Regional Municipality of Waterloo

Planning and Works Committee

Agenda

Tuesday, January 12, 2016

9:30 A.M.

Regional Council Chamber
150 Frederick Street, Kitchener

1. **Motion to go into Closed Session**

That a closed meeting of the Planning and Works and Administration and Finance Committees be held on Tuesday, January 12, 2016 at 9:00 a.m. in the Waterloo County Room in accordance with Section 239 of the “Municipal Act, 2001”, for the purposes of considering the following subject matters:

a) receiving of advice subject to solicitor-client privilege related to an agreement
b) potential litigation and receiving of advice that is subject to solicitor-client privilege related to an agreement
c) receiving of advice subject to solicitor-client privilege and proposed or pending acquisition of land in the Township of Woolwich
d) receiving of advice subject to solicitor-client privilege related to an agreement and labour relations regarding a collective agreement
e) receiving of advice subject to solicitor-client privilege related to a contract
f) personal matters about identifiable individuals regarding committee appointments
g) receiving of advice that is subject to solicitor-client privilege related to a contract
h) potential litigation and receiving of advice that is subject to solicitor-client privilege related to a contract
i) personal matters about identifiable individuals regarding committee appointments
j) personal matters about identifiable individuals regarding committee appointments

2. Motion to Reconvene Into Open Session

3. Declarations of Pecuniary Interest under The Municipal Conflict Of Interest Act

4. Delegations

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.

5. Request to Remove Items from Consent Agenda

6. Motion to Approve Items or Receive for Information

Reports – Planning, Development and Legislative Services

Community Planning


Recommendation:


6.2 PDL-CPL-16-04, Regional Forest Management Plan - Operating Management Plan for Walker Woods Regional Forest

Recommendation:

6.3 **PDL-LEG-16-03**, Authorization To Expropriate Lands (1st Report) for Franklin Boulevard (Regional Road 36) Extension, Project (Myers Road to South Boundary Road) and Phase 1 of South Boundary Road Project (Water Street South (Hwy 24) to Franklin Boulevard Extension), in the City of Cambridge and the Township of North Dumfries.

**Recommendation**: see pages 24-27

Regular Agenda Resumes

7. **Reports – Transportation and Environmental Services**

Transit Services

7.1 **TES-TRS-16-01**, TravelWise Transportation Management Association – Service Agreement Update

**Recommendation**:

That the Regional Municipality of Waterloo authorize the Commissioner of Transportation and Environmental Services to enter into a new Program Service Agreement or Agreements with organizations currently participating or interested in joining the TravelWise Transportation Management Association for a 1 year term, in a form satisfactory to the Regional Solicitor;

And that the Regional Municipality of Waterloo authorize the Commissioner of Transportation and Environmental Services to enter into a new Collaborative Agreement with Sustainable Waterloo Region to deliver the services of the TravelWise Transportation Management Association for a 1 year term, in a form satisfactory to the Regional Solicitor, as described in Report TES-TRS-16-01 dated January 12, 2016.

7.2 **TES-TRS-16-03**, Syrian Refugee Resettlement - Access to Transit

**Recommendation**:

That the Region of Waterloo offer a discounted bus pass at the price of $35 monthly for the children, aged 5 to 17, of refugees arriving in Waterloo Region in 2016 for a period of six months for each recipient.

Transportation

7.3 **TES-TRP-16-02**, Region of Waterloo Street Lighting Conversion Program (Information)
Waste Management

7.4 **TES-WMS-16-01/COR-TRY-16-02**, T2015-217 Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas Trees within the Region of Waterloo

**Recommendation:**

That the Regional Municipality of Waterloo take the following actions with respect to Tender T2015-217 Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas Trees within the Region of Waterloo:

i. Accept the tender of Miller Waste Systems Inc. within the cities of Cambridge, Kitchener and Waterloo (Bid Option 2A) effective March 6, 2017 for a period of Eighty-Four (84) months plus the option of two one-year extensions, at an annual cost of $14,376,668.16 plus applicable taxes; and

ii. Accept the tender of Halton Recycling Ltd. (Emterra Environmental) within the townships of North Dumfries, Wellesley, Wilmot and Woolwich (Bid Option 2B) effective March 6, 2017 for a period of eighty-four (84) months plus the option of two one-year extensions, at an annual cost of $4,168,308.04 plus applicable taxes; and

iii. Direct staff to develop a Curbside Policy Changes Implementation Plan including one-time and ongoing budget and staffing requirements to support the transition to the new contract service levels and report back to Planning & Works Committee in the spring of 2016.

8. **Information/Correspondence**

8.1 **Ministry of Municipal Affairs and Housing** re: The Smart Growth for Our Communities Act, 2015

8.2 Council Enquiries and Requests for Information Tracking List

9. **Other Business**

10. **Next Meeting – February 2, 2016**

11. **Adjourn**
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>February 2, 2016</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>
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<tr>
<td>February 23, 2016</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>
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Region of Waterloo
Planning, Development and Legislative Services
Community Planning

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

Date: January 12, 2016

File Code: D18-01


Recommendation:


Summary:

In accordance with the Regional By-law 01-028, as amended, the Commissioner of Planning, Development and Legislative Services has:

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

Report:

City of Cambridge
Plan of Condominium Application 30CDM-15102

Date Accepted: November 5, 2015
Applicant: Winzen Construction Limited
Location: 100 Chester Drive
Proposal: The Common Elements Plan of Condominium proposes to create an internal roadway, 10 parking spaces, noise and retaining wall and a rear access lane.

Regional Processing Fee: October 30, 2015
Plan of Condominium Application 30CDM-15103

Date Accepted: November 26, 2015
Applicant: Olympia and Yorgo Holdings Inc.
Location: 175 Beverly Street
Proposal: To divide an existing 2,879 square metre plaza into 23 commercial condominium units.

Regional Processing Fee: Paid November 12, 2015

Registration of Draft Plan of Condominium 30CDM-13104

Draft Approval Date: February 3, 2014
Phase: Phase 3
Applicant: Granite Homes Cambridge Inc.
Location: 635 Saginaw Parkway
Proposal: To permit the development of 13 residential condominium townhouse units.

Regional Processing Fee: Paid November 5, 2015
Commissioner's Release: November 5, 2015

City of Kitchener

Registration of Draft Plan of Condominium 30CDM-14207

Draft Approval Date: October 5, 2015
Phase: Entire Plan
Applicant: Deerfield Homes Ltd.
Location: Blair Creek Drive, Wildflower Street and Netherwood Road
Proposal: To permit the development of 40 vacant land residential street-fronting condominium townhouse units.

Regional Processing Fee: Paid November 10, 2015
Came Into Effect: November 17, 2015
Registration of Draft Plan of Condominium 30CDM-14205

Date Draft Approved: July 13, 2015
Phase: Stage 2
Applicant: Deerfield Homes Ltd.
Location: 388 Old Huron Road
Proposal: To permit the development of 12 residential condominium apartment units.

Regional Processing Fee: Paid November 27, 2015
Commissioner’s Release: November 30, 2015

City of Waterloo

Plan of Condominium Application 30CDM-15408

Date Accepted: November 10, 2015
Applicant: MNL Corner Inc.
Location: 222 Albert Street
Proposal: To permit the development of 66 residential condominium apartment units, 2 commercial units and 2 laundry units.

Regional Processing Fee: Paid September 22, 2105

Plan of Condominium Application 30CDM-15409

Date Accepted: November 10, 2015
Applicant: 228 Albert Inc.
Location: 228 Albert Street
Proposal: To permit the development of 104 residential condominium apartment units, 1 commercial/office unit and 1 laundry unit.

Regional Processing Fee: Paid September 22, 2015
Plan of Condominium Application 30CDM-15410

Date Accepted: November 12, 2015
Applicant: 255 Sunview Inc.
Location: 255 Sunview Street
Proposal: To permit the development of 123 residential condominium apartment units and 1 laundry unit.
Regional Processing Fee: Paid September 22, 2015

Plan of Condominium Application 30CDM-15411

Date Accepted: November 17, 2015
Applicant: Linden Village Inc.
Location: 203 Lester Street
Proposal: To permit the conversion of an existing rental apartment building to condominium ownership. The plan will create 85 residential condominium apartment units, 9 commercial units, 2 office units and 13 laundry units.
Regional Processing Fee: Paid September 21, 2015

Township of Woolwich

Registration of Draft Plan of Subdivision 30T-07702

Draft Approval Date: November 3, 2011
Phase: Phase 2
Applicant: Lunor Group Inc. and 2079993 Ontario Inc.
Location: 90 Church Street West, Elmira
Proposal: To permit the development of 47 single detached units, 16 semi-detached units, 36 townhouse units and 52 multi-residential units.
Regional Processing Fee: Paid October 23, 2015
Commissioner’s Release: November 12, 2015
Draft Approval of Plan of Subdivision 30T-12701

Applicant: Valley View Heights (St. Jacobs) Ltd.
Location: Old Schout Place, St. Jacobs
Proposal: To permit the development of 88 single detached units, 36 semi-detached units and 25 townhouse units.

Regional Processing Fee: Paid August 17, 2015
Commissioner’s Approval: November 19, 2015
Came Into Effect: December 10, 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 included 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. Strategic Objective: Improve environmental sustainability and livability intensifying urban and rural settlement areas.

Financial Implications:
Nil.

Other Department Consultations/Concurrence:
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: January 12, 2016
File Code: DO4-70/Walker Woods

Subject: Regional Forest Management Plan - Operating Management Plan for Walker Woods Regional Forest

Recommendation:


Summary:

The Regional Forest Management Plan approved by Regional Council in 2006 (Report P-06-082) serves as the framework for the management of sixteen woodlands owned by the Region. Covering the twenty-year period 2007-2026, it sets out the broad goals, objectives, and philosophy for the management of the Region’s forests. These comprise eleven Regional Forests, woodlands on the Waterloo, Cambridge, and closed Kitchener Landfills, and the woodlands behind the Operations Centre and Doon Heritage Crossroads. It provides general direction on relevant forest management and property management issues to be addressed over the term of the plan.

Within the 20 year forest management plan, specific forestry and property management actions are broken down into detailed five-year Operating and Management Plans for each woodland. Since 2006, successive Operating and Management Plans have been prepared on a prioritized basis, approved by Council, and implemented by staff. The proposed Operating Management Plan for Walker Woods Regional Forest in Wilmot Township is the next in the series of such plans (Attachment 2).
Walker Woods is located on Walker Road just south of New Hamburg. It was donated to the Region by Mr. Roy Roth (1909-2004) along with an endowment fund to provide for its ongoing stewardship. Through agreement with Mr. Roth, the woodland is to be allowed to succeed into an old growth Sugar Maple woodland through natural successional processes. With little active intervention, the process may take a long time, and at times the general appearance may be one of neglect as large old trees begin to break apart and die off. The anticipated die-off of White Ash due to Emerald Ash Borer is expected to accelerate this process. To address potential public concern, it is proposed to provide appropriate information on the kiosk at the entrance.

The property has a trail loop which is increasingly popular for walking and bird watching. To serve the growing population of New Hamburg and Baden, the trail has recently been connected to the Stonecroft development on Haysville Road. Management activities will allow natural successional processes to occur. Tree cutting will be limited to hazard tree management in the vicinity of walking trails and adjoining properties. In addition, non-native and invasive species will be controlled.

