Appendix A. Community and Stakeholder Engagement

Region of Waterloo Wellesley MP Contact List Updated: March 11, 2026
Project No: CE851700
Created: November 2, 2022

Review Agencies (Federal)

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Notes
Dan	McDonell	Senior Environmental Assessment Officer	Environment and Climate Change Canada, ON Environmental Protection Operations, Environmental Assessment Section	867 Lakeshore Rd Burlington, ON L7S 1A1	289-238-7953		dan.mcdonell@ec.gc.ca	

Review Agencies (Provincial)

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Notes
N/A	N/A	Regional Office - West Central Region	Ministry of the Environment, Conservation and Parks	N/A	N/A	N/A	eanotification.wcregion@ontario.ca	PIF sent April 6, 2023 with Notice of Study Commencement
Joan	Del Villar	Environmental Resource Planner & EA Coordinator - West Central Region	Ministry of the Environment, Conservation and Parks	12th Floor, 119 King Street West Hamilton, ON L8P 4Y7	905-521-7864	905-521-7820	joan.delvillarcuicas@ontario.ca	
Sarah	Day	Surface Water Unit Supervisor, West Central Region	Ministry of the Environment, Conservation and Parks	12th Floor, 119 King Street West Hamilton, ON L8P 4Y7	905-481-2827		Sarah.Day@ontario.ca	
Mark	Anderson	Water Quality Engineer	Grand River Conservation Authority	400 Clyde Road, PO Box 729 Cambridge, ON N1R 5W6	519-621-2763 #2226	519-621-4945	manderson@grandriver.ca	
Mellissa	Larion	Supervisor of Resources Planning	Grand River Conservation Authority - Planning	400 Clyde Road, PO Box 729 Cambridge, ON N1R 5W6	519-621-2763 Ext 2247		mlarian@grandriver.ca	https://www.grandriver.ca/en/Planning-Development/Contact-a-planner.aspx
Chris	Foster-Pengelly	Planner - Region of Waterloo - South Kitchener, Wellesley, North Woolwich	Grand River Conservation Authority - Planning	400 Clyde Road, PO Box 729 Cambridge, ON N1R 5W6	519-621-2763 Ext. 2319		cfosterpengelly@grandriver.ca	
Anastasia	Abrazhevich	Heritage Planner	Ministry of Citizenship and Multiculturalism - Heritage Branch, Heritage Planning Unit				Anastasia.Abrazhevich@ontario.ca	
Karla	Barboza	Team Lead, Heritage	Ministry of Citizenship and Multiculturalism - Heritage Branch, Heritage Planning Unit	5th Flr, 400 University Ave, Toronto, ON M7A 2R9	416-660-1027		karla.barboza@ontario.ca	
Carrie	Warring	Environmental Health Policy & Programs Unit Manager	Ministry of Health and Long-Term Care	393 University Avenue, Suite 2100 Toronto ON M7A 2S1	416-327-7624		carrie.warring@ontario.ca	Added April 11, 2023
Lise	Chabot	Director, Indigenous Relations Branch	Ministry of Indigenous Affairs	Suite 400, 160 Bloor St E Toronto, ON M7A 2E6	416-325-7032		lise.chabot@ontario.ca	
Jessica	Hill	Manager, Indigenous Relations Unit	Ministry of Indigenous Affairs	Suite 400, 160 Bloor St E, Toronto, ON M7A 2E6	437-216-4246		jessica.hill2@ontario.ca	
		Planning Team	Ministry of Natural Resources and Forestry, Guelph District Office	Ontario Government Bldg, 1 Stone Rd W, Guelph, ON N1G 4Y2	705-761-7395		SR.Planning@ontario.ca	Email address added per correspondence June 4, 2024.

Local Municipalities

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Comments
Mike	Henderson	Manager, Transportation Program Development	Region of Waterloo - Transportation	7th Floor, 150 Frederick St. Kitchener, ON N2G 4J3			MHenderson@regionofwaterloo.ca	
Joe	Nowak	Mayor	Township of Wellesley	4639 Lobsinger Line St. Clements, Ontario N0B 2M	519-504-1834	519-699-4540	jnowak@wellesley.ca	
Carl	Smit	Councillor Ward Four	Township of Wellesley	4639 Lobsinger Line, St. Clements, Ontario N0B 2M0	519-503-0865	519-699-4540	csmit@wellesley.ca	
Herb	Neher	Councillor Ward Two	Township of Wellesley	4639 Lobsinger Line, St. Clements, Ontario N0B 2M0	519-503-0826	519-699-4540	hneher@wellesley.ca	
Shelley	Wagner	Councillor ward One	Township of Wellesley	4640 Lobsinger Line, St. Clements, Ontario N0B 2M0	519-503-0657	519-699-4540	swagner@wellesley.ca	
Peter	van der Maas	Councillor Ward Three	Township of Wellesley	4639 Lobsinger Line, St. Clements, Ontario N0B 2M0	519-503-0618	519-699-4540	pvandermaas@wellesley.ca	
Grace	Kosch	Clerk	Township of Wellesley	4639 Lobsinger Line, St. Clements, Ontario N0B 2M0	519-699-3946	519-699-4540	gkosch@wellesley.ca	
Tim	Van Hinte	Planner	Township of Wellesley	4639 Lobsinger Line, St. Clements, Ontario N0B 2M0	519-699-3952		tvanhinte@wellesley.ca	
Chris	Cook	Director of Public Works	Township of Wellesley	4639 Lobsinger Line St Clements, ON N0B 2M0	519-699-3948	519-699-4540	ccook@wellesley.ca	

Indigenous Communities/ Organizations

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Comments
Peter	Graham	Consultation Supervisor (Land Use unit)/Land Use Officer	Six Nations of the Grand River	1695 Chiefswood Rd PO Box 5000 Ohsweken ON N0A 1M0	519-753-0665		LRCS@sixnations.ca	New email LRCS@sixnations.ca
Dawn	Russell	Consultation Administrative Assistant	Six Nations of the Grand River	1695 Chiefswood Rd PO Box 5000 Ohsweken ON N0A 1M0	519-753-0665		dawnrussell@sixnations.ca	
N/A	N/A		Haudenosaunee Development Institute (HDI)				info@hdi.land	Added March 11, 2026
Leroy	Hill	Secretary	Haudenosaunee Confederacy Council (HCCC)	Suite 600, 16 Sunrise Court, P.O. Box 714 Ohsweken, ON			1749resource@gmail.com	
Abby	Laforme	Consultation Manager (Acting)	Mississaugas of the Credit First Nation	4065 Highway 6 Hagersville, ON N0A 1H0			abby.laforme@mncfn.ca	
Mark	LaForme	Director, Department of Consultation and Accomodation	Mississaugas of the Credit First Nation	4065 Highway 6 Hagersville, ON N0A 1H0	905-768-4260		mark.Laforme@mncfn.ca	
Adam	Laforme	Archaeological Coordinator	Mississaugas of the Credit First Nation	4065 Highway 6 Hagersville, ON N0A 1H0			adam.laforme@mncfn.ca	
Lindsay	Wong	Manager of Environment	Mississaugas of the Credit First Nation	4065 Highway 6 Hagersville, ON N0A 1H0			lindsay.wong@mncfn.ca	Added as per request on January 9, 2025

Community and Special Interest Groups

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Comments
Kate	Hagerman	Region of Waterloo Ecological and Environmental Advisory Committee	Region of Waterloo	8th Floor, 150 Frederick Street Kitchener, ON N2G 4J3	519-575-4501		KHagerman@regionofwaterloo.ca	
Bridget	Coady		Region of Waterloo Heritage Planning Advisory Committee	8th Floor, 150 Frederick Street Kitchener, ON N2G 4J3	519-575-4500 ext. 3112		bcoady@regionofwaterloo.ca	
Andrew	Head	President	Waterloo Region Home Builders Association	54 Cedar Street North Kitchener, Ontario N2H 2X1	519-745-3540			
David	O'Connell	Business Development Manager, Waterloo Regional Hub Office	Ontario Clean Water Agency	368 Mill Park Drive Kitchener ON N2P 2B4	(519) 748-4141		doconnell@ocwa.com	
Art	Sinclair	Vice President, Public Policy & Advocacy	Greater Kitchener Waterloo Chamber of Commerce	80 Queen St N Kitchener, ON N2H 2H1	519.749.6040			
Sir/ Madam	N/A	N/A	Wellesley Township Heritage and Historical Society	WTHHS Historical Room, 1137 Henry Street Wellesley ON N0B 2T0			info@wellesleyhistory.org	
Sir/ Madam	N/A	ION light rail	Region of Waterloo Grand River Transit	250 Strasburg Rd Kitchener ON N2E 3M6	519-585-7555			
Sir/ Madam	N/A	Southern Ontario Locomotive Restoration Society	Waterloo Central Railway	50 Isabella Street P.O. Box 546 St. Jacobs, ON, N0B 2N0	1-888-899-2757		info@waterloocentralrailway.com	
Derek	Basso	Public Works Officer	Canadian National Railway Company - East-Great Lakes Region - CN Public Works-Design & Construction	CN Administration Building 1 Administration Road Concord, Ontario. L4K 1B9	(905) 669-3373		permits.gld@cn.ca	Engineering Contact Enquiry – CN Public Works, Eastern Canada

Local Utilities

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Comments
Rocket	Wei	Technician Supervisor	Waterloo-North Hydro Inc.	P.O. Box 640, 526 Country Squire Rd. Waterloo, ON N2J 4A3	226-896-2200			
N/A	N/A	Secondary Land Use Department	Hydro One				~~Department.SecondaryLandUse@hydroone.com~~ Secondarylanduse@hydroone.com	Email address changed per correspondence April 18, 2023
Richard	Bolliger	Outside Plant Engineering	Rogers Cablesystems Inc.	P.O. Box 488, 85 Grand Crest Place Kitchener, ON N2G 4A8	519-894-8188 ext. 8142	519-893-6463		
Kevin	Schimus	Distribution System Development	Union Gas Ltd.	P.O. Box 340, 603 Kumpf Drive Waterloo, ON N2J 1K3	519-885-7513		kschimus@uniongas.com	
Rick	Bigelow	Utilities Service Manager	Union Gas Ltd.	P.O. Box 340, 603 Kumpf Drive Waterloo, ON N2J 1K3	519-885-7405	519-885-7489		
N/A	N/A		Mornington Communications	3706 Nafziger Road Wellesley, ON N0B 2T0	226-819-8331		hello@mornington.ca	

General Public (Residents, Businesses, Institutions, etc.)

First Name	Last Name	Title	Company/Organization	Mailing Address	Telephone	Fax	Email	Comments
Jennifer	Passy	Manager of Planning, Planning Department	Waterloo Catholic District School Board	Unit A, 35 Weber Street West Kitchener, ON N2G 4G2	519-578-3660 Ext. 2253		jennifer.passy@wcdsb.ca	https://www.wcdsb.ca/about-us/cs/planning/
Brandon	Coveney	Senior Planner	Waterloo Region District School Board	Planning Department 51 Ardelt Avenue Kitchener, ON N2C 2R5	519-570-0003 Ext. 4419			
[redacted]								
[redacted]								
[redacted]								on November 26, 2024.

Stakeholder Communications Plan

Final

Regional Municipality of Waterloo
Wellesley Water and Wastewater Master Plan

July 2025

Stakeholder Communications Plan

Client Name: Regional Municipality of Waterloo

Project Name: Wellesley Water and Wastewater Master Plan

Project No: CE851700

File Name: CE851700_RMWaterloo_WWMP_CommunicationPlan_Final_20250702

Project Manager: Tom Mahood

Prepared By: Emma Henderson

Date: July 2, 2025

Revision No: Final

Document History and Status

Revision	Date	Description	Author	Reviewed	Approved
DRAFT	September 15, 2022	DRAFT	E. Henderson	J. Schmitter R. Yu	K. Moffatt
R1	December 9, 2022	DRAFT - Revision1	K. Moffatt E. Henderson	T. Mahood	T. Mahood
R2	July 27, 2023	DRAFT – Revision 2	K. Moffatt	T. Mahood	T. Mahood
Final	July 2, 2025	Final	J. Biasi	K. Moffatt	T. Mahood

Jacobs Consultancy Canada Inc.

72 Victoria Street South
Suite 300
Kitchener, ON N2G 4Y9
Canada

T +1.519.579.3500
www.jacobs.com

Copyright Jacobs Consultancy Canada Inc. © 2025.

All rights reserved. The concepts and information contained in this document are the property of the Jacobs group of companies. Use or copying of this document in whole or in part without the written permission of Jacobs constitutes an infringement of copyright. Jacobs, the Jacobs logo, and all other Jacobs trademarks are the property of Jacobs.

NOTICE: This document has been prepared exclusively for the use and benefit of Jacobs' client. Jacobs accepts no liability or responsibility for any use or reliance upon this document by any third party.

Table of Contents

Table of Contents ii
Tables iii
Figure iii
Acronyms and Abbreviations iv
1. Introduction 1-1
1.1 Background 1-1
1.2 Purpose and Goals of the Water and Wastewater Master Plan 1-1
1.3 Environmental Assessment Process 1-2
1.4 Description of Study Area 1-2
1.5 Project Schedule 1-4
1.6 Purpose of the Communications Plan 1-4
1.7 Project Team 1-4
1.8 Steering Committee 1-5
1.9 Project Contacts 1-5
2. Principles of the Communications Plan 2-1
2.1 Guidance 2-1
2.1.1 Municipal Engineers Association's MCEA 2-1
2.1.2 MECP Code of Practice: Consultation in Ontario's Environmental Assessment Process 2-1
2.2 MECP Project Information Form 2-2
2.3 Communications Goal and Objectives 2-2
3. Project Stakeholders 3-1
3.1 Overview 3-1
3.2 List of Project Stakeholders 3-1
3.2.1 Review Agencies 3-1
3.2.2 Municipal 3-1
3.2.3 Public and Other Project Stakeholders 3-2
4. Consultation and Communication Opportunities 4-1
4.1 Overview 4-1
4.2 Communication Methods 4-1
4.2.1 Notices 4-1
4.2.2 Public Consultation Centres 4-1
4.2.3 Stakeholder Meetings 4-2
4.2.4 Project Steering Committee Meetings 4-2
4.3 Methods and Media 4-2
4.3.1 Project Website 4-2
4.3.2 Comment Sheet 4-3

4.3.3 Advertising Media 4-3
4.4 Schedule of Activities 4-3
5. Engagement with First Nation Communities 5-1
6. Documentation 6-1
6.1 Communications Tracking and Responses 6-1
6.2 Communications Summary Report 6-1
6.3 Master Plan Report 6-2
7. Roles and Responsibilities 7-1
8. References 8-1

Tables

1 Overview of Communication Activities. 4-3
2 Project Team Member Roles and Responsibilities 7-1

Figure

1 Master Plan Study Area 1-3

Acronyms and Abbreviations

AODA	Accessibility for Ontarians with Disabilities Act
EA	environmental assessment
km	kilometre(s)
L/m	litre(s) per minute
m^3/d	cubic metre(s) per day
MCEA	Municipal Class Environmental Assessment
MEA	Municipal Engineers Association
MECP	Ontario Ministry of Environment, Conservation and Parks
mm	millimetre(s)
No.	number
OCWA	Ontario Clean Water Agency
PCC	public consultation centre
Region	Region of Waterloo
Wellesley	Village of Wellesley
WTP	water treatment plant
WWTP	wastewater collection system and treatment plant
WWWMP	Wellesley Water and Wastewater Master Plan

1. Introduction

1.1 Background

The Township of Wellesley is one of seven local municipalities in the Region of Waterloo (Region). The Township of Wellesley is a rural community comprised of four villages, including the Village of Wellesley (Wellesley), each requiring municipal wastewater and water servicing. The Region is responsible for maintaining existing levels of service within the water and wastewater systems to provide capacity to the existing population, as well as planning for new growth in the service area and meeting regulatory requirements. To plan and budget for water and wastewater upgrades and new infrastructure to address existing issues and meet future needs to 2051, the Region is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP). The WWWMP will incorporate recent population forecasts and existing and ongoing condition assessments, and review new technologies to reduce flows and treatment while considering climate change impacts (such as extreme weather events).

The Region owns and operates the source, treatment, and distribution of the drinking water system. The Wellesley water distribution system is composed of approximately 34 kilometres (km) of 150-millimetre (mm)- to 300-mm-diameter watermains. Water is supplied to Wellesley through three groundwater wells (WY 1, WY5, and WY6). The Wellesley Water Treatment Plant (WTP) consists primarily of three (3) greensand filters, a reservoir, and five (5) high-lift booster pumps. Water is disinfected using sodium hypochlorite. The facility is equipped with standby power via a diesel generator. The Wellesley system permit to take water capacity is approximately 1,500 cubic metres per day (m^3/d), and the Municipal Drinking Water License rated capacity is approximately 3,000 m^3/d.

The Region owns the Wellesley wastewater collection system and wastewater treatment plant (WWTP), which is operated under contract by the Ontario Clean Water Agency (OCWA). The Wellesley WWTP comprises an extended aeration package plant that treats wastewater generated in Wellesley. Package Plant 1 was constructed in 1973 and Package Plant 2 was constructed in1993. The existing unit treatment processes includes screening, aeration, secondary clarification, and tertiary filtration, which was upgraded to use cloth filters in 2017. The Wellesley WWTP has a rated capacity of 1,100 m^3/d, and frequent WWTP bypasses are observed.

The Wellesley wastewater collection system includes approximately 16 km of gravity sewers, ranging from 200 to 450 mm in diameter. Most of the wastewater is directed through the Firella Trunk sewer, which runs along Firella Creek. Based on investigations over the past 25 years, the collection system is prone to inflow and infiltration, resulting in excess flows. Recent I/I analysis indicates that 20-30% of the flow to the WWTP is I/I (GMBP, 2021). A number of I/I investigations and remediation measures have been implemented within the Village of Wellesley, however, a substantial portion of the remaining I/I may be the result of private property foundation drain connections to the wastewater collection system (GMBP, 2021).

The WWWMP will fulfill the requirements of Phase 1 and Phase 2 of the Municipal Class Environmental Assessment (MCEA) process for Water and Wastewater Projects.

1.2 Purpose and Goals of the Water and Wastewater Master Plan

Municipalities are encouraged to prepare master plans to address an overall infrastructure system or a number of integrated systems through the development of long-term multi-disciplinary plans. The purpose of the WWWMP is to address anticipated water and wastewater treatment needs over the next 30 years, and in doing so, to improve the reliability and resiliency of its water and wastewater assets.

The goals of the WWWMP include identifying new required projects, and systematically developing a prioritized implementation plan that is endorsed by the Region and project stakeholders. The proposed solutions will represent the greatest value and least risk to the Region while meeting the Region's social

and environmental stewardship standards, regulatory requirements, technical and cost effectiveness, and energy management and resiliency objectives.

1.3 Environmental Assessment Process

The Region has initiated a MCEA study to determine a long-term plan that integrates infrastructure requirements and future land use within environmental assessment principles. The study will be carried out as a Master Plan in accordance with Phases 1 and 2 of the Municipal Engineers Association's (MEA's) MCEA Process (MEA 2000, as amended 2007, 2011, 2015), which is an approved process under the Ontario *Environmental Assessment Act*.

Phases 1 and 2 of the MCEA Process will be completed for the Master Plan process, and documented, as follows:

- Phase 1 – Status of existing infrastructure and processes, future needs, inventory of the Study Area (defined in Section 1.4 of this document), and identification of the problem and/or opportunity
- Phase 2 – Identification and evaluation of alternative solutions, considering the benefits and impacts to the existing community, natural and economic environments, technical and jurisdictional feasibility, as well as input from project stakeholders, to identify a preferred solution
- Master Plan Report - Preparation of a report to document the MCEA study methodology, stakeholder communications and engagement program, and Phase 1 and 2 findings, which typically recommend a set of works distributed geographically within the Study Area and which are to be implemented over an extended period of time

Activities under Schedule A, A+ and B of the MEA MCEA process are approved under the master planning process; however, if the study identifies activities that may be considered a Schedule C project, Phases 3 and 4 of the MCEA process will need to be completed before their implementation.

