/03, instrumentation is calibrated and/or verified in accordance with manufacturers’ instructions. A contractor calibrates and/or verifies the flow meters annually.
- Instrumentation such as UV sensors, UVT, chlorine, and turbidity analyzers, ozone monitors, and other equipment are calibrated and/or verified in-house as per manufacturers’ recommendation.
- There is a program to maintain currency with the SCADA RPU and communications system. The P&IDs (process and instrumentation drawings) are being reviewed and maintained as needed.
- Electrically, the UV ballasts are run to failure and the UV bulbs are replaced every 5000 hours and 9000 hours at Middleton as per manufacturer’s instructions.
- CSA guidelines have specific requirements for diesel generators, such as an annual load bank test, run under load for rated power, oil changes, coolant, filters, electrical test of alternator, test oil for engine problems and efficiency. There is a contract with Toromont to ensure CSA requirements are met.
- In house the diesels are run monthly under load and preventative maintenance is conducted in accordance with CSA guidelines.
- Sub Station Maintenance, done twice per year, involves a visual inspection, oil testing of transformers, check connections for tightness and electrical integrity of components by Meagher testing.
- All other electrical components are replaced as needed.
- Mechanically, chlorine injectors are rebuilt monthly at all sites except Mannheim, booster pumps are maintained as required, chemical pumps are checked monthly and rebuilt as required. Piping and valve work is done as required. Air chambers are checked yearly and pumped out as required and process flow diagrams (PFD) are updated as needed.
- Distribution maintenance for North Dumfries and Wellesley Townships includes annual water main flushing and hydrant maintenance. All valves are operated over a 3 to 4 year span. Water main repairs, service leaks, meter replacement and locates occur as needed.
- Distribution maintenance, including water main repairs on the trunk mains are done by the cities. Programs exist and vary by city for leak detection analysis, locates, and flushing. A more enhanced program is being developed to ensure that valves are exercised and remain operational.
6  **WELL MAINTENANCE**

Wells are maintained in accordance with O. Reg. 903, (Ontario Water Resources Act) and O.Reg. 170/03 (Sch.1). Routine well inspections indicate production wells and monitoring wells were in compliance.

7  **ASSET MANAGEMENT AND CAPITAL INFRASTRUCTURE REPLACEMENT PROGRAM**

To help identify and prioritize capital repair and replacements, the risk framework that has been developed is continuously refined and improved upon. The risk framework considers both the physical and performance based condition as well as theoretical consequences of asset failures to develop annual and long-term capital budgets. In addition, to regular preventative maintenance, major capital maintenance is also performed to maintain the condition of assets and help ensure expected service lives are achieved. In 2014, Asset Management Activities included:

- **Reservoir cleaning and re-coating.** It is anticipated that by the end of 2015, all elevated reservoirs will have under-gone major maintenance (re-coating) to help ensure sustainable operation and extend service lives.
- **Water Facility Inventory, Condition, and Risk Assessment Updates.** Facility inventory and condition assessments are performed to recognize all major building, process, and site works assets and components, as well as to assess the current physical and performance (capacity, suitability, quality, quantity, and cost or energy efficiency). These assessments combined with criticality will provide the risk assessment for water facilities. Resulting information provides input into the annual and extended 25 year capital forecast of repair and replacements.
- **Development of an Asset Management Tool (AMT) that facilitates updating asset inventories in the computerized maintenance management software (CMMS), Avantis.**
- **Annual review, prioritization and coordination of watermain replacements.** Watermain replacement requirements are reviewed based on the age, material, and condition (break history and leakage reports where available) and are coordinated with both Regional and Local transportation capital programs.
- **Energy audits of water facilities began in 2014 and will continue in 2015.** Energy audits are being undertaken to identify potential energy conservation measures or demand management opportunities.
QMS Management Review

Date: December 11, 2014
Time: 1:30pm – 4:00pm
Place: Mannheim Training Room

Present:

Thomas Schmidt  Nancy Kodousek  Olga Vrentzos  Peter Clarke
Tim Walton      Matt Bender    Frank Infante  Dave Young (PH)

Absent:
N/A

1) **QMS Management Review Process**
   A summary was provided of the Management Review purpose and objectives- to evaluate the effectiveness and appropriateness of the QMS and to address any deficiencies.

2) **QMS Policy Review and Approval**
   The QMS policy (DOCS#981236) was reviewed and it was agreed that the policy is appropriate. The existing photos are out of date, and should be replaced with newer photos.

3) **DWQMS Management Review Requirements**
   Required Management Review agenda items discussion in accordance with the procedure DOCS#500605.

4) **Roundtable Discussion**
   Management Review discussion conducted as per presentation (DOCS# 1760652) and agenda (DOCS # 1764796).

5) **Previous Action Items- Follow-up**
   Reviewed 2013 Management Review action status:

I. **Adverse Water Quality Incidents**
   **Chloramine Adverse Events**
   Regulatory Relief has been granted by the MOECC. Implemented July 24, 2014
   **Action:** Supervisor, Process and Compliance
   **Status:** Complete
II. UPS Testing

Due to UPS failures resulting in non compliance issues testing and maintenance should proactively be conducted (included as part of PMs) to minimize the potential re-occurring failures. The smaller units require upgrades to the panels in order to bypass the UPS in the event of a failure.

**Action:** Systems Group

**Timeline:** Ongoing

III. Mannheim Filters ETSW

The Supervisor, Process and Compliance indicated that the MOE appears supportive of the ETSW. The consultant has completed their procedure and recommendations. The Systems Group is currently reviewing the process control narratives.

**Action:** Supervisor, Process and Compliance

**Status:** 2015

IV. Essential Services- Chemical Delivery Verification

Personnel ordering water treatment chemicals are responsible for confirming certificate of approval (CofA) prior to delivery and bill of lading (BofL) after delivery. An alternate person will be designated when the primary person ordering chemicals is unavailable. The Process Technician is the primary contact and the Supervisor, Process and Compliance and the WQS are secondary contacts.

**Action:** Supervisor, Process and Compliance

**Timeline:** Complete

V. Critical Control Limits (CCLs)

The QMS Team assessed the current CCLs and determined appropriate CCL setting and response actions. The auditor was satisfied with the implementation of the preventative/corrective action plans.

**Action:** Compliance/QMS Team

**Timeline:** Complete

VI. 2013 Verification Audit Corrective Action

Audit nonconformity corrective actions were reviewed by the QMS Team and Top Management prior to submitting QMS documents to NSF auditor for the 2014 Surveillance Audit.

**Action:** QMS Team

**Timeline:** Complete
VII. Protocol for Operating Hidden Valley, WMR Wells and the K80 Wells During Grand River Watershed Upsets

A peer review of the current operating protocol should be conducted to determine if the current action are appropriate.

**Action:** Supervisor, Process and Compliance  
**Timeline:** 2015

VIII. Flood Protocol

Review and testing of existing well flooding response protocol is required. Currently the SOP only addresses GUDI wells. An SOP to address other non-GUDI wells should be created.

**Action:** Water Service Management Staff  
**Timeline:** 2015

6) Incidents of Regulatory Non-Compliance Review

Non-compliance issues occurring in 2014 were reviewed as per the 2014 Management Review presentation (DOCS # 1760652)

7) Internal Audit Non-Conformance (NC) Corrective Actions

   a. Root cause analysis has been completed to determine the cause of each non-conformance and preventative/correction plans have been created

   b. The required preventative/corrective action plans implementation in progress to address NC issues

8) Surveillance Audit

No Non-Conformance issues were identified during the NSF surveillance audit (off site). Several Opportunities for Improvement (OFI) were identified.

9) New Action Items

I. Chlorine Analyzer Calibrations

A consultant has been retained to review regulatory chlorine analyzer calibration practices.

**Recommendations:**

   a. Perform weekly verifications

   b. Conduct full analyzer calibration chlorine residual values are outside acceptable variance range

The MOECC has agreed to this approach.

**Action:** Systems Group  
**Timeline:** December 2014
II. Continuous Monitoring Non-Compliance Issues
Document the process for determining if issues exist in other similar areas and establish preventative action plans (slides 17 and 18 of Management Review presentation DOCS # 1760652).

**Action:** Systems Group

**Timeline:** 2015

III. Develop Blue/Green Algae Fact Sheet
Develop and post on the Region’s website.

**Action:** Supervisor, Process and Compliance & Water Quality Specialist

**Timeline:** 2015

IV. Standard of Care Training for Regional Council (section 19 of SDWA)
Standard of Care awareness training is organized for elected Council members. Two sessions will be scheduled for Councillors and other interested stakeholders.

**Action:** Supervisor, Process and Compliance & Water Quality Specialist

**Timeline:** Early 2015

V. Quality Management System Policy
The photographs in the policy will be updated.

**Action:** Supervisor, Process and Compliance & Water Quality Specialist

**Timeline:** Early 2015

10) Next Steps

- QMS re-endorsement by new Regional Council and Top Management
- Full implementation of required corrective action plans (internal audits)
- Confirm corrective actions effectiveness
- Communicate QMS amendments to relevant staff
- Surveillance audit early 2015
- Continual improvement of the QMS- Procedure amendments to clearly defined duties and responsibilities and required DWQMS processes
- MDWL renewal applications (14) to be submitted to MOE before November 2015 for May 23rd, 2016 expiry date
- Financial Plans to be completed prior to MDWL expiry (O.Reg.453/07)
- Re-accreditation- Onsite third party QMS audit (early 2016)
Region of Waterloo
Planning, Development and Legislative Services
Community Planning

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015

File Code: D18-01


Recommendation:


Summary:

In accordance with the Regional By-law 01-023, as amended, the Commissioner of Planning, Development and Legislative Services has:

- Draft approved the following plan of subdivision;
- Released for registration the following plans of condominium; and
- Approved the following official plan amendments.

Report:

City of Kitchener

Official Plan Amendment Number 108

Applicant: Vanguard Developments Corporation

Location: 100, 104 and 108 Walter Street

Proposal: To change two portions of the property from Low Rise Residential with Special Policy 3 and Mixed Use Corridor to Medium Density Multiple Residential with Special...
Official Plan Amendment Number 108

Policy 3 to facilitate a multiple residential dwelling building including higher density permissions.

Regional Processing Fee:  Paid December 2, 2014
Commissioner’s Approval:  January 2, 2015
Came Into Effect:  January 23, 2015

Official Plan Amendment Number 109

Applicant:  2335945 Ontario Inc. and Momentum Developments
Location:  98, 100, 100½ and 110 Victoria Street South and 55 Bramm Street
Proposal:  To add Special Policy 55 to the existing City Official Plan Warehouse District designation to broaden the range of permitted uses, including permission for the full range of retail uses and residential uses, increase the maximum floor space ratio to 8.2, establish bonusing and to establish special direction of the development of the subject plans.

Regional Processing Fee:  Paid December 18, 2014
Commissioner’s Approval:  January 2, 2015
Came Into Effect:  Currently under appeal.