Property Management actions will focus on creating improved visitor parking facilities on Walker Road. There is also a need to remove debris remaining from the time when the property was used for agriculture, pasturing, and maple syrup production. Old fencing and a derelict sugar shack will be removed under appropriate conditions. Some of the moist areas restrict the timing and method of entry and require either very dry conditions or frozen ground without deep snow cover. To enhance visitor safety, hazard trees within falling distance of trails and the parking lot will be felled; this is standard practice at all Regional Forests. Short sections of boardwalk may be required across seasonally wet areas to prevent visitors from blazing new trails around them. A new barrier gate and an information kiosk will be similar to those at the main entrances to other Regional Forests. This entrance is already graced by a stone cairn erected at the direction of the former owner. These initiatives will be covered by the endowment fund provided by Mr. Roth.

The detailed Operating and Management Plan attached to this report was reviewed and supported by the Ecological and Environmental Advisory Committee (EEAC).

Report:

The Regional Forest Management Plan approved by Regional Council in July 2006 (Report P-06-082) serves as the framework for the management of sixteen woodlands owned by the Region. These comprise eleven Regional Forests, woodlands on the Waterloo, Cambridge, and closed Kitchener Landfills, and the woodlands behind the Operations Centre and Doon Heritage Crossroads.

Consistent with other forest management plans, the Regional Forest Management Plan covers a period of twenty years, 2007-2026. It sets out the broad goals, objectives, and philosophy for the management of the Region’s forests. It also discusses relevant forest management and property management issues which need to be addressed over the
term of the plan. Some of the pressing forest management issues include converting
conifer plantations to native hardwoods and regenerating oak-dominated woodlands.
Major property management issues include improving forest infrastructure (e.g., gates,
parking lots, trails), boundary demarcation, signage, and encroachments.

Walker Woods Regional Forest is just under 11 hectares in size, and consists of a single
stand type with the dominant species being Sugar Maple (Acer saccharum). Prior to
being donated to the Region of Waterloo in 1992, the forest was privately owned by Roy
Roth (1909-2004), a local resident who managed it as a Sugar Maple bush. Under
agreement with Mr. Roth, Walker Woods is to be managed and/or maintained to allow it
to mature into an old growth Sugar Maple forest.

Walker Woods is one of the few Regional Forests that is not associated with an
Environmentally Sensitive Policy Area (ESPA). A study completed during the summer of
2003 showed a significant population of Great-crested Flycatchers. The property is well-
known locally and used for hiking, snow-shoeing and bird watching. Hunters using
adjoining woodlands and fields frequently pass through Walker Woods Regional Forest
even though hunting is prohibited.

Description

Walker Woods is located on till plains in the Wilmot Eco-region. The site is imperfectly
drained and is characterized by a loamy soil overlying clay till. Wet depressions are
interspersed throughout the property along with a number of small, intermittent streams
and watercourses.

The property consists primarily of one stand type, dominated by Sugar Maple with a
reasonably large component of White Ash (Fraxinus americana). Currently the trees
average 75 years in age and are approximately 30 metres in height. There is also a large
wet area adjacent to Walker Road where the dominant vegetation consists of shrubs and
White Ash saplings.

Regeneration in the understory is moderately dense and consists mostly of Sugar Maple,
American Beech (Fagus grandifolia), Ironwood (Ostrya virginiana), White Ash, and Black
Cherry (Prunus serotina).

Management Goals and Objectives

As part of the agreement between the donor and the Region, Walker Woods Regional
Forest is to be managed to maintain, encourage, and/or enhance old growth
characteristics. The property has a figure-8 trail running through it and it is a popular area
for walking and bird watching. As New Hamburg's population increases, it faces the
prospect of increased use, particularly now that it has recently been connected to the
Stonercroft development on Haysville Road by a trail through an adjoining woodland
owned by Wilmot Township. Management activities will focus on allowing natural
successional and stand development processes to dominate while also maintaining the amenity values enjoyed by passive recreationists. As such, property management rather than forest management activities will be first and foremost.

Since the stated management goal is to arrive at a condition of “old growth,” no tree harvesting is planned at Walker Woods Regional Forest. Activities will concentrate on managing hazard trees in the vicinity of walking trails and adjoining properties, and the control of non-native and invasive species throughout the property.

Already in widespread decline as result of stress-related susceptibility to fungal and pathogen infection, the White Ash population in the woodland is currently succumbing to the Emerald Ash Borer (Agrilus planipennis). Fortunately, there is sufficient species diversity in Walker Woods, in both the over- and understory, to allow other species to fill the gaps created by the die-off of ash trees, although it is possible that some less desirable species may exploit the openings created in the forest. Common Buckthorn (Rhamnus cathartica) and Norway Maple (Acer platanoides) are two species that can quickly spread into woodlands and begin to crowd out native species. Invasive species such as these will be removed as they are encountered in order to prevent them from becoming established and to encourage the development of preferred native species.

Management activities at Walker Woods will focus on maintaining the native tree population and allowing current trees to continue developing into what appears to casual observers as an old-growth condition. A true old growth forest comprises trees of a wide variety of ages in the overstory and throughout the various tree layers (seedlings, saplings, small poles, poles, etc.) Since the current dominant trees in the forest are generally of a single age-group, a true old-growth condition will take some decades to achieve as natural successional processes restructure the woodland.

Consistent with the guiding management approach, tree cutting will only occur as part of the hazard tree management program and will primarily take place along the marked walking trails, the parking lot, or in locations where trees could fall onto adjoining properties. Otherwise, trees will be allowed to die naturally, fall, and decompose on site.

**Property Management Objectives**

Currently, visitors to Walker Woods Regional Forest who arrive by car are required to pull off onto the shoulder of Walker Road. This shoulder is sufficiently wide, but not ideal or preferred from a public safety perspective. Improvement of parking facilities at this entrance will be a priority during the five-year management period.

The property contains debris remaining from the time when the property was used for agriculture, pasturing, and maple syrup production. Old paige wire and scrap metal are evident throughout, and the remains of an old sugar shack remain standing near the centre of the property. Clean-up and removal of these unsightly materials will take place as time and access permit. Some of the moist areas restrict the timing and method of
entry and require either very dry conditions or frozen ground without deep snow cover.

The existing trail that loops around through the forest is a cleared track or natural surface footpath that has not been surfaced to any extent. In 2012, the Region of Waterloo and Wilmot Township embarked on a project to establish a trail network from the Stonecroft subdivision across a Township-owned woodland and through Walker Woods Regional Forest.

Increased visitor use heightens the need to ensure the safety of trail users. For the most part, this will be done by means of managing hazard trees within falling distance of trails and the parking lot, as is standard practice at all Regional Forests. The trails will also be maintained in such a way that obstacles and hazards are dealt with promptly so that the surface is generally solid and secure. Short sections of boardwalk may be required to traverse some of the seasonally wet areas to prevent visitors from blazing new trails around them or compacting the wetland soils.

The installation of a barrier gate across the main trail and an information kiosk complete with a property map will result in the entrance to Walker Woods Regional Forest resembling that of the other Regional Forest properties. This entrance is already graced by a stone cairn erected at the direction of the former owner.

This operating plan will allow Walker Woods Regional Forest to continue a gradual trajectory toward an old-growth condition. With little active intervention, it may take a long time to come to fruition, and there may be times when the general appearance will be one of neglect, particularly if and when the trees in the overstory reach the end of their lives within a few years of each other, as even aged forests are prone to do, and clusters of them begin to break apart and die off. The anticipated die-off of ash in the overstory may benefit this process as it will accelerate the regeneration and development of the understory earlier than might have occurred otherwise. Ongoing review and re-evaluation of Walker Woods Regional Forest will be a key factor in tracking its development over time. To counter potential public concern about natural processes in this woodland, it will be necessary to provide appropriate information on the kiosk at the entrance.

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 (EEAC). EEAC reviewed the ecological and technical aspects of the initial draft of the Walker Woods Regional Forest Operating Management Plan and made a number of recommendations based on review of the text and a site visit to the property.

Attached to this Report is the draft operating management plan for the Walker Woods Regional Forest.

**Area Municipal Consultation/Coordination:**

Regional staff and Wilmot Township staff are working together to provide a single trail
system connecting the Walker Woods property with the Township property accessed from the Stonecroft development (southwest corner of Highway 7 and Haysville Road). Signage (kiosks and maps) and trails are being developed in tandem to ensure that residents can enjoy this significant woodland feature. Township staff have reviewed this report and the draft management plan for Walker Woods Regional Forest and are in agreement with the overall management goals and implementation as presented.

**Corporate Strategic Plan:**

The completion and implementation of the recommended Operating and Management Plan for Walker Woods Regional Forest will help achieve strategic Action 3.5.2 to Implement Operating and Management plans for all Regionally owned Forests.

**Financial Implications:**

While management of the Regional Forests is funded from the Regional Forest operating budget of $80,494 approved within the Planning, Development and Legislative Services budget, Walker Woods is a special case in that after it was donated to the Region, the late Mr. Roth also bequeathed a special endowment fund to cover ongoing management and maintenance costs, which has a current balance of $183,131. The costs of implementing the recommended Operating and Management Plan for Walker Woods, estimated at $20,000 in 2016, will be defrayed from this fund.

Revenue generation is not a priority objective for the management of the Regional Forests, and this is particularly true for Walker Woods as one of the stipulations of the donation was that it was to be left to reach a mature, or old growth condition and that commercial tree harvesting was not to take place.

**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 Walker 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 - Map showing general location of Walker Woods Regional Forest


**Prepared By:** Albert Hovingh, Principal Planner

**Approved By:** Rob Horne, Commissioner, Planning, Development and Legislative Services
ATTACHMENT 1 - Map Showing General Location of Walker Woods Regional Forest
Attachment 2

Region of Waterloo

Walker Woods Regional Forest

Forest Management Plan—Operating Plan 2015-2019

1. Introduction and Background

Walker Woods Regional Forest is located in Wilmot Township on the east side of Walker Road a short distance south of New Hamburg (Figure 1). It is just less than 11 hectares in size, and consists of a single stand type with the dominant species being Sugar Maple (Acer saccharum). Prior to being donated to the Region of Waterloo in 1993, the forest was privately owned and managed as a Sugar Maple bush supporting a maple syrup operation. The property is well-known locally and used for hiking, snow-shoeing and bird watching. A study completed during the summer of 2003 showed a significant population of Great-crested Flycatchers. Hunters using adjoining woodlands and fields frequently pass through Walker Woods even though hunting is prohibited.

Walker Woods is one of the few Regional Forests not associated with an Environmentally Sensitive Policy Area (ESPA).

This operating plan presents goals and objectives for the management of the Walker Woods RF 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 Regional Forest Management Plan (RFMP) approved by Regional Council in 2006.

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)

Under agreement with the donor, the late Roy Roth (1909-2004), Walker Woods is to be managed and/or maintained as an old growth Sugar Maple forest.

2. General Forest Description

2.1 Site conditions

Walker Woods is located on till plains in the Wilmot Eco-region. The site is imperfectly drained and is characterized by a loamy soil overlaying clay till. Wet depressions are
interspersed throughout the property along with a number of small, intermittent streams and watercourses.

3. History and Recent Management Activities

Under its previous ownership, Walker Woods Regional Forest was used primarily as a farm woodlot and provided the owner with firewood and maple syrup. No active management for forest products such as sawlogs has taken place for many years and only dead trees were culled for firewood for heating and syrup production. In accordance with the wishes of the donor, only minimal management has taken place in Walker Woods since its acquisition by the Region of Waterloo in 1992 with the intent of allowing it to gradually enter an “old-growth” condition. Hazard trees, however, have been managed according to standard policies of the Regional Forest Management Plan.