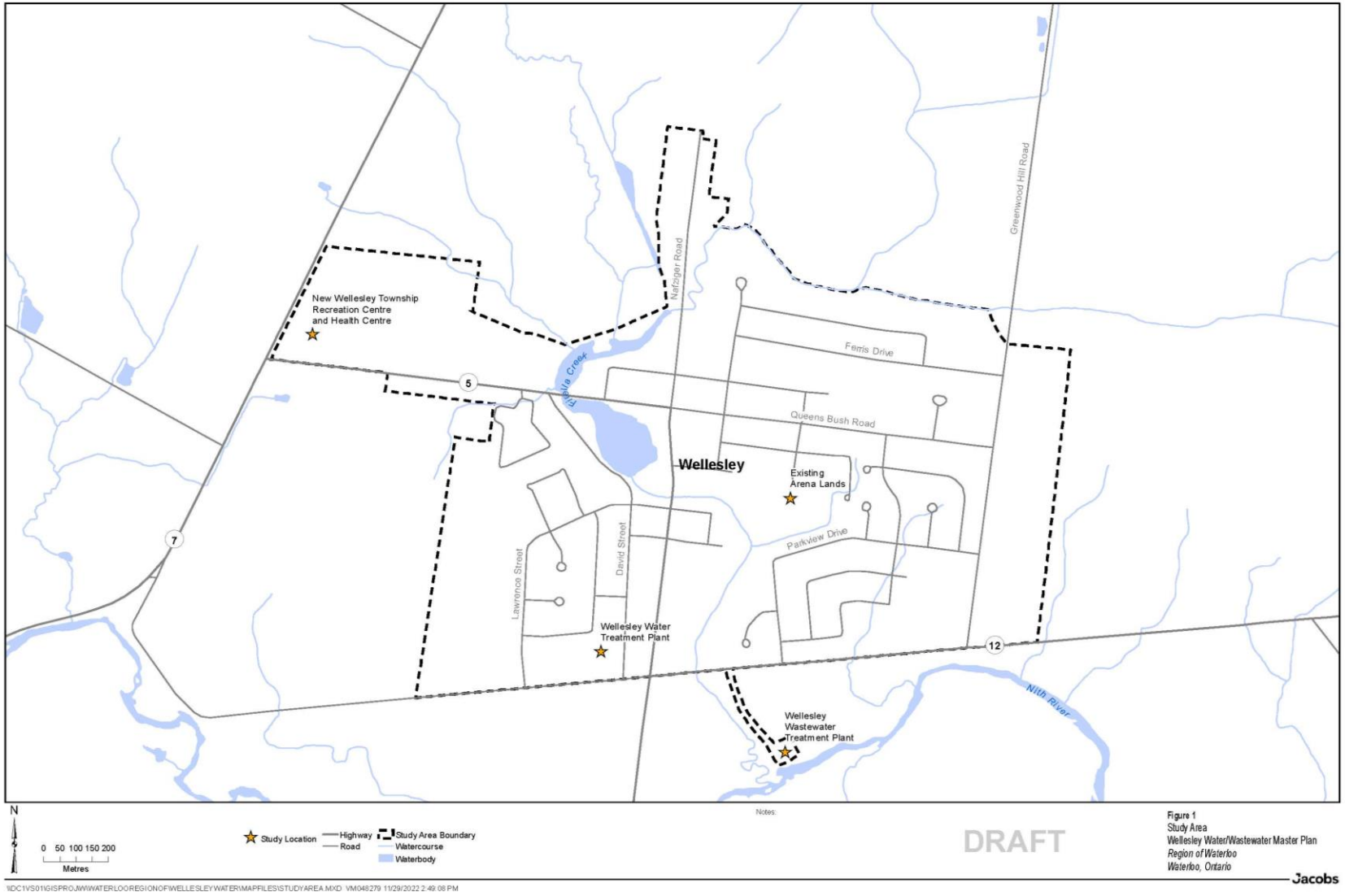
Note, the MEA is currently working with the Ontario Ministry of Environment, Conservation and Parks (MECP) to update the MCEA guidelines. If these guidelines are updated during the course of the study, Jacobs will work with the Region so the applicable requirements are adopted.

This WWWMP is being completed as an Approach 2 Master Plan. This means the necessary supportive studies and investigations required to proceed to Phase 3-5 of the MCEA process will be completed during this WWWMP.

1.4 Description of Study Area

For a Class Environmental Assessment (EA), the Study Area is defined as the geographic location where it is reasonable to assume direct or indirect effects associated with the implementation of a project may occur. The general Study Area (Figure 1) will include the municipal boundaries of the Village of Wellesley extending to include the existing Wellesley WWTP, and also extending east and west to include proposed future growth areas.

Figure 1 Master Plan Study Area



1.5 Project Schedule

The MCEA study was initiated by a project team kickoff meeting in August 2022 and is anticipated to be completed in approximately 2.5 years. The WWWMP Draft Final Report is anticipated to be posted for a minimum 30-day public comment period in Spring 2025. Section 4.4 provides a schedule of consultation activities.

1.6 Purpose of the Communications Plan

An effective Communications Plan is designed to build and maintain community and project stakeholder trust and credibility, to improve decision-making, and to identify project issues far enough in advance that they can be effectively addressed before final decisions are made. An effective Communications Plan identifies appropriate stakeholders, which in turn enables the Project Team to reflect on the most appropriate engagement mechanisms (e.g., meetings, Steering Committee, PCC). The Region is committed to undertaking public and stakeholder communications to provide opportunities for information sharing. These opportunities include circulating public notices, providing access to information, meeting with stakeholders to discuss the project, holding public consultation centres (PCCs), and as mentioned, posting the WWWMP for a minimum 30-day public comment period.

Project communications and engagement with members of the public, review agencies, Indigenous communities, and other stakeholders (for example, organizations, businesses) is an important part of the MCEA process. The main purpose of this Communications Plan is to present the activities and methods that will be used in the MCEA study, including a preferred solution for water and wastewater systems.

Specifically, the Communications Plan presents the following information:

- The MCEA study project team
- The principles guiding the Communications Plan for this project
- Consultation and communication opportunities, methods, roles and responsibilities
- An Indigenous communities engagement plan
- An approach to responding to comments and feedback
- An approach to documenting communications and engagement activities, which will be included in the master plan record

This Communications Plan is considered a live document and may be updated from time to time.

1.7 Project Team

The project team consists of project managers, engineers, planners, scientists, and archaeologists. The Region is leading this study, supported in project delivery by the Jacobs consulting team, who will be responsible for the following tasks:

- Preparing project communications
- Completing relevant studies to support the MCEA process
- Preparing project documentation

The following individuals will be the key study participants:

- Region
    - Kaoru Yajima (Project Manager)
    - Kevin Dolishny (Senior Engineer)
    - Kristina Lee (Wastewater Engineer)
    - Heather McLeod (Hydrogeologist)
    - TBD (Manager, Water Operations and Maintenance)

- Jacobs:
    - Tom Mahood (Project Manager)
    - Kylee Moffatt (Assistant Project Manager)
    - Ray Yu (Water Treatment and Storage Lead)
    - Adrienne Willoughby (Wastewater Treatment Lead)
    - Mauricio Rojas (Water and Wastewater Conveyance Modelling)
    - Emma Henderson and Anna Fawcett (MCEA Leads)

The remainder of Jacobs' project team includes engineering, natural environment, and technical staff members to support project delivery.

1.8 Steering Committee

A Steering Committee will support the overall development of the study by providing advice and guidance.

- Region Steering Committee:
    - Region
        - Region project team members
        - Pam Law (Manager, Engineering and Planning)
        - Mari MacNeil (Director of Water and Wastewater Services)
        - Trevor Brown (Manager, Wastewater Operations)
    - Township of Wellesley
        - Tim Van Hinte (Director of Planning)
        - Chris Cook (Director of Public Works)
        - Rick Louwagie (Chief Administrator Officer)
    - Jacobs project team members

1.9 Project Contacts

At any time throughout the study process, a request can be submitted for further information or to be added to the project contact list by contacting the following members of the project team.

Kaoru Yajima
Project Manager
Transportation and Environmental Services, Water Services
Region of Waterloo
150 Frederick Street, 7th Floor
Kitchener, ON N2G 4J3
KYajima@regionofwaterloo.ca

Tom Mahood
Project Manager
Jacobs
72 Victoria Street South, Suite 300
Kitchener, ON N2G 4Y9
tom.mahood@jacobs.com

2. Principles of the Communications Plan

2.1 Guidance

This Communications Plan was developed using resources from the Region and guidance from the MEA's MCEA document (MEA 2000, as amended in 2007, 2011, and 2015), and MECP's *Code of Practice: Consultation in Ontario's Environmental Assessment Process* (MECP 2014).

2.1.1 Municipal Engineers Association's MCEA

Through the public consultation program, the Region will follow a consultation process that meets the following requirements, outlined in the MCEA guidance document (MEA 2015):

- Is meaningful to those involved
- Facilitates open and transparent dialogue resulting in defendable and traceable decision-making
- Provides opportunities for early public and stakeholder involvement.

Specifically, Section A.3 of the MCEA guidance document outlines the types of stakeholders to be contacted in all cases (for example, MECP), as well as additional federal, provincial, and municipal ministries and agencies to be contacted, as appropriate. Appendix 3-1, Screening Criteria, also provides guidelines for establishing contact with appropriate review agencies for situations where varying environmental impacts are identified (MEA 2015). The criteria will be reviewed to identify the appropriate review agencies and contacts before initiating consultation.

Appendix 5 of the MCEA guidance document provides guidance on developing an appropriate Public and Stakeholder Consultation Plan (for example, who is to be consulted, what they will be consulted about, when in the process they will be consulted) (MEA 2015).
As outlined in Exhibit A.1 of the MCEA, master plans include the following points of contact (MEA 2015):

- One discretionary consultation point early in the project to notify stakeholders and enable their involvement
- One mandatory point of contact with stakeholders to enable their review and to obtain their input on the preliminary preferred solution

However, the Region is taking a proactive approach to consultation to support a transparent and inclusive planning and decision-making process for the Master Plan. The study is planning the following additional points of contact:

- Notice of Commencement
- PCC Number (No.) 1
- PCC No. 2
- PCC No. 3
- Master Plan Report for a 30-day comment period

2.1.2 MECP Code of Practice: Consultation in Ontario's Environmental Assessment Process

The MECP's Code of Practice: Consultation in Ontario's Environmental Assessment Process (MECP 2014) outlines the expectations for appropriate consultation and can be used as a resource tool to develop and implement a consultation plan. This document was reviewed so the purpose of consultation, use of information collected, proponent responsibilities, and maintenance of the privacy and identification of Indigenous communities will be completed to MECP standards or higher.

2.2 MECP Project Information Form

Under the MCEA process, proponents must send notices and a completed Project Information Form to the MECP region where the project is located. The MECP will respond to the Project Information Form acknowledging the study, and the associated MCEA process and expectations. The MECP will also delegate the procedural aspects of the duty to consult at this time, if applicable. A Project Information Form will be filled out and sent to the appropriate MECP region (West Central) early in the study process. It is anticipated that MECP will delegate the duty to consult to the Region.

2.3 Communications Goal and Objectives

The goal of communications and engagement in this MCEA study is to effectively inform the public, agencies, and other stakeholders about the MCEA process, as well as the study background and goals (that is, the identification of a preliminary preferred alternative), and to provide sufficient opportunities for two-way communication opportunities. Specific goals include:

- Providing accessible methods and opportunities for consultation and engagement
- Addressing comments, questions, and concerns so they can be considered within the study process
- Garnering support from members of the public, agencies, and other stakeholders that the process is fair, transparent, and honest

To achieve these goals, the following specific objectives have been defined for the communications and consultation program:

- Provide adequate notice at the start of this MCEA study to actively encourage inclusive and equitable participation.
- Clearly and effectively communicate information on each alternative solution the study will consider, including:
  - Benefits, negative effects, and costs of each alternative
  - Rationale for the recommended location
  - Opportunities for sustainable solutions, particularly relating to water
  - Recommendations to minimize adverse effects and maximize benefits
- Foster public trust and confidence by:
  - Demonstrating the Region is following a comprehensive process, with a team of specialists who have the experience and qualifications to complete a fair, transparent, and educated evaluation of all alternatives
  - Providing consistent messaging to all interested members of the public and stakeholders and other potential influencers, such as elected officials and other opinion leaders
- Engage stakeholders and the public in consultation that provides balanced information and elicits meaningful input.
- Demonstrate to the public and other stakeholders that their input is received and respected, and will be considered during the process to arrive at an informed decision about the study.

3. Project Stakeholders

3.1 Overview

Per the MCEA (2015) guidance document, stakeholders include the public, review agencies, municipalities, and Indigenous communities who may interested in or affected by the study. Section 5 provides a specific approach to engage with Indigenous communities. All stakeholders identified within this section are included on the project contact list.

This section provides a preliminary list of project stakeholders. The project webpage and notices (discussed in Section 0) will provide project team contact information so interested stakeholders can request to be added to the project contact list. The contact list will be updated to accommodate each new request, and to remove contacts who do not wish to be informed of the project.

3.2 List of Project Stakeholders

Jacobs will create a project contact list based on other recent regional projects, with a focus on Wellesley. This list will be reviewed and approved by the Region and updated, as needed, throughout the study. As mentioned, Section 5 identifies Indigenous communities that are anticipated to have an interest in this study.

3.2.1 Review Agencies

Government agencies represent the policy position of respective departments, ministries, or agencies, including federal, provincial, and municipal agencies. The following review agencies will be included on the project contact list:

- Environment and Climate Change Canada
- MECP
- Ministry of Natural Resources and Forestry
- Ministry of Citizenship and Multiculturalism – Heritage Branch
- Grand River Conservation Authority
- Ministry of Agriculture, Food, and Rural Affairs
- Ministry of Municipal Affairs and Housing
- Ministry of Indigenous Affairs
- Ministry of Health and Long-term Care
- Department of Fisheries and Oceans Canada

These agencies will receive all study-specific communication and will be invited to share information relevant to the project location and activities, including recommendations for studies (for example, archaeological, natural environment).

3.2.2 Municipal

The Region of Waterloo is a Two-tier government, consisting of the Region of Waterloo (upper-tier municipal government), and the Cities and Townships (lower-tier municipal government). Municipal contacts that will be notified of the study include:

- Region of Waterloo (internal departments including transportation and planning)
- Wellesley Municipal Council and mayor
- Wellesley planning departments

3.2.3 Public and Other Project Stakeholders

This group includes individual members of the general public representing residents, businesses, and institutions, and could include representatives from community and special interest groups, OCWA as well as local utilities.

4. Consultation and Communication Opportunities

4.1 Overview

Consultation is a two-way communications process between the Region and identified stakeholders who may be affected by or have interest in the study. The purpose of this consultation is to provide opportunities for information exchange and to solicit input to influence decision-making.

The study's communication tools will include formal public notices, advertisements, direct communications, and a project webpage. All communication tools will include consistent design elements (for example, logos, graphics) to facilitate clear study-specific communication and to provide clear messaging.

Any public-facing materials must first be presented to the Council at its Planning and Works Committee meetings. These deliverables will be prepared approximately 7 weeks before the targeted Planning and Works Committee meeting, before any material is considered ready for the public.

4.2 Communication Methods

This section outlines how study information will be communicated to stakeholders. Ideally, electronic means will be used to reduce the study's need for printing and postage; however, communication material (for example, notices, PCC material) will be prepared for printing, as needed.

4.2.1 Notices

Formal public notices will include the following:

- Notice of Study Commencement
- PCC Notices (three)
- Notice of Study Completion

Jacobs will prepare each notice and submit it to the Region for review and approval ahead of the anticipated publishing date.

Each notice will be sent to individuals and organization representatives included on the project contact list via email (or via regular mail, if requested). Notices will be published as newspaper advertisements and put on the Region's and Township's project webpage. Per the MCEA process, a published notice means a notice published in a local newspaper with general circulation in the project area. Two published notices will appear in separate issues of the same paper, the *Woolwhich Observer.* As mentioned, the MEA is currently working with MECP to update the MCEA guidelines. If there are new publication requirements, Jacobs will work with the Region so each requirement of the MCEA process is met throughout the study process.

Each notice will be formatted according to Accessibility for Ontarians with Disabilities Act (AODA) standards.

4.2.2 Public Consultation Centres

Three PCCs will take place for this study. The materials for each PCC will be reviewed by Regional staff prior to the public comment period. A virtual platform, accessed through the project webpage, will be available to the public for 30 days. A virtual means of communicating meets the spirit of consultation requirements set out by the MECP while allowing stakeholders to participate without being in-person. Stakeholders will be provided with advance notice of each PCC, as described in Section 4.2.1.

The PCCs will include live virtual presentations, hosted through Teams Webinar or equivalent, a form to solicit feedback, and options for offline consultation (for example, over the phone), as needed. A summary of the issues and resolutions to the Team Webinar platform is provided in Appendix A. Presentation materials will remain available to view throughout and after the PCC commenting period.

The PCCs will introduce the following information:

- The overall study
- Existing conditions
- Problems, and opportunities
- The decision-making process
- The evaluation that ultimately results in preliminary preferred alternatives

Each PCC is anticipated to include the following content:

- PCC 1 will present a summary of existing conditions, and the problem and opportunity statement.
- PCC 2 will present the summary of constraints, the decision-making process, and the identified alternatives.
- PCC 3 will present the evaluation and preliminary recommendation on the preferred alternatives.

Jacobs will prepare the PCC materials, which will meet AODA standards. Individual requests for an alternative form of delivery of communication materials will be assessed and accommodated, as required.

4.2.3 Stakeholder Meetings

Key stakeholder meetings will be conducted, as needed, and will include presentations and support from relevant technical experts to engage in meaningful dialogue and solicit relevant information from these stakeholders. Stakeholder meetings may include:

- Meetings with review agencies
- Meetings with public stakeholder group representatives, or representative members of the public

Stakeholder meetings will be scheduled throughout the study process to obtain feedback at appropriate times (for example, meetings with review agencies will be scheduled before the PCC to confirm the approaches and recommendations align with expectations). Meetings will be strategically planned to actively engage key stakeholders participating in the decision-making process. For each meeting, Jacobs will prepare an agenda, meeting presentation materials, and summary notes, each of which will become part of the public consultation record. Project meetings may be held in-person or virtually, depending on the preference of stakeholders.

4.2.4 Project Steering Committee Meetings

Two Steering Committee meetings are anticipated and will be scheduled at key times throughout the study process to obtain appropriate feedback. The Steering Committee is a group of key stakeholders that will support and advise on the study, including siting potential infrastructure, the decision-making process (that is, evaluation criteria), and preliminary preferred alternatives.

4.3 Methods and Media

4.3.1 Project Website

The Region will create a project website at [https://www.regionofwaterloo.ca/en/living-here/wellesley-water-and-wastewater-master-plan.aspx]. The project webpage will include links to project materials, including notices, PCC materials, surveys, and the master plan report. The webpage will serve as the central hub for sharing information with the public and stakeholders.

4.3.2 Comment Sheet

A comment sheet will be prepared for the PCCs to facilitate the exchange of information. The comment sheet will be presented in a multiple-choice format and will also provide users the opportunity to submit general feedback and comments outside of the questions.

Responses and results will be documented in a Communications Summary Report for the master plan file (as described in Section 6).

4.3.3 Advertising Media

Traditional and social media will be used to advertise study information. The Region's social media page(s) (for example, Facebook, Twitter) can be utilized as required to meet communication needs.

4.4 Schedule of Activities

Table 1 describes the key consultation activities, along with the anticipated schedule.

Table 1. Overview of Communication Activities.

Activity	Description	Schedule/Timing
Contact List	List containing information for project contacts, including review agencies, stakeholder groups, Indigenous communities, and interested persons	Initial list developed in fall 2022 To be updated throughout the study
Notice of Study Commencement	Public notice describing the background and need for the study and providing the Region webpage address and project contact.	April 2023
PCC No. 1	Presentation to the public and stakeholders with a summary of existing conditions and the problem and opportunity statement to for input	April 2023
PCC No. 2	Presentation to the public with a summary of system constraints, the decision-making process, and the identified alternatives (water and wastewater system alternatives) to the public for feedback	June 2024
PCC No.3	Presentation to the public and stakeholders with an evaluation and preliminary recommendation on the preferred alternatives	December 2024
Master Plan Report	A document organized chronologically to appropriately document that Phases 1 and 2 of the MCEA process have been followed	Spring 2024

Activity	Description	Schedule/Timing
Notice of Study Completion	An announcement of the completion of the study; this Notice will be published advertising the completion of the WWWMP and 30-day public comment period. It will include provisions to request an Order under section 16 of the *Environmental Assessment Act*. A Section 16 Order may be requested if there are outstanding concerns that a project going through a Class EA process may have potential adverse impact(s) on constitutionally protected Aboriginal and treaty rights. If no request for a Section 16 Order is received within the comment period, the team will develop the project based on the preferred solution.	Spring/Summer 2025
Final Master Plan Report	Includes feedback received during the 30-day public comment period	Spring/Summer 2025

5. Engagement with First Nation Communities

The Region of Waterloo is situated on the traditional territory of the Neutral, the Mississaugas of the Credit First Nation, and Haudenosaunee Peoples. Throughout the MCEA process, it is important to engage with Indigenous communities, including First Nations, Métis, and Inuit peoples to understand traditional knowledge of the lands throughout the past, in the present, and into the future. Indigenous communities will be engaged for this project based on interests and potential impacts related to established or asserted rights.