City of Waterloo

Draft Approval of Plan of Subdivision 30T-14401

Applicant:  2257818 Ontario Inc.
Location:  310 Erbsville Road
Proposal:  To permit the development of 8 residential single detached units.

Regional Processing Fee:  Paid December 16, 2014
Commissioner’s Approval:  January 29, 2015
Came Into Effect:  February 19, 2015

Registration of Draft Plan of Condominium 30CDM-13408

Draft Approval Date:  September 10, 2014
Phase:  Entire Plan
Applicant: MNL Properties Inc.
Location: 392 Albert Street
Proposal: To permit the development of 15 residential condominium apartment units.

Regional Processing Fee: Paid December 16, 2014
Commissioner’s Release: January 15, 2015

Registration of Draft Plan of Condominium 30CDM-11405
Draft Approval Date: October 5, 2011
Phase: Entire Plan
Applicant: Waterloo Living 3 Inc.
Location: 46-50 Marshall Street
Proposal: To permit the development of 21 residential condominium apartment units.

Regional Processing Fee: Paid January 6, 2015
Commissioner’s Release: January 22, 2015

Registration on Draft Plan of Condominium 30CDM-13405
Draft Approval Date: October 3, 2014
Phase: Entire Plan
Applicant: KW4RENT
Location: 271 Lester Street
Proposal: To permit the development of 20 residential condominium apartment units.

Regional Processing Fee: Paid January 14, 2015
Commissioner’s Release: January 20, 2015

Township of Wilmot
Registration of Draft Plan of Condominium 30CDM-14601
Draft Approval Date: December 2, 2014
Phase: Phase 2 (Final)
Applicant: Will-O Homes
Location: 192-208 Brewery Street, Baden
Registration of Draft Plan of Condominium 30CDM-14601

Proposal: To permit the development of 12 residential townhouse condominium units.

Regional Processing Fee: December 22, 2014
Commissioner’s Release: January 7, 2015

Area Municipal Consultation/Coordination

These planning approvals and releases, including consultations with Area Municipalities, have been completed in accordance with the Planning Act. All approvals contained in this report were supported by the Area Municipal Councils and/or staff.

Corporate Strategic Plan:

This report reflects actions taken by the Commissioner in accordance with the Delegation By-law adopted by Council. The activities of Focus Area A: Growth Management and Prosperity.

Financial Implications:

Nil.

Other Department Consultations/Concurrence:

Nil.

Attachments:

Nil.

Prepared By: Andrea Banks, Program Assistant

Approved By: Rob Horne, Commissioner, Planning, Development and Legislative Services
Region of Waterloo
Planning, Development and Legislative Services
Community Planning

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015

File Code: D04-70/Gibney

Subject: Regional Forest Management Plan - Operating Management Plan for Gibney Regional Forest 2015-19

Recommendation:


Summary:

The Region owns sixteen woodlands comprising eleven Regional Forests, woodlands on the Waterloo, Cambridge, and (closed) Kitchener Landfills, and the woodlands behind the Operations Centre and at Doon Heritage Crossroads. In July, 2006, Council approved the Regional Forest Management Plan, 2007-2026 (Report P-06-082) which sets out the philosophy and broad goals for managing the Regional woodlands as well as some specific objectives for the respective tracts. This includes the conversion of conifer plantations to native hardwoods and appropriate methods and practices for the regeneration of oak-dominated woodlands. The Regional Forest Management Plan also addresses property management issues such as improving forest infrastructure (e.g., gates, parking lots, and trails), boundary marking, signage, and dealing with encroachments from adjoining properties.

Because forest management plans typically span twenty years, it is normal practice to break them down into more detailed five-year Operating and Management Plans for each woodland. On May 10, 2006, Council approved the first such Operating and Management Plan for the Hilborn Regional Forest for the period 2006-10. The remaining fifteen plans are being prepared and submitted for approval on a prioritized basis. The Operating Management Plan for Gibney Regional Forest is the seventh such plan now being submitted for Council's consideration.
This report deals with the proposed Operating Management Plan for Gibney Regional Forest, located in Wilmot Township (Figure 1, Attachment 1) for the years from 2015 to 2019. The main actions to be undertaken are the thinning of a declining conifer stand in order to promote forest regeneration, the improvement of the trail system and access by the public and the installation of signage and boundary demarcation.

Report:

Gibney Regional Forest

While some Regional Forest properties are well known and heavily used by recreational users, others such as Gibney are less well known, and in fact offer fewer recreational opportunities due to their limited size. Nonetheless, in the increasingly urbanized setting of the Region of Waterloo, it is important to allow residents and visitors opportunities to visit places where natural vegetation and ecological processes are allowed to operate with limited human intervention. The proposed Operating Plan for Gibney Regional Forest will increase the exposure of this property through proper signage, and improvement of the trail system through the forest.

Forest Description

Gibney Regional Forest is located in Wilmot Township and comprises part of Baden Hills ESPA (ESPA13) which consists of a series of four sandy hills which are some of the largest kames in Southern Ontario. Due to their height, the hills are quite scenic and impressive, affording extensive views from their summits, especially of the glaciated topography of the surrounding landscape. Gibney Regional Forest is found on one of these hills on the east side of Sandhills Road. The property is approximately 9 hectares in size, with close to 6 hectares of hardwood forest and plantation growing on the slopes of the kame, and 3 hectares of open level field adjoining its base.

Burning-Bush (Euonymus atropurpureus), which is identified as “Regionally Significant to Waterloo” on the Region’s list of Native Trees and Shrubs, has been found growing near the top of the kame, although it appears that severe browsing and competition by invasive ground flora has recently had a significant impact on this species.

Early in the 1990s the large open field component of the property was used to establish a prairie grass nursery and an experimental agroforestry site in which farm crops were harvested between rows of trees. Although many of the trees have died, some have become established and now appear to be healthy and vigorous. Prairie grasses that were planted in this area appear to have been overtaken by weeds and other old field perennial species.

Access to Gibney is from Sandhills Road through the open field to the south of the kame and behind a residential property. There is no formal parking area, and visitors must park on the shoulder of Sandhills Road.
The steep topography where the forest adjoins Sandhills Road tends to exclude casual human access. Access up the west facing slope of the kame is unmarked and discouraged in order to not to create erosion on the steep sandy slope. While there is a trail to the top of the kame, it is largely overgrown and can be difficult to find.

**Forest and Property Management**

Little forest management has taken place at Gibney Regional Forest since its acquisition by the Region in 1984. The plantations were established in the late 1960s and have never been thinned. The average age of the dominant trees in the hardwood stand is approximately 80 years and sporadic logging occurred prior to ownership by the Region.

In order to maintain an ecologically healthy forest that provides opportunities for passive recreational activities, management activities will focus on allowing the dominant tree species, understory layers (trees and shrubs), and ground vegetation to develop into a healthy condition. To achieve this, some poor quality trees will have to be removed along with control of invasive non-native trees, shrubs and ground vegetation to allow the appropriate native species to regenerate and develop.

The Operating Plan spells out the general approach for managing this forest over the coming five years. As is the case with most of the Regional Forests, there is no intent to use the property for commercial timber harvesting activities. Instead, the emphasis is on maintaining and/or improving the ecological characteristics and to enable a variety of passive recreational uses including bird-watching, hiking and dog walking. The property is too small to be of much interest for more vigorous pursuits such as mountain biking and in any case, the steep sandy slopes of the kame are too susceptible to erosion to allow this kind of activity.

The focus of forest management in the conifer plantation will be to facilitate or accelerate the natural successional process of conversion to native hardwoods through the removal of individual trees or small groups of trees. The primary candidates for removal will be trees that are dead, dying or of low vigour. As there is little to no hardwood regeneration underneath the conifers, it is anticipated that some planting of desired species will have to take place.

Property management includes proper demarcation of property boundaries to discourage trespassing onto neighbouring properties. Ensuring suitable pull-off or parking facilities for a few vehicles along Sandhills Road will enhance visitor safety and convenience. While many properties require barrier gates to discourage unauthorized vehicular access and rubbish dumping on the property, Gibney Regional Forest’s situation is such that such control measures are not required at this time. Placing information kiosks and site maps at other Regional Forests in recent years has increased the visibility and profile of Regional Forests and resulted in increased visitation, especially to less prominent tracts, and this is anticipated to be the case at Gibney Regional Forest.
In an attempt to make Gibney Regional Forest more accessible for potential visitors, the existing old logging trail will be evaluated with regard to its location and layout. The trail will be improved by removal of brush and vegetation and surface repairs where necessary. Since the property is not large, the trail will be established as a loop trail, with its entrance marked by the information kiosk. In the future, it is possible that the trail through Gibney Regional Forest could be linked to the Wilmot Township Trail system which is currently under development through the Township’s Trail Masterplan.

While increased visitation may lead to greater pressure on the forest environment, including the possibility of increased litter, vandalism and trail erosion, these situations will be monitored and promptly addressed on an ongoing basis as is the case at all Regional Forests.

**Neighbouring Property Owners and Public Involvement**

All management activities in the Regional Forests must be sensitive to the ongoing use by the public and the maintenance and enhancement of aesthetic values of the site. Use by visitors is always a concern during any forestry activities such as tree cutting and skidding, and all appropriate precautions will be taken, including signage, blocking of trails and potentially closing the forest to the public entirely for the duration of management activities. It is of course, also understood, that the management activity itself may be of some interest to residents, and will possibly have the effect of drawing visitors to observe what is going on. This may be an opportunity for some further education regarding forest management.

Members of the public often react when they hear tree cutting in woodlands, and especially Regional Forests. It has been the Region’s practice throughout the implementation of operating plans to notify neighbouring landowners of the proposed actions and also to post notices at the entrances to the forests to inform visitors of impending forestry activities. The public are given staff contact information, and are also invited to a tour of the forest to explain management activities. Such efforts have been well received in the past.

The detailed implementation of the Regional Forest Management Plan and its component Operating and Management Plans have benefited from ongoing input from the Ecological and Environmental Advisory Committee. With regard to the Gibney Regional Forest Operating Management Plan, EEAC reviewed the ecological and technical aspects of the draft plan early in 2014 and made a number of recommendations based on the written material as well as a site visit to the property on June 25, 2014.


**Area Municipal Consultation/Coordination**

Staff liaise with Township staff as required with regard to the ongoing management of the Regional Forests, with particular emphasis on connections to trail networks and
property access. Prior to any planned activities, notice will be circulated to neighbours including the appropriate township and an invitation extended to an on-site information session where the management rationale and scope of activities will be presented.

**Corporate Strategic Plan:**

The completion and implementation of the recommended Operating and Management Plan for Gibney Regional Forest will help achieve strategic Action 1.5.2 to complete such plans for all Regional Forests.