In 2008, a stone kiosk was erected at the Walker Road entrance to Walker Woods at the direction of the donor. The cairn features an inset plaque commemorating the donation of the property to the Region of Waterloo.

4. Goals and Objectives for Walker Woods Regional Forest

4.1. Forest Management Goals

In accordance with an agreement between the previous owner and the Region of Waterloo, Walker Woods Regional Forest is to be managed to maintain, encourage and/or enhance “old growth forest” characteristics. The property has a figure-8 trail running through it and it is a popular area for walking and bird watching. As New Hamburg’s population increases, it faces the prospect of increased recreational use, particularly as it recently has been connected to the Stonecroft subdivision on Haysville Road by a trail through an adjoining woodland owned by Wilmot Township. Management activities will focus on allowing natural development processes to dominate while also maintaining the amenity values enjoyed by passive recreationists. As such, property management activities will take precedence over forest management practices.

4.2 Forest Management Objectives

Since the stated management goal is to arrive at a condition of old growth, no active harvesting of trees is planned. Activities will concentrate on managing hazard trees in the vicinity of walking trails, the parking lot, and adjoining properties, and the control of non-native and invasive species throughout the property.

4.3 Property Management Objectives

As there is no formal parking area at Walker Woods Regional Forest, vehicles are required to pull off onto the shoulder of Walker Road. The shoulder is sufficiently wide,
but on-road parking is not ideal or preferred. Improving the parking facilities will be a priority during the five-year management period.

Old gauge wire fencing and scrap metal previously dumped in woodlot are evident throughout, and a long-abandoned sugar shack remains standing near the centre of the property. Clean-up and removal of unsightly and potentially hazardous materials will take place as time and access permit. The sugar shack will be allowed to decay naturally although potentially hazardous metal objects or broken glass will be removed as necessary. Some areas of the woodland are very moist, and this will restrict the timing and method of entry by requiring either very dry conditions or frozen ground without deep snow cover.

The existing trail that loops through the forest is a cleared track or natural surface footpath that has not been surfaced to any extent. In 2012, the Region of Waterloo and Wilmot Township embarked on a project to establish a trail network from the Stonecroft subdivision across the adjoining Township woodland and through Walker Woods Regional Forest. In order to ensure that the trail network in Walker Woods and the Wilmot Township woodland did not encroach on adjacent private properties, a survey was conducted of the entire property in order to clearly delineate the boundaries by means of stakes and markers. Having clearly marked boundaries will help to reduce encroachment or trespass onto and also from adjoining properties.

Consideration for the safety of trail users will be done by means of managing hazard trees as is standard at all Regional Forests. The trails will also be maintained in such a way that obstacles and hazards are dealt with promptly and the trail surface is maintained in a generally solid and secure condition. Short sections of boardwalk may be required to traverse some of the wetter areas in order to prevent visitors from blazing new trails around the wet areas.

The installation of a barrier gate across the main trail and an information sign kiosk complete with a property map will result in the entrance to Walker Woods Regional Forest resembling that of the other Regional Forest properties.

5. Stand Descriptions, Management Objectives and Silvicultural Prescription

The following section presents the inventory results and describes the potential silvicultural options for the property given the restrictions imposed by the transfer agreement.

5.1 Inventory Methods and Results

The property underwent a forest survey and inventory in the early 2000s. At that time species, diameter, density and stocking were recorded along with average heights and ages. The property was determined to consist of one stand type, dominated by Sugar Maple with a reasonably large component of White Ash (Fraxinus americana). Currently the trees average 75 years in age and are approximately 30 metres in
In the understory the regeneration was moderately dense and consisted primarily of Sugar Maple, American Beech (Fagus grandifolia), Ironwood (Ostrya virginiana), White Ash, and Black Cherry (Prunus serotina).

The forest was determined to be fully stocked with close to 500 trees per hectare and a basal area value over 25 m$^2$/ha. At the time of the inventory, it was determined that nearly 88% of the trees were classified as Acceptable Growing Stock (AGS), although Ash Decline (“Ash Yellows”) has caused that number to decrease within the past number of years through mortality.

Gross merchantable volumes and sawlog volumes were respectable at 184 m$^3$/hectare and 41 m$^3$/hectare, respectively, indicative of a good to medium quality site. Nevertheless, given the general management philosophy, these measures are irrelevant to any determination of management activity. Also, as noted above, Ash Decline will have reduced these values in the past few years.

5.2 Management objectives

Ash trees have been in widespread decline as result of stress-related susceptibility to fungal and pathogen infection, and it is now anticipated that the arrival of the Emerald Ash Borer (Agrilus planipennis) will cause White Ash to cease being present as a species in Walker Woods Regional Forest within about five years. Having spread through Southern Ontario since the early 2000s, the Emerald Ash Borer has had devastating effects on the forested landscape with an almost complete removal of true ash (Fraxinus) species. In forests and woodlands dominated by ash trees, the prognosis is uncertain as it remains to be seen which species will move into the ecological niches being vacated by the various upland and lowland ash species. Fortunately, in locations such as Walker Woods, there is sufficient species diversity in both the over- and understory to allow expansion of other species. Vigilance is required to ensure that less desirable species do not exploit the openings created in the forest as ash trees die off. Common Buckthorn (Rhamnus cathartica) and Norway Maple (Acer platanoides) are two species that can quickly spread into woodlands and begin to crowd out native species. Buckthorn is spread by birds and Norway Maple seeds are carried in by wind especially when there are nearby residential areas where horticultural species have been planted. Dumping of yard waste from residential properties is also a constant source of non-native and invasive species into woodland areas.

Management activities at Walker Woods will focus on maintaining the native tree population and allowing trees to age into having an old-growth appearance. Since the current dominant trees in the forest are generally of a single age-group, a true old-growth condition comprising a wide range of ages in the overstory as well as the various tree layers (seedlings, saplings, small poles, poles, etc.) has yet to fully
develop. Invasive species will be removed as they are encountered and natural development of the native trees will be monitored over time, but no harvesting is planned to diversify the age distribution.

Tree cutting will only be carried out as part of hazard tree management along the marked walking trails, near the parking lot, and along property boundaries where trees could fall onto adjoining properties. Otherwise, trees will be allowed to die off naturally, fall, and decompose on site. In the past, a neighbouring landowner has been allowed to remove some of the fallen trees along the perimeter of the property and along a path that allowed access from one farm field to another. In light of increased activity on the walking trails, these practices will be reviewed with the neighbour and phased out in order to increase visitor safety and enjoyment and allow natural ecological process to prevail.

It is intended that this operating plan will allow Walker Woods Regional Forest to continue a gradual trajectory toward a typical old-growth condition that may serve as a demonstration site for forest management and ecological purposes. With little active intervention, the process may take a long time to come to fruition, and there may be times when the appearance may be perceived to be one of neglect, particularly if and when the trees in the overstory reach the end of their lives within a few years of each other, as even-aged forests are prone to do, and clumps of trees die and begin to break apart. The anticipated removal of ash from the overstory may assist in this regard as it may advance regeneration and the development of the understory earlier than might have occurred otherwise. Ongoing review and re-evaluation of Walker Woods Regional Forest will be a key factor in tracking its development over time.

To address potential public concern about natural processes in this woodland, it will be necessary to provide appropriate information on the kiosk at the entrance. Information panels will be developed and placed on the kiosk where users of the property will be able to read about the history, goals and objectives for Walker Woods Regional Forest and the processes that are taking place over the long and short term.

This management plan has been prepared and submitted by:

Albert Hovingh, RPF
Region of Waterloo
Principal Planner (Environmental and Stewardship Planning)
email: AHovingh@RegionofWaterloo.ca
Figure 1. Showing approximate location of Walker Woods Regional Forest 
(2010 Imagery; Region of Waterloo)
Region of Waterloo
Planning Development and Legislative Services
Legal Services

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

Date: January 12, 2016

File Code: L07-90

Subject: Authorization To Expropriate Lands (1st Report) For Franklin Boulevard (Regional Road 36) Extension Project (Myers Road to South Boundary Road) and Phase 1 of South Boundary Road Project (Water Street South (Hwy 24) To Franklin Boulevard Extension), In The City Of Cambridge and The Township of North Dumfries

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 proposed construction of the Franklin Boulevard (Regional Road 36) Extension from Myers Road (Regional Road 43) to South Boundary Road and proposed construction of Phase 1 of the South Boundary Road from Water Street South (Hwy 24) to the Franklin Boulevard Extension (Regional Road 36), part in the Township of North Dumfries and part in the City of Cambridge in the Region of Waterloo as detailed in report PDL-LEG-16-03 dated January 12, 2016.

a) Complete applications(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 construction of Phase 1 of South Boundary Road (SBR) and the Franklin Boulevard Extension roadways to an urban cross-section including new curbs, multi-use trails, storm sewers, lighting and hydro transmission lines, together with new roundabouts at the intersections of SBR/Water Street, SBR/Franklin Boulevard Extension and Franklin Boulevard/Myers Road, a grade separation of South Boundary Road over Cheese Factory Road and described as follows:
Full Taking:
  i. Part of Lot 7, Concession 9, being Parts 9, 10 and 11 on 58R-18766 (All of PIN 03844-0542 (LT)) (1026 Cheese Factory Road, Township of North Dumfries);

Fee Simple Partial Taking:
  ii. Part of Subdivision Lot 2, Concession 9, East of the Grand River being Part 1 on 58R-18765 (Part of PIN 03844-1944 (LT)) (E/S Water Street South-vacant land, Township of North Dumfries);
  iii. Part of Subdivision Lot 2, Concession 9 East of the Grand River being Part 2 on 58R-18765 (Part of PIN 03844-0544 (LT)) (1083 Brantford Highway, Township of North Dumfries);
  iv. Part of Lot 7, Concession 9, being Part 7 on 58R-18766 (Part of PIN 03844-1059 (LT)) (E/S Cheese Factory Road-vacant land, Township of North Dumfries);
  v. Part of Lot 7, Concession 9, being Part 4 on 58R-18766 (Part of PIN 03844-2051 (LT)) (E/S Cheese Factory Road-vacant land, Township of North Dumfries);
  vi. Part of Lot 6, Concession 9, being Parts 5, 8, 11, 13, 14 and 15 on 58R-18784 (Part of PIN 22680-0007 (LT)) (1049 Cheese Factory Road, Township of North Dumfries);
  vii. Part of Lot 6, Concession 9, being Parts 20, 21 and 22 on 58R-18784 (Part of PIN 22680-0009 (LT)) (1002 Morrison Road, Township of North Dumfries);
  viii. Part of Lot 6, Concession 9, being Part 28 on 58R-18784 (Part of PIN 22680-0004 (LT)) (405 Myers Road, City of Cambridge);
  ix. Part of Lot 6, Concession 9, being Parts 25 and 30 on 58R-18784 (Part of PIN 22680-0005 (LT)) (455 Myers Road, City of Cambridge);
  x. Part of Lot 139, Registered Plan 1368 being Parts 4 and 6 on 58R-18785 (Part of PIN 22673-0131 (LT)) (174 Bakersfield Drive, City of Cambridge);
  xi. Part of Lot 26, Registered Plan 1433 being Part 1 on 58R-18785 (Part of PIN 22676-0040 (LT)) (104 Stonyburn Crescent, City of Cambridge);