The MECP establishes guidelines for consultation with Indigenous communities throughout the environmental assessment process (MECP 2021). Reasonable efforts will be made to engage with each identified and potentially affect community, including the following actions:

- Emailing notices (with formal cover letters) and follow-up phone calls or meetings, as applicable
- Issuing offers for meetings in formats of their choosing (for example, virtual or in-person)
- Inviting the communities to participate in archaeological assessments, where appropriate

Communities will be encouraged to identify interests in the MCEA study to support the planning process (for example, interest in archaeological or natural environment surveys) and to understand how the potential adverse effects of a proposed alternative can be prevented or mitigated.

MECP (2014) notes that proponent-led consultation can satisfy the Crown's duty to consult; however, the ultimate legal responsibility lies with the Crown (that is, the Province of Ontario). Submitting the Project Information Form (Section 2.2) to the MECP early in the study will initiate this process, and the MECP will confirm its delegation of the procedural aspects of rights-based consultation through its response. The MECP will also provide a list of Indigenous communities identified as potentially affected by the proposed work.

The list of Indigenous communities to be consulted will be based on the following factors:

- Established relationships with the Region
- Information related to historical occupation, current land claims, and land-related negotiations
- Reserves near the Study Area
- Results of archaeological assessments
- Reviews of treaties

Information about Indigenous communities available from online sources such as the Ontario Ministry of Indigenous Affairs (2021), Government of Canada (2021) and Chiefs of Ontario (2022).

The following Indigenous communities are anticipated to have a potential interest in this study:

- Six Nations of the Grand River
- Mississaugas of the Credit First Nation
- Haudenosaunee Development Institute
- Huron-Wendat Nation (Quebec)

The Region is committed to the spirit of alliance and mutual respect and is looking forward to engaging with Indigenous communities throughout the study.

6. Documentation

6.1 Communications Tracking and Responses

All comments, questions, information requests, communication protocols, or issues and concerns will be recorded through a tracking system. Each entry will include the following information:

- A description of the comment or concern
- The date the communication was received
- The method of communication (for example, e-mail, phone)
- A response record (as appropriate)
- The status of the communication

Correspondence that requires a response will be flagged and discussed in a timely manner, and a response will be prepared in coordination with the project team, as required.

After each PCC, the survey results will be summarized on the project webpage. Jacobs will prepare a brief summary report that presents responses to all comments and questions received from stakeholders via survey input or before the PCC, and during the comment period after the PCC. The comment/response summary for part of the master plan file.

Presentation materials, agendas, and notes from meetings with agencies, other stakeholders, and the Steering Committee will be included in the master plan file, which will be available for public review. That file will also include responses to written, verbal, or media enquiries.

Issues that require ongoing monitoring will be highlighted for future implementation (for example, construction monitoring or permitting commitments).

6.2 Communications Summary Report

Jacobs will prepare a Communications Summary Report, which will be appended to the master plan file. The purpose of this report is to consolidate the consultation and engagement events and efforts that occurred throughout the study.

The Communications Summary Report will include the following components:

- A copy of the project contact list
- A list of stakeholder groups that participated, as well as issues or concerns raised
- A description of all consultation and engagement activities
- A summary that demonstrates the level of interest in the study (for example, number and nature of comments received)
- Survey results
- Responses to feedback
- A copy of all documentation shared throughout the study process, where appropriate (for example, PCC content will be included; however, results of confidential information such as the identification of cultural sites or the submission of personal details will not be included)
- A privacy statement

6.3 Master Plan Report

Per the MCEA process (MEA 2015), master plans typically recommend a set of activities distributed geographically throughout the Study Area to be implemented over an extended period of time. Master plans provide the context for the implementation of the specific projects that make up the plan and satisfy, as a minimum, Phases 1 and 2 of the Class EA process. These activities may be implemented as separate projects, but collectively, they are part of a larger management system. In essence, master plan studies conclude with a set of preferred alternatives and, therefore, master plans limit the scope of alternatives that can be considered at the implementation stage.

To monitor the effectiveness and benefits of this approach, proponents are required to briefly summarize how the master plan followed Class EA requirements. Therefore, the WWWMP will be compiled to document the EA methodology, results, and consultation activities. It will generally be arranged chronologically to clearly demonstrate that the appropriate steps from Phases 1 and 2 of the MCEA process were followed. This includes information about the following topics:

- Background and past studies
- Nature and extent of the problem or opportunity (or both) to explain the need for the study
- Description or inventory of the existing environment
- Alternative solutions considered and the evaluation process followed to identify the preferred solution, including all supporting reports
- Description of the preferred location
- Commitments made throughout the planning process, including any approvals, permitting, and monitoring commitments
- Description of the communications program and how issues or concerns raised have been addressed

The formal planning of an MCEA master plan study ends at the conclusion of Phase 2, where the WWWMP will be issued for public comment for at least 30 calendar days. The intent of the 30-day comment period is to identify and address concerns that were not resolved during the project communication activities. The WWWMP will document the planning process that was followed in a way that is suitable and easy to review by the public at any time. The WWWMP will contain a complete record of all activities associated with the communications process, including correspondence, copies of notices and advertisements, PCC materials, survey responses, and input, and will be AODA-compliant for review.

7. Roles and Responsibilities

Table 2 presents the roles and responsibilities of the Region and Jacobs teams.

Table 2. Project Team Member Roles and Responsibilities

Activity	Description	Lead
Contact List	Maintain the list, including addition and removal requests	Jacobs / Region
Notices	Prepare content of notices	Jacobs / Region
	Issue notices to contact list and media	Jacobs / Region
Indigenous Communities Letters and Follow-up	Issue formal letters with notices and outline opportunity for engagement (email) and follow-up with phones calls to ensure accurate participation in the study	Region
Communications Tracking and Response Log	Maintain record of communications received and responses	Jacobs
PCC Material and Survey	Provide PCC content and survey/comment sheet content	Jacobs
	Develop summary report of PCC attendance and comments/responses	Jacobs
	Post PCC materials and survey/comment content, and summary report, on the project webpage	Region
Project webpage	Prepare webpage content	Jacobs / Region
	Post webpage content	Region
Stakeholder meetings	Prepare agenda, materials, meeting notes	Jacobs
Communications Summary Report	Consolidate communications materials, prepare summary report	Jacobs
Master Plan Report	Prepare Master Plan	Jacobs

8. References

Chiefs of Ontario. 2022. Ontario First Nations Directory. https://chiefs-of-ontario.org/resources/map/.

GM BluePlan Engineering (GMBP). 2021. The Region of Waterloo Development of an Inflow/Infiltration Reduction Program.

Government of Canada. 2021. First Nation Profiles Interactive Map. https://geo.aadnc-aandc.gc.ca/cippn-fnpim/index-eng.html.

Municipal Engineering Association (MEA). 2015. Municipal Class Environmental Assessment Process Guidance Document. https://municipalclassea.ca/manual/page1.html.

Ontario Ministry of Environment, Conservation and Parks (MECP). 2014. Code of Practice: Consultation in Ontario's environmental assessment process. https://www.ontario.ca/page/consultation-ontarios-environmental-assessment-process.

Ontario Ministry of Environment, Conservation and Parks (MECP). 2021. Environmental assessments: consulting Indigenous communities. https://www.ontario.ca/page/environmental-assessments-consulting-indigenous-communities.

Ontario Ministry of Indigenous Affairs. 2021. Ontario First Nations Maps. https://www.ontario.ca/page/ontario-first-nations-maps.

Indigenous Community Communications Plan

Final

Regional Municipality of Waterloo
Wellesley Water and Wastewater Master Plan

July 2025

Indigenous Community Communications Plan

Client Name: Regional Municipality of Waterloo

Project Name: Wellesley Water and Wastewater Master Plan

Project No: CE851700

File Name: CE851700_RMWaterloo_WWMP_IndigenousCommunicationPlan_Final_20250702

Project Manager: Tom Mahood

Prepared By: Jasmine Biasi

Date: July 2, 2025

Revision No: Final

Document History and Status

Revision	Date	Description	Author	Reviewed	Approved
Draft	January 15, 2024	Draft	Jasmine Biasi		
Final	July 2, 2025	Final	Jasmine Biasi	Kylee Moffatt	Tom Mahood

Jacobs Consultancy Canada Inc.

72 Victoria Street South
Suite 300
Kitchener, ON N2G 4Y9
Canada

T +1.519.579.3500
www.jacobs.com

Copyright Jacobs Consultancy Canada Inc. © 2025.

All rights reserved. The concepts and information contained in this document are the property of the Jacobs group of companies. Use or copying of this document in whole or in part without the written permission of Jacobs constitutes an infringement of copyright. Jacobs, the Jacobs logo, and all other Jacobs trademarks are the property of Jacobs.

NOTICE: This document has been prepared exclusively for the use and benefit of Jacobs' client. Jacobs accepts no liability or responsibility for any use or reliance upon this document by any third party.

Table of Contents

Table of Contents ii
Tables ii
Figure iii
Acronyms and Abbreviations iv
1. Introduction 1-1
1.1 Background 1-1
1.2 Purpose and Goals of the Water and Wastewater Master Plan 1-1
1.3 Environmental Assessment Process 1-2
1.4 Description of Study Area 1-2
1.5 Project Schedule 1-4
1.6 Purpose of the Communications Plan 1-4
1.7 Project Team 1-4
1.8 Steering Committee 1-5
1.9 Project Contacts 1-5
2. Principles of the Communications Plan 2-1
2.1 Guidance 2-1
2.1.1 Municipal Engineers Association's MCEA 2-1
2.1.2 MECP Code of Practice: Consultation in Ontario's Environmental Assessment Process 2-1
2.2 MECP Project Information Form 2-2
2.3 Communications Goal and Objectives 2-2
3. Indigenous Community Engagement 3-1
3.1 Communication Methods 3-1
3.1.1 Notices 3-2
3.1.2 Public Consultation Centres 3-2
3.1.3 Project Website 3-3
3.1.4 Advertising Media 3-3
4. Documentation 4-4
4.1 Communications Tracking and Responses 4-4
4.2 Communications Summary Report 4-4
4.3 Master Plan Report 4-4
5. Summary of Communication and Consultation Timeline 5-6
6. References 6-1

Tables

Table 1. Overview of Communication Activities. 5-6

Figure

Figure 1 Master Plan Study Area 1-3

Acronyms and Abbreviations

AODA	Accessibility for Ontarians with Disabilities Act
EA	environmental assessment
km	kilometre(s)
m^3/d	cubic metre(s) per day
MCEA	Municipal Class Environmental Assessment
MEA	Municipal Engineers Association
MECP	Ontario Ministry of Environment, Conservation and Parks
mm	millimetre(s)
No.	number
OCWA	Ontario Clean Water Agency
PCC	public consultation centre
Region	Region of Waterloo
Wellesley	Village of Wellesley
WTP	water treatment plant
WWTP	wastewater collection system and treatment plant
WWWMP	Wellesley Water and Wastewater Master Plan

1. Introduction

1.1 Background

The Township of Wellesley is one of seven local municipalities in the Region of Waterloo (Region). The Township of Wellesley is a rural community comprised of four villages, including the Village of Wellesley (Wellesley), each requiring municipal wastewater and water servicing. The Region is responsible for maintaining existing levels of service within the water and wastewater systems to provide capacity to the existing population, as well as planning for new growth in the service area and meeting regulatory requirements. To plan and budget for water and wastewater upgrades and new infrastructure to address existing issues and meet future needs to 2051, the Region is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP). The WWWMP will incorporate recent population forecasts and existing and ongoing condition assessments and review new technologies to reduce flows and treatment while considering climate change impacts (such as extreme weather events).

The Region owns and operates the source, treatment, and distribution of the drinking water system. The Wellesley water distribution system is composed of approximately 34 kilometres (km) of 150-millimetre (mm)- to 300-mm-diameter watermains. Water is supplied to Wellesley through three groundwater wells (WY 1, WY5, and WY6). The Wellesley Water Treatment Plant (WTP) consists primarily of three (3) greensand filters, a reservoir, and five (5) high-lift booster pumps. Water is disinfected using sodium hypochlorite. The facility is equipped with standby power via a diesel generator. The Wellesley system permit to take water capacity is approximately 1,500 cubic metres per day (m^3/d), and the Municipal Drinking Water License rated capacity is approximately 3,000 m^3/d.

The Region owns the Wellesley wastewater collection system and wastewater treatment plant (WWTP), which is operated under contract by the Ontario Clean Water Agency (OCWA). The Wellesley WWTP comprises an extended aeration package plant that treats wastewater generated in Wellesley. Package Plant 1 was constructed in 1973 and Package Plant 2 was constructed in1993. The existing unit treatment processes includes screening, aeration, secondary clarification, and tertiary filtration, which was upgraded to use cloth filters in 2017. The Wellesley WWTP has a rated capacity of 1,100 m^3/d, and frequent WWTP bypasses are observed.

The Wellesley wastewater collection system includes approximately 16 km of gravity sewers, ranging from 200 to 450 mm in diameter. Most of the wastewater is directed through the Firella Trunk sewer, which runs along Firella Creek. Based on investigations over the past 25 years, the collection system is prone to inflow and infiltration, resulting in excess flows. Recent I/I analysis indicates that 20-30% of the flow to the WWTP is I/I (GMBP, 2021). A number of I/I investigations and remediation measures have been implemented within the Village of Wellesley, however, a substantial portion of the remaining I/I may be the result of private property foundation drain connections to the wastewater collection system (GMBP, 2021).

The WWWMP will fulfill the requirements of Phase 1 and Phase 2 of the Municipal Class Environmental Assessment (MCEA) process for Water and Wastewater Projects.

1.2 Purpose and Goals of the Water and Wastewater Master Plan

Municipalities are encouraged to prepare master plans to address an overall infrastructure system or a number of integrated systems through the development of long-term multi-disciplinary plans. The purpose of the WWWMP is to address anticipated water and wastewater treatment needs over the next 30 years, and in doing so, to improve the reliability and resiliency of its water and wastewater assets.

The goals of the WWWMP include identifying new required projects, and systematically developing a prioritized implementation plan that is endorsed by the Region and project stakeholders. The proposed solutions will represent the greatest value and least risk to the Region while meeting the Region's social

and environmental stewardship standards, regulatory requirements, technical and cost effectiveness, and energy management and resiliency objectives.

1.3 Environmental Assessment Process

The Region has initiated a MCEA study to determine a long-term plan that integrates infrastructure requirements and future land use within environmental assessment principles. The study will be carried out as a Master Plan in accordance with Phases 1 and 2 of the Municipal Engineers Association's (MEA's) MCEA Process (MEA 2000, as amended 2007, 2011, 2015, 2023), which is an approved process under the Ontario *Environmental Assessment Act*.

Phases 1 and 2 of the MCEA Process will be completed for the Master Plan process, and documented, as follows:

- Phase 1 – Status of existing infrastructure and processes, future needs, inventory of the Study Area (defined in Section 1.4 of this document), and identification of the problem and/or opportunity
- Phase 2 – Identification and evaluation of alternative solutions, considering the benefits and impacts to the existing community, natural and economic environments, technical and jurisdictional feasibility, as well as input from project stakeholders, to identify a preferred solution
- Master Plan Report - Preparation of a report to document the MCEA study methodology, stakeholder communications and engagement program, and Phase 1 and 2 findings, which typically recommend a set of works distributed geographically within the Study Area and which are to be implemented over an extended period of time

Activities under Schedule A, A+ and B of the MEA MCEA process are approved under the master planning process; however, if the study identifies activities that may be considered a Schedule C project, Phases 3 and 4 of the MCEA process will need to be completed before their implementation.

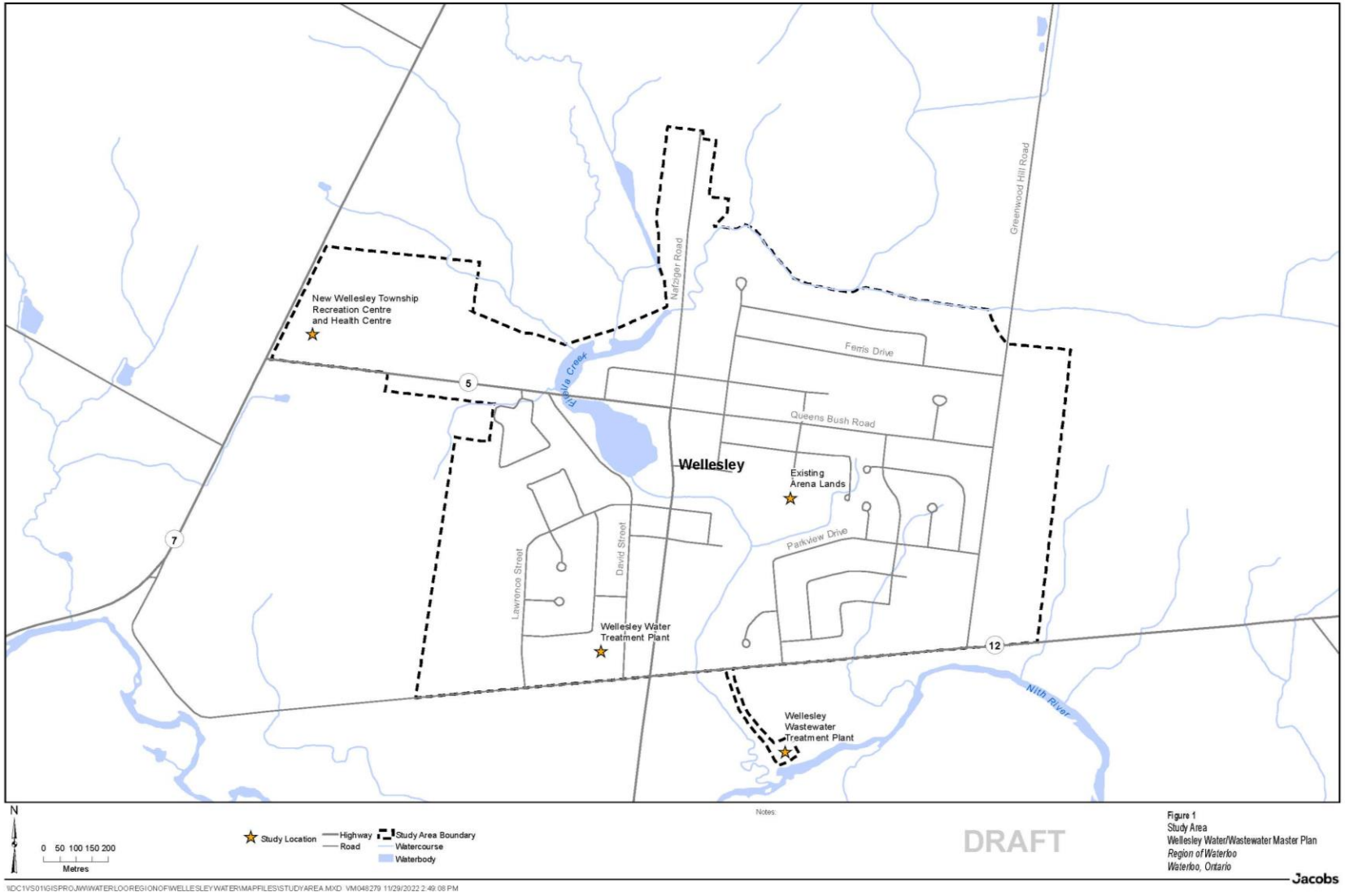
Note, the MEA is currently working with the Ontario Ministry of Environment, Conservation and Parks (MECP) to update the MCEA guidelines. If these guidelines are updated during the course of the study, Jacobs will work with the Region so the applicable requirements are adopted.

This WWWMP is being completed as an Approach 2 Master Plan. This means the necessary supportive studies and investigations required to proceed to Phase 3-5 of the MCEA process will be completed during this WWWMP.

1.4 Description of Study Area

For a Class Environmental Assessment (EA), the Study Area is defined as the geographic location where it is reasonable to assume direct or indirect effects associated with the implementation of a project may occur. The general Study Area (Figure 1) will include the municipal boundaries of the Village of Wellesley extending to include the existing Wellesley WWTP, and also extending east and west to include proposed future growth areas.