**Financial Implications:**

Management of the Regional Forests is funded from the Regional Forest operating budget approved within the Planning, Development and Legislative Services budget. Where cut timber is saleable, modest revenues are generated which help defray management costs. Revenue generation is not, however, a priority objective for the management of the Regional Forests, and it is not anticipated that revenues will be generated from the necessary and required tree cutting in the Gibney Regional Forest as the trees to be cut are of poor quality.

**Other Department Consultations/Concurrence:**

Finance staff will assist with the financial aspects of implementing the Operating and Management Plan. Transportation Operations will be asked for input and assistance with the improvement of the parking facility adjacent to Sandhills Road. The Regional sign shop will assist with the design and manufacture of signage for the kiosk. Any debris removed from the forest will be deposited at the Regional landfill.

**Attachments:**

Attachment 1 - Region of Waterloo, Gibney Regional Forest, Forest Management Plan - Operating Plan 2015-2019

**Prepared By:** Albert Hovingh, Principal Planner, Environmental and Stewardship Planning

**Approved By:** Rob Horne, Commissioner, Planning, Development and Legislative Services
Region of Waterloo

Gibney Regional Forest


1. Introduction and background

General Description

Gibney Regional Forest is located in Wilmot Township and comprises part of Baden Hills ESPA (ESPA13). ESPA13 consists of a series of four prominent sandy hills which are some of the largest kames in Southern Ontario. Due to their height, the hills are quite scenic and impressive. They afford extensive views from their summits, especially of the glaciated topography of the surrounding landscape. Gibney Regional Forest is found on one of these hills on the east side of Sandhills Road. The property is approximately 8.9 hectares in size, with 5.9 hectares of hardwood forest and plantation and 3 hectares of open field.

The steep topography in the central areas which is due to the kame feature tends to exclude casual human access.

Access to Gibney is through the open field to the south of the kame behind a residential property. There is no formal parking area, and visitors must park on the shoulder of Sandhills Road. The steep, west facing slope of the kame was exploited as an unauthorized sand pit in the 1980s. Removing sand from the bottom of the slope caused the entire slope to erode such that the trees were beginning to fall over the top of the slope. In 1991, the Region fenced off the entire length of this area to prevent further sand removal and over the ensuing years the slope naturally revegetated with staghorn sumac, grasses and forbs. This high steep sandy slope is not suitable for an access point.

There is a trail on the property that winds through the forest stands and along the top of the kame, but it is largely overgrown and can be difficult to find.

Burning-Bush (Euonymus atropurpureus) has been found growing near the top of the kame, although it appears that severe browsing and competition by invasive ground flora has recently had a significant impact on this species. Excessive shading from overtopping shrubs and vegetation also appears to have had a detrimental affect on the Burning-bush.

This operating plan presents goals and objectives for the management of the Gibney Regional Forest and a series of actions designed to achieve them over the period 2015-2019. The management goals and objectives for this forest have been derived from the
Management Goals and objectives of the RFMP.

The stated goal for the management of the Regional Forests is:

To conserve, enhance, and where feasible, restore woodland ecosystems to reflect the native biodiversity of the respective parts of the Region of Waterloo in which the Regional Forest tracts are located while at the same time accommodating appropriate recreational, educational, social activities which do not jeopardize the health or sustainability of the forests.

(Region of Waterloo, Regional Forest Management Plan: Overview and Approach, August 2006)

2. General Forest Description

2.1 Site conditions

Gibney Regional Forest was acquired by the Region of Waterloo in 1984 and consists of 8.9 hectares in the Wilmot Eco-region of the Waterloo Sandhills physiographic area which makes up most of the Region of Waterloo. Due to the extensive kame feature of this area, the topography of Gibney Regional Forest is steep hills made up of coarse outwash sands and sandy loams.

The property surrounds a residential property on three sides near the centre of the frontage along Sandhills Road. This will require some special consideration during any or all management activities.

3. History and Recent Management Activities

Little forest management has taken place at Gibney Regional Forest since its acquisition by the Region. The plantations were established in the late 1960s by a previous owner and have never been thinned. The average age of the dominant trees in the hardwood stand is approximately 80 years old. The woodland was sporadically logged prior to ownership by the Region.

4. Goals and Objectives for Gibney Regional Forest

4.1. General Management Goals

As with many of the Regional Forests, the general management goal is to develop a self-sustaining mixed hardwood forest of appropriate native species and to provide a place for passive recreation for residents including walking and bird-watching. The small size of Gibney Regional Forest precludes any extensive trail networks or features requiring a large land base. The kame feature provides a unique
geomorphological feature for visitors to visit.

4.2 Forest Management Objectives

The conifer stand is mature and is showing signs of decline and the White Pine and White Spruce require thinning. Over time, the plantation will be allowed to revert to a mixed hardwood condition as crop trees are removed with thinning and harvest activities. The field area requires a well developed schedule of activities designed to monitor and encourage the development of the prairie grass nursery or some other appropriate use. Likewise, the agroforestry experimental area requires a re-examination of objectives and the development of a schedule of monitoring and reporting of results.

4.3 Property Management Objectives

The steep sandy western slopes of the kame are slowly stabilizing as access has been restricted by means of a fence which has reduced unauthorized sand mining. This slope may experience sliding and slumping as trees growing along the edge are undermined and fall over. A primary activity will be ensuring that the bank is planted with ground cover that will aid in both long- and short-term stabilization. Expanses of raspberries and poison ivy on the steep slope may require signage to discourage access by visitors until the area is colonised by other natural species.

As there is no roadway access onto the property there is no need for gates or fencing along the road other than the currently existing cable and post fence. Some additional fencing may be required along the northern part of the property as the neighbour to the north has recently started pasturing exotic cattle in his woodland and there is a risk that the cattle may end up grazing within the Regional Forest.

As with all of the other Regional Forests, an information kiosk will be installed along Sandhills Road. The preferred is at the access entrance to the farm field. However, since this access is often used for farm vehicles, it may not be suitable without some modification.

In an attempt to make Gibney Regional Forest more accessible for potential visitors, the existing trail will be evaluated with regard to its location and layout. Steep slopes and grades will need to be avoided due to the risk of erosion to the sandy soils. The trail will be improved by removal of brush and vegetation and surface repairs where necessary. Since the property is not large, the trail will be established as a loop trail, with its entrance marked by the information kiosk. In the future, it is possible that the trail through Gibney Regional Forest may be linked to the Wilmot Township Trail system which is currently under development through the township’s Trail Masterplan.

While increased visitation may lead to greater pressure on the forest environment,
including the possibility of increased litter and vandalism, these situations will be monitored and promptly addressed on an ongoing basis as is the case at all Regional Forests.

5. **Stand Descriptions, Management Objectives and Silvicultural Prescription**

The following section presents information regarding the various compartments found within Gibney Regional Forest and describes preferred silvicultural prescriptions.

5.1 **Forest and Old-field Vegetation**

There are two forest stands and a large field area found in Gibney Regional Forest.

The forest stands are found growing on the slopes of a large kame with the northern 3.5 hectares of the kame comprising primarily upland hardwood species: Sugar and a few Black Maple (Acer saccharum; A. saccharum subsp. nigrum), Bitternut Hickory (Carya cordiformis) and White Ash (Fraxinus americana). Burning-Bush (Euonymus atropurpureus), a Regionally significant shrub species, has been found growing near the top of the kame, although it appears that severe browsing and competition by invasive ground flora has recently had a significant impact on this species. In addition, increased shading from taller shrubs and other vegetation also appears to have had a detrimental affect on the Burning-bush.

The remainder of the forested area (2.4 hectares), on a south-facing slope, is a mixed conifer plantation made up of declining White and Jack Pine (Pinus strobus; P. banksiana) and White Spruce (Picea glauca).

Early in the 1990s the large open field comprising the southernmost 3 hectares of the property was used to establish an experimental prairie grass nursery and experimental agroforestry site in which farm crops were harvested between rows of trees. The rows were spaced approximately 15 metres apart with 3 metre spacing between trees. Plantings include Black Walnut (Juglans nigra), Red Oak (Quercus rubra) and White Ash (Fraxinus americana) and a variety of native prairie grasses at the northern end. A neighbouring farmer has been cropping those parts of the field not actively used by the Region.

Many of the planted trees have died, particularly the Ash and Walnut, in part due to aggressive ploughing between the rows which limited the development of the root systems. Some of the Oaks have performed reasonably well likely due to their tap roots which tend not to spread out horizontally like the Ash and Walnut. Ironically, the protective tubes placed around the base of the stems also seem to have contributed to trees dying as they served as a site for moisture build-up and subsequent decay of the
5.2 Breeding Bird and Amphibian Habitat Surveys

In 2007 a series of breeding bird surveys were conducted in Gibney Regional Forest. These surveys consisted of area searches in which all birds observed were recorded along with any evidence of breeding they displayed. A total of 31 different bird species was observed during the survey, 29 of which displayed some evidence of breeding. Five regionally significant species, Broad-winged Hawk (Buteo platypterus), Chestnut-sided Warbler (Dendroica pensylvanica), Pine Warbler (Dendroica pinus), Scarlet Tanager (Piranga olivacea), and Vesper Sparrow (Pooecetes gramineus) were documented during the breeding bird visits.

Broad-winged Hawk was ranked scarce and then rare respectively according to the Region’s 1985 and 1995 abundances (RMOW 1996). Chestnut-sided Warbler was unranked in 1985 and uncommon in 1995, Pine Warbler was considered scarce in 1985 and uncommon in 1995, Scarlet Tanager was common in 1985 but uncommon by 1995, and Vesper Sparrow was common in 1985 and uncommon in 1995 (RMOW 1996).

Suitable habitat for amphibians is not present on-site and therefore no amphibian surveys were completed. According to the Natural Heritage Information Centre (NHIC - Oldham and Weller 2000), a number of herpetofaunal species have been found in the general vicinity of Gibney Regional Forest. Suitable habitat for some of the snake and salamander species noted by the NHIC exists on this property.

5.3 Management objectives

Currently, the vegetation on-site consists of deciduous forest, conifer plantation, old field meadow / prairie restoration area, and agricultural crops. Typically in southern Ontario, conifer plantations are used as a nurse crop to re-establish native deciduous forests. As the conifers mature, periodic thinning is required to allow for the development of a deciduous understorey. Since the conifer plantation at Gibney Regional Forest contains a significant proportion of dead, dying and generally poor quality trees due to overcrowding a thinning operation is proposed in order to permit the development of a native deciduous forest type. While mature conifer plantations can provide habitat for northern bird species that are otherwise regionally scarce, this should be considered a transitional benefit that expires as the forests are converted to a deciduous composition. The regionally significant Pine Warbler documented at Gibney Regional Forest is provincially Secure (S5) and does not warrant special efforts to maintain the coniferous habitat on-site. All tree removals should be conducted outside the breeding bird season (May 24 – July 30) to ensure that no bird mortalities or destruction of nests occur and
that the Migratory Bird Convention Act (1977) is adhered to.