Permanent Storm Water 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 and using a system of at grade and below ground watercourses, sewers, drains, ditches, catch basins, culverts, gabion stones and other drainage works for the passage of drainage water, together
with all pipes, wires, conduits, poles, markers, at grade accesses, manholes, catch basins, service boxes 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.

xii. Part of Lot 6, Concession 9, being Part 23 on 58R-18784 (Part of PIN 22680-0408 (LT))(1002 Morrison Road, Township of North Dumfries);

xiii. Part of Lot 6, Concession 9, being Part 19 on 58R-18784 (Part of PIN 22680-0007 (LT)) (1049 Cheese Factory Road, Township of North Dumfries);

Temporary Grading 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, 2020, 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 construction of Franklin Boulevard Extension from Myers Road (Regional Road 43) to South Boundary Road and proposed construction of Phase 1 of South Boundary Road from Water Street South (Hwy 24) to the Franklin Boulevard Extension (Regional Road 36), and all related improvements 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:

xiv. Part of Lot 7, Concession 9 being Parts 2, 5, 6 and 8 on 58R-18766 (Part of PIN 03844-1059 (LT)) (E/S Cheese Factory Road – vacant land, Township of North Dumfries);

xv. Part of Lot 7, Concession 9 being Part 3 on 58R-18766 (Part of PIN 03844-2051 (LT)) (E/S Cheese Factory Road – vacant land, Township of North Dumfries);

xvi. Part of Lot 6, Concession 9, being Parts 4, 6, 7, 9, 10, 12, 16 and 17 on 58R-18784 (Part of PIN 22680-0007 (LT))(1049 Cheese Factory Road, Township of North Dumfries);

xvii. Part of Lot 6, Concession 9, being Parts 26, 27 and 29 on 58R-18784 (Part of PIN 22680-0005 (LT)) (455 Myers Road, City of Cambridge);
xviii. Part of Lot 139, Registered Plan 1368 being Parts 3, 5 and 7 on 58R-18785 (Part of PIN 22673-0131 (LT)) (174 Bakersfield Drive, City of Cambridge); and

xix. Part of Lot 26, Registered Plan 1433 being Part 2 on 58R-18785 (Part of PIN 22676-0040 (LT)) (104 Stonyburn Crescent, City of Cambridge);

b) Serve notices of the above applications(s) required by the Expropriations Act (the “Act”);

c) Forward to the Chief Inquiry Officer any requests for a hearing that may be received within the time prescribed by the Act;

d) Attend, with appropriate Regional staff, at any hearing that may be scheduled;

e) Discontinue expropriation proceedings or any part thereof, in respect of the above described lands, or any part thereof, upon the registration on title of the required documentation to complete a transaction whereby the required interests in the lands are conveyed or if otherwise deemed appropriate in the opinion of the Commissioner of Transportation and Environmental Services and the Regional Solicitor; and

f) Do all things necessary and properly to be done and report thereon to Regional Council in due course.

Summary: NIL

Report:

Regional Council approved the construction of the South Boundary Road corridor and Franklin Boulevard Extension on June 29, 2011, as outlined in Report E-11-069.

The Franklin Boulevard Extension and South Boundary Road project will be constructed in two phases. Phase 1 will include construction of the South Boundary Road between Water Street (Hwy 24) and the Franklin Boulevard Extension as well as construction of the Franklin Boulevard Extension between Myers Road and the South Boundary Road. Phase 2 will include the construction of the South Boundary Road between the Franklin Boulevard Extension and Dundas Street (Hwy 8).

Phase 1 of the project is currently included in the Region’s 2015 Transportation Capital Program (TCP) for construction in 2017, while Phase 2 is included in the TCP for construction in 2022.

The Region is currently seeking to acquire property associated with Phase 1 of the project. In Phase 1, South Boundary Road will be constructed to a four lane urban cross-section with a raised centre median and with a multi-use trail on the north side of the corridor. The Franklin Boulevard Extension will be constructed to a two lane urban cross section, with provision to accommodate four lanes in the future, and multi-use trails along both sides of the road. Roundabouts will be constructed on South Boundary Road at the intersections of Water Street and the Franklin Boulevard Extension, and on Franklin Boulevard at Myers Road. A new overpass bridge will also be constructed...
carrying South Boundary Road over Cheese Factory Road.

As South Boundary Road will be a new roadway, property will need to be acquired for the entire proposed road right-of-way width, generally through existing farmland and through some forested areas, following the alignment established and approved through the Environmental Assessment (EA) process. The same is true for the Franklin Boulevard Extension within the Township of North Dumfries. The portion of the Franklin Boulevard Extension that lies within the City of Cambridge will be constructed within an existing Region owned right-of-way that was established through the EA process as part of the approval of the surrounding residential development. At Franklin Boulevard/Myers Road partial acquisition of the adjacent properties will be required to accommodate the proposed four-legged roundabout at the existing three-legged signalized intersection.

The implementation of the improvements directly impacts 11 properties as shown in the Appendix “A” to this report. Land acquisitions as outlined in the Recommendation are required from 10 of the properties and they are for fee simple partial takings for new road and road widening purposes. One of the properties requires a full fee simple buyout. In addition, a permanent easement for storm drainage purposes is required over 2 of the properties and temporary grading easements to complete new side slopes abutting the roadway are required over 6 of the properties.

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 e-mail to discuss the required acquisitions and have been informed of the Region’s intention to commence 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 keep the project timeline in place.

As a result of on-going discussions with the property owners and completion of detailed design of the project improvements the original anticipated property impacts on some of the properties have been reduced to the current requirements outlined in the Recommendation of this report.

Should a negotiated settlement be reached with any of the property owners and a conveyance of the required acquisition completed before the expropriation process is complete, the expropriation process with respect to such lands would be discontinued.
by the Regional Solicitor.

It should be noted that the expropriation of the lands is on an “as is” basis and upon acquisition the Region assumes all responsibility for the lands. The construction is scheduled to commence in the spring of 2017.

A list of the individual and corporate owners of the fee simple interest in the subject lands is attached as Appendix “C”. 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:**
This Project supports the following two strategic objectives of the Corporate Strategic Plan: to optimize new and existing road capacity to safely manage traffic throughout Waterloo Region, and to develop, promote and integrate active forms of transportation (cycling and walking).

**Financial Implications:**
The Draft 2016 Transportation Capital Program and Ten Year Forecast currently includes $20.5 million over the years 2016 to 2018 (Projects #7132 and #7192) for the design and construction of Phase 1 of this project to be funded from the Region Development Charges Reserve Fund. Approximately $3-4 million of the overall budget has been allocated for property acquisition.

**Other Department Consultations/Concurrence:**
Transportation and Environmental Services and finance staff has been consulted in the preparation of this report.

**Attachments**
Appendix “A” – Sketch Project Area and Subject Properties
Appendix “B” – Expropriation Information Sheet
Appendix “C” – Corporate Profiles

**Prepared By:** Brian Timm, Property Agent
**Approved By:** Debra Arnold, Regional Solicitor, Director of Legal Services
Appendix “A”
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 NOTE: 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”

Corporate Profiles

1. E/S Water Street South-vacant land, Twp. of North Dumfries
   - Owner: 2293400 Ontario Limited
   - Annual Return: 3/7/2015
   - Directors/Officers:
     Monica Narula and Rachel Nischal

2. 1083 Brantford Highway, Twp. of North Dumfries
   - Owner: Gillespie Holdings Limited
   - Annual Return: 5/30/2015
   - Directors/Officers:
     Brian Gillespie, John Howard Gillespie, Audrey Jane Gillespie, Pamela Gillespie

3. 455 Meyers Road, Cambridge
   - Owner: Forward Baptist Church, Cambridge
   - Annual Return: 12/19/2015
   - Directors/Officers:
     Peter Graham, Craig A Pilkington, Stephen Roger Gowing, Jan Flietstra, Terry Fearon, Peter Faus, James P. Farquharson, Michael Shawn Dawdy, Marvin Ray Brubacher

4. 1002 Morrison Road, Cambridge
   - Owner: Lea Silvestri Investment Ltd.
   - Annual Return: 12/5/2015
   - Directors/Officers:
     Paul Silvestri, Lea Anna Silvestri, Mario Salvatore
Region of Waterloo
Transportation and Environmental Services
Transit Development

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

Date: January 12, 2016 File Code: D10-70

Subject: TravelWise Transportation Management Association – Service Agreement Update

Recommendation:

That the Regional Municipality of Waterloo authorize the Commissioner of Transportation and Environmental Services to enter into a new Program Service Agreement or Agreements with organizations currently participating or interested in joining the TravelWise Transportation Management Association for a 1 year term, in a form satisfactory to the Regional Solicitor;

And that the Regional Municipality of Waterloo authorize the Commissioner of Transportation and Environmental Services to enter into a new Collaborative Agreement with Sustainable Waterloo Region to deliver the services of the TravelWise Transportation Management Association for a 1 year term, in a form satisfactory to the Regional Solicitor, as described in Report TES-TRS-16-01 dated January 12, 2016.

Summary:

The TravelWise Transportation Management Association (TMA) is a public-private partnership where participating organizations pay a membership fee to the Region in exchange for access to transportation demand management (TDM) services and tools. Member organization employees gain access to online carpool matching and trip logging software, discounted Grand River Transit Corporate Passes, and an Emergency Ride Home service. Member organizations receive annual reports on employee travel behaviours, annual on-site events to promote the TMA’s services, and access to the TMA member Working Group that shares information and resources on successful employer-led TDM programs.
Since the launch of the pilot program in 2012, the TravelWise TMA has grown from its original 13 partner employers to 27 member organizations that represent over 21,000 employees in Waterloo Region and six different sectors. Growth in membership has also led to an uptake in the TDM services provided through TravelWise. Since the 2014 launch of the new online trip logging and carpool matching software (www.gotravelwise.ca), over 1,000 users have registered and over 19,000 commute trips have been logged as part of TravelWise events and workplace engagement initiatives. The TravelWise TMA has also supported GRT’s ridership goals by selling 229 discounted Corporate Transit Passes in 2015 that have generated approximately $151,950 in revenue.

To continue providing transportation solutions for the business community, support GRT ridership goals, contribute marketing and promotional support for ION rapid transit, and help the Region meet policy recommendations outlined in the Regional Transportation Master Plan, staff recommend that the TravelWise TMA operate as a continued program.

To continue the TravelWise TMA, Regional staff recommend that the Region enter into a new TravelWise Program Services Agreement or Agreements with existing partnered TMA members and other interested employers for a one-year term. The current agreements expired December 31, 2015. The program’s membership fees currently contribute to approximately 29 per cent of the program’s operating costs. As the program grows, additional financial resources would be required to support the program’s growth as described in the GRT Communications and Marketing Plan (Report E-13-077), and allow for longer term service agreement(s) with TravelWise TMA members. These additional funding needs will be addressed during the development of the 2017 Regional budget.

To help offset the Regional investments needed to operate the TravelWise TMA and deliver support services to TMA members, staff recommend that the Region enter into a new Collaborative Agreement with the not-for-profit organization Sustainable Waterloo Region (SWR). SWR is the local expert for engaging the business community around environmental issues like sustainable transportation. Entering into a new Collaborative Agreement with SWR would ensure the TravelWise TMA has continued access to SWR’s employer support expertise, ongoing business outreach initiatives, and skilled volunteer pool.