Figure 1 Master Plan Study Area



1.5 Project Schedule

The MCEA study was initiated by a project team kickoff meeting in August 2022 and is anticipated to be completed in approximately 2.5 years. The WWWMP Draft Final Report is anticipated to be posted for a minimum 30-day public comment period in Spring 2025. Section 5 provides a schedule of consultation activities.

1.6 Purpose of the Communications Plan

An effective Communications Plan is designed to build and maintain community and project stakeholder trust and credibility, to improve decision-making, and to identify project issues far enough in advance that they can be effectively addressed before final decisions are made. An effective Communications Plan identifies appropriate stakeholders, which in turn enables the Project Team to reflect on the most appropriate engagement mechanisms (e.g., meetings, Steering Committee, PCC). The Region is committed to undertaking public and stakeholder communications to provide opportunities for information sharing. These opportunities include circulating public notices, providing access to information, meeting with stakeholders to discuss the project, holding public consultation centres (PCCs), and as mentioned, posting the WWWMP for a minimum 30-day public comment period.

Project communications and engagement with members of the public, review agencies, Indigenous communities, and other stakeholders (for example, organizations, businesses) is an important part of the MCEA process. The main purpose of this Communications Plan is to present the activities and methods that will be used in the MCEA study, including a preferred solution for water and wastewater systems.

Specifically, the Communications Plan presents the following information:

- The MCEA study project team
- The principles guiding the Communications Plan for this project
- Consultation and communication opportunities, methods, roles and responsibilities
- An Indigenous communities engagement plan
- An approach to responding to comments and feedback
- An approach to documenting communications and engagement activities, which will be included in the master plan record

This Indigenous Community Communications Plan is considered a live document and may be updated from time to time.

An engagement plan for Stakeholder and Public Consultation has been prepared under separate cover.

1.7 Project Team

The project team consists of project managers, engineers, planners, scientists, and archaeologists. The Region is leading this study, supported in project delivery by the Jacobs consulting team, who will be responsible for the following tasks:

- Preparing project communications
- Completing relevant studies to support the MCEA process
- Preparing project documentation

The following individuals will be the key study participants:

- Region
    - Kaoru Yajima (Project Manager)
    - Kevin Dolishny (Senior Engineer)

        - Kristina Lee (Wastewater Engineer)
        - Heather McLeod (Hydrogeologist)
        - TBD (Manager, Water Operations and Maintenance)
    - Jacobs:
        - Tom Mahood (Project Manager)
        - Kylee Moffatt (Assistant Project Manager)
        - Ray Yu (Water Treatment and Storage Lead)
        - Adrienne Willoughby (Wastewater Treatment Lead)
        - Mauricio Rojas (Water and Wastewater Conveyance Modelling)
        - Emma Henderson and Anna Fawcett (MCEA Leads)

The remainder of Jacobs' project team includes engineering, natural environment, and technical staff members to support project delivery.

1.8 Steering Committee

A Steering Committee will support the overall development of the study by providing advice and guidance.

- Region Steering Committee:
    - Region
        - Region project team members
        - Pam Law (Manager, Engineering and Planning)
        - Mari MacNeil (Director of Water and Wastewater Services)
        - Trevor Brown (Manager, Wastewater Operations)
    - Township of Wellesley
        - Tim Van Hinte (Director of Planning)
        - Chris Cook (Director of Public Works)
        - Rick Louwagie (Chief Administrator Officer)
    - Jacobs project team members

1.9 Project Contacts

At any time throughout the study process, a request can be submitted for further information or to be added to the project contact list by contacting the following members of the project team.

Kaoru Yajima
Project Manager
Transportation and Environmental Services, Water Services
Region of Waterloo
150 Frederick Street, 7th Floor
Kitchener, ON N2G 4J3
KYajima@regionofwaterloo.ca

Tom Mahood
Project Manager
Jacobs
72 Victoria Street South, Suite 300
Kitchener, ON N2G 4Y9
tom.mahood@jacobs.com

2. Principles of the Communications Plan

2.1 Guidance

This Communications Plan was developed using resources from the Region and guidance from the MEA's MCEA document (MEA 2000, as amended in 2007, 2011, and 2015, 2023), and MECP's *Code of Practice: Consultation in Ontario's Environmental Assessment Process* (MECP 2014).

2.1.1 Municipal Engineers Association's MCEA

Through the public consultation program, the Region will follow a consultation process that meets the following requirements, outlined in the MCEA guidance document (MEA 2015):

- Is meaningful to those involved
- Facilitates open and transparent dialogue resulting in defendable and traceable decision-making
- Provides opportunities for early public and stakeholder involvement.

Specifically, Section A.3 of the MCEA guidance document outlines the types of stakeholders to be contacted in all cases (for example, MECP), as well as additional federal, provincial, and municipal ministries and agencies to be contacted, as appropriate. Appendix 3-1, Screening Criteria, also provides guidelines for establishing contact with appropriate review agencies for situations where varying environmental impacts are identified (MEA 2015). The criteria will be reviewed to identify the appropriate review agencies and contacts before initiating consultation.

Appendix 5 of the MCEA guidance document provides guidance on developing an appropriate Public and Stakeholder Consultation Plan (for example, who is to be consulted, what they will be consulted about, when in the process they will be consulted) (MEA 2015).
As outlined in Exhibit A.1 of the MCEA, master plans include the following points of contact (MEA 2015):

- One discretionary consultation point early in the project to notify stakeholders and enable their involvement
- One mandatory point of contact with stakeholders to enable their review and to obtain their input on the preliminary preferred solution

However, the Region is taking a proactive approach to consultation to support a transparent and inclusive planning and decision-making process for the Master Plan. The study is planning the following additional points of contact:

- Notice of Commencement
- PCC Number (No.) 1
- PCC No. 2
- PCC No. 3
- Master Plan Report for a 30-day comment period

2.1.2 MECP Code of Practice: Consultation in Ontario's Environmental Assessment Process

The MECP's Code of Practice: Consultation in Ontario's Environmental Assessment Process (MECP 2014) outlines the expectations for appropriate consultation and can be used as a resource tool to develop and implement a consultation plan. This document was reviewed so the purpose of consultation, use of information collected, proponent responsibilities, and maintenance of the privacy and identification of Indigenous communities will be completed to MECP standards or higher.

2.2 MECP Project Information Form

Under the MCEA process, proponents must send notices and a completed Project Information Form to the MECP region where the project is located. The MECP will respond to the Project Information Form acknowledging the study, and the associated MCEA process and expectations. The MECP will also delegate the procedural aspects of the duty to consult at this time, if applicable. A Project Information Form will be filled out and sent to the appropriate MECP region (West Central) early in the study process. It is anticipated that MECP will delegate the duty to consult to the Region.

2.3 Communications Goal and Objectives

The goal of communications and engagement in this MCEA study is to effectively inform the public, agencies, and other stakeholders about the MCEA process, as well as the study background and goals (that is, the identification of a preliminary preferred alternative), and to provide sufficient opportunities for two-way communication opportunities. Specific goals include:

- Providing accessible methods and opportunities for consultation and engagement
- Addressing comments, questions, and concerns so they can be considered within the study process
- Garnering support from members of the public, agencies, and other stakeholders that the process is fair, transparent, and honest

To achieve these goals, the following specific objectives have been defined for the communications and consultation program:

- Provide adequate notice at the start of this MCEA study to actively encourage inclusive and equitable participation.
- Clearly and effectively communicate information on each alternative solution the study will consider, including:
  - Benefits, negative effects, and costs of each alternative
  - Rationale for the recommended location
  - Opportunities for sustainable solutions, particularly relating to water
  - Recommendations to minimize adverse effects and maximize benefits
- Foster public trust and confidence by:
  - Demonstrating the Region is following a comprehensive process, with a team of specialists who have the experience and qualifications to complete a fair, transparent, and educated evaluation of all alternatives
  - Providing consistent messaging to all interested members of the public and stakeholders and other potential influencers, such as elected officials and other opinion leaders
  - Engage stakeholders and the public in consultation that provides balanced information and elicits meaningful input.
- Demonstrating to the public and other stakeholders that their input is received and respected, and will be considered during the process to arrive at an informed decision about the study.

3. Indigenous Community Engagement

The Region of Waterloo is situated on the traditional territory of the Neutral, the Mississaugas of the Credit First Nation, and Haudenosaunee Peoples. Throughout the MCEA process, it is important to engage with Indigenous communities, including First Nations, Métis, and Inuit peoples to understand traditional knowledge of the lands throughout the past, in the present, and into the future. Indigenous communities will be engaged for this project based on interests and potential impacts related to established or asserted rights.

The MECP establishes guidelines for consultation with Indigenous communities throughout the environmental assessment process (MECP 2021). Reasonable efforts will be made to engage with each identified and potentially affected community, including the following actions:

- Emailing notices (with formal cover letters) and follow-up phone calls or meetings, as applicable
- Issuing offers for meetings in formats of their choosing (for example, virtual or in-person)
- Inviting the communities to participate in archaeological assessments, where appropriate

Communities will be encouraged to identify interests in the MCEA study to support the planning process (for example, interest in archaeological or natural environment surveys) and to understand how the potential adverse effects of a proposed alternative can be prevented or mitigated.

MECP (2014) notes that proponent-led consultation can satisfy the Crown's duty to consult; however, the ultimate legal responsibility lies with the Crown (that is, the Province of Ontario). Submitting the Project Information Form (Section 2.2) to the MECP early in the study will initiate this process, and the MECP will confirm its delegation of the procedural aspects of rights-based consultation through its response. The MECP will also provide a list of Indigenous communities identified as potentially affected by the proposed work.

The list of Indigenous communities to be consulted will be based on the following factors:

- Established relationships with the Region
- Information related to historical occupation, current land claims, and land-related negotiations
- Reserves near the Study Area
- Results of archaeological assessments
- Reviews of treaties
- Information about Indigenous communities available from online sources such as the Ontario Ministry of Indigenous Affairs (2021), Government of Canada (2021) and Chiefs of Ontario (2022).

The following Indigenous communities are anticipated to have a potential interest in this study:

- Six Nations of the Grand River
- Mississaugas of the Credit First Nation
- Haudenosaunee Development Institute
- Huron-Wendat Nation (Quebec)

The Region is committed to the spirit of alliance and mutual respect and is looking forward to engaging with Indigenous communities throughout the study.

3.1 Communication Methods

This section outlines how study information will be communicated to stakeholders. Ideally, electronic means will be used to reduce the study's need for printing and postage; however, communication material (for example, notices, PCC material) will be prepared for printing, as needed.

3.1.1 Notices

Formal public notices will include the following:

- Notice of Study Commencement
- PCC Notices (three)
- Notice of Study Completion

Jacobs will prepare each notice and submit it to the Region for review and approval ahead of the anticipated publishing date.

Each notice will be sent to individuals and organization representatives included on the project contact list via email (or via regular mail, if requested). Notices will be published as newspaper advertisements and put on the Region's and Township's project webpage. Per the MCEA process, a published notice means a notice published in a local newspaper with general circulation in the project area. Two published notices will appear in separate issues of the same paper, the *Woolwhich Observer.* As mentioned, the MEA is currently working with MECP to update the MCEA guidelines. If there are new publication requirements, Jacobs will work with the Region so each requirement of the MCEA process is met throughout the study process.

Each notice will be formatted according to Accessibility for Ontarians with Disabilities Act (AODA) standards.

3.1.2 Public Consultation Centres

Three PCCs will take place for this study. The materials for each PCC will be reviewed by Regional staff prior to the public comment period. A virtual platform, accessed through the project webpage, will be available to the public for 30 days. A virtual means of communicating meets the spirit of consultation requirements set out by the MECP while allowing stakeholders to participate without being in-person. Stakeholders will be provided with advance notice of each PCC, as described in Section 3.1.1.

The PCCs will include live virtual presentations, hosted through Teams Webinar or equivalent, a form to solicit feedback, and options for offline consultation (for example, over the phone), as needed. A summary of the issues and resolutions to the Team Webinar platform is provided in Appendix A. Presentation materials will remain available to view throughout and after the PCC commenting period.

The PCCs will introduce the following information:

- The overall study
- Existing conditions
- Problems, and opportunities
- The decision-making process
- The evaluation that ultimately results in preliminary preferred alternatives

Each PCC is anticipated to include the following content:

- PCC 1 will present a summary of existing conditions, and the problem and opportunity statement.
- PCC 2 will present the summary of constraints, the decision-making process, and the identified alternatives.
- PCC 3 will present the evaluation and preliminary recommendation on the preferred alternatives.

Jacobs will prepare the PCC materials, which will meet AODA standards. Individual requests for an alternative form of delivery of communication materials will be assessed and accommodated, as required.

A comment sheet will be prepared for the PCCs to facilitate the exchange of information. The comment sheet will be presented in a multiple-choice format and will also provide users the opportunity to submit general feedback and comments outside of the questions.

Responses and results will be documented in a Communications Summary Report for the master plan file

3.1.3 Project Website

The Region will create a project website at [https://www.regionofwaterloo.ca/en/living-here/wellesley-water-and-wastewater-master-plan.aspx]. The project webpage will include links to project materials, including notices, PCC materials, surveys, and the master plan report. The webpage will serve as the central hub for sharing information with the public and stakeholders.

3.1.4 Advertising Media

Traditional and social media will be used to advertise study information. The Region's social media page(s) (for example, Facebook, Twitter) can be utilized as required to meet communication needs.

4. Documentation

4.1 Communications Tracking and Responses

All comments, questions, information requests, communication protocols, or issues and concerns will be recorded through a tracking system. Each entry will include the following information:

- A description of the comment or concern
- The date the communication was received
- The method of communication (for example, e-mail, phone)
- A response record (as appropriate)
- The status of the communication

Correspondence that requires a response will be flagged and discussed in a timely manner, and a response will be prepared in coordination with the project team, as required.

Issues that require ongoing monitoring will be highlighted for future implementation (for example, construction monitoring or permitting commitments).

4.2 Communications Summary Report

Jacobs will prepare a Communications Summary Report, which will be appended to the master plan file. The purpose of this report is to consolidate the consultation and engagement events and efforts that occurred throughout the study.

The Communications Summary Report will include the following components:

- A copy of the project contact list
- A list of stakeholder groups that participated, as well as issues or concerns raised
- A description of all consultation and engagement activities
- A summary that demonstrates the level of interest in the study (for example, number and nature of comments received)
- Survey results
- Responses to feedback
- A copy of all documentation shared throughout the study process, where appropriate (for example, PCC content will be included; however, results of confidential information such as the identification of cultural sites or the submission of personal details will not be included)
- A privacy statement

4.3 Master Plan Report

Per the MCEA process (MEA 2015), master plans typically recommend a set of activities distributed geographically throughout the Study Area to be implemented over an extended period of time. Master plans provide the context for the implementation of the specific projects that make up the plan and satisfy, as a minimum, Phases 1 and 2 of the Class EA process. These activities may be implemented as separate projects, but collectively, they are part of a larger management system. In essence, master plan studies conclude with a set of preferred alternatives and, therefore, master plans limit the scope of alternatives that can be considered at the implementation stage.

To monitor the effectiveness and benefits of this approach, proponents are required to briefly summarize how the master plan followed Class EA requirements. Therefore, the WWWMP will be compiled to

document the EA methodology, results, and consultation activities. It will generally be arranged chronologically to clearly demonstrate that the appropriate steps from Phases 1 and 2 of the MCEA process were followed. This includes information about the following topics:

- Background and past studies
- Nature and extent of the problem or opportunity (or both) to explain the need for the study
- Description or inventory of the existing environment
- Alternative solutions considered and the evaluation process followed to identify the preferred solution, including all supporting reports
- Description of the preferred location
- Commitments made throughout the planning process, including any approvals, permitting, and monitoring commitments
- Description of the communications program and how issues or concerns raised have been addressed

The formal planning of an MCEA master plan study ends at the conclusion of Phase 2, where the WWWMP will be issued for public comment for at least 30 calendar days. The intent of the 30-day comment period is to identify and address concerns that were not resolved during the project communication activities. The WWWMP will document the planning process that was followed in a way that is suitable and easy to review by the public at any time. The WWWMP will contain a complete record of all activities associated with the communications process, including correspondence, copies of notices and advertisements, PCC materials, survey responses, and input, and will be AODA-compliant for review.

5. Summary of Communication and Consultation Timeline

Table 1 presents a summary of the consultation activities planned for the Wellesley WWWMP study and preliminary timelines.

Table 1. Overview of Communication Activities.

Activity	Description	Schedule/Timing
Contact List	List containing information for project contacts, including review agencies, stakeholder groups, Indigenous communities, and interested persons	Initial list developed in fall 2022 To be updated throughout the study
Notice of Study Commencement	Public notice describing the background and need for the study and providing the Region webpage address and project contact.	April 2023
PCC No. 1	Presentation to the public and stakeholders with a summary of existing conditions and the problem and opportunity statement to for input	April 2023
PCC No. 2	Presentation to the public with a summary of system constraints, the decision-making process, and the identified alternatives (water and wastewater system alternatives) to the public for feedback	June 2024
PCC No.3	Presentation to the public and stakeholders with an evaluation and preliminary recommendation on the preferred alternatives	December 2024
Master Plan Report	A document organized chronologically to appropriately document that Phases 1 and 2 of the MCEA process have been followed	Spring 2024
Notice of Study Completion	An announcement of the completion of the study; this Notice will be published advertising the completion of the WWWMP and 30-day public comment period. It will include provisions to request an Order under section 16 of the *Environmental Assessment Act*. A Section 16 Order may be requested if there are outstanding concerns that a project going through a Class EA process may have potential adverse impact(s) on constitutionally protected Aboriginal and treaty rights. If no request for a Section 16 Order is received within the comment period, the team will develop the project based on the preferred solution.	Spring/Summer 2025
Final Master Plan Report	Includes feedback received during the 30-day public comment period	Spring/Summer 2025

6. References

Chiefs of Ontario. 2022. Ontario First Nations Directory. https://chiefs-of-ontario.org/resources/map/.

GM BluePlan Engineering (GMBP). 2021. The Region of Waterloo Development of an Inflow/Infiltration Reduction Program.

Government of Canada. 2021. First Nation Profiles Interactive Map. https://geo.aadnc-aandc.gc.ca/cippn-fnpim/index-eng.html.

Municipal Engineering Association (MEA). 2015. Municipal Class Environmental Assessment Process Guidance Document. https://municipalclassea.ca/manual/page1.html.

Ontario Ministry of Environment, Conservation and Parks (MECP). 2014. Code of Practice: Consultation in Ontario's environmental assessment process. https://www.ontario.ca/page/consultation-ontarios-environmental-assessment-process.

Ontario Ministry of Environment, Conservation and Parks (MECP). 2021. Environmental assessments: consulting Indigenous communities. https://www.ontario.ca/page/environmental-assessments-consulting-indigenous-communities.

Ontario Ministry of Indigenous Affairs. 2021. Ontario First Nations Maps. https://www.ontario.ca/page/ontario-first-nations-maps.