The old field meadow / prairie restoration area is being overrun with old field perennials. Prior to management activities, field surveys can be made and used to determine appropriate management recommendations. Prescribed burning is one management technique that will need to be explored for this area as prairie plants will only persist if fire is used to control woody species encroachment as well as more aggressive perennials such as Canada Goldenrod (Solidago canadensis). Additionally, the implementation of this practice may also be evaluated for its ability to treat the remaining agricultural lands.

The remaining part of the property is a mix of agriculture and an old agro-forestry initiative through which rows of Black Walnut (Judas nigra) and Red Oak (Quercus rubra) were planted. This area needs to be examined for its viability as farm land and considered against its potential as a restoration site. A late summer vegetation survey should be completed to ascertain the presence and abundance of prairie plant species. The results of the vegetation survey in the existing prairie restoration site will help decide whether prairie is the right community for this site. The expense of establishing and maintaining prairie may suggest that a simple conversion to meadow via seeding and natural succession would be more desirable. Conversely, tree planting could also be considered, however meadow would be less expensive and continue to provide habitat for the Regionally significant Vesper Sparrow which has been documented in this area.

The upland deciduous areas have a significant presence of weed species and a series of vegetation surveys should take place in order to make recommendations for control and/or reduction of these species.

5.4 Silvicultural prescription

Hardwoods: Crop tree selection and thinning will be used to remove poor quality trees and open the canopy for improved regeneration. Underplanting and fill planting of oaks, hickories, hackberries and other native hardwoods will be used to improve species diversity. There may be a need to use some limited herbicide treatment to control weedy species, including poison ivy and raspberries. Locate all individuals of Burning Bush and remove competing vegetation from nearby – fencing may be required to reduce wildlife browsing.

In the hardwood compartment, trees that are cut will be left on site to decay naturally and provide habitat for small wildlife. Since the trees that will be removed are for the most part of poor quality, there will be little of commercial value other than firewood. In addition, the steep terrain and fragile soils will make removal of trees from this
area problematic and not desirable.

In the plantation, thinning will be used to reduce/remove dead or declining trees and open the area up for replanting with hardwoods. As much material cut as possible will be sold to remove woody debris that will hinder planting and potentially pose a fire hazard. Additional site preparation will be used including on-site chipping and mulching (by means of a skidsteer mounted grinder) to reduce amount of logging debris and produce mulch that will benefit planted trees by trapping moisture and reducing weed growth for several years.

In the old field/agroforestry area, a late-summer vegetation survey will be undertaken to evaluate the presence and abundance of prairie plant species. As noted above, the results of the vegetation survey should help decide whether prairie is the right community for this site or whether a conversion to meadow via seeding would be more desirable. Tree planting might be an option, however a meadow area would be less expensive to develop and maintain and would also provide habitat for the Regionally significant Vesper Sparrow.

This management plan has been prepared and submitted by:

Albert Hovingh, R.P.F.
Principal Planner (Environmental and Stewardship Planning)
email: AHovingh@regionofwaterloo.ca

DOCS#1577899
Figure 1. Gibney Regional Forest, Sandhills Road, Wilmot Township.
Region of Waterloo
Transportation and Environmental Services
Transit Services

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015 File Code: T19-50

Subject: Transit Services – ION Construction Detour Planning

Recommendation:

That the Regional Municipality of Waterloo approve the introduction of summer service hours on two GRT bus routes, the 7 – Mainline and the 200 – iXpress effective April 27\textsuperscript{th}, 2015 rather than June 22, 2015.

Summary:

This report outlines a plan to implement a temporary transit detour program to respond to the extensive road closures planned for downtown Kitchener and uptown Waterloo during the ION construction and recommends the summer service transit schedule be introduced two months earlier on two bus routes. The early start of summer service hours will create more flexibility to manage the service level that will be required while the detours are in place. It will also allow GRT staff to better assess what service level is required in September, better aligns with when GRT usually changes service and when staff are assigned through a sign up process to the various routes. This option may also generate some savings that can be used to improve service in the fall.

Report:

In reviewing the recently finalized schedule for ION construction and the number of road closures planned in downtown Kitchener and uptown Waterloo, it was determined that the impact on Route 7 - Mainline and Route 200 - iXpress, which both service the city centres, is expected to be significant. Combined these two routes have an average daily ridership of between 20 to 25 thousand customer trips, depending on the time of year.
The following is a list of roads to be closed or partially closed during construction.

- King St between the Waterloo Spur and Francis St
- Charles St between Victoria St and Ottawa St
- Caroline St between Erb St and Allen St
- Duke St between Francis St and Frederick St
- Victoria St between Charles St and King St
- Frederick St between Charles St and Duke St

**Temporary Transit Detour Plan**

To preserve service reliability and provide route consistency to transit customers during construction, a detour plan was developed for each of these routes (Map 1&2 attached). These detour routes will remain in effect until these two routes can return to their regular routings following construction. Once operation of ION starts these routes will largely be replaced by ION but some local service will remain.

The proposed detour routing for Route 7 – Mainline is described below:

- Between the Charles St transit terminal and Uptown Waterloo, the proposed detour routing would use Joseph St, Victoria St, Park St, William St and Regina St, rather than Charles St, Gaukel St and King St.

The proposed detour routing for Route 200 - iXpress is described below:

- Between Fairview Park Mall and Charles St transit terminal, the detour routing would use Weber St between Montgomery Rd and Frederick St rather than King St/Charles St with the existing routing.
- Between the Charles St transit terminal and Uptown Waterloo, the detour routing would use Water St, Weber St, and Bridgeport Rd or Erb St. in the reverse direction, rather than Charles St, Francis St and King St.

The Route 7 - Mainline will continue to operate as a local service adjacent to its original routing on King St. The Route 200 - iXpress will continue to operate as an express route from the Ainslie St. terminal in Cambridge to the Conestoga Mall in Waterloo, but will experience the temporary relocation of three stops and the closing of one stop while on the Weber St. detour route as outlined below:

- The Charles/Ottawa stop will be temporarily relocated near Weber/Ottawa
- The King/Victoria stop will be temporarily relocated near Water/King
- The Grand River Hospital stop will temporarily be closed and service available on Route 7 on Park Street
- Uptown Waterloo will be temporarily located near King at Bridgeport/Erb

Navigating through the detours will add distance and therefore more time to these two routes, this is in addition to the extra time needed to operate within slower traffic, which is also expected in the downtown areas during the construction period.
Currently the peak period frequency of Route 7 is every 5 minutes between the Charles St. Terminal and King & University in Waterloo, with three extensions (7C, 7D, 7E), operating on a 15 minute frequency. Route 200 - iXpress operates on a 10 minute frequency all day.

The frequency of these routes is based on GRT’s current winter service schedule, which remains in effect until April 27th, when the spring service schedule begins. GRT has varying levels of service throughout the year; fluctuating to meet ridership demand. The fall and winter service schedules are designed to accommodate the highest ridership demand and as a result operate at greater frequency to ensure there is enough capacity on the buses for all customers.

**Funding the Temporary Detour Plan**

At this time it is difficult to forecast travel times and the associated actual resource needs to maintain transit service quality during construction. Maintaining the current service frequency and rider capacity could require as much as 12,000 additional service hours in 2015 and 10,000 more hours in 2016, with an estimated additional cost of $1,068,700 and $855,000 respectively. This increase is caused by the longer route and potential traffic related delays. Capacity requirements also fluctuate throughout the year.

Over the next couple of months staff will gain a much better understanding of the actual transit service hours needed to meet customer demand, since the road closures for ION construction are expected to commence in March 2015. The plan is to then maintain the winter service schedule by supplementing transit services with extra buses until the spring service schedule begins on April 27th, 2015.

Since GRT’s current winter service schedule is the same as the fall schedule, staff can monitor ridership demands, service delays and missed transfer connections associated with the detours, to better determine the amount of extra service needed to meet the ridership demands for the fall service. An additional report will be presented to Regional Council in June 2015, to outline transit service needs for September 2015, and the associated costs and funding options.

A plan has been developed to introduce the summer service schedule on the detour routes two months early on April 27th, 2015. Starting summer service earlier provides additional flexibility to match service with demand by adding extra buses, if required and aligns better with GRT’s bus drivers’ sign up process. With ridership generally starting to decline in late April / early May it is anticipated that the impact of the detours can be minimized. Starting summer service earlier also creates operating savings to assist with the additional cost to supplement transit services in the fall. This change will result in a reduction of 3,200 service hours which will translate into an estimated cost savings of $280,000.

This service change will reduce the Route 7 frequency on the King St. corridor in the peak periods to 7 minutes rather than 5 minutes, and also translates into operating one of the three extensions (7D) on a 30 minute frequency instead of 15 minutes. The Route 200 - iXpress will operate on a 15 minute frequency instead of the current ten minute interval, which matches the summer service.
Corporate Strategic Plan:

Strategic Objective 5.3: Ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.

Financial Implications:

The cost to implement the detour routes for Route 7- Mainline and Route 200 – iXpress, based on the service frequency of the current winter service schedule, is estimated at $1,068,700. However, once ION construction begins in March 2015, staff will monitor the impacts of the detour routings on the winter service schedule and determine what extra service is needed to preserve service quality and capacity for transit customers.

This approach will help to determine how much additional service is required to meet customer demand for the fall service schedule as well. A report will be presented to Regional Council in June 2015, to outline the transit service needs for September 2015, and the associated costs and funding options.

Commencing summer service on April 27, 2015 is estimated to generate operating savings of $280,000. These savings would be used in the fall of 2015 to supplement Route 7 – Mainline and 200 – iXpress winter service as required.

Other Department Consultations/Concurrence:

Finance has been consulted in preparation of this report.

Attachments

Map 1 & Map 2 – Proposed Detour Routes

Prepared By: Eric Gillespie, Director, Transit Services

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
Map 1: Proposed 200 iXpress Detour routing

Grand River Transit - ION Construction Route 200 iXpress Detour
Map 2: Proposed Route 7 Detour Routing

Grand River Transit - ION Construction Route 7 Detour

Legend
- No change to Route
- Route removed from this street
- Route added to this street
Region of Waterloo
Transportation and Environmental Services
Transportation

To: Chair Tom Galloway and Members of the Planning and Works Committee
Date: February 24, 2015 File Code: T01-20/12 Bridge, T01-20/12 Queen

Subject: Operational Review of the Westbound Channelized Right-turn Lane at the Intersection of Bridge Street (Regional Road 12) and Queen Street (Regional Road 12), Township of Wilmot

Recommendation:

That the Regional Municipality of Waterloo reinstate yield control on the westbound channelized right-turn lane at the Bridge Street (Regional Road 12) and Queen Street (Regional Road 12) intersection, in the Township of Wilmot, as outlined in Report TES-TRP-15-01.1 dated February 24, 2015.