Report:

Background

A Transportation Management Association (TMA) is typically a public-private partnership that provides tools and services for encouraging employees to use alternative modes of transportation to get to and from work (e.g., transit, cycling, walking, carpooling, etc.). TMAs are instrumental in supporting a behavioural shift among commuters from Single-Occupancy Vehicle (SOV) travel (i.e., driving alone) to more sustainable and active transportation options.
TMAs benefit a community by helping to alleviate the demand pressures that SOV travel puts on the traditional transportation network (e.g., traffic, road expansion, maintenance, etc.). For businesses, participating in a TMA is an opportunity to develop a supportive workplace culture that can help reduce the costs associated with parking demand, lessen their environmental impact, and improve employee satisfaction.

In January 2012, the Region entered into a two-year pilot program agreement with ten employers and the three Cities to form the TravelWise TMA in order to provide Transportation Demand Management (TDM) services to participating employers and their employees. The TravelWise TMA was created to fulfill the Region’s 2011-2014 Strategic Objective Action 3.2.2: “To work with the community to develop and support a Transportation Management Association that will work with employers to encourage and support active and sustainable transportation.”

The Region established the core services of the TravelWise TMA during this pilot period. Participating organizations pay a membership fee to the Region in exchange for TDM services that include:

- Online carpool matching and trip logging software available at www.gotravelwise.ca;
- A Corporate Grand River Transit Pass enabling employees to purchase monthly, seasonal, or annual passes at a discounted rate;
- An Emergency Ride Home program designed as an insurance policy for participants who do not have immediate access to a vehicle at work and need to leave in emergency situations;
- Support for individualized marketing campaigns that promote the TMA’s services;
- Access to a knowledge exchange working group of TMA members that shares information and resources on successful employer-led TDM programs.

To operate the TMA, the Region contracted the not-for-profit organization Sustainable Waterloo Region (SWR) to provide TMA support services to members, including the coordination of events, employer individualized marketing, and communications.

Due to the success of the pilot program, Regional Council approved the continuation of the TravelWise TMA and its TDM services for participating organizations in October 2013 for an additional two years (Report P-13-105). This enabled organizations and area municipalities to enter into new Program Services Agreement(s) with the Region for a two-year term. Organizations are able to customize their agreement with the Region if they already offer some of the TMA’s services through other workplace programs. Regional Council also approved the Region of Waterloo’s entry into a new Collaborative Agreement with SWR to deliver employer support services to TMA member organizations throughout this two-year period. All agreements expired December 31, 2015.
Membership

Since the launch of the pilot program, the TravelWise TMA has grown from its original 13 partner organizations to 27 in 2015, representing six different sectors and over 21,000 employees in Waterloo Region (Table 1).

**Table 1: List of TravelWise TMA Participating Organizations, 2015.**

<table>
<thead>
<tr>
<th>Participating Organizations</th>
<th>Member Since:</th>
<th>Participating Organizations</th>
<th>Member Since:</th>
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<tr>
<td>BlackBerry</td>
<td>2012</td>
<td>Miller Thomson LLP</td>
<td>2012</td>
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<td>Cambridge &amp; North Dumfries Hydro</td>
<td>2014</td>
<td>MMM Group</td>
<td>2013</td>
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<td>City of Cambridge</td>
<td>2012</td>
<td>OpenText</td>
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<td>City of Kitchener</td>
<td>2012</td>
<td>Paradigm Transportation Solutions</td>
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<td>2010</td>
<td>Region of Waterloo</td>
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<td>2013</td>
<td>Rogers Communications</td>
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<td>Sustainable Waterloo Region</td>
<td>2014</td>
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<td>Desire2Learn (D2L)</td>
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<td>University of Waterloo</td>
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<td>Equitable Life of Canada</td>
<td>2010</td>
<td>Vidyard</td>
<td>2014</td>
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<td>Hendry Coach Lines</td>
<td>2012</td>
<td>WalterFedy</td>
<td>2012</td>
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<tr>
<td>House of Friendship</td>
<td>2014</td>
<td>Wilfrid Laurier University</td>
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</tr>
<tr>
<td>Kitchener Public Library</td>
<td>2015</td>
<td>YWCA Kitchener-Waterloo</td>
<td>2013</td>
</tr>
<tr>
<td>Kuntz Electroplating</td>
<td>2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TDM Services Uptake

Growth in membership has also led to an uptake in the TDM services provided through TravelWise. Since the 2014 launch of the new online trip logging and carpool matching software ([www.gotravelwise.ca](http://www.gotravelwise.ca)), 1,090 users have registered, and 19,277 trips have been
logged as part of TravelWise events and workplace commuter initiatives. Beyond measuring online engagement, employee trip log data also provides TMA employers and the Region of Waterloo with valuable information for better understanding the travel behaviours of commuters (e.g., travel origin/destination information for employers, average trip length by mode of transportation, etc.). As user awareness of the site’s carpool matching functionality increases, it is anticipated that the number of carpool connections (46 to date) will also grow.

A total of eight Emergency Ride Home Claims were submitted by TravelWise members from 2014 to 2015. While the Emergency Ride Home service is traditionally underused, employees appreciate that TravelWise offers this insurance tool to help mitigate the concerns among those that cycle, walk, take transit, or carpool to work.

The TravelWise TMA has also supported Grand River Transit (GRT)’s ridership goals. Employees of TravelWise member organizations can purchase discounted Corporate Passes through GRT’s online eStore service. In 2013, discounted online Corporate Pass sales for TMA members totaled 122, representing over $75,000.00 in revenue for GRT (Table 2). By the end of 2014, discounted Corporate Pass sales increased to 199 passes, generating over $119,000.00 in revenue. In 2015, approximately 229 online Corporate Passes had been sold as of December 1. Revenue values are approximate as some passes were purchased before the 2015 rate increase.

**Table 2: Summary of Discounted Online Grand River Transit Corporate Pass Sales by TravelWise TMA Members, 2013-2015.**

<table>
<thead>
<tr>
<th>Year</th>
<th>Online GRT Corporate Pass Sales by TMA Members</th>
<th>Approximate Annual Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>122</td>
<td>$75,594.90</td>
</tr>
<tr>
<td>2014</td>
<td>199</td>
<td>$119,617.35</td>
</tr>
<tr>
<td>2015</td>
<td>229 (As of Dec.1)</td>
<td>$151,950.15</td>
</tr>
</tbody>
</table>

As a member of TravelWise, Region of Waterloo also offers employees discounted GRT passes through its own payroll deduction program separate from the online sales system described above. As of December 2015, 71 Regional employees participated in this program.

**2016-2018 Program Focus**

A draft 2016-2018 TravelWise TMA Business Plan has been developed in partnership with SWR and representatives from TMA member organizations that identifies focus areas to
further the success of the TravelWise TMA. Pending Council approval of this report’s recommendations to continue the TravelWise TMA by entering into new agreements, the draft 2016-2018 Business Plan will be finalized and appended to the new Collaborative Agreement with Sustainable Waterloo Region.

Reducing Single-Occupancy Vehicle Travel

While growth in membership and uptake in TDM services demonstrates that the TravelWise TMA program is providing a valuable service for businesses and commuters in Waterloo Region, reducing SOV travel requires greater attention.

Members identified barriers to getting their organizations to commit to setting SOV travel reduction targets. Challenges included identifying who had authority to commit to a target on behalf of their workplace, a lack of incentive to set and achieve targets, and a need for deadlines for planning, committing, and achieving targets. In response to this feedback, the TravelWise TMA Working Group in collaboration with SWR recently reviewed the current action planning support structure that TravelWise offers member organizations to help set travel targets. The group identified solutions for overcoming these challenges in order encourage SOV travel reduction targets in 2016, which included updating the current member support structure. The new member support structure will build off of the success of SWR’s approach to other employer-led environmental initiatives (e.g., Regional Carbon Initiative) and will be piloted with current TravelWise member organizations in 2016.

In order to further encourage SOV travel reductions and enhance the sustainability of the TMA, the TravelWise program will also focus on enhancing service delivery by offering more services to small businesses, increasing member and employee engagement through additional commuter events, and encouraging membership growth by targeting businesses along the ION rapid transit corridor in Cambridge, Kitchener, and Waterloo.

Continued Collaboration with Sustainable Waterloo Region

The program focus for 2016-2018 was developed in consideration of SWR’s current role in delivering employer support services to TMA members as outlined in SWR’s Collaborative Agreement with the Region of Waterloo. The Region of Waterloo will continue to act as the primary administrator of the TravelWise program, and SWR will continue to coordinate the delivery of TMA support services to TravelWise TMA members.

SWR continues to be recognized as the local expert for engaging the business community around environmental issues like sustainable transportation. Entering into a new Collaborative Agreement with SWR would ensure the TravelWise TMA has continued access to SWR’s employer support expertise (e.g., reduction target setting and action planning), ongoing business outreach initiatives (e.g., cross-promotion of services), and skilled volunteer pool.
Ongoing Opportunities for Collaboration with Area Municipalities

The collaborative approach of TravelWise and its Working Group provides TMA members, including the Cities of Cambridge, Kitchener and Waterloo, an opportunity to share information and resources on successful TDM program development. This helps the cities align municipal transportation policies and programs and closely work with both private and public employers to find solutions to transportation challenges. The regional scale of the TMA’s services also eliminates the need for each city to create independent TDM programs that serve similar commuter needs.

A copy of the final 2016-2018 TMA Business Plan will be provided to all TravelWise members (including the Cities of Cambridge, Kitchener, and Waterloo), as well as appropriate staff at the Townships of North Dumfries, Wellesley, Wilmot, and Woolwich.

Strategic Alignment with Regional Transit Initiatives

The 2013-2016 GRT Marketing and Communications Plan (report E-13-077) identified the Region’s TDM program, including the TravelWise TMA, as a means to help achieve GRT ridership growth targets. TravelWise continues to support GRT ridership by offering discounted online Corporate Passes, responding to members’ service inquiries, and providing cross-promotional opportunities for GRT (transit route planning is an integrated component of www.gotravelwise.ca’s online trip planning tool). Moving forward, the TravelWise TMA will maintain its strong relationship with GRT by participating in upcoming initiatives and pilot projects, such as the Electronic Fare Management System.

In anticipation of ION Rapid Transit, and in alignment with the Transit Supportive Strategy for the City of Cambridge, TravelWise will be instrumental in encouraging rapid transit use among commuters at participating TMA organizations. Recruitment of new TMA members will be targeted along the ION transit corridor to further promote ridership and service uptake. For example, there is an excellent opportunity to utilize the TMA in Cambridge by targeting businesses along ION aBRT’s Station Areas corridor.

Corporate Strategic Plan:

The TravelWise TMA contributes to the 2015-2018 Strategic Objective 2.1, Action 2.1.4: Develop and implement programs to educate and improve awareness of availability and benefits of transportation choices and options.

By providing TDM programs and services directly to employers and encouraging alternative modes of transportation, the TravelWise TMA implements Regional Official Plan policies 3.C.1(b) and 3.C.1(c), respectively.

The TravelWise TMA meets Policy Recommendations 7.2.1.1(e) and 7.2.2.6 of the Regional Transportation Master Plan (2011), which recommends a region-wide guaranteed ride home program, and that TravelWise planners routinely prepare a three year implementation plan, respectively.
The TravelWise TMA program is an example of the Corporate Values of Collaboration, Innovation and Service at work in the community.

**Financial Implications:**

The cost to deliver the TMA program for 2016 is estimated to be $162,440. In order to continue providing the services of the TMA, staff recommend continuing the membership fee for TMA program services for organizations participating in the TravelWise TMA. The member fees will contribute an estimated $47,550, or approximately 29% of the total program cost.