Interest	Government Agency	From	To	Date Received	Type	Message Summary	Action item	Status	Date of Action	Action Type	Email Response	Project Stage
Provincial	Ministry of Citizenship and Muliculturalism	Karla Barboza	ASI Heritage	1/17/2023	Email	Response to Leora Bebko's email sent 1/13/23 • To date, no properties have been designated by the Minister. • At this time, we are not aware of any provincial heritage properties within or adjacent to the study area or within the Township of Wellesley. • Regarding other protected heritage properties, contact the Ontario Heritage Trust, Provincial Heritage Registrar at registrar@heritagetrust.on.ca or 416-212-7104 and the municipal clerk and/or planner. • Send MCM any technical cultural heritage studies for our review as part of the environmental assessment process.						Prior to EA commencement
Provincial	Ministry of the Environment, Conservation and Parks	Catherine Stewart Management Biologist Permissions Section, Species at Risk Branch	Jacobs	1/27/2023		The Ministry of the Environment, Conservation and Parks (MECP) understands that Jacobs is assisting with infrastructure and natural heritage planning for the undertaking of the Wellesley Water and Wastewater Master Plan, as identified in the information provided. As requested, an initial species at risk (SAR) information screening has been completed under the Endangered Species Act, 2007 (ESA 2007) for the above-noted project location with respect to endangered and threated species in Ontario. In addition to the species already provided in your list, there are known occurrences of the following SAR in the general area with potential to also occur at the project location: - American Badger – Southwestern Ontario population (endangered, species and regulated habitat protection) - SAR bats (endangered, species and general habitat protection) - Black Redhorse (threatened, species and general habitat protection) - Short-eared Owl (threatened, species and general habitat protection) It's important to note that some species on your list have had changes to their status on the Species at Risk in Ontario List, and these changes should be reflected moving forward (e.g. Red-headed Woodpecker, Barn Swallow). As another example, as of January 25, 2023, Kentucky Coffee-tree is only classified as a SAR within a specific geographic area, and Waterloo Region is outside that area. Please note that this is an initial screening for endangered and threatened SAR and the absence of an element occurrence does not indicate the absence of species. The province has not been surveyed comprehensively for the presence or absence of SAR and Ontario's data relies on observers to report sightings of SAR. Field assessments by a qualified professional may be necessary if there is a high likelihood for SAR species and/or habitat to occur within the project footprint and potentially be impacted. The ministry's position is based on the information that has been provided by Jacobs on behalf of the Township. Should information not have been made available and considered in our review, or new information comes to light, or if on-site conditions and circumstances change, please contact Species at Risk Branch as soon as possible (SAROntario@ontario.ca) to discuss next steps.	None	N/A	N/A	N/A	N/A	Prior to EA commencement
Provincial	Ministry of the Environment, Conservation and Parks	West Central Region EA Notices	Jacobs	4/6/2023	Email	Automatic acknowledgment that email was delivered to the Regional email account.	None	N/A	N/A	N/A	N/A	EA Commencement
Provincial	Ministry of Citizenship and Muliculturalism	Karla Barboza	Jacobs	4/11/2023	Email	• Recieved Notice of Study Commencement • Request to update contact list to include Joseph Harvey and Karla Baboza only. Remove James Hamilton and Deborah Hossack. • For future projects, please send the initial notice to Karla. You • Can contact MECP for an updated Government Review Team List • Preliminary comments will be sent by May 8	1. Jacobs to respond to email 2. Jacobs to revise Contact List	1. Complete 2. Complete	1. 4/11/2023 2. 4/13/2023	1. Email 2. Action	• Contact list has been updated • Acknowledgment that future notices will be sent to Karla • We look forward to receiving comments	EA Commencement
Provincial	Ministry of the Environment, Conservation and Parks	Joan Del Villar Cuicas	Region	4/20/2023	Email & attached letter	Amendments to the Municipal Class Environmental Assessment (Class EA) came into effect on March 3, 2023. The proponent is required to consult with the following communities who have been identified as potentially affected by the proposed project: • Mississaugas of the Credit First Nation • Six Nations of the Grand River o Elected Council, and o HCCC and HDI The updated attached "Areas of Interest" document provides guidance regarding the ministry's interests with respect to the Class EA process. Please address all areas of interest in the EA documentation at an appropriate level for the EA study.	1. Reply to email 2. Review areas of interest to address in EA documentation as appropriate	1. Complete 2. Ongoing	1. April 20, 2023	1. Email 2. Action	Acknowledge receipt of response to the notice. We are aware of the March 2023 amendment to the Class EA and will be following. We will be reviewing and addressing the Areas of Interest as we move along with the master plan study.	EA Commencement
Provincial	Ministry of Citizenship and Muliculturalism	Joseph Harvey	Region	6/6/2024	Email	Thanks for providing us with the attached notice. To assist us in tracking archaeological assessment reports, please provide us with the Project Information Form (PIF) number(s) of any archaeological assessments being prepared for this project. Please let us know if the project has been screened for impacts to known (previously recognized) or potential built heritage resources and cultural heritage landscapes. We continue to recommend that a Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment be undertaken. Technical cultural heritage studies (e.g., Cultural Heritage Reports, Cultural Heritage Evaluation Reports, Heritage Impact Assessments etc.) should be sent for our review as part of the environmental assessment process.	Email	Complete	45455	Email	Good Morning Joseph For the Wellesley Master Plan, we have only completed a baseline Archeological memo in advance of completing the Stage 1 Report. The Stage 1 Report will be initiated once a preferred alternative is identified, and the area potentially impacted is mapped. Also, the Built Heritage and Cultural Heritage Landscapes will be screened initially as a checklist at the same time as the Stage One Archeological Report is completed. We anticipate that these activities will take place over the next few months and that we will be further informing you of that schedule and requesting a PIF number when the work is ready to commence. If you have any questions please let us know.	PCC 2
Provincial	Ministry of the Environment, Conservation and Parks	Jacobs	Joan Del Villar Cuicas	12/3/2024	Email	Attached is MECP's letter of acknowledgement to the Wellesley Water & Wastewater Master Plan Notice of Commencement that was circulated in early 2023. As we continue to progress through this project, we would like to confirm whether there have been any changes to the list of Indigenous communities identified as potentially affected by the proposed project. Please let me know at your earliest convenience.	MECP to provide Email response	Complete	45637	Email	Thank you for your email. There are no changes to the list of Indigenous communities included in MECP's acknowledgment letter issued on April 20, 2023.	PCC 3
Provincial	Ministry of Citizenship and Muliculturalism	Joseph Harvey	Region	12/13/2024	Email	Thanks for providing us with the attached notice. We have included some comments and observations below: Our records indicate that a Stage 1 archaeological assessment (under Project Information Form number P094-0430-2024) is being prepared in support of this undertaking. We recommend that the licensed archaeologist submit the report to MCM prior to the issuance of the notice of completion. Please note that archaeological concerns have not been fully addressed until reports have been entered into the Ontario Public Register of Archaeological Reports ('the Register') where those reports recommend that: the archaeological assessment of the project area is complete and all archaeological sites identified by the assessment are either of no further cultural heritage value or interest (as per Section 48(3) of the Ontario Heritage Act) or that mitigation of impacts has been accomplished through excavation or an avoidance and protection strategy. Approval authorities and/or proponents should wait to receive the MCM's written confirmation that the archaeological assessment report(s) has been entered into the Register before issuing a decision or proceeding with any ground disturbing activities. The letter will also indicate either that there are no further concerns for impacts to archaeological resources or articulate next steps to mitigate those concerns. Proponents must follow the recommendations of the archaeological assessment report(s). We continue to recommend that a Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment be undertake for the project study area. This study will: 1. Describe the existing baseline cultural heritage conditions 2. Identify preliminary potential project-specific impacts 3. Recommend measures to avoid or mitigate potential negative impacts Howver, given that this project covers a large study area, MCM recommends that the Cultural Heritage Report is carried out so that step 1 described above is undertaken early in the planning process. Then, steps 2 and 3 can be undertaken once the preferred alternatives have been selected. If Schedule B or C MCEAs are completed as part of the master plan, and a known or potential built heritage resource or cultural heritage landscape may be directly and adversely impacted, and where it has not yet been evaluated for Cultural Heritage Value or Interest (CHVI), completion of a Cultural Heritage Evaluation Report (CHER) is required to fully understand its CHVI and level of significance. The CHER must be completed as part of the final EA report. If a potential resource is found to be of CHVI, then a Heritage Impact Assessment (HIA) will need to be undertaken and included in the final EA report. Please send the HIA to MCM for review and make it available to local organizations or individuals who have expressed interest in review.	Email	Complete	45642	Email	Thank you very much for your comments and observations in regard to the Wellesley Water and Wastewater Master Plan PCC Notice. We have initiated the required archeological and cultural heritage studies to support the Master Plan and the Schedule B and Schedule C project recommendations in the current draft Master Plan report and have scheduled their completion to allow submission to the MCM prior to finalization of the Master Plan report. Our project team understands the guidance you provided in regard to the importance of fully addressing archeological concerns and having reports filed in the Register before proceeding with any recommended projects and we look forward to MCM's confirmation of the completion of that process once we have submitted all the relevant reports and completed the Master Plan report. We anticipate the completion of the archeological and cultural heritage studies early in the new year and once we have reviewed the draft reports, we will have our archeological consultant submit the reports to the MCM for review. Thank you again for your comments and observations and we will keep you up to date on our progress in the new year.	PCC 3

Outlook

[EXTERNAL] MCM Response: Cultural Heritage Report for Wellesley Water and Wastewater Master Plan, Region of Waterloo

From Barboza, Karla (MCM) <Karla.Barboza@ontario.ca>
on behalf of
Registrar (MTCS) <Registrar@ontario.ca>

Date Tue 1/17/2023 9:16 AM

To Leora Bebko <lbebko@asiheritage.ca>

Cc Lindsay Graves <lgraves@asiheritage.ca>; Meredith Stewart <MStewart@asiheritage.ca>; Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; Registrar (MTCS) <Registrar@ontario.ca>

1 attachment (1 MB)

CH_Figure1.jpg;

MCM File 0018505 - File Name: Wellesley Water and Wastewater Master Plan

Hi Leora,

Hope this email finds you well.

As you may know, the Ministry developed screening checklists to assist property owners, developers, consultants and others to identify known and potential cultural heritage resources:

- Criteria for Evaluating Archaeological Potential
- Criteria for Evaluating Marine Archaeological Potential
- Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes

I have used the document above (Built Heritage and Cultural Heritage Landscapes) in order to respond to your question:

- Question 3a. i. Is the property (or project area) identified, designated or otherwise protected under the Ontario Heritage Act as being of cultural heritage value e.g. a property that is designated by order of the Minister of Citizenship and Multiculturalism as being of cultural heritage value or interest of provincial significance [s.34.5]?
  MCM Response: To date, no properties have been designated by the Minister.
- Question 3a.v. Is the property (or project area) identified, designated or otherwise protected under the Ontario Heritage Act as being of cultural heritage value included in the Ministry of Citizenship and Multiculturalism's list of provincial heritage properties?
  MCM Response: At this time, we are not aware of any provincial heritage properties within or adjacent to the study area or within the Township of Wellesley.

  Please note that if the subject lands or parts of the subject lands are owned or controlled by an Ontario Ministry or Prescribed Public Body (PPB) on behalf of the Crown (the list of PPBs is available as O. Reg. 157/10), a Ministry or PPB may have responsibilities under the Standards and Guidelines for Conservation of Provincial Heritage Properties.

Regarding other protected heritage properties within or adjacent to the study area, you should contact the Ontario Heritage Trust, Provincial Heritage Registrar at registrar@heritagetrust.on.ca or 416-212-7104 and the municipal clerk and/or planner.

MCM would appreciate if any technical cultural heritage studies (e.g. Cultural Heritage Assessment Report, Cultural Heritage Evaluation Report, Heritage Impact Assessment) be sent for our review as part of the environmental assessment process.

I hope this helps. Let me know if you have any questions.

Regards,
Karla

Karla Barboza, RPP, MCIP, CAHP
Team Lead, Heritage | Heritage Planning Unit | **Ministry of Citizenship and Multiculturalism** | 416-660-1027 | karla.barboza@ontario.ca

---

From: Leora Bebko <lbebko@asiheritage.ca>
Sent: January-13-23 2:55 PM
To: Registrar (MTCS) <Registrar@ontario.ca>
Cc: Lindsay Graves <lgraves@asiheritage.ca>; Meredith Stewart <MStewart@asiheritage.ca>; tom.mahood@jacobs.com; kylee.moffatt@jacobs.com
Subject: Cultural Heritage Report for Wellesley Water and Wastewater Master Plan, Region of Waterloo

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.
Good afternoon, Karla,

ASI has been retained by Jacobs to conduct a Cultural Heritage Report as part of the Wellesley Water and Wastewater Master Plan in the Region of Waterloo. I have attached a map that outlines the study area where we are conducting our assessment. Following a search of previously identified cultural heritage resources within the study area using local, municipal, and provincial heritage inventories, it has been determined that there are no properties of provincial significance within the study area.

The following properties were identified through a search of local, municipal, and provincial heritage inventories:

Designated Part IV of the *Ontario Heritage Act* (and listed on Canada's Register of Historic Places):
- 1063 Doering Street
- 1215 Queen's Bush Road
- 1137 Henry Street

Region of Waterloo Public Building Inventory Part 1:
- 1200 Queen's Bush Road

Region of Waterloo Public Building Inventory Part 2 – Educational Buildings:
- 1129 Henry Street

Spanning the Generations: A Story of Old Bridges in Waterloo Region:
- Nafziger Road Bridge (north of Henry Street)
- Kernell's Bridge

I am reaching out today to confirm that we have not missed any known cultural heritage resources that have been recognized at the provincial level within the study area in our search. Does the Ministry

have any cultural heritage resources or concerns to bring to our attention in preparing this assessment? We are currently targeting the end of January for the completion of our Cultural Heritage Report and would appreciate any feedback you may be able to provide by then.

Thank you,

Leora Bebko, MMSt (She/Her)
Technical Writer and Researcher • Cultural Heritage Division

ASI • Providing Archaeological & Cultural Heritage Services
LBebko@asiheritage.ca • 416 966 1069 x388 • Fax: 416 966 9723
528 Bathurst Street, Toronto, Ontario, M5S 2P9 • asiheritage.ca

Chen, Helen

From: Species at Risk (MECP) <SAROntario@ontario.ca>
Sent: Friday, January 27, 2023 2:17 PM
To: Chen, Helen
Subject: [EXTERNAL] RE: Wellesley Water and Wastewater SAR Background Search

Hello Helen,

RE: Wellesley Water & Wastewater Master Plan, Township of Wellesley, Waterloo Region and the *Endangered Species Act, 2007*

The Ministry of the Environment, Conservation and Parks (MECP) understands that Jacobs is assisting with infrastructure and natural heritage planning for the undertaking of the Wellesley Water and Wastewater Master Plan, as identified in the information provided.

As requested, an initial species at risk (SAR) information screening has been completed under the *Endangered Species Act, 2007* (ESA 2007) for the above-noted project location with respect to endangered and threated species in Ontario. In addition to the species already provided in your list, there are known occurrences of the following SAR in the general area with potential to also occur at the project location:

- American Badger – Southwestern Ontario population (endangered, species and regulated habitat protection)
- SAR bats (endangered, species and general habitat protection)
- Black Redhorse (threatened, species and general habitat protection)
- Short-eared Owl (threatened, species and general habitat protection)

It's important to note that some species on your list have had changes to their status on the Species at Risk in Ontario List, and these changes should be reflected moving forward (e.g. Red-headed Woodpecker, Barn Swallow). As another example, as of January 25, 2023, Kentucky Coffee-tree is only classified as a SAR within a specific geographic area, and Waterloo Region is outside that area.

Please note that this is an initial screening for endangered and threatened SAR and the absence of an element occurrence does not indicate the absence of species. The province has not been surveyed comprehensively for the presence or absence of SAR and Ontario's data relies on observers to report sightings of SAR. Field assessments by a qualified professional may be necessary if there is a high likelihood for SAR species and/or habitat to occur within the project footprint and potentially be impacted.

The ministry's position is based on the information that has been provided by Jacobs on behalf of the Township. Should information not have been made available and considered in our review, or new information comes to light, or if on-site conditions and circumstances change, please contact Species at Risk Branch as soon as possible (SAROntario@ontario.ca) to discuss next steps.

Regards,

Catherine Stewart
Management Biologist
Permissions Section, Species at Risk Branch
Ministry of the Environment, Conservation and Parks

From: Chen, Helen <Helen.Chen@jacobs.com>
Sent: November 23, 2022 3:09 PM
To: Species at Risk (MECP) <SAROntario@ontario.ca>
Subject: Wellesley Water and Wastewater SAR Background Search

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Hello,

The Township of Wellesley (Township) is one of seven local municipalities in the Region of Waterloo (Region). The Township is composed of four rural communities, including the Village of Wellesley (Wellesley), each requiring municipal water and wastewater servicing. The Region has initiated a study to determine a long-term plan that integrates Wellesley water and wastewater infrastructure requirements and future land uses.
The Region is responsible for maintaining the existing levels of service within the water and wastewater systems to provide capacity to the existing population, as well as plan for new growth in the Wellesley service area and meet regulatory requirements. To plan and budget for water and wastewater upgrades and new infrastructure to address existing deficiencies and meet future needs to 2051, the Region is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP). The WWWMP will incorporate recent population forecasts, existing asset conditions, and review new opportunities to maintain or upgrade the water and wastewater systems while considering climate change impacts (such as extreme weather events). By including the water and wastewater components under a single Master Plan, integrated water management solutions can be developed.

Figure of site attached.

We have screened the project for SAR utilizing the NHIC, OBBA, DFO and iNaturalist below. Could you please let us know if there are any additional SAR to add?

Common Name	Scientific Name	S Rank	SARO	COSEWIC	SARA
Northern Bobwhite	*Colinus virginianus*	S1?B	END	END	END
Least Bittern	*Botaurus lentiginosus*	S5B	-	-	-
Bald Eagle	*Haliaeetus leucocephalus*	S4	SC	NAR	THR
Black Tern					
Common Nighthawk	*Chordeiles minor*	S4B	SC	SC	THR
Eastern Whip-poor-will	*Antrostomus vociferus*	S4B	THR	THR	THR
Chimney Swift	*Chaetura pelagica*	S3B	THR	THR	THR
Red-headed Woodpecker	*Melanerpes erythrocephalus*	S3	SC	END	THR
Eastern Wood-Pewee	*Contopus virens*	S4B	SC	SC	SC
Acadian Flycatcher	*Empidonax virescens*	S1B	END	END	END
Bank Swallow	*Riparia riparia*	S4	THR	THR	THR
Barn Swallow	*Hirundo rustica*	S4B	THR	THR	THR
Wood Thrush	*Hylocichla mustelina*	S4B	SC	THR	THR
Golden-winged Warbler	*Vermivora chrysoptera*	S3B	SC	THR	THR
Cerulean Warbler	*Setophaga cerulea*	S2B	THR	END	END
Prothonotary Warbler	*Protonotaria citrea*	S1B	END	END	END
Louisiana Waterthrush	*Parkesia motacilla*	S2B	THR	THR	THR
Yellow-breasted Chat	*Icteria virens*	S1B	END	END	-
Grasshopper Sparrow	*Ammodramus savannarum*	S4B	SC	SC	-
Bobolink	*Dolichonyx oryzivorus*	S4B	THR	THR	THR
Eastern Meadowlark	*Sturnella magna*	S4B, S3N	THR	THR	THR

Rough-legged Hawk	*Buteo lagopus*	S1B,S4N	-	-	-
Transverse Lady Beetle	*Coccinella transversoguttata*	S1	END	SC	-
Yellow-banded Bumble Bee	*Bombus terricola*	S3S5	SC	SC	SC
Monarch	*Danaus plexippus*	S2N,S4B	SC	END	SC
Midland Painted Turtle	*Chrysemys picta marginata*	S4	-	SC	-
Snapping Turtle	*Chelydra serpentina*	S4	SC	SC	SC
Eastern Milksnake	*Lampropeltis triangulum*	S4	-	SC	SC
Rainbow Mussel	*Villosa iris*	S1	SC	SC	SC
Black Ash	*Fraxinus nigra*	S4	-	THR	-
Butternut	*Juglans cinerea*	S2?	END	END	END
Cup Plant	*Silphium perfoliatum*	S2	-	-	-
Kentucky Coffee-tree	*Gymnocladus dioicus*	S2	THR	THR	THR

Thank you very much,

Helen Chen, M.Sc, MES
Jacobs
Biologist | Ontario Ecology
(647) 627 7088 (mobile)
helen.chen@jacobs.com

245 Consumers Road, Suite 400
Toronto, Ontario M2J 1R3
Canada
www.jacobs.com

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Outlook

[EXTERNAL] RE: Region of Waterloo, MEA - Class EA for municipal infrastructure projects, Wellesley Water and Wastewater Master Plan,

From Kaoru Yajima <KYajima@regionofwaterloo.ca>
Date Thu 4/20/2023 8:50 AM
To 'Del Villar Cuicas, Joan (MECP)' <Joan.DelVillarCuicas@ontario.ca>; Mahood, Tom <Tom.Mahood@jacobs.com>
Cc Fawcett, Anna <Anna.Fawcett@jacobs.com>; Whitelaw, Clarissa (MECP) <Clarissa.Whitelaw@ontario.ca>

Hello Joan,

On behalf of the project team, I acknowledge receipt of your response to our notice.

We are aware of the March 2023 amendment to the Class EA and will be following.

We will be reviewing and addressing the Areas of Interest as we move along with the master plan study.

Many thanks,
Kaoru

From: Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>
Sent: April 20, 2023 7:47 AM
To: Kaoru Yajima <KYajima@regionofwaterloo.ca>; Mahood, Tom <Tom.Mahood@jacobs.com>
Cc: Fawcett, Anna <Anna.Fawcett@jacobs.com>; Whitelaw, Clarissa (MECP) <Clarissa.Whitelaw@ontario.ca>
Subject: RE: Region of Waterloo, MEA - Class EA for municipal infrastructure projects, Wellesley Water and Wastewater Master Plan,

****EXTERNAL ALERT** This email originated from outside the Region of Waterloo.**

Good morning,

Please find attached MECP's Letter of Acknowledgement and attachments in response to the Notice of Commencement for the Region of Waterloo, Wellesley Water and Wastewater Master Plan.