Summary: Nil

Report:

At its meeting dated January 13, 2015, Planning and Works Committee deferred Report TES-TRP-15-01 (attached as Appendix A) until February to allow time for Regional staff to make a presentation to the Township of Wilmot Council and allow time for residents to respond.

On February 9, 2015 Regional staff provided a presentation to Township of Wilmot Council and local residents concerning the operation of this intersection and more specifically traffic control situated on the westbound channelized right-turn lane. Staff provided detailed information regarding the assessment of the stop sign on the channelized right-turn lane (e.g. truck volumes, overall compliance and truck compliance). Staff advised Township of Wilmot Council that it was planning to recommend to Regional Council on February 24, 2015 that yield control be reinstated on the channelized right-turn lane. Staff also advised that it was planning to present reports about Regional policies concerning truck prohibitions and speed limits through
school zones to Regional Council in the coming months. No concerns about reinstating the yield control on the westbound channelized right-turn lane were communicated to Regional staff at the Township of Wilmot Council meeting. Staff was asked by a Township Councillor to consider a larger yield sign and possibly a flashing light. Two delegates that spoke at Township Council raised concerns with prohibiting transport trucks through New Dundee.

After the Township Council meeting staff spoke with concerned residents and business owners who expressed opinions both for and against the prohibition of trucks. Staff advised those with concerns that all concerned parties would be notified when staff would be providing reports of interest to Regional Council.

Staff has now presented the information contained in Appendix A to Wilmot Township Council and staff recommends that the stop sign be replaced with a yield sign and that the stop bar be removed as originally recommended and outlined in Report TES-TRP-15-01 (attached as Appendix A). There is no history of fail-to-yield collisions at this location. Staff will review the size of the yield sign but does not recommend flashing lights because they are not needed. Staff intends to present reports about Regional policies concerning truck prohibitions and speed limits through school zones to Regional Council in the coming months and will notify concerned parties of dates when staff would be presenting reports to Regional Council.

Corporate Strategic Plan:

This report addresses the Region’s goal to optimize existing road capacity to safely manage traffic throughout Waterloo Region (Strategic Objective 3.3).

Financial Implications:

The cost to convert the stop sign back to a yield sign and to remove a stop bar is approximately $1000, and is available within the Region's annual maintenance budget.

Other Department Consultations/Concurrence: Nil

Attachments

Appendix A - Report TES-TRP-15-01

Prepared By: Bob Henderson, Manager, Transportation Engineering

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
Region of Waterloo

Transportation and Environmental Services

Transportation

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: January 13, 2015   File Code: T01-20/12 Bridge, T01-20/12 Queen

Subject: Operational Review of the Westbound Channelized Right-turn Lane at the Intersection of Bridge Street (Regional Road 12) and Queen Street (Regional Road 12), Township of Wilmot

Recommendation:

That the Regional Municipality of Waterloo reinstate yield control on the westbound channelized right-turn lane at the Bridge Street (Regional Road 12) and Queen Street (Regional Road 12) intersection, in the Township of Wilmot, as outlined in Report TES-TRP-15-01 dated January 13, 2015.

Summary:

Nil

Report:

At its meeting held June 4, 2014, Regional Council approved a staff recommendation to install all-way stop control at the intersection of Bridge Street and Queen Street in New Dundee. Council also directed staff to replace the yield sign situated in the westbound channelized right-turn lane at Bridge Street/Queen Street with a stop sign in an effort to deter truck traffic for a 6 month trial period and report back to committee on the effectiveness of this change.

Figure 1 shows the all-way stop control installed at the Bridge Street / Queen Street intersection on June 26, 2014.
Figure 1 – Bridge Street at Queen Street All-way Stop Control

Prior to the installation of the all-way stop control, including the stop control for the westbound channelized right-turn lane, staff conducted surveys to determine the total number of medium and heavy trucks utilizing the westbound channelized right-turn lane. Following the traffic control changes, staff completed additional surveys to determine the number of medium and heavy trucks using the channelized westbound right-turn lane. Both surveys were undertaken during the highest 8-hours of a typical day. Table 1 summarizes the before/after surveys of trucks using the westbound channelized right-turn lane.

Table 1 – Number of Trucks Using the Westbound Channelized Right-turn

<table>
<thead>
<tr>
<th></th>
<th>Yield Control (Before)</th>
<th>Stop Control (After)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium Trucks</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Heavy Trucks</td>
<td>23</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>39</td>
<td>73</td>
</tr>
</tbody>
</table>

Based on traffic surveys, the total number of trucks using the westbound channelized right-turn lane has not decreased since converting the yield control to stop control.
January 13, 2015

After converting the intersection to an all-way stop condition at the Queen Street and Bridge Street intersection, staff also conducted a stop compliance survey to determine the effectiveness of the stop control for the westbound channelized right-turn lane. Video cameras were set up to observe motorists’ behaviour when approaching the intersection to turn right from Bridge Street onto northbound Queen Street. The footage was captured on September 16, 2014 during the highest 8-hours of a typical day. Table 2 summarizes the observations of westbound right-turning motorists.

Table 2 – Summary of Motorists Behaviour

<table>
<thead>
<tr>
<th>Direction</th>
<th>Non-Stopping</th>
<th>Stopped by Traffic</th>
<th>Voluntary Full-Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westbound Channelized Right-turn Lane</td>
<td>466</td>
<td>37</td>
<td>44</td>
</tr>
</tbody>
</table>

The video captured indicates that 85% of motorists failed to come to a complete stop. In addition, staff also observed video showing motorists failing to stop for crossing pedestrians in the channelized right-turn lane.

Staff suspect that the poor compliance with the stop sign is primarily caused by the existing geometry of the westbound right-turn channel. The existing geometry is intended to maintain a free-flow traffic condition. To operate effectively, traffic control should complement geometric conditions. If traffic control does not complement the geometric conditions of the roadway, driver expectation will be violated negatively impacting compliance.

If directed to install a permanent stop sign for the westbound channelized right-turn lane, it is recommended that the current stop sign be removed and the yield condition reinstated pending a review of the channel geometry and preparation of a report to amend the Traffic and Parking By-law to provide Waterloo Regional Police Services the ability to enforce the stop sign condition.

Financial Implications:

The cost to convert the stop sign back to a yield sign and to remove a stop bar is approximately $1000, and is available within the Region’s annual maintenance budget.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Satinderjit Bahia, Engineering Technologist (Traffic)

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
Region of Waterloo

Transportation and Environmental Services

Transportation

To: Chair Tom Galloway and Members of the Planning and Works Committee
Date: February 24, 2015
File Code: T01-20/4 Peel Street

Subject: Proposed No Parking on the West Side of Peel Street (Regional Road 4) from 15 Metres North of Boulee Street to 100 Metres North of Boulee Street, in the Township of Wilmot

Recommendation:

That the Regional Municipality of Waterloo amend Traffic and Parking By-law 06-072, as follows:

a) Remove from Schedule 2 – Limited Parking, west side of Peel Street (Regional Road 4) from 15 metres north of Boulee Street to 15 metres south of Huron Street (Regional Road 4), 8:00 a.m. to 6:00 p.m., Monday to Saturday, 2-hours;

b) Add to Schedule 1 – No Parking, west side of Peel Street (Regional Road 4) from 15 metres North of Boulee Street to 100 metres north of Boulee Street; and

c) Add to Schedule 2 – Limited Parking, west side of Peel Street (Regional Road 4) from 100 metres North of Boulee Street to 15 metres south of Huron Street (Regional Road 4), 8:00 a.m. to 6:00 p.m., Monday to Saturday, 2-hours

Summary:

Peel Street between Boulee Street and 100 metres north of Boulee Street in New Hamburg is too narrow for parking to be permitted on both sides. A review of the collision history between 2009 and 2013 shows that there have been 6 collisions involving parked vehicles. Widening this section of Peel Street to accommodate parking on both sides would require the removal of trees and the relocation of existing curbs and utility poles, and is not warranted given the limited number of parking spaces affected. For these reasons, a parking prohibition on the west side of
Peel Street is recommended between Boullee Street and 100 metres north of Boullee Street.

**Report:**

Peel Street between Boullee Street and Huron Street is a 2-lane cross section with limited 2-hour on-street parking on both the east and west sides of Peel Street. Staff is not aware of the historical origins of these parking permissions and no parking spaces are marked on the west side of Peel Street until 100 metres north of Boullee Street. This section of Peel Street has a posted speed limit of 40 km/h and an Average Annual Daily Traffic Volume of 7500 vehicles. The land use is a mix of both residential and business with the majority of residential being located to the south and the business properties located more towards the north. Peel Street from Boullee Street to a distance of 100 metres north of Boullee Street has an average road width of approximately 9.6 metres, and north of this it widens to approximately 12 metres.

This section of Peel Street should have a minimum cross-section of 11.5 metres rather than the existing 9.6 metres to adequately accommodate two travel lanes and on-street parking on both sides of Peel Street. Figure 1 shows the existing cross-section on Peel Street, and the minimum required cross-section to permit parking on both sides of Peel Street. No road works on Peel Street are included in the Region’s Draft 2015 10-Year Transportation Capital Program and widening this 100 metre section of Peel Street to meet the required cross-section is not recommended. A road widening would require removal of mature trees and relocation of existing curbs and utility poles and is not warranted given the limited number of parking spaces affected.

**Figure 1 – Existing and Minimum Cross-Section Widths**

![figure showing existing and minimum cross-section widths](image_url)
A review of the collision history between 2009 and 2013 shows that there have been 6 collisions involving parked vehicles. The collision history suggests that the existing cross-section is a contributing factor causing the collisions. As previously noted, Peel Street 85 metres north of Boullee Street widens to approximately 12 metres. A review of operations confirms there are no unusual collision patterns associated with parked vehicles along the wider section of Peel Street. Due to the road width being too narrow to safely accommodate parking on both sides as confirmed by the collision history, staff recommends that parking be removed from 15 meters north of Boullee Street to 100 metres north of Boullee Street on the west side of Peel Street. Figure 2 below shows the existing 2-hour parking and the proposed “No Parking” restriction, and Figure 3 shows a street-level view of the proposed “No Parking” restriction looking south on Peel Street.

**Figure 2 – Existing and Proposed Parking**
Figure 3 – Street-Level View of Peel Street Showing Proposed No Parking (Looking South)

Figure 4 shows the proposed cross-section of Peel Street with on-street parking removed on the west side.