The remaining 2016 program costs would be funded from the GRT operating budget (Transportation Demand Management (TDM) / Transportation Management Association (TMA) program budgets) and remaining funding from Transport Canada’s ecoMOBILITY grant program. The remaining ecoMOBILITY funding will be fully utilized in 2016 and is expected to be sufficient to accommodate growth of the program up to 40 employers. As the program grows, additional financial resources will be required to support the program as described in the GRT Communications and Marketing Plan (report E-13-077), and allow for longer term Program Services Agreement(s) with TravelWise TMA members. Any additional funding required for the delivery of the TDM / TMA programs will be subject to Regional Council consideration through the 2017 budget process.

**Other Department Consultations/Concurrence:**

Finance and Legal Services were consulted in the development of the draft TravelWise TMA agreements and this report.

**Attachments:**

Nil

**Prepared By:**  Kevan Marshall, Principal Planner, Transportation Demand Management

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

To: Chair Tom Galloway and Members of the Planning and Works Committee
Date: January 12, 2016
File Code: F01-01
Subject: Syrian Refugee Resettlement - Access to Transit

Recommendation:
That the Region of Waterloo offer a discounted bus pass at the price of $35 monthly for the children, aged 5 to 17, of refugees arriving in Waterloo Region in 2016 for a period of six months for each recipient.

Summary:
Grand River Transit (GRT) is participating in the local Syrian Refugee Resettlement Preparedness planning. This plan was enacted in Waterloo Region to accommodate more than 1,000 refugees over the next few months. This resettlement is in addition to the 240 non-Syrian refugees expected in 2016.

As part of this report’s research it was recently determined that the Federal government is providing a transportation allowance for one year to government assisted refugees aged 18 years and older. This funding is not provided to privately assisted refugees since their sponsors have agreed to provide support to assist their needs. The Federal transportation allowance for Waterloo Region was set at the price of a monthly GRT bus pass ($79). Should transit be provided for free or at a subsidized rate the level of federal funding will be reduced. As a result providing transit assistance for refugees has shifted to their children aged 5 to 17, who are not eligible for the Federal allowance, and who could benefit from access to local public transit services to integrate into our community.

This report reviews the existing GRT travel training and reduced transit fare programs, summarizes what a few other communities are doing to provide Syrian refugees access to public transit services, and outlines the basis for the recommended fare program for the children of all refugees arriving in Waterloo Region in 2016.
Report:

In December 2015 the Waterloo Region Syrian Refugee Resettlement Preparedness Plan was developed. Included in this planning process was a Transportation Working Group to consider the local transportation requirements for these new residents.

Prior to staff becoming aware that Federal transportation funding was being provided to each adult refugee, the transportation working group reviewed how to help the refugees learn to use GRT services, and also studied what transit fare would be appropriate.

Fortunately, GRT’s existing travel training program had been translated into several languages, including Arabic, which will assist the Syrian refugees.

A review of the current affordability fare programs was conducted to determine the potential eligibility for new refugees within these existing programs. The two transit programs where they could access subsidized transit fares are listed below and may become useful once the federal funding is discontinued.

**Transportation for Reduced Incomes Program (TRIP):** Reduced Pass - $42/month. This program offers a 47% discount to customers with an annual income below the Low-Income Cut-off (Statistics Canada income measure).

**Transportation Affordability Pass Program (TAPP):** Free Pass: For Ontario Works (OW) recipients, attending academic upgrading full-time, or enrolled in the community participation program or in a substance use treatment program.

Both of these affordability programs are only offered to adults and are not available to children under 18 years old.

**Transit Fare Programs for Refugees**

Looking across the country, a survey was conducted to identify what other transit fare programs for refugees are being considered or implemented, and are outlined below.

<table>
<thead>
<tr>
<th>Community</th>
<th>Transit Fare Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halifax</td>
<td>Free transit for 1 year</td>
</tr>
<tr>
<td>Victoria</td>
<td>Free transit for 1 year</td>
</tr>
<tr>
<td>Calgary</td>
<td>Access to the affordable transit program – 50% subsidy</td>
</tr>
<tr>
<td>TTC</td>
<td>Still planning – but must be funded by another department</td>
</tr>
<tr>
<td>Edmonton</td>
<td>Considering 3 months of free transit. Concerned it may impact individual refugee funding from Federal government</td>
</tr>
</tbody>
</table>
Federal Government Funding

Based on Edmonton’s concerns regarding the potential impact to the individual subsidy provided to refugees for transportation, staff contacted the Federal government and accessed the following additional information. For government assisted refugees (18 years and older), they receive a transportation allowance within their funding envelope for 12 months. For Waterloo Region this amount is based on the current price of a GRT bus pass, or $79 monthly. Should local transit services be provided on a fully or partially funded basis, then the federal allowance would be reduced.

Recommended Refugee Transit Fare Program

Given the Federal government are providing a transportation allowance of $79 each month to government assisted refugees 18 years and older and privately assisted refugees have their transportation needs provided by their sponsors, the remaining group without assistance for transit funding are those under age 18 years.

Based on a discussion with the Syrian Refugee Resettlement Preparedness Steering Committee the following transit fare program was developed.

For children aged 5 to 17 of all refugees, arriving in Waterloo Region in 2016, a transit fare subsidy similar to that offered to TRIP participants (a 47% discount) be introduced and available for six months for each recipient. The current price of a GRT pass for youth is the reduced monthly pass at $67 per month, or $35 on a discounted basis. Children under age 5 can travel free with an adult on GRT.

It is estimated there will be 240 non-Syrian refugees in addition to the 1,000 Syrian refugees arriving in 2016 in Waterloo Region. Assuming 2/3rds are between the ages of 5 and 17; this could translate into approximately 800 children eligible for this discount.

Corporate Strategic Plan:

Encouraging new residents to access public transit services supports strategic objective 2.1 – Create a public transportation network that is integrated, accessible, affordable and sustainable.

Financial Implications:

There is capacity on GRT services to accommodate the expected refugees in Waterloo Region without adding additional bus service. The financial implication would be based on the amount of the forgone revenue from subsidizing the monthly bus passes at $35 rather than the current price of $67 per month, for up to six months for each recipient.

The GRT travel training program has been translated into Arabic and current staff will provide training to trainers at various community centres so they can assist these new residents learn to use local transit services.
Other Department Consultations/Concurrence:

Finance was consulted during the preparation of this report.

Prepared By: Eric Gillespie, Director Transit Services

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

Transportation and Environmental Services Department

Transportation

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

Date: January 12, 2016

File Code: T12-01

Subject: Region of Waterloo Street Lighting Conversion Program

Recommendation: For information.

Summary:

Following a comprehensive technical review, previous pilot projects, extensive collaboration with the Area Municipalities and meetings with local hydro authorities, Transportation staff has confirmed that Light Emitting Diode (LED) street lights can now provide the Region with adequate roadway lighting and operating and maintenance cost savings as compared to the High Pressure Sodium (HPS) technology being used today. The estimated capital cost to convert the Region’s 8,300 street lights over to LED street light technology is approximately $4,100,000 and that the return on this investment is estimated to yield the Region $500,000 – $800,000 savings in future annual operating and maintenance costs over the anticipated service life of the LED technology (15 - 20 years). Regional staff is planning to collaborate with all area municipalities with the exception of North Dumfries Township, to convert an estimated 42,000 street lights on all Regional and area municipal roadways through one collaborative and competitive contract. Subject to budget approval and through a Request for Proposal (RFP) process, Region staff plan to hire a contractor to commence the conversion work in the summer/fall of 2016 with an anticipated completion in the summer/fall of 2018.

Report:

1.0 Background

Regional staff has been monitoring the advancements in Light Emitting Diode (LED) technology since 2006 and has also been monitoring the economic benefits that the technology would have on the Region’s street light costs. Currently the Region owns
approximately 8,300 High-Pressure Sodium (HPS) luminaires on Regional roads. All 8,300 luminaires are suitable to be retrofitted with appropriate LED street light technology at this time.

In 2006, Regional staff retrofitted one HPS street light luminaire with LED street light technology in the City of Cambridge at a cost of $1200.00. The LED fixture is still functioning very well and has required no maintenance to date. In 2014, Regional staff retrofitted 31 HPS street lights with LED technology along Frederick Street between Lancaster Street and Edna Street in Kitchener at an approximate cost of $350.00 per street light. Staff has been monitoring collisions following the installation of LED street lights including collisions with pedestrians. Regional staff’s observations has determined that there is no noticeable evidence that indicates the retrofitting of street lights on Frederick Street has changed motor-vehicle and or pedestrian safety.

Regional Transportation staff has confirmed that current LED street light technology can now provide the Region with adequate roadway lighting and operating and maintenance cost savings. The cost of a single LED street light fixture is now at a price point where it can pay itself back in future maintenance and operating costs over a 5-8 year period. The expected lifetime of an LED street light luminaire is approximately 15 to 20 years or 65,000 - 85,000 hours with a guarantee for 10 years.

In 2014, the Region assembled an LED street light working group, which included representatives from all area municipalities. Staff also conducted consultation with all three local hydro authorities. The Region also retained the services of an engineering consultant to identify preferred LED street light fixtures and to review alternative strategies to convert the Region and area municipal HPS street lighting networks over to the preferred LED street light technology. The hired consultant recommended 8 potential LED fixtures that the Region and area municipalities could utilize as part of the entire street light network retrofit program. There are approximately 42,000 HPS street lights on Regional and area municipal roadways.

2.0 Alternative Street Light Conversion Programs

The working group assessed a number of conversion strategies including award of a sole-source “turnkey” contract, a competitive bid process to award a “turnkey” contract, a competitive bid process to award a street light “retrofit only” contract and a more gradual conversion program through retrofits done with road reconstruction projects and maintenance programs. “Turnkey” type contracts involve a type of “one-stop shopping”, aspect in that the vendor supplies all engineering design, street light retrofits and contract administration. “Turnkey” type contracts are more suitable for municipalities with little to no experience in street lighting design and contract administration or with little or no staff time to manage a street lighting conversion contract. A “retrofit only” contract involves hiring a contractor to simply do the street light retrofits with the majority of engineering and contract administration done by municipal staff or a
separate consultant. Regional and area municipal staff realized that there were significant financial benefits by converting the street light network over to LED technology as soon as possible. Therefore, a gradual conversion program aligned with upcoming capital road reconstruction project was ruled out. Regional and area municipal staff met a number of times in 2015 and discussed two particular conversion strategies that could be utilized to convert the network as quickly as possible. These two strategies included a sole-source contract and a competitive bid contract with either one including some or no aspects of a “turnkey” solution (engineering and contract administration). Regional and area municipal staff discussed both strategies and acknowledged that there were a number of vendors in the market that could undertake this conversion contract. Therefore a competitive contract would be more in keeping with the municipalities’ financial responsibility to provide best value to the taxpayers. Based on this conclusion and general agreement, the working group (Note: On December 23, 2015 North Dumfries Township opted to convert its street lights through an alternative conversion program) is recommending that the Region and all participating area municipalities organize a competitive contract to convert all street lights on Regional and local municipal roadways. The working group also recognized collaborating together to produce one multi-tier competitive contract had several major advantages such as:

- Conformance to applicable purchasing by-law requirements through competition and transparency;
- Potential greater cost savings through “economy of scale”;
- Consistent street lighting throughout the entire region;
- Simplified administrative and stock piling requirements for all three Hydro authorities; and
- One contract for all seven agencies would simplify and reduce the overall preparatory work to structure the contract and would ensure the contract deliverables are provided consistently across all roadways throughout the Region and as required for each respective agency.