Please do not hesitate to contact me if you have any questions.

Regards,

Joan Del Villar Cuicas (she/her)
Regional Environmental Planner
Project Review Unit | Environmental Assessment Branch
Ontario Ministry of the Environment, Conservation and Parks
Joan.delvillarcuicas@ontario.ca|Phone: 365-889-1180

From: Fawcett, Anna <Anna.Fawcett@jacobs.com>
Sent: April 6, 2023 12:44 PM

To: EA Notices to WCRegion (MECP) <eanotification.wcregion@ontario.ca>
Cc: Moffatt, Kylee <kylee.moffatt@jacobs.com>; Mahood, Tom <Tom.Mahood@jacobs.com>; KYajima@regionofwaterloo.ca
Subject: Region of Waterloo, MEA - Class EA for municipal infrastructure projects, Wellesley Water and Wastewater Master Plan,

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good afternoon,

The Region of Waterloo is undertaking the Wellesley Water and Wastewater Master Plan. The study will be carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process and will follow MCEA Approach #2 for completing a Master Plan (MEA 2000, as amended 2007, 2011, 2015). Please find attached the Project Information Form as well as the Notice of Study Commencement and Public Consultation Centre #1.

Thank you,

Anna Fawcett | Jacobs | Planner
Anna.Fawcett@jacobs.com
1565 Carling Avenue, Suite 200 | Ottawa, ON K1Z 8R1 | Canada

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Ministry of the Environment, Conservation and Parks

Environmental Assessment Branch

1st Floor
135 St. Clair Avenue W
Toronto ON M4V 1P5
Tel.: 416 314-8001
Fax.: 416 314-8452

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Direction des évaluations environnementales

Rez-de-chaussée
135, avenue St. Clair Ouest
Toronto ON M4V 1P5
Tél. : 416 314-8001
Téléc. : 416 314-8452

April 20, 2023

Kaoru Yajima
Project Manager
Transportation and Environmental Services, Water Services
Region of Waterloo
Email: KYajima@regionofwaterloo.ca

Tom Mahood
Project Manager
Jacobs
Email: tom.mahood@jacobs.com

BY EMAIL ONLY

Re: **Wellesley Water and Wastewater Master Plan**
Region of Waterloo
Municipal Class Environmental Assessment, Master Plan, Approach #2
Acknowledgement of Notice of Commencement

Dear Project Team,

This letter is in response to the Notice of Commencement for the above noted Master Plan. The Ministry of the Environment, Conservation and Parks (MECP) acknowledges that the Region of Waterloo (proponent) has indicated that the study is following the approved environmental

planning process for a Master Plan, approach #2 under the Municipal Class Environmental Assessment (Class EA).

Please note that amendments to the Municipal Class Environmental Assessment (Class EA) came into effect on March 3, 2023. For information about the amendments, please refer to the attached letter "Municipal Class Environmental Assessment Amendments - Stakeholder Notification - March 2023" and the corresponding posting on the Environmental Registry of Ontario at https://ero.ontario.ca/notice/019-5069, where the amended version of the Municipal Class EA (2023) document is available.

The **updated (August 2022)** attached "Areas of Interest" document provides guidance regarding the ministry's interests with respect to the Class EA process. Please address all areas of interest in the EA documentation at an appropriate level for the EA study. Proponents who address all the applicable areas of interest can minimize potential delays to the project schedule. **Further information is provided at the end of the Areas of Interest document relating to recent changes to the Environmental Assessment Act through Bill 197, Covid-19 Economic Recovery Act 2020.**

The Crown has a legal duty to consult Aboriginal communities when it has knowledge, real or constructive, of the existence or potential existence of an Aboriginal or treaty right and contemplates conduct that may adversely impact that right. Before authorizing this project, the Crown must ensure that its duty to consult has been fulfilled, where such a duty is triggered. Although the duty to consult with Aboriginal peoples is a duty of the Crown, the Crown may delegate procedural aspects of this duty to project proponents while retaining oversight of the consultation process.

The proposed project may have the potential to affect Aboriginal or treaty rights protected under Section 35 of Canada's *Constitution Act* 1982. Where the Crown's duty to consult is triggered in relation to the proposed project**, the MECP is delegating the procedural aspects of rights-based consultation to the proponent through this letter.** The Crown intends to rely on the delegated consultation process in discharging its duty to consult and maintains the right to participate in the consultation process as it sees fit.

Based on information provided to date and the Crown`s preliminary assessment the proponent is required to consult with the following communities who have been identified as potentially affected by the proposed project:

- Mississaugas of the Credit First Nation
- Six Nations of the Grand River
    - Elected Council, and
    - Haudenosaunee Confederacy Chiefs Council (HCCC) and the Haudenosaunee Development Institute (HDI)

Steps that the proponent may need to take in relation to Aboriginal consultation for the proposed project are outlined in the "Code of Practice for Consultation in Ontario's

Environmental Assessment Process". Additional information related to Ontario's Environmental Assessment Act is available online at: www.ontario.ca/environmentalassessments.

Please also refer to the attached document "A Proponent's Introduction to the Delegation of Procedural Aspects of consultation with Aboriginal Communities" for further information, including the MECP's expectations for EA report documentation related to consultation with communities.

The proponent must contact the Director of Environmental Assessment Branch (EABDirector@ontario.ca) under the following circumstances after initial discussions with the communities identified by the MECP:

- Aboriginal or treaty rights impacts are identified to you by the communities;
- You have reason to believe that your proposed project may adversely affect an Aboriginal or treaty right;
- Consultation with Indigenous communities or other stakeholders has reached an impasse; or
- A Section 16 Order request is expected based on impacts to Aboriginal or treaty rights

The MECP will then assess the extent of any Crown duty to consult for the circumstances and will consider whether additional steps should be taken, including what role you will be asked to play should additional steps and activities be required.

A draft copy of the report should be sent directly to me prior to the filing of the final report, allowing a minimum of 30 days for the ministry's technical reviewers to provide comments.

Please also ensure a copy of the final notice is sent to the ministry's West Central Region EA notification email account (eanotification.wcregion@ontario.ca) after the draft report is reviewed and finalized.

Should you or any members of your project team have any questions regarding the material above, please contact me at Joan.delvillarcuicas@ontario.ca or 365-889-1180.

Sincerely,



Joan Del Villar C
Regional Environmental Planner – West Central Region
Project Review Unit, Environmental Assessment Branch

Cc: Clarissa Whitelaw, Guelph District Supervisor, MECP
Anna Fawcet, Planner, Jacobs

Enclosed: Areas of Interest

Attached: Client's Guide to Preliminary Screening for Species at Risk

A Proponent's Introduction to the Delegation of Procedural Aspects of Consultation with Aboriginal Communities

AREAS OF INTEREST (v. August 2022)

It is suggested that you check off each section after you have considered / addressed it.

☐ **Planning and Policy**

- Applicable plans and policies should be identified in the report, and the proponent should describe how the proposed project adheres to the relevant policies in these plans.
    - Projects located in MECP Central, Eastern or West Central Region may be subject to **A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020)**.
    - Projects located in MECP Central or Eastern Region may be subject to the **Oak Ridges Moraine Conservation Plan (2017)** or the **Lake Simcoe Protection Plan (2014)**.
    - Projects located in MECP Central, Southwest or West Central Region may be subject to the **Niagara Escarpment Plan (2017)**.
    - Projects located in MECP Central, Eastern, Southwest or West Central Region may be subject to the **Greenbelt Plan (2017)**.
    - Projects located in MECP Northern Region may be subject to the **Growth Plan for Northern Ontario (2011).**

- The **Provincial Policy Statement (2020)** contains policies that protect Ontario's natural heritage and water resources. Applicable policies should be referenced in the report, and the proponent should describe how the proposed project is consistent with these policies.

- In addition to the provincial planning and policy level, the report should also discuss the planning context at the municipal and federal levels, as appropriate.

☐ **Source Water Protection**

The *Clean Water Act*, 2006 (CWA) aims to protect existing and future sources of drinking water. To achieve this, several types of vulnerable areas have been delineated around surface water intakes and wellheads for every municipal residential drinking water system that is located in a source protection area. These vulnerable areas are known as a Wellhead Protection Areas (WHPAs) and surface water Intake Protection Zones (IPZs). Other vulnerable areas that have been delineated under the CWA include Highly Vulnerable Aquifers (HVAs), Significant Groundwater Recharge Areas (SGRAs), Event-based modelling areas (EBAs), and Issues Contributing Areas (ICAs). Source protection plans have been developed that include policies to address existing and future risks to sources of municipal drinking water within these vulnerable areas.

Projects that are subject to the Environmental Assessment Act that fall under a Class EA, or one of the Regulations, have the potential to impact sources of drinking water if they occur in designated vulnerable areas or in the vicinity of other at-risk drinking water systems (i.e.

systems that are not municipal residential systems). MEA Class EA projects may include activities that, if located in a vulnerable area, could be a threat to sources of drinking water (i.e. have the potential to adversely affect the quality or quantity of drinking water sources) and the activity could therefore be subject to policies in a source protection plan. Where an activity poses a risk to drinking water, policies in the local source protection plan may impact how or where that activity is undertaken. Policies may prohibit certain activities, or they may require risk management measures for these activities. Municipal Official Plans, planning decisions, Class EA projects (where the project includes an activity that is a threat to drinking water) and prescribed instruments must conform with policies that address significant risks to drinking water and must have regard for policies that address moderate or low risks.

- In October 2015, the MEA Parent Class EA document was amended to include reference to the Clean Water Act (Section A.2.10.6) and indicates that proponents undertaking a Municipal Class EA project must identify early in their process whether a project is or could potentially be occurring with a vulnerable area. **Given this requirement, please include a section in the report on source water protection.**

    - The proponent should identify the source protection area and should clearly document how the proximity of the project to sources of drinking water (municipal or other) and any delineated vulnerable areas was considered and assessed. Specifically, the report should discuss whether or not the project is located in a vulnerable area and provide applicable details about the area.

    - If located in a vulnerable area, proponents should document whether any project activities are prescribed drinking water threats and thus pose a risk to drinking water (this should be consulted on with the appropriate Source Protection Authority). Where an activity poses a risk to drinking water, the proponent must document and discuss in the report how the project adheres to or has regard to applicable policies in the local source protection plan. This section should then be used to inform and be reflected in other sections of the report, such as the identification of net positive/negative effects of alternatives, mitigation measures, evaluation of alternatives etc.

- While most source protection plans focused on including policies for significant drinking water threats in the WHPAs and IPZs it should be noted that even though source protection plan policies may not apply in HVAs, these are areas where aquifers are sensitive and at risk to impacts and within these areas, activities may impact the quality of sources of drinking water for systems other than municipal residential systems.

- In order to determine if this project is occurring within a vulnerable area, proponents can use Source Protection Information Atlas, which is an online mapping tool available to the public. Note that various layers (including WHPAs, WHPA-Q1 and WHPA-Q2, IPZs, HVAs, SGRAs, EBAs, ICAs) can be turned on through the “Map Legend” bar on the left. The

mapping tool will also provide a link to the appropriate source protection plan in order to identify what policies may be applicable in the vulnerable area.

- For further information on the maps or source protection plan policies which may relate to their project, proponents must contact the appropriate source protection authority. **Please consult with the local source protection authority to discuss potential impacts on drinking water. Please document the results of that consultation within the report and include all communication documents/correspondence.**

More Information

For more information on the *Clean Water Act*, source protection areas and plans, including specific information on the vulnerable areas and drinking water threats, please refer to Conservation Ontario's website where you will also find links to the local source protection plan/assessment report.

A list of the prescribed drinking water threats can be found in section 1.1 of Ontario Regulation 287/07 made under the *Clean Water Act*. In addition to prescribed drinking water threats, some source protection plans may include policies to address additional "local" threat activities, as approved by the MECP.

☐ **Climate Change**

The document "Considering Climate Change in the Environmental Assessment Process" (Guide) is now a part of the Environmental Assessment program's Guides and Codes of Practice. The Guide sets out the MECP's expectation for considering climate change in the preparation, execution and documentation of environmental assessment studies and processes. The guide provides examples, approaches, resources, and references to assist proponents with consideration of climate change in EA. Proponents should review this Guide in detail.

- **The MECP expects proponents of Class EA projects to:**

1. Consider during the assessment of alternative solutions and alternative designs, the following:
    a. the project's expected production of greenhouse gas emissions and impacts on carbon sinks (climate change mitigation); and
    b. resilience or vulnerability of the undertaking to changing climatic conditions (climate change adaptation).
2. Include a discrete section in the report detailing how climate change was considered in the EA.

How climate change is considered can be qualitative or quantitative in nature and should be scaled to the project's level of environmental effect. In all instances, both a project's impacts on climate change (mitigation) and impacts of climate change on a project (adaptation) should be considered.

- The MECP has also prepared another guide to support provincial land use planning direction related to the completion of energy and emission plans. The "Community Emissions Reduction Planning: A Guide for Municipalities" document is designed to educate stakeholders on the municipal opportunities to reduce energy and greenhouse gas emissions, and to provide guidance on methods and techniques to incorporate consideration of energy and greenhouse gas emissions into municipal activities of all types. We encourage you to review the Guide for information.

Air Quality, Dust and Noise

- If there are sensitive receptors in the surrounding area of this project, a quantitative air quality/odour impact assessment will be useful to evaluate alternatives, determine impacts and identify appropriate mitigation measures. The scope of the assessment can be determined based on the potential effects of the proposed alternatives, and typically includes source and receptor characterization and a quantification of local air quality impacts on the sensitive receptors and the environment in the study area. The assessment will compare to all applicable standards or guidelines for all contaminants of concern. **Please contact this office for further consultation on the level of Air Quality Impact Assessment required for this project if not already advised.**

- If a quantitative Air Quality Impact Assessment is not required for the project, the MECP expects that the report contain a qualitative assessment which includes:

    - A discussion of local air quality including existing activities/sources that significantly impact local air quality and how the project may impact existing conditions;
    - A discussion of the nearby sensitive receptors and the project's potential air quality impacts on present and future sensitive receptors;
    - A discussion of local air quality impacts that could arise from this project during both construction and operation; and
    - A discussion of potential mitigation measures.

- As a common practice, "air quality" should be used an evaluation criterion for all road projects.

- Dust and noise control measures should be addressed and included in the construction plans to ensure that nearby residential and other sensitive land uses within the study area are not adversely affected during construction activities.

- The MECP recommends that non-chloride dust-suppressants be applied. For a comprehensive list of fugitive dust prevention and control measures that could be applied, refer to *Cheminfo Services Inc. Best Practices for the Reduction of Air Emissions from*

Construction and Demolition Activities report prepared for Environment Canada. March 2005.

- The report should consider the potential impacts of increased noise levels during the operation of the completed project. The proponent should explore all potential measures to mitigate significant noise impacts during the assessment of alternatives.

Ecosystem Protection and Restoration

- Any impacts to ecosystem form and function must be avoided where possible. The report should describe any proposed mitigation measures and how project planning will protect and enhance the local ecosystem.

- Natural heritage and hydrologic features should be identified and described in detail to assess potential impacts and to develop appropriate mitigation measures. The following sensitive environmental features may be located within or adjacent to the study area:
  - Key Natural Heritage Features: Habitat of endangered species and threatened species, fish habitat, wetlands, areas of natural and scientific interest (ANSIs), significant valleylands, significant woodlands; significant wildlife habitat (including habitat of special concern species); sand barrens, savannahs, and tallgrass prairies; and alvars.
  - Key Hydrologic Features: Permanent streams, intermittent streams, inland lakes and their littoral zones, seepage areas and springs, and wetlands.
  - Other natural heritage features and areas such as: vegetation communities, rare species of flora or fauna, Environmentally Sensitive Areas, Environmentally Sensitive Policy Areas, federal and provincial parks and conservation reserves, Greenland systems etc.

We recommend consulting with the Ministry of Natural Resources and Forestry (MNRF), Fisheries and Oceans Canada (DFO) and your local conservation authority to determine if special measures or additional studies will be necessary to preserve and protect these sensitive features. In addition, for projects located in Central Region you may consider the provisions of the Rouge Park Management Plan if applicable.

Species at Risk

- The Ministry of the Environment, Conservation and Parks has now assumed responsibility of Ontario's Species at Risk program. Information, standards, guidelines, reference materials and technical resources to assist you are found at https://www.ontario.ca/page/species-risk.

- The Client's Guide to Preliminary Screening for Species at Risk (Draft May 2019) has been attached to the covering email for your reference and use. Please review this document for next steps.

- For any questions related to subsequent permit requirements, please contact SAROntario@ontario.ca.

Surface Water

- The report must include enough information to demonstrate that there will be no negative impacts on the natural features or ecological functions of any watercourses within the study area. Measures should be included in the planning and design process to ensure that any impacts to watercourses from construction or operational activities (e.g. spills, erosion, pollution) are mitigated as part of the proposed undertaking.

- Additional stormwater runoff from new pavement can impact receiving watercourses and flood conditions. Quality and quantity control measures to treat stormwater runoff should be considered for all new impervious areas and, where possible, existing surfaces. The ministry's Stormwater Management Planning and Design Manual (2003) should be referenced in the report and utilized when designing stormwater control methods. **A Stormwater Management Plan should be prepared as part of the Class EA process** that includes:

    - Strategies to address potential water quantity and erosion impacts related to stormwater draining into streams or other sensitive environmental features, and to ensure that adequate (enhanced) water quality is maintained
    - Watershed information, drainage conditions, and other relevant background information
    - Future drainage conditions, stormwater management options, information on erosion and sediment control during construction, and other details of the proposed works
    - Information on maintenance and monitoring commitments.

- Ontario Regulation 60/08 under the *Ontario Water Resources Act* (OWRA) applies to the Lake Simcoe Basin, which encompasses Lake Simcoe and the lands from which surface water drains into Lake Simcoe. If the proposed sewage treatment plant is listed in Table 1 of the regulation, the report should describe how the proposed project and its mitigation measures are consistent with the requirements of this regulation and the OWRA.

- Any potential approval requirements for surface water taking or discharge should be identified in the report. A Permit to Take Water (PTTW) under the OWRA will be required for any water takings that exceed 50,000 L/day, except for certain water taking activities that have been prescribed by the Water Taking EASR Regulation – *O. Reg. 63/16*. These prescribed water-taking activities require registration in the EASR instead of a PTTW. Please

review the Water Taking User Guide for EASR for more information. Additionally, an Environmental Compliance Approval under the OWRA is required for municipal stormwater management works.

Groundwater

- The status of, and potential impacts to any well water supplies should be addressed. If the project involves groundwater takings or changes to drainage patterns, the quantity and quality of groundwater may be affected due to drawdown effects or the redirection of existing contamination flows. In addition, project activities may infringe on existing wells such that they must be reconstructed or sealed and abandoned. Appropriate information to define existing groundwater conditions should be included in the report.

- If the potential construction or decommissioning of water wells is identified as an issue, the report should refer to Ontario Regulation 903, Wells, under the OWRA.

- Potential impacts to groundwater-dependent natural features should be addressed. Any changes to groundwater flow or quality from groundwater taking may interfere with the ecological processes of streams, wetlands or other surficial features. In addition, discharging contaminated or high volumes of groundwater to these features may have direct impacts on their function. Any potential effects should be identified, and appropriate mitigation measures should be recommended. The level of detail required will be dependent on the significance of the potential impacts.

- Any potential approval requirements for groundwater taking or discharge should be identified in the report. A Permit to Take Water (PTTW) under the OWRA will be required for any water takings that exceed 50,000 L/day, with the exception of certain water taking activities that have been prescribed by the Water Taking EASR Regulation – *O. Reg. 63/16*. These prescribed water-taking activities require registration in the EASR instead of a PTTW. Please review the Water Taking User Guide for EASR for more information.

- Consultation with the railroad authorities is necessary wherever there is a plan to use construction dewatering in the vicinity of railroad lines or where the zone of influence of the construction dewatering potentially intercepts railroad lines.