Figure 4 – Proposed Cross-Section Widths

Proposed Cross-Section

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6 m</td>
<td>3.6 m</td>
</tr>
<tr>
<td>SB Travel</td>
<td>NB Travel</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
</tbody>
</table>
```

Parking on the west side of Peel Street is being recommended for removal instead of the east side because there is already no parking on the west side of Peel Street south
of Boullee Street and limited parking is currently permitted on the east side of Peel Street south of Boullee Street. Eliminating parking on the west side will result in a continuous “No Parking” zone from Bleams Road to 100 metres north of Boullee Street, and will avoid vehicles having to weave in-and-out of permitted parking zones when travelling along Peel Street. There is also a higher concentration of commercial development on the east side of Peel Street, as well as a church on the east side just north of Boullee Street. To accommodate the proposed cross-section shown in Figure 4, the painted centreline on Peel Street will need to be offset approximately 0.6 metres to the west. This will better accommodate minimum lane widths.

Information signs were installed along Peel Street for 2 weeks starting on December 4, 2014. The signs advised motorists of the proposed parking changes and invited public comment. In addition, questionnaires were delivered to residents along Peel Street directly affected by the proposed changes. A total of 51 responses were received and 43 (84%) are in favour of the proposed parking changes. The majority of those in favour of the proposed changes indicate that it is difficult to travel along this section of Peel Street due to the narrow road width and parked vehicles on both sides of the roadway. Those in opposition do not want to lose parking spots for their business or home. A staff review shows that parking is available on-site for both homeowners and businesses via private driveways and on-street parking will remain on the east side of Peel Street. It is estimated that parking for approximately 6 vehicles will be eliminated due to the recommended changes.

It should be noted however that due to motorists blocking a particular access, one respondent requested that the restriction be extended approximately 15 meters further north than the questionnaire had originally noted (No Parking on the west side of Peel Street from 15 metres north of Boullee Street to 85 metres north of Boullee Street). Given the existing geometry and the concerns received, the proposed No Parking restriction is recommended to extend to 100 metres north of Boullee Street rather than 85 metres north of Boullee Street.

Those wishing to be advised of when this matter will be dealt with by the Regional Planning and Works Committee have been notified.

Township of Wilmot staff were consulted and have no objections to the proposed changes. In a previous parking study, Township staff noted that due to the narrow road width and lack of marked spaces they have not considered this section of Peel Street’s west side in their parking studies.

It is anticipated that signing and pavement marking changes will be completed in the spring of 2015, subject to Council approval of the proposed changes.
Financial Implications:

The cost to install the “No Parking” signs and make changes to the painted centreline marking would be approximately $2000. Funds to implement the parking sign changes are available in the Region’s 2015 maintenance budget.

Other Department Consultations/Concurrence:

The Council and Administrative Services Division will be required to prepare the amending by-law.

Attachments:

Nil

Prepared By: Satinderjit Bahia, Engineering Technologist (Traffic)

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
Region of Waterloo
Transportation and Environmental Services
Water Services

To: Chair Tom Galloway and Members of the Planning & Works Committee

Date: February 24, 2015  File Code: E-13-8270

Subject: Approach to Community Engagement and Communication for Biosolids Planning

Recommendation:
For information only.

Summary:
In preparing for the upcoming biosolids master plan, the Region has developed an approach to maximize community engagement and communications.

Through the previous biosolids study in 2013, the Region received feedback that there is a need for additional information about the current biosolids services provided by the Region and about the alternatives under consideration for the future of biosolids management.

In response to this feedback, a working group consisting of representatives from Corporate Communications, Council and Administrative Services and Water Services developed an engagement and communication plan. One of the educational tools developed under this communication plan is a short video that explains the biosolids process and management in the Region.

Report:
Region’s Role in Wastewater

The Region is responsible for wastewater treatment to protect public health and the environment. There are 13 wastewater treatment plants, 1 biosolids processing facility,
six pumping stations and two collection systems (North Dumfries and Wellesley),
treating 66 Million cubic meters annually.

The term wastewater refers to the end result of water that is used by residences,
industries, agriculture and businesses for activities such as bathing, general cleaning,
washing, processing and flushing the toilet. This wastewater (liquid waste) is treated as
follows:

- Collects into a drain and flows into sanitary sewer pipes located under the road
- Flows from the sanitary sewer to the wastewater treatment plant (WWTP)
- Receives treatment to remove bacteria, nutrients (ammonia and phosphorous)
  and solids
- Treated wastewater (effluent) is safely discharged into the river

As part of this wastewater treatment process, a solid material remains. This solid
material is further treated to create an organic conditioning substance, called ‘biosolids’.
Biosolids has beneficial re-use potential as a fertilizer or a fuel source.

Region’s Biosolids Management Planning

The Region has a long term biosolids management plan that focuses on improving the
quality and reducing the volume of biosolids. In 2003, the Region’s biosolids master
plan focused on a strategy to reduce the volume of biosolids. This strategy has been
successfully implemented at the Region’s three main WWTP’s, allowing the Region to
greatly reduce volume and trucking.

The Region’s 2011 biosolids master plan built on the past studies by focusing on the
use of biosolids as a resource and introducing further volume reduction. However, as
the Region implemented the subsequent Class Environmental Assessment study the
Region received feedback from the community indicating that there was a need for
more information about the biosolids services provided by the Region and about the
alternatives being contemplated for future biosolids management.

Community Engagement and Communication

The typical approach to community engagement is based on the Municipal Class
Environmental Assessment process, as prescribed by the Municipal Engineers
Association (MEA). With this approach, engagement consists of holding a series of
Public Consultation Centers (PCC’s) and placement of the final report for public review.

For a master plan, the first PCC is discretionary and a second mandatory PCC is held
near the end of the process to allow feedback on the suggested alternatives.
Enhancing Engagement

Region staff recognize the need for the community to be engaged with the upcoming Biosolids Master Plan (BMP). The working group (consisting of Corporate Communications, Council and Administrative Services and Water Services) used the Region’s guidelines for Public Engagement to build a framework for engagement which considers the level of engagement, identification of the stakeholders and various engagement initiatives. A draft Engagement Strategy has been prepared and the key recommendations are presented below:

- Outline the engagement process to be followed during the master plan in the consultants terms of reference
- Highlight key issues/decisions and use a question-based approach to ensure the community understands the different issues/decisions in the BMP
- Use an online engagement tool to provide information and allow feedback
- Hold PCC’s at logical and critical steps in the process
- Consider a workshop on site planning at PCC’s to allow hands-on learning
- Consider a survey related to environmental practises in the Region
- Consider using a pre-recorded presentations of PCC’s for participants who would prefer to listen to the poster board material
- Conduct presentations at public interest groups as requested
- Conduct presentations to local municipalities
- Use social media for providing information and comments
- Set up a special website address for biosolids information

Enhancing our Approach to Communications

In addition to the Engagement Strategy outline above, a biosolids education and communication plan has been developed to support the upcoming BMP. The plan includes identifying audiences, selecting various communication means, and identifying key messages. Some of the communication means to be used include:

- Social media for timely dissemination of information (Twitter, Facebook)
- Fact sheets that provide basic information on biosolids
- Video to provide visual understanding of the information
- Region Environnews circulated to all residents in the Region
- Website to allow 24/7 access to materials produced
- Static displays to accompany PCC and other public events
A short explanatory video on biosolids has been prepared for public viewing. It describes the considerations faced by the Region to provide sustainable biosolids management services to the community, both now and into the future.

**Next Steps**

The common challenges faced by all municipalities with respect to biosolids management are:

i) processing the future volume of biosolids

ii) identifying a secure, flexible, sustainable, long-term biosolids management solution.

The purpose of the upcoming BMP is to find a management solution which builds upon the previous master plan studies and provide a sustainable biosolids management solution for the future.

The BMP is scheduled to commence in late spring 2015. Regional staff will bring forth a report recommending the preferred consultant to undertake the BMP. At that time, a more detailed work plan and updated schedule will be provided.

**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:** Nil

**Other Department Consultations/Concurrence:** Nil

**Attachments:** Nil

**Prepared By:** Kaoru Yajima, Senior Project Engineer, Water Services

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services
Region of Waterloo
Planning, Development and Legislative Services
Community Planning

To: Chair Tom Galloway and Members of the Planning and Works Committee
Date: February 24, 2015 File Code: D17-30
Subject: Proposed Interim Planning Services to the Township of Wilmot

Recommendation:
That the Regional Municipality of Waterloo approve the following with regard to the request by the Township of Wilmot, as described in Report No. PLD-CPL-15-14, dated February 24, 2015:

a) Agree to provide professional planning services to the Township of Wilmot for the purpose of updating its Official Plan to bring it into conformity with the Regional Official Plan and the Provincial Growth Plan;

b) Provide the related services on the basis of a mutually satisfactory fee-for-services arrangement to be negotiated between the Township and the Region; and

c) Authorize the Commissioner of Planning, Development and Legislative Services to execute any documentation required to implement these recommendations subject to the satisfaction of the Regional Solicitor.

Summary:
The Township of Wilmot has approached the Region of Waterloo for assistance with drafting a proposed Official Plan Amendment in order to conform to the new Regional Official Plan and the Provincial Growth Plan. This report is being prepared to recommend assistance on a fee basis and to provide background for Regional Council, including how workload will be managed over this short-term period.
On previous occasions, Regional staff has provided assistance of this type to other Area Municipalities. This has included the preparation of the current North Dumfries, Wellesley, and Wilmot official plans and growth strategies under similar contracts. Regional staff recently assisted the Township of North Dumfries with its official plan conformity exercise, and is currently completing the conformity Official Plan Amendment and related planning process for the Township of Wellesley.

**Report:**

The Township of Wilmot is in the process of completing several larger projects, including implementing the Province’s source water protection policies. Township of Wilmot staff has indicated they would appreciate the assistance of Regional planning staff to complete the official plan conformity exercise in a timely fashion.

The Region and the Township have arrived at an agreed upon planning arrangement with an associated fee to be determined. Under this arrangement, the Region would include the following tasks:

- Prepare a proposed draft Official Plan Amendment that Township staff can take through the stakeholder consultation process and Township adoption process, as mandated by the Planning Act.

- Prepare an accompanying document that provides the rationale for the revisions to the Township of Wilmot’s Official Plan.

The services to be provided by Regional staff would be in the form of assistance to Township staff only. The Township’s Director of Development Services would continue to write reports and make recommendations to Township Council, be responsible for the stakeholder consultation process and any associated revisions to the Official Plan Amendment, and processing of the final Official Plan Amendment through Township Council for adoption. Costs for any associated Ontario Municipal Board hearings would not be included under this contract (i.e., would be assumed by the Township of Wilmot as necessary).