3.0 Estimated Costs and Financial Incentives

Table 1 below summarizes the current annual operating and maintenance costs of 8,300 street lights on Regional roads and the future anticipated annual operating and maintenance costs per year if converted to LED street lights. Regional staff also anticipates that the Region would be eligible to receive an Ontario Power Authority incentive of $190,000 in 2016 for its proportion of the conversion program. It is estimated that the overall costs to the Region to retrofit all 8,300 street lights would be approximately $4,100,000 which has been included in the Region’s 2016 Draft...
Transportation Capital Program which is subject to Regional Council approval.

Table 1 – Current and Future Anticipated Operating and Maintenance Costs

<table>
<thead>
<tr>
<th></th>
<th>Operating Costs per Year</th>
<th>Maintenance Costs per Year</th>
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<tbody>
<tr>
<td>Current (HPS)</td>
<td>$1,200,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>Future (LED)</td>
<td>$750,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Anticipated Savings</td>
<td>$450,000</td>
<td>$100,000</td>
</tr>
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</table>

The estimated overall cost savings is expected to be approximately $550,000 per year. Based on the estimated cost savings per year, it is anticipated that the program would pay itself back in approximately 8 years.

4.0 Project Schedule

The working group estimates that appropriate Request for Proposal (RFP) documents can be prepared by the end of February 2016 and that the Request for Proposal to convert all 42,000 street lights can be issued shortly thereafter. Subject to an award, the installation of the LED street lights is estimated to begin in the summer/fall of 2016. The working group estimates that it would take approximately two years for the contractor to convert all 42,000 street lights over to LED street light technology.

5.0 Light Pollution

To help ensure that the Region and area municipalities are not inadvertently increasing light pollution, the RFP will consider specifications that limit light temperatures that produce warm-colored light emissions rather than cold light emissions associated with higher temperatures. The Region’s illumination policy requires all luminaires to be full cut-off luminaires limiting upward light emissions. The use of these two requirements would help to control light pollution and would likely result in similar or better light trespass into the sky than experienced today.

6.0 “Smart Cities” Technology

Staff is currently researching new methods to improve roadway network monitoring. Interestingly, street light networks are becoming “smarter” and more advanced compared to existing street lighting networks that are simply used to illuminate the roadway. Potential applications that the Region may want to take advantage of may include but not be limited to:

- Monitoring street light failures / maintenance needs remotely;
• Remote dimming by time of day or time of year;
• Monitor environment and road conditions to improve winter maintenance;
• Advance metering;
• Intelligent traffic control;

Transportation staff plans to investigate this technology in more detail over the next several months and may include some aspects of “smart technology” in the upcoming contract as a provisional item. The provisional item would be subject to additional funding. In the meantime staff will ensure that the conversion contract will not preclude the future application of this technology on Regional roads.

Corporate Strategic Plan:

Conversion of the Region’s HPS street lights to LED technology supports the following objectives of the Corporate Strategic Plan:

2.1 Create a public transportation network that is integrated, accessible, affordable and sustainable.

3.3 Enhance efforts to improve air quality

5.4 Ensure Regional programs and services are efficient, effective and provide value for money.

Financial Implications:

The cost to convert the Region’s 8,300 HPS luminaires is estimated to be approximately $4,100,000. $4,100,000 has been included in the DRAFT 2016 Transportation Capital Program to be 100% funded from the Region’s Road Rehabilitation Reserve Fund.

Other Department Consultations/Concurrence:

Corporate Services Department was consulted during the preparation of this report.

Attachments

Nil

Prepared By: Bob Henderson, Manager, Transportation Engineering

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
Region of Waterloo
Transportation and Environmental Services
Waste Management Services
Corporate Services
Treasury Services (Procurement)

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

Date: January 12, 2016

File Code: E33-30A

Subject: T2015-217 Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas Trees within the Region of Waterloo

Recommendation:

That the Regional Municipality of Waterloo take the following actions with respect to Tender T2015-217 Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas Trees within the Region of Waterloo:

i. Accept the tender of Miller Waste Systems Inc. within the cities of Cambridge, Kitchener and Waterloo (Bid Option 2A) effective March 6, 2017 for a period of Eighty-Four (84) months plus the option of two one-year extensions, at an annual cost of $14,376,668.16 plus applicable taxes; and

ii. Accept the tender of Halton Recycling Ltd. (Emterra Environmental) within the townships of North Dumfries, Wellesley, Wilmot and Woolwich (Bid Option 2B) effective March 6, 2017 for a period of eighty-four (84) months plus the option of two one-year extensions, at an annual cost of $4,168,308.04 plus applicable taxes; and

iii. Direct staff to develop a Curbside Policy Changes Implementation Plan including one-time and ongoing budget and staffing requirements to support the transition to the new contract service levels and report back to Planning & Works Committee in the spring of 2016.
Summary:

In June of 2015, Council approved new standardized curbside service levels across the entire Region to be incorporated into the next curbside waste collection contract that commences in March 2017. The new service levels are intended to improve residential waste diversion while at the same time, expected to result in contract cost savings, in accordance with the outcome of the recent Waste Management Master Plan process. As a result, Request for Tender (RFT) T2015-217 was recently called for the Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas Trees within the Region of Waterloo and allowed prospective bidders the option to bid on collection services across the entire Region (Option 1), the tri-cities of Cambridge, Kitchener and Waterloo only (Option 2A) and/or the Townships of North Dumfries, Wellesley, Wilmot and Woolwich only (Option 2B). The tender process created significant interest with the submission of bids from five (5) different firms. Based on staff’s evaluation of the tenders received, the combined bid of Miller Waste Systems Inc. (Option 2A) and Halton Recycling Ltd. (Option 2B) represents the lowest annual cost ($18,544,976.20) to the Region while providing the full suite of curbside collection services necessary to meet the requirements of this tender and is therefore recommended by staff. Halton Recycling Ltd. does business under the name Emterra Environmental.

Although the new contract amount is expected to result in annual contract cost savings on the order of $3 million in comparison to the 2016 waste collection budget, it is anticipated that more resources and program modifications will be required to support citizen transition to new services and to implement and administer the new collection contract. Based on the experience identified in other municipalities that have transitioned to similar levels of service, it is expected that the new curbside service levels, coupled with two new service providers unfamiliar with the Region, will require increased levels of promotion and education, and will require a greater level of staff effort to ensure that all calls, enquiries, curbside collection concerns and customer service issues are dealt with in a timely manner.

Staff are currently developing a Curbside Policy Changes Implementation Plan and will report back to Planning & Works Committee in the spring of 2016 with details for enhanced promotion and education, the implementation of a bag/container tag program and the required resources necessary to support the launch of the new contract. This report will also include the full time and temporary staff levels required to support the start up and ongoing curbside collection changes.

At present, it is anticipated that annual costs to implement the curbside policy changes will be in the range of $500,000 to $800,000 and therefore, net savings would be expected to be in the range of $2.2 million to $2.5 million after contract roll-out in 2017. Some of these costs will be incurred during 2016 and will be proposed to be funded
from the Tax Stabilization Reserve Fund (this would not impact the current budget process or 2016 property tax levy). Other costs would be incorporated into the 2017 budget. As per previous Council direction, the remaining net savings will be identified specifically as part of the 2017 waste management budget process as an issue paper.

Report:

Background

As one of the primary services provided by the Region of Waterloo (Region), residents rely on the Region’s waste collection contracts to provide excellent customer service at a competitive price while maximizing waste diversion. Providing efficient waste collection and exceptional customer service is also essential in maintaining and growing the trust and credibility with citizens of the Region.

As part of the recent Waste Management Master Plan (WMMP) process and with the impending end of the current waste collection contract in March 2017, staff undertook significant research and public engagement on potential changes to curbside waste collection service levels. In June of 2015 and with this in mind, Council approved new curbside service levels across the entire Region that support the outcome of the WMMP process and one of the core objectives of the Region’s Strategic Plan, to divert waste from the landfill. The new curbside service level standards endorsed include:

a) Bi-Weekly Garbage Collection (new standard)
   Four garbage bag/container limit per bi-weekly collection (new standard); Unlimited weekly blue box and green bin collection (new standard or service in some rural Township areas); Bi-weekly yard waste collection (April to November); (new service in some rural Township areas); Bi-weekly appliance and bulky item pick-up, three item limit (new standard); and existing special and downtown business services.

b) A garbage bag/container tag program to accommodate garbage bag/container set-out beyond the four bag/container limit, including an exemption program for special circumstances; and

c) A reduction of the garbage bag/container limit to three bags per bi-weekly collection period within the first two years of the new waste collection contract.

While the new service levels are expected to ultimately have the highest impact on diversion, staff recognize this is a significant change from historical curbside service levels and will have considerable impact on citizens at launch and throughout the duration of the new waste collection contract.
Tender Evaluation/Award

In September 2015, Request for Tender (RFT) T2015-217 was called for the Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas Trees within the Region of Waterloo. The tender was issued well in advance of the new contract start date (March 2017) to provide sufficient lead time for the selected vendor(s) to order, purchase and receive the necessary collection vehicles, finalize collection routes, hire and train staff and secure an appropriate local yard/office to undertake the work. The initial term of the tender is seven (7) years as that is the typical industry standard lifecycle of collection vehicles and the vendors are required to have new vehicles at the start of the contract. The RFT closed November 27, 2015, and the bids were opened in the presence of S. White, S. Virani, D. Johnstone and L. Evans.

Bidders were invited to submit tenders on three bid options as follows:

**Bid Option 1**: Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas trees within the Region of Waterloo

**Bid Option 2A**: Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas trees within the cities of Cambridge, Kitchener and Waterloo

**Bid Option 2B**: Collection of Garbage, Organics, Bulky and Large Metal Items, Recycling, Yard Waste and Christmas trees within the townships of North Dumfries, Wellesley, Wilmot and Woolwich

Bid option combinations which provide complete curbside collection service are Bid Option 1 or Bid Option 2A plus Bid Option 2B, whichever provides the best value to the Region. The following tender bids were received:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Option 1</th>
<th>Bid Option 2A</th>
<th>Bid Option 2B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halton Recycling Ltd. (Emterra Environmental)</td>
<td>$18,905,511.95</td>
<td>$15,550,935.44</td>
<td>$4,168,308.04</td>
</tr>
<tr>
<td>GFL Environmental Inc.</td>
<td>$22,319,859.06</td>
<td>$17,859,251.47</td>
<td>$5,259,208.52</td>
</tr>
<tr>
<td>Miller Waste Systems Inc.</td>
<td>No bid</td>
<td>$14,376,668.16</td>
<td>No bid</td>
</tr>
<tr>
<td>Provincial Waste Systems Inc.</td>
<td>No bid</td>
<td>No bid</td>
<td>$5,868,861.36</td>
</tr>
<tr>
<td>Waste Management of Canada Corporation</td>
<td>$20,838,101.72</td>
<td>$17,076,976.04</td>
<td>$4,628,602.16</td>
</tr>
</tbody>
</table>
The combined bids provided by Miller Waste Systems Inc. (Bid Option 2A) and Emterra Environmental (Bid Option 2B) provide the lowest annual cost and meet all the requirements of the tender submission. Both firms have extensive municipal waste collection experience in Ontario and across Canada, including involvement in transitioning to new curbside service levels. In this regard, the following table provides some Ontario examples of current contracts being undertaken by these two firms.