Excess Materials Management

- In December 2019, MECP released a new regulation under the Environmental Protection Act, titled "On-Site and Excess Soil Management" (O. Reg. 406/19) to support improved management of excess construction soil. This regulation is a key step to support proper management of excess soils, ensuring valuable resources don't go to waste and to provide

clear rules on managing and reusing excess soil. New risk-based standards referenced by this regulation help to facilitate local beneficial reuse which in turn will reduce greenhouse gas emissions from soil transportation, while ensuring strong protection of human health and the environment. The new regulation is being phased in over time, with the first phase in effect on January 1, 2021. For more information, please visit https://www.ontario.ca/page/handling-excess-soil.

- The report should reference that activities involving the management of excess soil should be completed in accordance with O. Reg. 406/19 and the MECP's current guidance document titled "Management of Excess Soil – A Guide for Best Management Practices" (2014).

- All waste generated during construction must be disposed of in accordance with ministry requirements

Contaminated Sites

- Any current or historical waste disposal sites should be identified in the report. The status of these sites should be determined to confirm whether approval pursuant to Section 46 of the EPA may be required for land uses on former disposal sites. We recommend referring to the MECP's D-4 guideline for land use considerations near landfills and dumps.
  - Resources available may include regional/local municipal official plans and data; provincial data on large landfill sites and small landfill sites; Environmental Compliance Approval information for waste disposal sites on Access Environment.

- Other known contaminated sites (local, provincial, federal) in the study area should also be identified in the report (Note – information on federal contaminated sites is found on the Government of Canada's website).

- The location of any underground storage tanks should be investigated in the report. Measures should be identified to ensure the integrity of these tanks and to ensure an appropriate response in the event of a spill. The ministry's Spills Action Centre must be contacted in such an event.

- Since the removal or movement of soils may be required, appropriate tests to determine contaminant levels from previous land uses or dumping should be undertaken. If the soils are contaminated, you must determine how and where they are to be disposed of, consistent with *Part XV.1 of the Environmental Protection Act* (EPA) and Ontario Regulation 153/04, Records of Site Condition, which details the new requirements related to site assessment and clean up. Please contact the appropriate MECP District Office for further consultation if contaminated sites are present.

- **Servicing, Utilities and Facilities**

- The report should identify any above or underground utilities in the study area such as transmission lines, telephone/internet, oil/gas etc. The owners should be consulted to discuss impacts to this infrastructure, including potential spills.

- The report should identify any servicing infrastructure in the study area such as wastewater, water, stormwater that may potentially be impacted by the project.

- Any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste must have an Environmental Compliance Approval (ECA) before it can operate lawfully. Please consult with MECP's Environmental Permissions Branch to determine whether a new or amended ECA will be required for any proposed infrastructure.

- We recommend referring to the ministry's environmental land use planning guides to ensure that any potential land use conflicts are considered when planning for any infrastructure or facilities related to wastewater, pipelines, landfills or industrial uses.

- **Mitigation and Monitoring**

- Contractors must be made aware of all environmental considerations so that all environmental standards and commitments for both construction and operation are met. Mitigation measures should be clearly referenced in the report and regularly monitored during the construction stage of the project. In addition, we encourage proponents to conduct post-construction monitoring to ensure all mitigation measures have been effective and are functioning properly.

- Design and construction reports and plans should be based on a best management approach that centres on the prevention of impacts, protection of the existing environment, and opportunities for rehabilitation and enhancement of any impacted areas.

- The proponent's construction and post-construction monitoring plans must be documented in the report, as outlined in Section A.2.5 and A.4.1 of the MEA Class EA parent document.

- **Consultation**

- The report must demonstrate how the consultation provisions of the Class EA have been fulfilled, including documentation of all stakeholder consultation efforts undertaken during the planning process. This includes a discussion in the report that identifies concerns that were raised and **describes how they have been addressed by the proponent** throughout

the planning process. The report should also include copies of comments submitted on the project by interested stakeholders, and the proponent's responses to these comments (as directed by the Class EA to include full documentation).

- Please include the full stakeholder distribution/consultation list in the documentation.

Class EA Process

- If this project is a Master Plan: there are several different approaches that can be used to conduct a Master Plan, examples of which are outlined in Appendix 4 of the Class EA. **The Master Plan should clearly indicate the selected approach for conducting the plan**, by identifying whether the levels of assessment, consultation and documentation are sufficient to fulfill the requirements for Schedule B or C projects. Please note that any Schedule B or C projects identified in the plan would be subject to Part II Order Requests under the Environmental Assessment Act, although the plan itself would not be. **Please include a description of the approach being undertaken (use Appendix 4 as a reference).**

- If this project is a Master Plan: Any identified projects should also include information on the MCEA schedule associated with the project.

- The report should provide clear and complete documentation of the planning process in order to allow for transparency in decision-making.

- The Class EA requires the consideration of the effects of each alternative on all aspects of the environment (including planning, natural, social, cultural, economic, technical). The report should include a level of detail (e.g. hydrogeological investigations, terrestrial and aquatic assessments, cultural heritage assessments) such that all potential impacts can be identified, and appropriate mitigation measures can be developed. Any supporting studies conducted during the Class EA process should be referenced and included as part of the report.

- Please include in the report a list of all subsequent permits or approvals that may be required for the implementation of the preferred alternative, including but not limited to, MECP's PTTW, EASR Registrations and ECAs, conservation authority permits, species at risk permits, MTO permits and approvals under the *Impact Assessment Act*, 2019.

- Ministry guidelines and other information related to the issues above are available at http://www.ontario.ca/environment-and-energy/environment-and-energy. We encourage you to review all the available guides and to reference any relevant information in the report.

Amendments to the EAA through the Covid-19 Economic Recovery Act, 2020
Once the EA Report is finalized, the proponent must issue a Notice of Completion providing a minimum 30-day period during which documentation may be reviewed and comment and input can be submitted to the proponent. The Notice of Completion must be sent to the appropriate MECP Regional Office email address.

The public can request a higher level of assessment on a project if they are concerned about potential adverse impacts to constitutionally protected Aboriginal and treaty rights. In addition, the Minister may issue an order on his or her own initiative within a specified time period. The Director (of the Environmental Assessment Branch) will issue a Notice of Proposed Order to the proponent if the Minister is considering an order for the project within 30 days after the conclusion of the comment period on the Notice of Completion. At this time, the Director may request additional information from the proponent. Once the requested information has been received, the Minister will have 30 days within which to make a decision or impose conditions on your project.

Therefore, the proponent cannot proceed with the project until at least 30 days after the end of the comment period provided for in the Notice of Completion. Further, the proponent may not proceed after this time if:

- a Section 16 Order request has been submitted to the ministry regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, or
- the Director has issued a Notice of Proposed order regarding the project.

Please ensure that the Notice of Completion advises that outstanding concerns are to be directed to the proponent for a response, and that in the event there are outstanding concerns regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, Section 16 Order requests on those matters should be addressed in writing to:

Minister David Piccini
Ministry of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment Branch
Ministry of Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Outlook

Re: File 0018505: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

From Mahood, Tom <Tom.Mahood@jacobs.com>
Date Wed 6/12/2024 8:36 AM
To Harvey, Joseph (MCM) <Joseph.Harvey@ontario.ca>; Kaoru Yajima <KYajima@regionofwaterloo.ca>
Cc Barboza, Karla (She/Her) (MCM) <Karla.Barboza@ontario.ca>; Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>

Good Morning Joseph

For the Wellesley Master Plan, we have only completed a baseline Archeological memo in advance of completing the Stage 1 Report. The Stage 1 Report will be initiated once a preferred alternative is identified, and the area potentially impacted is mapped. Also, the Built Heritage and Cultural Heritage Landscapes will be screened initially as a checklist at the same time as the Stage One Archeological Report is completed. We anticipate that these activities will take place over the next few months and that we will be further informing you of that schedule and requesting a PIF number when the work is ready to commence.

If you have any questions please let us know.

Regards,
Tom

Tom Mahood, P.Eng. | Jacobs |
O: 1.519.579.3500 x 73241 | M: 1.519.830.1404 | tom.mahood@jacobs.com
72 Victoria Street South, Suite 300 | Kitchener, ON N2G 4Y9 | Canada

---

From: Harvey, Joseph (MCM) <Joseph.Harvey@ontario.ca>
Sent: Thursday, June 6, 2024 11:09 AM
To: Kaoru Yajima <KYajima@regionofwaterloo.ca>
Cc: Barboza, Karla (She/Her) (MCM) <Karla.Barboza@ontario.ca>; Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; Mahood, Tom <Tom.Mahood@jacobs.com>
Subject: [EXTERNAL] FW: File 0018505: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

Hi Kaoru,

Thanks for providing us with the attached notice.

To assist us in tracking archaeological assessment reports, please provide us with the Project Information Form (PIF) number(s) of any archaeological assessments being prepared for this project.

Please let us know if the project has been screened for impacts to known (previously recognized) or potential built heritage resources and cultural heritage landscapes. We continue to recommend that a *Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment* be undertaken. Technical cultural heritage studies (e.g., Cultural Heritage Reports, Cultural Heritage Evaluation Reports, Heritage Impact Assessments etc.) should be sent for our review as part of the environmental assessment process.

Thanks,

Joseph Harvey
Heritage Planner | Heritage Branch | Citizenship Inclusion and Heritage Division
Ministry of Citizenship and Multiculturalism | Ontario Public Service
613.242.3743 | Joseph.Harvey@ontario.ca

Ontario

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: Monday, June 3, 2024 6:08 PM
Subject: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.
To whom it may concern,

Attached is a notice of Public Consultation Centre #2 for the Wellesley Water and Wastewater Master Plan Class Environmental Assessment Study.

If you have any questions about the study, or if you would no longer like to receive notifications for this project, please contact Kaoru Yajima or Tom Mahood. Contact details in the attached notice.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner
245 Consumers Road, Suite 400 | Toronto, ON M2J 1R3 | Canada

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Ministry of Citizenship and Multiculturalism

Heritage Planning Unit
Heritage Branch
Citizenship, Inclusion and Heritage Division
5th Flr, 400 University Ave
Tel.: 613.242.3743

Ministère des Affaires civiques et du Multiculturalisme

Unité de la planification relative au patrimoine
Direction du patrimoine
Division des affaires civiques, de l'inclusion et du patrimoine
Tél.: 613.242.3743

April 20, 2023 VIA EMAIL ONLY

Kaoru Yajima
Project Manager Transportation and Environmental Services
Water Services Region of Waterloo
150 Frederick Street, 7th Floor
Kitchener ON N2G 4J3
KYajima@regionofwaterloo.ca

MCM File	**:**	**0018505**
Proponent	**:**	**Region of Waterloo**
Subject	**:**	**Notice of Study Commencement - Master Plan Approach 2**
Project	**:**	**Wellesley Water and Wastewater Master Plan**
Location	**:**	**Region of Waterloo**

Dear Kaoru Yajima:

Thank you for providing the Ministry of Citizenship and Multiculturalism (MCM) with the Notice of Commencement for this project.

MCM's interest in this master plan relates to it's mandate of conserving Ontario's cultural heritage, which includes archaeological resources, built heritage resources and cultural heritage landscapes.

MCM understands that master plans are long range plans which integrate infrastructure requirements for existing and future land use with environmental assessment planning principles. The Municipal Class Environmental Assessment (MCEA) outlines a framework for master plan and associated studies which should recognize the planning and design Process of this Class EA, and should incorporate the key principles of successful environmental assessment planning identified in Section A.1.1. The master planning process will, at minimum, address Phases 1 and 2 of the Planning and Design Process of the MCEA.

This letter provides advice on how to incorporate consideration of cultural heritage in the above-mentioned master planning process by outlining the technical cultural heritage studies and the level of detail required to address cultural heritage in master plans. In accordance with the MCEA, cultural heritage resources should be identified early in the process in order to determine known and potential resources and potential impacts.

Master Plan Summary
The Region is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP) to plan for future needs to 2051. The study will be carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process (MEA 2000, as amended 2007, 2011, 2015), which is an approved process under the Ontario Environmental Assessment Act. The study will follow MCEA Approach #2 for completing a Master Plan.

Identifying Cultural Heritage Resources
MCM understands that the level of investigation, consultation and documentation in this master plan is sufficient to fulfill the requirements for Schedule B MCEA undertakings and would provide the basis for future investigations for the specific Schedule C MCEA undertakings identified within it. In regards to cultural heritage resources the Master Plan Document should;

- identify existing baseline environmental conditions,
- identify expected environmental impacts and,
- Include measures to mitigate potential negative impacts.

Archaeological Resources
Schedule B MCEA undertakings included as part of the master plan should be screened using the Ministry's *Criteria for Evaluating Archaeological Potential* and *Criteria for Evaluating Marine Archaeological Potential* to determine if an archaeological assessment is needed. If the EA project area exhibits archaeological potential, then an archaeological assessment (AA) should be undertaken by an archaeologist licensed under the Ontario Heritage Act and submitted for MCM review prior to the completion of the master plan.

Built Heritage Resources and Cultural Heritage Landscapes
A Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment will be undertaken for the entire study area during the planning phase and will be summarized in the EA Report. This study will:

1. Describe the existing baseline cultural heritage conditions within the study area by identifying all known or potential built heritage resources and cultural heritage landscapes, including a historical summary of the study area. The Ministry has developed screening criteria that may assist with this exercise: *Criteria for Evaluating for Potential Built Heritage Resources and Cultural Heritage Landscapes*.

2. Identify preliminary potential project-specific impacts on the known and potential built heritage resources and cultural heritage landscapes that have been identified. The report should include a description of the anticipated impact to each known or potential built heritage resource or cultural heritage landscape that has been identified.

3. Recommend measures to avoid or mitigate potential negative impacts to known or potential built heritage resources and cultural heritage landscapes. The proposed mitigation measures are to inform the next steps of project planning and design.

For Schedule B MCEAs undertaken as part of the master plan, where a known or potential built heritage resource or cultural heritage landscape may be directly and adversely impacted, and where it has not yet been evaluated for Cultural Heritage Value or Interest (CHVI), completion of a Cultural Heritage Evaluation Report (CHER) is required to fully understand its CHVI and level of significance. The CHER must be completed as part of the final EA report. If a potential resource is found to be of CHVI, then a Heritage Impact Assessment (HIA) will need to be undertaken and included in the final EA report. Our Ministry's *Info Sheet #5: Heritage Impact Assessments and Conservation Plans* outlines the scope of HIAs. Please send the HIA to MCM for review and make it available to local organizations or individuals who have expressed interest in review.

While some cultural heritage landscapes are contained within individual property boundaries, others span across multiple properties. For certain cultural heritage landscapes, it will be more appropriate for the CHER and HIA to include multiple properties, in order to reflect the extent of that cultural heritage landscape in its entirety.

Community input should be sought to identify locally recognized and potential cultural heritage resources. Sources include, but are not limited to, municipal heritage committees, community heritage registers, historical societies and other local heritage organizations.

Cultural heritage resources are often of critical importance to Indigenous communities. Indigenous communities may have knowledge that can contribute to the identification of cultural heritage resources, and we suggest that any engagement with Indigenous communities includes a discussion about known or potential cultural heritage resources that are of value to them.

Environmental Assessment Reporting

Technical cultural heritage studies are to be undertaken by a qualified person who has expertise, recent experience, and knowledge relevant to the type of cultural heritage resources being considered and the nature of the activity being proposed. Please advise MCM whether any technical heritage studies will be completed for this master plan and provide them to MCM before issuing a Notice of Completion.

Please note that the responsibility for administration of the *Ontario Heritage Act* and matters related to cultural heritage have been transferred from the Ministry of Tourism, Culture and Sport (MTCS) to the Ministry of Citizenship and Multiculturalism (MCM). Individual staff roles and contact information remain unchanged. Please continue to send any notices, report and/or documentation to both Karla Barboza and myself.

- Karla Barboza, Team Lead - Heritage | Heritage Planning Unit (Citizenship and Multiculturalism) | 416-660-1027 | karla.barboza@ontario.ca
- Joseph Harvey, Heritage Planner | Heritage Planning Unit (Citizenship and Multiculturalism) | 613-242-3743 | joseph.harvey@ontario.ca

Thank you for consulting MCM on this project. Please continue to do so through the master plan process and contact myself with any questions or concerns.

Sincerely,

Joseph Harvey
Heritage Planner
Heritage Planning Unit
joseph.harvey@Ontario.ca

Copied to: Tom Mahood, Project Manager, Jacobs
Anna Fawcett, Planner, Jacobs

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. The Ministry of Citizenship and Multiculturalism (MCM) makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MCM be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out an archaeological assessment, in compliance with Section 48(1) of the *Ontario Heritage Act*.

The *Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33* requires that any person discovering human remains must cease all activities immediately and notify the police or coroner. If the coroner does not suspect foul play in the disposition of the remains, in accordance with *Ontario Regulation 30/11* the coroner shall notify the Registrar, Ontario Ministry of Public and Business Service Delivery, which administers provisions of that Act related to burial sites. In situations where human remains are associated with archaeological resources, the Ministry of Citizenship and Multiculturalism should also be notified (at archaeology@ontario.ca) to ensure that the archaeological site is not subject to unlicensed alterations which would be a contravention of the *Ontario Heritage Act*.

Outlook

[EXTERNAL] RE: Wellesley Water & Wastewater Master Plan - Indigenous Community Inquiry

From Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>
Date Wed 12/11/2024 2:42 PM
To Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

Good afternoon Jasmine,

Thank you for your email. There are no changes to the list of Indigenous communities included in MECP's acknowledgment letter issued on April 20, 2023.

Regards,

Joan Del Villar Cuicas (she/her)
Regional Environmental Planner
Project Review Unit | Environmental Assessment Branch
Ontario Ministry of the Environment, Conservation and Parks
Joan.delvillarcuicas@ontario.ca|Phone: 365-889-1180

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: Tuesday, December 3, 2024 2:59 PM
To: Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>
Cc: Moffatt, Kylee <kylee.moffatt@jacobs.com>; Mahood, Tom <Tom.Mahood@jacobs.com>
Subject: Wellesley Water & Wastewater Master Plan - Indigenous Community Inquiry

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.
Good afternoon Joan,

Attached is MECP's letter of acknowledgement to the Wellesley Water & Wastewater Master Plan Notice of Commencement that was circulated in early 2023.

As we continue to progress through this project, we would like to confirm whether there have been any changes to the list of Indigenous communities identified as potentially affected by the proposed project.

Please let me know at your earliest convenience.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner
M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com
121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient.

Outlook

[EXTERNAL] RE: File 0018505: Wellesley Water and Wastewater Master Plan - Notice of Public Meeting #3

From Kaoru Yajima <KYajima@regionofwaterloo.ca>
Date Mon 12/16/2024 12:42 PM
To 'Harvey, Joseph (MCM)' <Joseph.Harvey@ontario.ca>
Cc Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>

Hello Joseph,

Thank you very much for your comments and observations in regard to the Wellesley Water and Wastewater Master Plan PCC Notice.

We have initiated the required archeological and cultural heritage studies to support the Master Plan and the Schedule B and Schedule C project recommendations in the current draft Master Plan report and have scheduled their completion to allow submission to the MCM prior to finalization of the Master Plan report.

Our project team understands the guidance you provided in regard to the importance of fully addressing archeological concerns and having reports filed in the Register before proceeding with any recommended projects and we look forward to MCM's confirmation of the completion of that process once we have submitted all the relevant reports and completed the Master Plan report.

We anticipate the completion of the archeological and cultural heritage studies early in the new year and once we have reviewed the draft reports, we will have our archeological consultant submit the reports to the MCM for review.

Thank you again for your comments and observations and we will keep you up to date on our progress in the new year.

Kaoru

From: Harvey, Joseph (MCM) <Joseph.Harvey@ontario.ca>
Sent: December 13, 2024 9:29 AM
To: Kaoru Yajima <KYajima@regionofwaterloo.ca>
Cc: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; Mahood, Tom/KWO <Tom.Mahood@jacobs.com>
Subject: FW: File 0018505: Wellesley Water and Wastewater Master Plan - Notice of Public Meeting #3

CAUTION! EXTERNAL SENDER
Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate?
DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Kaoru Yajima,

Thanks for providing us with the attached notice. We have included some comments and observations below:

Archaeological Resources
Our records indicate that a Stage 1 archaeological assessment (under Project Information Form number P094-0430-2024) is being prepared in support of this undertaking. We recommend that the licensed archaeologist submit the report to MCM prior to the issuance of the notice of completion.

Please note that archaeological concerns have not been fully addressed until reports have been entered into the Ontario Public Register of Archaeological Reports ('the Register') where those reports recommend that:

1. the archaeological assessment of the project area is complete and
2. all archaeological sites identified by the assessment are either of no further cultural heritage value or interest (as per Section 48(3) of the *Ontario Heritage Act*) or that mitigation of impacts has been accomplished through excavation or an avoidance and protection strategy.