On previous occasions, Regional staff has provided assistance of this type to other Area Municipalities. This has included the preparation of the current North Dumfries, Wellesley, and Wilmot official plans and growth strategies under similar contracts. Regional staff recently assisted the Township of North Dumfries with their official plan conformity exercise, and is currently completing the conformity Official Plan Amendment and related planning process for the Township of Wellesley.

The fee to be paid by the Township to the Region (Planning, Development and Legislative Services) is intended to offset costs of dedicating Regional professional staff to this assignment.
Regional staff is pleased to be able to recommend this short-term assistance to the Township of Wilmot.

**Area Municipal Consultation/Coordination**

Regional and Wilmot Township staff have collaboratively developed this proposal.

**Corporate Strategic Plan:**

This report supports Strategic Plan 5.6.3 (opportunities for partnerships with area municipalities in order to improve services).

**Financial Implications:**

The fees associated with this proposal, estimated at $12,000-$15,000 and paid by the Township of Wilmot to the Region, would be used to offset costs at the Region to ensure that the proposed short-term assistance to the Township can also be managed.

**Other Department Consultations/Concurrence:**

Geographic Information Services (GIS) will be required to assist this proposed task and therefore, Information Technology Services, Finance and Corporate Services has been consulted.

**Attachments:**

Nil.

**Prepared By:** Cushla Matthews, Principal Planner

**Approved By:** Rob Horne, Commissioner, Planning, Development and Legislative Services
Region of Waterloo
Planning, Development and Legislative Services
Region of Waterloo International Airport

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: February 24, 2015 File Code: T18-01

Subject: Region of Waterloo International Airport – Proposed Renaming and Update of Aeronautical Noise Management Committee Terms of Reference

Recommendation:

That the Region of Waterloo International Airport Aeronautical Noise Management Committee (ANMC) be re-named the Aeronautical Noise Advisory Committee (ANAC);

And that the Terms of Reference of the Aeronautical Noise Advisory Committee be adopted, as contained in Attachment #2 of Report No. PDL-AIR-15-02, dated February 24, 2015.

Summary:

The Region of Waterloo International Airport provides major community transportation infrastructure and is a driver of economic prosperity. Since 2000, the Aeronautical Noise Management Committee has provided a forum for the airport, the aviation industry, the broader business community and local residents to work together on items related to airport noise. The committee has been very successful over the years and many positive changes have been brought about because of the work of the committee.

With the initiation of a new term of Regional Council, the Terms of Reference of the existing Aeronautical Noise Management Committee have been reviewed. It should also be noted that these terms of reference have not been comprehensively reviewed since the Committee’s inception. This report proposes a renaming of this body to the Aeronautical Noise Advisory Committee and extensive revision to the Terms of Reference, particularly to have greater involvement in proactively providing the community with information about aeronautical noise.
Report:

Since 2000, the Region of Waterloo has maintained an Aeronautical Noise Management Committee. This Committee, consisting of a broad range of community representatives and Regional Council appointees, has provided an important forum to hear noise complaints and to adjust airport operations where feasible. The ANMC is one tool whereby the Region of Waterloo International Airport makes best efforts to be a good neighbour.

It is recommended that the name of the Aeronautical Noise Management Committee be changed to Aeronautical Noise Advisory Committee in order to more accurately reflect the role of the committee which plays an advisory role to Region staff, and as required to Regional Council.

The mandate is further clarified by better describing the committee’s two key roles – to pro-actively inform the public of the airport’s operational needs and rules of operation, and to hear noise complaints and to explore possible mitigation measures.

Other highlights of the proposed changes include:

a) The membership reduced from 16 to 14 voting members.
b) The Committee structure altered to allow municipalities to determine their own representation from elected officials and/or citizen representatives.
c) The Chair of the Committee elected by the voting members and can not be an employee of the Region of Waterloo International Airport.
d) Regional staff is no longer a voting member, but sit on the Committee as a resource.
e) Addition of the “development of communication tools to advance community understanding”, with recommendations to be forwarded to the Airport General Manager, but also referred to Commissioner of Planning, Development and Legislative Services as required.
f) Scope has been revised to be specific as to what comprises the airport operating area primarily (5nm radius plus path of arriving/departing aircraft).
g) Minimizing Noise Impacts section has been moved up in the document and made much more concise.
h) Wording about ad-hoc sub-committees has been added.
i) Meeting format now refers to the Region’s Procedural By-law and is worded accordingly.
j) Meeting Time/Location has been changed from the Airport and is now to be at 150 Frederick Street, Room 110.

The entire document has also been revised for clarity with a variety of editorial changes.

Finally, it should be noted that an extensive consultation session was also held with the Aeronautical Noise Management Committee in 2014.
Area Municipal Consultation/Coordination

A copy of this report has been sent to all Area Municipalities.

Corporate Strategic Plan:

Business development initiatives at the Airport meet Strategic Objective 2.3 by supporting a diverse, innovative and globally competitive economy.

Financial Implications:

The nominal costs of supporting this Committee are provided for in Council’s annual budget.

Other Department Consultations/Concurrence:

This report was also circulated to Transportation and Environmental Services and Corporate Services (Finance) for comment.

Attachments:

Attachment 1 – Existing Terms of Reference of the Airport Noise Management Committee

Attachment 2 – Proposed Terms of Reference of the Aeronautical Noise Advisory Committee

Prepared By:  Chris Wood, Airport General Manager

Approved By:  Rob Horne, Commissioner, Planning, Development and Legislative Services
Attachment 1 – Existing Terms of Reference of Region of Waterloo Airport Noise Management Committee

Region of Waterloo International Airport

Aeronautical Noise Management Committee

Terms of Reference

General

The Aeronautical Noise Management Committee (ANMC) will provide a consultative/communication forum for the community stakeholders to meet with the Region of Waterloo International Airport Management and other aviation community representatives to discuss issues relating to the collection of noise data and mitigation of aircraft noise in the community. The ANMC will be an advisory body for the duly elected Council of the Regional Municipality of Waterloo and the General Manager of The Region of Waterloo International Airport.

Committee Responsibilities

Mandate

The primary function of the Aeronautical Noise Management Committee is to: provide regular and effective communications between the Region of Waterloo International Airport, local residents, airport aviation businesses, other users, Transport Canada, NAV Canada, Canadian Business Aircraft Association and the Air Transport Association of Canada on the noise specific issues at the Region of Waterloo International Airport. The ANMC will consider concerns expressed by members of the public and recommend such actions to the Airport General Manager as considered appropriate.

The Aeronautical Noise Management Committee is a sanctioned process by Transport Canada to obtain input of all stakeholders for the purpose of collecting data and make recommendations which may impact published aviation operating procedures and regulations.

These Terms of Reference will be reviewed annually and updated if required to ensure
that the ANMC mandate and membership remains current and appropriate.

**Communication and Dissemination**

The ANMC will liaise with Airport staff on all issues relating to Region of Waterloo International Airport Aeronautical Noise Management Program.

By meeting quarterly, operational concerns such as complaints about aircraft noise will be reviewed by the Aeronautical Noise Management Committee. The ANMC will provide a forum for the discussion of noise related matters and will decide on the best methods of distributing information to the adjacent communities and airport users on an issue by issue basis.

All releases and information exchanges with the media will be through the chairperson of the ANMC.

The ANMC will issue a report to Regional Council on an annual basis summarizing the ongoing initiatives and work of the ANMC.

**Scope**

The ANMC will advise on matters related but not limited to the following:

- Aircraft Operating procedures impacting aircraft noise in the Region of Waterloo International Airport Operating Area.
- The collection and examination of pertinent noise data
- The examination of alternatives for noise mitigation.
- The enforcement of aircraft noise violations in conjunction with Transport Canada.
- The co-ordination of Stakeholder interests in aeronautical noise abatement and standard flight path policies.

The recommendations from the ANMC will be made to the Airport General Manager. The Airport General Manager may refer the recommendations to the appropriate committee of Regional Council and/or such other appropriate authority for necessary action when required (e.g. area municipalities, Transport Canada, etc.)

**COMMITTEE STRUCTURE**

The ANMC shall be comprised of the following (voting) representatives:

2 One elected Official from each of the following municipalities; Cambridge* &
Woolwich Township*;

2 One community group representative each from Cambridge & Woolwich Township;

4 Four representatives from Kitchener*. The City will be responsible for determining the split between the number of elected versus community representatives;

The selection of the foregoing municipal ANMC representatives shall be according to area municipal policy and procedures (ie. the City Clerk’s office in each municipality will place appropriate public advertisements in the media and ask for volunteers in accordance with existing policies for citizen appointments to committees).

3 One Chamber of Commerce representative each from Greater Kitchener/Waterloo, Cambridge, Guelph;

1 Airport Operations Committee (“the AOC”) representative;

1 Canadian Business Aircraft Association representative;

1 Air Transport Association of Canada (ATAC) representative;

2 The Airport General Manager, who shall act as Chairperson of the ANMC, and one other Airport representative at the discretion of the Chair.

____________________

Total 16 members

Quorum is 9 members

* One elected official of the Aeronautical Noise Management Committee must also sit on Regional Council

Note: The City of Guelph decided in 2011 to no longer appoint a member of Council or community representative to the ANMC

ANMC members that represent community stakeholders will be required to actively seek the opinions of their constituents and represent these opinions in the Committee forum.

Similarly, Committee members are expected to disseminate the results of Committee discussions to their constituent bodies.

Elected Councillors only will be permitted to designate area municipal staff
representatives to stand-in as an alternate as non-voting members should he/she be unable to attend a meeting.

Quorum shall consist of at least nine (9) voting members, including the Chairperson. In the event quorum is not attained, meetings will proceed on an informal basis. Regular attendance is expected of members.

The following non-voting representatives will be invited to participate as regular members and provide technical support to the Aeronautical Noise Management Committee:

- Transport Canada
- NAV Canada

The term of office for representatives shall be determined by the municipality, association or agency appointing the representative(s).

**Meeting Time / Location**

Meetings of the Aeronautical Noise Management Committee will take place in the Boardroom located in the Terminal Building at the Region of Waterloo International Airport, unless otherwise directed. Meetings will normally be scheduled at 5:00 p.m. on the first Thursday of March, June, September and December, but the meeting dates will be approved by the ANMC members.

Additional meetings may be called by the Chair of the Aeronautical Noise Management Committee. Any voting member of the Committee may request the Chair to call a special meeting and shall include a brief outline of the topic to be considered. The request for an unscheduled meeting must be received by the Chair at least two weeks before the meeting date to allow for Regional Staff to notify and prepare material for the meeting.

**Meeting Format**

The Aeronautical Noise Management Committee meetings will be open to the public and to the media. Non-members shall not be entitled to actively participate in meetings of the AMNC however may make a short presentation of no more than ten (10) minutes in length to the ANMC at the commencement of a regularly scheduled meeting of the Committee. Requests to present to the Committee shall be submitted to the Chair in writing, with one week advance notice prior to the meeting, and must include a brief outline of the topic to be presented.

A meeting, or part of a meeting, of the Aeronautical Noise Management Committee may be closed to the public and the media if the subject matter being considered by the
Committee falls within Section 239(2) of the *Municipal Act*, S.O. 2001 c. 25, as amended.

The ANMC may appoint ad-hoc or working sub-committees to address specific issues as they arise. The meetings of these ad-hoc or sub-committees shall be conducted in an informal basis and will not be open to the public. Any matters referred to such an ad-hoc or working sub-committee shall be referred back to the ANMC for consideration at such times as appropriate in the circumstances.