**Miller Waste Systems**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Contract House Count</th>
<th>Term of Contract</th>
<th>Annual Value of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region of Halton</td>
<td>144,000 households</td>
<td>8 yrs</td>
<td>$15M</td>
</tr>
<tr>
<td>City of Ottawa</td>
<td>111,000 households</td>
<td>7 yrs</td>
<td>$12.5M</td>
</tr>
<tr>
<td>Town of Markham</td>
<td>80,500 households</td>
<td>8 yrs</td>
<td>$8M</td>
</tr>
</tbody>
</table>

**Emterra Environmental**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Contract House Count</th>
<th>Term of Contract</th>
<th>Annual Value of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region of Niagara</td>
<td>162,000 households</td>
<td>7 yrs</td>
<td>$18M</td>
</tr>
<tr>
<td>County of Oxford</td>
<td>22,500 households</td>
<td>12 yrs</td>
<td>$1.2M</td>
</tr>
<tr>
<td>County of Brant</td>
<td>13,650 households</td>
<td>10 yrs</td>
<td>$1.5M</td>
</tr>
</tbody>
</table>

Staff consulted with our municipal counterparts above and has confirmed the abilities and success of both service providers with no concerns being raised. In addition, staff met with both Miller Waste Systems and Emterra after tender close to clarify and confirm components of their respective bids. Both firms were able to clearly articulate a good understanding of the scope of work and methodology to be used in order to successfully fulfill the requirements of the next collection contract. They also indicated their commitment to work with the Region to make the transition to the new curbside service levels as seamless as possible.

Therefore, based on staff’s evaluation of the tenders received, the combined bid of Miller Waste Systems Inc. (Option 2A) and Emterra Environmental (Option 2B) represents the lowest annual cost ($18,544,976.20) to the Region while providing the full suite of curbside collection services necessary to meet the requirements of this tender and is recommended by staff. By comparison, the 2016 waste management curbside collection contract budget is expected to be in the range $21.5 million, resulting in expected collection cost savings on the order of $3 million per year, commencing in 2017. The contract cost savings realized are primarily a result of efficiencies in the routing/collection process as well as a significant reduction in contractor vehicles/resources due to the new standardized level of service across the Region. It is also noted that all the collection vehicles will be brand new with the truck bodies painted/decaled at the discretion of the Region including the Region logo.
Curbside Policy Changes Implementation Plan

Currently, residents in the Region have one of the highest levels of curbside collection service in Ontario, particularly in the tri-cities, where generally everything citizens place out for collection each week is picked up. Citizens are not accustomed to restrictions or schedules and the shift from weekly garbage collection to bi-weekly, in addition to the other service level and frequency changes, will be challenging to implement, educate, oversee, and enforce. A significant initial and ongoing promotion and education program is required to ensure that customers are aware of the changes and have the necessary information and support to make curbside collection as understandable and simple as possible.

Even with promotion and education it is expected that the new curbside service levels, coupled initially with two new service providers unfamiliar with the Region and the possibility of new collection routes (and therefore collection day changes), will require a greater level of staff effort to ensure that all calls, enquiries, curbside collection concerns and customer service issues are dealt with in a timely manner. Therefore, staff are developing a multi-faceted Curbside Policy Changes Implementation Plan to assist with the transition to new curbside service levels with this plan to be presented to the Planning & Works Committee in the spring of 2016.

Key components of the Curbside Policy Implementation Plan will include: an enhanced public education program that will introduce the upcoming changes to citizens, provide education materials at launch, and support behavioral change and adaptation to the new waste collection service levels; details of a bag/container tag program to assist resident transition to the new service levels, including an exemption policy for special circumstances (i.e. medical exemptions, large families with children in diapers, etc.); and, additional resource/staffing implications necessary to maintain existing customer service levels throughout the transition and duration of the new contract.

At present, it is anticipated that annual costs to implement the curbside policy changes will be in the range of $500,000 to $800,000. Detailed operation and capital plans will be presented as part of the Curbside Policy Changes Implementation Plan. Some of these costs will be incurred during 2016 and will be proposed to be funded from the Tax Stabilization Reserve Fund (this would not impact the current budget process or 2016 property tax levy). Other costs would be incorporated into the 2017 budget.

Corporate Strategic Plan:

This Report has been prepared consistent with the Corporate Strategic Objective of Environment and Sustainable Growth, particularly 3.1 Increase the amount of waste diverted from the landfill.
Financial Implications:

The new collection contracts commence in March 2017 and are expected to result in an estimated gross collection cost savings of $3 million annually (when compared to the 2016 collection contract budget). After start-up in March 2017, contract costs will be adjusted annually starting in 2018 for inflation based on the Consumer Price Index (CPI), fuel prices, and increases in the number of households in the Region, similar to the existing contract and industry practice.

Commencing in 2017, estimated annual costs in the range of $500,000 to $800,000 are anticipated to accommodate the roll-out of the Curbside Policy Changes Implementation Plan and will be further defined as part of the spring 2016 reporting. Some of these costs will be incurred during 2016 and will be proposed to be funded from the Tax Stabilization Reserve Fund (this would not impact the current budget process or 2016 property tax levy). Other costs would be incorporated into the 2017 budget.

Net annual savings of approximately $2.2 million to $2.5 million are expected to be realized starting in March 2017.

It is noted that Council approved a motion at the May 26th, 2015 Planning and Works Committee meeting that any savings from the new tender be identified specifically in the preparation of the 2017 waste management budget and be presented as an issue paper. In this regard, staff will consider various options for a budget issue paper including consideration of transferring annual net savings from the waste collection contract to the Waste Management Reserve Fund to be used as a source of financing for the Waste Management Capital Budget. This would mitigate a portion of future debt servicing costs given that the Waste Management Division’s capital plan is almost entirely funded by debentures with debt servicing costs in 2016 representing approximately 15% of the annual operating budget.

Other Department Consultations/Concurrence:

Staff from Waste Management Services, Corporate Services and Planning, Development & Legislative Services were involved in the preparation of this report.

Attachments: Nil

Prepared By: Susan White, Manager, Waste Collection and Diversion
Lisa Evans, Manager, Procurement, Chief Purchasing Officer

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services
Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
December 18, 2015

Dear: Municipal Clerk, Municipal Treasurer, Municipal Planning Official

RE: The Smart Growth for Our Communities Act, 2015

The Smart Growth for Our Communities Act, 2015, which makes a number of changes to the Development Charges Act, 1997, and the Planning Act, passed in the Ontario legislature and received Royal Assent on December 3, 2015.

The majority of changes to both the Development Charges Act, 1997, and the Planning Act will come into force on a day to be named by proclamation. However, the following provisions relating to the Planning Act have already come into force through Royal Assent.

- Subsection 1(2) of the Planning Act has been amended to restrict the ability of ministries other than the Ministry of Municipal Affairs and Housing to be added as a party to an Ontario Municipal Board appeal.
- Subsection 3(10) of the Planning Act has been amended to extend the review cycle of the Provincial Policy Statement from 5 to 10 years.
- Subsections 4(1) and 4(2) of the Planning Act have been amended to remove the references to “referral”, as the Minister does not have delegation powers for site plan.
- Subsection 22.1 has been added to the Planning Act to provide certainty that when new policies or laws come into effect, applications for official plan amendments are subject to the previous policies or laws only if the required supporting material (i.e. complete application) has been submitted prior to the transition date.

This legislation provides for enhanced tools and processes for communities and residents to determine how their neighbourhoods grow, and to plan and pay for growth. The legislation aims to help municipalities recover more costs for growth-related infrastructure, give residents more say in how their communities grow, protect and promote greenspaces, enhance transparency and accountability, set clearer rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.
Some examples of important improvements to the development charges and planning systems introduced by the new Act include:

**Increasing Funding for Growth-Related Infrastructure** by:
- removing the mandatory 10 per cent discount required when levying a charge for transit services
- creating an authority to identify services for which a planned service level calculation would replace the historic 10 year average service level
- creating an authority to identify ineligible services exclusively through regulation (a commitment to bring forward regulatory changes to make waste diversion as a service for which development charges can be collected has already been announced)

**Enhancing Municipal Transparency** by:
- requiring detailed reporting for municipal collection of density bonusing and parkland fees
- changing the alternative parkland dedication rate for cash-in-lieu payments to incent the acquisition of physical parkland
- requiring some municipalities, in consultation with school boards and the public, to prepare parks plans to help plan for parkland, greenspace, and park facilities
- requiring municipalities to reflect capital projects funded through development charges in a detailed report
- strengthening the language in relation to ‘voluntary payments’, not permitted under the Development Charges Act

**Increasing Predictability and Accountability** by:
- linking development charge background studies to municipal asset management planning
- requiring development charges for individual buildings to be set as of the date an initial building permit is issued, and for development charges to be payable on that date (there is an exception for multi-phase developments)

**Enhancing Citizen Engagement** by:
- requiring explanation of how public input affected a municipal planning decision
- ensuring consideration of public input at the municipal level by approval authorities and the Ontario Municipal Board
- requiring locally designed public consultation policies
- facilitating the modernization of the giving of notice through additional methods (e.g. email)
- increasing use and ensuring citizen membership on planning advisory committees

**Increasing Certainty, Stability and Reducing Costs** by:
- limiting requests for amendments to new official plans and/or new comprehensive zoning by-laws for 2 years after documents are approved, unless council authorizes the application(s) to proceed
- providing regulation-making authority to limit requests for amendments to the renamed community planning permit system policy (official plan) and by-law for
5 years after documents are approved, unless council authorizes the application(s) to proceed

- removing the ability to apply for a minor variance for 2 years after a site specific rezoning, unless council authorize the application(s) to proceed
- limiting approvals and appeals of lower-tier official plans, unless in conformity with upper-tier plans
- removing requirements to review employment land policies

**Resolving Disputes, Improving Local Decision-Making and Accountability** by:

- allowing time to be added to planning decision timelines to resolve disputes prior to appeals (90-day “timeout”)
- restricting appeals of specific provincially-approved matters (e.g. Ministry of the Environment and Climate Change approved source water protection boundaries)
- removing appeal of second unit residential policies at official plan updates
- requiring clearer reasons for appeals
- removing the ability to appeal entire new official plans
- providing enhanced opportunities for alternative dispute resolution

A copy of the Smart Growth for Our Communities Act, 2015 can be viewed online at: http://www.ontla.on.ca/web/bills/bills_detail.do?BillID=3176.

Please visit the Ministry of Municipal Affairs and Housing’s website periodically for further updates: ontario.ca/municipalaffairsandhousing.

If you have any questions related to the Planning Act, please contact Luke Fraser at (416) 585-6088 or send an e-mail to PlanningConsultation@ontario.ca.

If you have any questions related to the Development Charges Act, 1997, please contact John Ballantine at (416) 585-6348 or send an e-mail to DCAConsultation@ontario.ca.

I would also like to take this opportunity to thank municipalities for your efforts, input and advice in helping us to reform the land use planning system.

Sincerely,

Kate Manson-Smith
Assistant Deputy Minister
### Council Enquiries and Requests for Information
#### Planning and Works Committee

<table>
<thead>
<tr>
<th>Meeting date</th>
<th>Requestor</th>
<th>Request</th>
<th>Assigned Department</th>
<th>Anticipated Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-Dec-15</td>
<td>G. Lorentz</td>
<td>Report on Construction Updates</td>
<td>TES</td>
<td>Feb-2016</td>
</tr>
</tbody>
</table>