The Chair will be responsible for ensuring that the agenda items are dealt with in a timely manner at each meeting. For most ANMC business, a consensus approach will be followed and all issues will be discussed and resolved when a general consensus is reached that is acceptable to the Committee. For those matters where a vote is requested, voting members, which includes the Chair, shall determine the outcome by a vote. Whenever possible, matters requiring a vote shall be included on the agenda and, where possible, material will be provided in advance of the meetings.

Regional staff will be responsible for preparing agendas and minutes of the meetings. All permanent members of the Committee shall receive copies of the minutes at least two weeks following a meeting. Agendas for the next meeting will be distributed one week prior to the meeting. Meeting minutes will only be distributed to non-members after being approved by the ANMC members.

Regional staff will coordinate the typing, copying and mailing of meeting materials such as minutes and agendas. As a minimum the following items shall appear on each agenda.

1. Review and Approval of Minutes of Last Meeting
2. Correspondence
3. Aircraft Movement and Noise Complaint Report
4. Items for Discussion
5. New Business

The Regional Clerk, or designated person from the Region’s Council and Administrative Services department, will provide meeting secretariat services and, when necessary, shall provide advice on a point of order or conduct raised during a Committee meeting.

**Minimizing Noise Impacts**

The Aeronautical Noise Management Committee serves as a forum for open discussion and consultation between local residents, businesses and airport users on noise issues
at the Region of Waterloo International Airport. Prior to putting forth any recommendations, the Committee is required to thoroughly review all available data, including but not limited to, Complaint Data Analysis and measured data from the Noise Monitoring system.

Where measures to minimize noise impacts at the Region of Waterloo International Airport are agreed upon at a Committee meeting, and Regional staff has operational authority to implement such measures without Council approval (for example, the measures do not require any extraordinary financial expenditure), work will be undertaken as soon as possible with progress reported at the next Committee meeting. Some issues may have to be approved by Regional Council before implementation.

At the conclusion of each meeting, any unresolved matters relating to reducing noise exposure to the community will be recorded in the minutes.

In cases where measures to minimize aircraft noise are not within the authority of Regional Council, comments will be forwarded in writing to Transport Canada.

The goal of the Committee is to fairly, and without unduly disadvantaging one community over another, mitigate the effect of airport related noise where reasonably possible by consensus and avoid arbitrary decision making in connection with the operating practices of the Airport. However, if consensus cannot be reached by the Committee, then Regional Staff will provide their recommendations to the appropriate authority along with the various positions of the Committee members.

**Conflict Of Interest Policy**

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. All members shall review and complete the agreement and signature form attached to the policy for the term of their appointment. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the ANMC or Region of Waterloo is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.
Attachment 2 – Proposed Terms of Reference of Region of Waterloo Aeronautical Noise Advisory Committee

Region of Waterloo International Airport
Aeronautical Noise Advisory Committee

Terms of Reference

Overview

The Aeronautical Noise Advisory Committee (ANAC) is a consultative/communication forum. It provides members of the community the opportunity to meet with the Region of Waterloo International Airport Management and other aviation community representatives to discuss communication strategies and to provide advice to Airport staff on the collection of noise data and the mitigation of aircraft noise.

The Committee is to make best efforts to mitigate the effect of airport related noise without unduly disadvantaging one community over another, and to discuss broader communication needs for the community and other interests.

Committee Responsibilities

Mandate

The ANAC has two key roles in its mandate, as follows:

1. To advise Regional staff on ways of informing the public about the importance of the Region of Waterloo International Airport to the community through a variety of communication tools; and

2. To advise Regional staff regarding noise complaints and the means of mitigating and communicating responses, when such noise emanates from Region of Waterloo International Airport operations.

The Aeronautical Noise Advisory Committee will receive input from interested stakeholders for the purpose of collecting data and make recommendations which may impact published aviation operating procedures and regulations.

Communication and Dissemination

The ANAC typically meets quarterly with Airport staff on issues relating to The Region of
Waterloo International Airport Aeronautical Noise Management Program.

By meeting quarterly, operational concerns such as complaints about aircraft noise will be reviewed by the Aeronautical Noise Advisory Committee. The ANAC will also provide a forum for the discussion of these noise related matters.

All releases and information exchanges with the media will be through the Airport General Manager.

**Scope**

The ANAC will advise on matters including but not limited to the following:

- Aircraft Operating procedures impacting aircraft noise in the Region of Waterloo International Airport Operating Area (which consists primarily of a 5 nautical mile radius from the airport but also includes the path of any aircraft arriving at or departing from the airport).
- The collection and examination of pertinent noise data
- The examination of alternatives for noise mitigation
- The co-ordination of stakeholder interests in aeronautical noise abatement
- The development of new communication tools by the Airport to advance the community understanding of its role and operations

The recommendations from the ANAC will be made to the Airport General Manager. The Airport General Manager will refer the recommendations to the Commissioner of Planning, Development and Legal Services and/or such other appropriate authority for necessary action as required (e.g. Regional Council, Area municipalities, Transport Canada, etc.).

**Minimizing Noise Impacts**

The Aeronautical Noise Advisory Committee serves as a forum for open discussion and consultation between local residents, businesses and airport users on noise issues in and around the Region of Waterloo International Airport. Prior to putting forth any recommendations, the Committee is required to thoroughly review all available data, including but not limited to, Complaint Data Analysis and measured data from the Noise Monitoring system.

In cases where measures to minimize aircraft noise are not within the authority of Regional Council, comments may be forwarded in writing to Transport Canada or other agency as appropriate by the Airport General Manager or designate.

**Committee Structure**

The ANAC shall be comprised of the following (voting) representatives:

1. One elected Official from the Region of Waterloo;
Two representatives from the City of Cambridge;  
Two representatives from Woolwich Township; and  
Three representatives from the City of Kitchener.

The selection of the foregoing municipal ANAC representatives shall be according to area municipal policy and procedures (ie. the City Clerk’s office in each municipality will place appropriate public advertisements in the media and ask for volunteers in accordance with existing policies for citizen appointments to committees). The Cities and Woolwich Township may determine their representatives (eg. elected officials and/or citizens) as they see fit.

One representative from each of the Greater Kitchener/Waterloo, Cambridge, & Guelph Chambers of Commerce.  
Airport Operations Committee (“the AOC”) representative;  
Canadian Business Aircraft Association representative;  
Air Transport Association of Canada (ATAC) representative;

Total 14 voting members  
Quorum is 8 members  

Elected officials are permitted to designate area municipal staff representatives to stand-in as an alternate (as non-voting members) on an occasional basis only, should he/she be unable to attend a meeting.

Quorum shall consist of at least eight (8) voting members, including the Chairperson. In the event quorum is not attained, meetings will proceed on an informal basis. Regular attendance is expected of members.

A reduced quorum may be considered when a member has formally resigned from the Committee or when fewer than fourteen (14) members have been appointed to the Committee.

The following non-voting representatives will be invited to participate as regular members and provide technical support to the Aeronautical Noise Management Committee:

- Transport Canada  
- NAV Canada  
- Airport General Manager & Airport Staff

The term of office for representatives shall be determined by the municipality, association or agency appointing the representative(s) with a suggested minimum of two years, but shall not exceed the term of Regional Council.

The Chairperson will be elected by the voting committee members for a term not to exceed the term of the existing Regional Council. The Chairperson must be a voting member.
member of the committee and not an employee of the Region Of Waterloo.

The ANAC may appoint ad-hoc sub-committees (Technical, Communications) to deal with specific issues as they may arise. These sub committees will report back through the Chair of the ANAC.

**Meeting Time / Location**

Meetings of the Aeronautical Noise Advisory Committee will be typically held quarterly (March, June, September and December) in the Regional Headquarters building located at 150 Frederick St., Kitchener, unless otherwise required. Meetings will normally be held at 5:00 p.m. on the first Thursday of the month. Meeting dates will be confirmed with the ANAC members by Airport Staff.

Additional meetings or Sub-Committee meetings may be called by the Chair of the Aeronautical Noise Advisory Committee. Any voting member of the Committee may request the Chair to call a special meeting and shall include a brief outline of the topic to be considered. The request for an unscheduled meeting should be received by the Chair at least two weeks before the meeting date to allow for Regional Staff to notify and prepare material for the meeting, unless the matter is deemed more urgent by the Chair and Airport General Manager.

**Meeting Format**

The Aeronautical Noise Management Committee meetings will be open to the public. Non-members shall not be entitled to participate in meetings unless they are registered delegations or are invited to speak by the Committee. Delegations to the Committee shall be in accordance with the Region’s Procedural By-law 00-031, as amended from time to time.

Delegations shall be limited to a maximum of ten (10) minutes. Requests to make a presentation to the Committee shall be submitted to the Clerk and must include a brief outline of the topic to be presented. The deadline to register as a delegation is Monday at 4:30 p.m. of the week preceding the meeting. Delegations that have not notified the Clerk of their intention to address the Committee, shall be limited to a maximum of five (5) minutes.

Delegations may only speak to the item listed on the agenda. Delegations that have previously addressed the ANAC on a subject matter shall be permitted to address the ANAC again only if they provide new information relating to that matter, including any new noise occurrences. Any request for a subsequent appearance must be made following the process defined above.

A meeting or part of a meeting, of the Aeronautical Noise Advisory Committee may be closed to the public and the media if the subject matter being considered by the
Committee falls within Section 239(2) of the Municipal Act, S.O. 2001 c. 25, as amended.

The Chair will be responsible for ensuring that the agenda items are dealt with in a timely manner at each meeting. For most ANAC business, a consensus approach will be followed and all issues will be discussed and resolved when a general consensus is reached that is acceptable to the Committee. For those matters where a vote is requested, voting members, which includes the Chair, shall determine the outcome by a vote. Whenever possible, matters requiring a vote shall be included on the agenda and, where possible, material will be provided in advance of the meetings. The recommendations of the ANAC will be used to advise the Region of Waterloo as described in these Terms of Reference.

The Regional Clerk, or designated person from the Region’s Council and Administrative Services department, will provide meeting secretariat services and, when necessary, shall provide advice on a point of order or conduct raised during a Committee meeting. As a minimum, the following items shall appear on each agenda.

1. Review and Approval of Minutes of Last Meeting
2. Correspondence
3. Aviation Complaint Statistics
4. Other Business

**Conflict of Interest Policy**

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. All members shall review and complete the agreement and signature form attached to the policy for the term of their appointment. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the ANMC or Region of Waterloo is obliged to disclose the same at the meeting. Members will not participate in any recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.
<table>
<thead>
<tr>
<th>Meeting date</th>
<th>Requestor</th>
<th>Request</th>
<th>Assigned Department</th>
<th>Anticipated Response Date</th>
</tr>
</thead>
</table>

COUNCIL ENQUIRIES AND REQUESTS FOR INFORMATION
PLANNING AND WORKS COMMITTEE