Approval authorities and/or proponents should wait to receive the MCM's written confirmation that the archaeological assessment report(s) has been entered into the Register before issuing a decision or proceeding with any ground disturbing activities. The letter will also indicate either that there are no further concerns for impacts to archaeological resources or articulate next steps to mitigate those concerns.

Proponents must follow the recommendations of the archaeological assessment report(s).

Built Heritage Resoruces and Cultural Heritage Landscapes
We continue to recommend that a *Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment* be undertake for the project study area. This study will:

1. Describe the existing baseline cultural heritage conditions

2. Identify preliminary potential project-specific impacts

3. Recommend measures to avoid or mitigate potential negative impacts

Howver, given that this project covers a large study area, MCM recommends that the Cultural Heritage Report is carried out so that step 1 described above is undertaken early in the planning process. Then, steps 2 and 3 can be undertaken once the preferred alternatives have been selected.

If Schedule B or C MCEAs are completed as part of the master plan, and a known or potential built heritage resource or cultural heritage landscape may be directly and adversely impacted, and where it has not yet been evaluated for Cultural Heritage Value or Interest (CHVI), completion of a Cultural Heritage Evaluation Report (CHER) is required to fully understand its CHVI and level of significance. The CHER must be completed as part of the final EA report. If a potential resource is found to be of CHVI, then a Heritage Impact Assessment (HIA) will need to be undertaken and included in the final EA report. Please send the HIA to MCM for review and make it available to local organizations or individuals who have expressed interest in review.

Please do not hessitate to contat us with any questions or concerns.

Thanks,

Joseph Harvey
Heritage Planner | Heritage Branch | Citizenship Inclusion and Heritage Division
Ministry of Citizenship and Multiculturalism | Ontario Public Service
613.242.3743 | Joseph.Harvey@ontario.ca

Ontario

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: Wednesday, November 27, 2024 3:56 PM
Subject: Wellesley Water and Wastewater Master Plan - Notice of Public Meeting #3

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

To whom it may concern,

The Region is developing the Wellesley Water and Wastewater Master Plan that will examine how the Region provides water and wastewater services to the village of Wellesley to 2051.

Public meeting — December 12, 2024
Your feedback is an important part of this study. Please join us for our third virtual meeting on December 12, 2024, at 7 p.m. Register now to receive the meeting link.

At this meeting, we will review the evaluation criteria and alternatives presented at the second public meeting (PCC#2). We'll also share the preliminary recommendations on the preferred alternatives for water supply and wastewater and look for the public's feedback on the evaluation of those alternatives.

Project information is available at EngageWR.ca/wellesleywater, or contact Kaoru Yajima, project manager at kyajima@regionofwaterloo.ca if you have any questions or need accommodation to attend this meeting.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner
Jasmine.Biasi@jacobs.com
121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Outlook

[EXTERNAL] RE: Wellesley Water & Wastewater Master Plan - Draft for MECP Review

From Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>
Date Mon 5/26/2025 11:08 AM
To Mahood, Tom <Tom.Mahood@jacobs.com>
Cc Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca <KYajima@regionofwaterloo.ca>; Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

1 attachment (172 KB)
Wellesley_WWTP_MP_CSPB_Memo.pdf;

This Message Is From an External Sender
This message came from outside your organization.

Good morning Tom,

Please find below MECP PRU comments on Wellesley Water & Wastewater Master Plan Draft Report.

1.3.1 Class Environmental Assessment Process

- The Municipal Class EA was amended in 2024, and schedule A and A+ projects have been replaced by Exempt Projects. It is recommended this section to be updated accordingly.

3.1.4 First Nations, Indigenous, and Métis Communities

- Please ensure all the communities have been listed as per MECP letter issued on April 20, 2023.

9.3.5 Source Water Protection

- Please see attached memo from MECP Conservation and Source Protection Branch

9.3.11 Construction Impacts

- The ministry recommends that this section be expanded to include a summary of the potential construction impacts identified during the Class EA for anticipated to proceed following the completion of this Master Plan.

Appendix A

- Please note Belinda Koblik is no longer with MECP. The current Water Supervisor is Sarah Day; email: Sarah.Day@ontario.ca ; phone: 905-481-2827
- Please be advised that the current consultation contact for Haudenosaunee Development Institute is provided below. Please ensure that future notices are sent to the following mailing address and email.

  Haudenosaunee Development Institute
  16 Sunrise Court – Suite 600
  P.O. Box 714
  Ohsweken, Ontario
  N0A 1M0

  Email: info@hdi.land

- Please ensure that the date for the Notice of Completion and any follow- up correspondence will be included in the final Report.

Please let me know if you have any questions.

Regards,

Joan Del Villar Cuicas (she/her)

Regional Environmental Planner

Project Review Unit | Environmental Assessment Branch

Ontario Ministry of the Environment, Conservation and Parks

Joan.delvillarcuicas@ontario.ca|Phone: 365-889-1180

From: Mahood, Tom <Tom.Mahood@jacobs.com>
Sent: Thursday, May 15, 2025 8:04 AM
To: Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>
Cc: Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca; Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Subject: Re: Wellesley Water & Wastewater Master Plan - Draft for MECP Review

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good Morning Joan

Thank you for your email. The months before summer always seem to be a busy time!

The timing for the completion of our report is critical to moving infrastructure projects forward that are required to meet the Province's new growth targets for Wellesley. Any opportunity you have to fast track the review would be much appreciated.

Regards,
Tom

Tom Mahood, P.Eng. | Jacobs |

O: 1.519.579.3500 x 73241 | M: 1.519.830.1404 | tom.mahood@jacobs.com

---

From: Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>
Sent: Friday, May 9, 2025 3:06 PM
To: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Cc: Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca <KYajima@regionofwaterloo.ca>
Subject: [EXTERNAL] RE: Wellesley Water & Wastewater Master Plan - Draft for MECP Review

---

This Message Is From an External Sender
This message came from outside your organization.

Good afternoon Jasmine,

I hope all is well.

We apologize for the delay in getting back to you. We have been managing temporary resource constraints in the region over the past couple of months and we are currently going through a large number of files.

Would it be possible to extend the due date until next month? If that timeline isn't feasible on your end, we will review at the final stage instead.

Please let us know what would work best for your team.

Thank you for your understanding,

Joan Del Villar Cuicas (she/her)

Regional Environmental Planner

Project Review Unit | Environmental Assessment Branch

Ontario Ministry of the Environment, Conservation and Parks

Joan.delvillarcuicas@ontario.ca|Phone: 365-889-1180

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: Thursday, May 8, 2025 2:39 PM
To: Del Villar Cuicas, Joan (MECP) <Joan.DelVillarCuicas@ontario.ca>; EA Notices to WCRegion (MECP) <eanotification.wcregion@ontario.ca>
Cc: Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca
Subject: Re: Wellesley Water & Wastewater Master Plan - Draft for MECP Review

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good afternoon Joan,

Following up on my last email, can you please provide a timeline for the Ministry to provide comments on the Wellesley Water and Wastewater Master Plan Project file?

I received confirmation that the documents were successfully downloaded on April 8 by the MECP WC Region mailbox.

Thank you in advance,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner

M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com
121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

From: Biasi, Jasmine
Sent: Wednesday, April 2, 2025 4:47 PM
To: Del Villar Cuicas, Joan (MECP); eanotification.wcregion@ontario.ca
Cc: Mahood, Tom; Moffatt, Kylee; KYajima@regionofwaterloo.ca
Subject: Wellesley Water & Wastewater Master Plan - Draft for MECP Review

Hi Joan,

A copy of the Draft Wellesley Water and Wastewater Master Plan Project File is being provided to the Ministry for review prior to the 30-day public review period.

A separate email from the Jacobs File Transfer Tool will be sent to you that will provide a link to the following documents for download:

- 2025-04-02 Draft Wellesley Water and Wastewater Master Plan Report.pdf
- Appendix A - Stakeholder Consultation Materials_Combined_Final draft.pdf
- Wellesley Water Wastewater_MP_Report_AdditionalAttachments.zip

Please note that some technical and supporting studies in Appendix B and C have not yet been finalized and therefore have not been included as part of the additional attachments. Please let me know if there is any specific information you are looking for.

Please also note that personal information provided in Appendix A has not yet been redacted. Prior to the report being finalized for 30-day public review, all sensitive information will be redacted from this Appendix.

A copy of the report and associated attachments will also be sent to the West Central Region general mailbox.

Please let me know if you have any questions, or if I should direct this review request to another member of your team.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner

M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com
121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Ministry of the Environment, Conservation and Parks

Conservation and Source Protection Branch

14th Floor
40 St. Clair Ave. West
Toronto ON M4V 1M2

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Direction de la protection de la nature et des sources

14e étage
40, avenue St. Clair Ouest
Toronto (Ontario) M4V 1M2

Ontario

April 25, 2025

MEMORANDUM

To: Silva Yousif, Project Officer
Environmental Assessment Services, Environmental Assessment Branch

From: Monika Lemke, Program Analyst
Conservation and Source Protection Branch

Re: CSPB Comments - Wellesley Draft Water and Wastewater Master Plan

In response to your request to review the Wellesley Draft Water and Wastewater Master Plan (WWWMP), the Conservation and Source Protection Branch (CSPB) offers the following comments.

Source Protection Requirements

The *Clean Water Act, 2006* (CWA) aims to protect existing and future sources of drinking water. To achieve this, several types of vulnerable areas are delineated around surface water intakes and wellheads for every municipal residential drinking water system that is located in a source protection area. These vulnerable areas are known as a Wellhead Protection Areas (WHPAs), and surface water Intake Protection Zones (IPZs). Other vulnerable areas that can be delineated under the CWA for municipal drinking water systems include Significant Groundwater Recharge Areas (SGRAs) and Highly Vulnerable Aquifers (HVAs). In addition, event-based modelling areas (EBAs) and Issues Contributing Areas (ICAs) may also occur, overlapping with one of the four above-named vulnerable areas.

The Township of Wellesley is located in the **Grand River source protection area** and is therefore subject to the **Grand River source protection plan (SPP).**

Proponents should contact the Project Manager for Drinking Water Source Protection at the **Grand River source protection authority** if they have not already done so. The source protection authority can provide proponents with assistance in determining whether an activity associated with the construction or operation of the project may be considered a drinking water threat as per the

Clean Water Act and will be able to help determine whether there are policies in the source protection plan that may apply and how they apply. Even if the project activities in a vulnerable area are deemed not to be a significant risk to drinking water, there may be other policies that apply (such as moderate or low threat policies) and so consultation with the local source protection authority is important.

More Information

For more information on the CWA, source protection areas and plans, including specific information on the vulnerable areas and drinking water threats, please refer to Conservation Ontario's website where you will also find links to the local source protection plans and assessment reports.

A list of the prescribed drinking water threats can be found in section 1.1 of Ontario Regulation 287/07 made under the *Clean Water Act, 2006*. In addition to prescribed drinking water threats, some source protection plans may include policies to address additional "local" threat activities, as approved by the MECP.

The source protection information atlas is publicly available and can be used to locate delineated vulnerable areas in Ontario.
https://www.lioapplications.lrc.gov.on.ca/SourceWaterProtection/index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-CA

Wellesley Water and Wastewater Master Plan

As identified in the WWWMP, Section 9.3.5 Source Protection, proposed updates to the Township of Wellesley's water and wastewater systems would be conducted on the Wellesley Water Treatment Plant (WTP) property, located at 2233 Gerber Road, Wellesley, Ontario.

The WTP property is situated within a WHPA. As noted, the WHPA-A includes the area within the immediate vicinity of the Wellesley WTP; the WHPA-B includes the approximate area from Gerber Road and Nafziger Road, extending northwest to west of Lawrence Street and south of Queens Bush Road, and the WHPA-C extends beyond the WHPA-B to include areas northwest of Seigner Lane and Hutchinson Road in Wellesley Township.

The recommended upgrades to local sanitary sewer would trigger the identified threat activity, "the establishment, operation, or maintenance of a system that collects, stores, transmits, treats, or disposes of sewage."

Given the threat and its location the following Grand River Source Protection Plan policies may apply:

- RW-MC-12
- RW-CW-14

CSPB has no further comments to contribute to the draft WWWMP.

Thank you for considering the Conservation and Source Protection Branch's comments on the Wellesley WWWMP. If you have any questions or concerns about the above information, please do not hesitate to contact me.

Monika Lemke
Program Analyst, Conservation and Source Protection Branch
613-876-3376
sourceprotectionscreening@ontario.ca

Cc: Wendy Lavender, Manager, Source Protection Section, CSPB
Susanne Edwards, Manager, Technical and Program Delivery Section, CSPB

Outlook

[EXTERNAL] RE: Wellesley Water & Wastewater Master Plan - Draft for MCM Review [MCM File 0018505]

From Abrazhevich, Anastasia (MCM) <Anastasia.Abrazhevich@ontario.ca>
Date Thu 6/5/2025 2:16 PM
To Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Cc Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca <KYajima@regionofwaterloo.ca>; Hamilton, James (MCM) <James.Hamilton@ontario.ca>; Barboza, Karla (She/Her) (MCM) <Karla.Barboza@ontario.ca>

1 attachment (405 KB)
2025-06-05_Wellesley_Waterloo_DraftMasterPlan_MCEA_MasterPlan_MCM_Comments.pdf;

This Message Is From an External Sender
This message came from outside your organization.

Dear Jasmine Biasi,

Apologies for the late response.

Thanks for sending the draft Master Plan project file for the above referenced project to the Ministry of Citizenship and Multiculturalism.

Please find attached MCM's comments attached.

If you have any questions or require clarification, do not hesitate to contact us.

Kind regards,

Anastasia Abrazhevich
Heritage Planner | Citizenship, Inclusion and Heritage Division
Ministry of Citizenship and Multiculturalism | Ontario Public Service
437 240 2379 anastasia.abrazhevich@ontario.ca

Ontario

Taking pride in strengthening Ontario, its places and its people

From: Barboza, Karla (She/Her) (MCM)
Sent: Thursday, April 3, 2025 7:51 AM
To: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

Cc: Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca; Abrazhevich, Anastasia (MCM) <Anastasia.Abrazhevich@ontario.ca>
Subject: RE: Wellesley Water & Wastewater Master Plan - Draft for MCM Review [MCM File 0018505]

Good morning Jasmine,

Thanks for sending the draft Master Plan Project File to the Ministry of Citizenship and Multiculturalism (MCM) for review.

Please note that Joseph has moved to another position. We would appreciate if you could update this project's contact list to remove Joseph and include Anastasia Abrazhevich, MCM Heritage Planner (copied). Please continue to copy me.

We will review and provide comments by May 9. We note that the Stage 1 archaeological assessment (under PIF P094-0430-2024), although included in the package, has yet to be submitted by the licensed archaeologist. We recommend that your licensed archaeologist submit the report as soon as possible and prior to the issuance of the notice of completion. Depending on your timelines, the licensed archaeologist may need to submit the report with an expedited review request.

In the meantime, let us know if you have any questions.

Thanks again,
Karla

Karla Barboza, MCIP, RPP, CAHP (she/her)
Team Lead, Heritage | Heritage Operations Branch | Citizenship, Inclusion and Heritage Division
Ministry of Citizenship and Multiculturalism | Ontario Public Service
416-660-1027 | karla.barboza@ontario.ca

Ontario

Taking pride in strengthening Ontario, its places and its people

---

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: Wednesday, April 2, 2025 4:50 PM
To: Harvey, Joseph (MMAH) <Joseph.Harvey@ontario.ca>
Cc: Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; KYajima@regionofwaterloo.ca; Barboza, Karla (She/Her) (MCM) <Karla.Barboza@ontario.ca>
Subject: Wellesley Water & Wastewater Master Plan - Draft for MCM Review

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.
Hi Joseph,

A copy of the Draft Wellesley Water and Wastewater Master Plan Project File is being provided to MCM for review prior to the 30-day public review period.

A separate email from the Jacobs File Transfer Tool will be sent that will provide a link to the following documents for download:

- 2025-04-02 Draft Wellesley Water and Wastewater Master Plan Report.pdf

- Appendix A - Stakeholder Consultation Materials_Combined_Final draft.pdf
- Wellesley Water Wastewater_MP_Report_AdditionalAttachments.zip

Please note that personal information provided in Appendix A has not yet been redacted. Prior to the report being finalized for 30-day public review, all sensitive information will be redacted from this Appendix.

Please let me know if you have any questions, or if I should direct this review request to another member of your team.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner

M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com

121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Ministry of Citizenship and Multiculturalism

Heritage Planning Unit
Heritage Operations Branch
Citizenship, Inclusion and Heritage Division
5th Flr, 400 University Ave
Toronto, ON M5G 1S7
Tel.: 437 240 2379

Ministère des Affaires civiques et du Multiculturalisme

Planification relative au patrimoine
Opérations relatives au patrimoine
Division des affaires civiques, de l'inclusion et du patrimoine
5e étage, 400, av. University
Toronto, ON M5G 1S7
Tél.: 437 240 2379

June 5, 2025

VIA EMAIL ONLY

Jasmine Biasi
Environmental Planner
Jacobs
121 King Street West, Suite 2100
Toronto, ON M5H 3T9
Jasmine.Biasi@jacobs.com

MCM File	**:**	**0018505**
Proponent	**:**	**Region of Waterloo**
Subject	**:**	**Municipal Class Environmental Assessment – Master Plan Approach 2 - Draft Master Plan Report**
Project	**:**	**Wellesley Water and Wastewater Master Plan**
Location	**:**	**Region of Waterloo**

Dear Jasmine Biasi:

Thank you for providing the Ministry of Citizenship and Multiculturalism (MCM) with the Draft Master Plan for the above-referenced project for our review and comment.

MCM's interest in this master plan relates to its mandate of conserving Ontario's cultural heritage, which includes archaeological resources, built heritage resources, and cultural heritage landscapes.

Project Summary
The Region of Waterloo is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP) to plan for future needs to 2051. The study is being carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process (MEA 2000, as amended 2007, 2011, 2015), which is an approved process under the Ontario Environmental Assessment Act. The study is following MCEA Approach #2 for completing a Master Plan.

Comments
MCM has reviewed the following documents:

- *Master Plan Report (DRAFT)* (version 1.0, dated April 2, 2025, prepared by Jacobs)
- *Appendix A: Public Consultation*
    - *Stakeholder & Consultation Materials.*

- *Well Capacity Alternatives Evaluation Table Appendix B: Technical Memorandums*
- *Appendix C: Supportive Studies*
    - *Desktop Cultural Heritage Report: Wellesley Water and Wastewater Master Plan* (dated February 2023 – revised March 2025, prepared by Archaeological Services Inc. (ASI))
    - *Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment (Draft)* (dated January 2025, prepared by ASI)
    - *Review of Baseline Conditions for Archaeological Resources* (dated April 19, 2023, prepared by ASI)
    - *Stage 1 Archaeological Assessment: Wellesley Water & Wastewater Master Plan* (AA, under Project Information Form – PIF – P094-0430-2024, dated February 10, 2025, prepared by ASI)

MCM has the following comments and observations:

Archaeological Resources
Our records indicate that a Stage 1 Archaeological Assessment (under PIF P094-0430-2024) has been carried out for the proposed project and in the associated report has been entered the Ontario Public Register of Archaeological Reports ('the Register'). The Stage 1 AA recommended Stage 2 AA for parts of the study area.

Please note that archaeological concerns have not been fully addressed until reports have been entered into the Register. Approval authorities and/or proponents should wait to receive the MCM's written confirmation that the archaeological assessment report(s) has been entered into the Register before issuing a decision or proceeding with any ground disturbing activities. The letter will also indicate either that there are no further concerns for impacts to archaeological resources or articulate next steps to mitigate any concerns.

Proponents must follow the recommendations of the archaeological assessment report(s). MCM recommends that further stages of archaeological assessment be undertaken as early as possible during detailed design and prior to any ground disturbing activities.

MCM recommends that the Baseline Conditions Memo (dated April 19, 2023, prepared by ASI) be removed from the Appendix as it has no statutory status and is superseded by the Stage 1 AA referenced above.

Built Heritage Resources and Cultural Heritage Landscapes
The results of the Desktop Cultural Heritage Report were used to help inform the development and evaluation of alternative solutions for the master plan area. The Desktop Report identified 6 known built heritage resources (BHRs), 32 potential BHRs and 10 potential cultural heritage landscapes (CHLs).

The Draft Cultural Heritage Report (January 2025) included an inventory of known and potential BHRS and CHLs, identified existing conditions of the project study area, provided a preliminary impact assessment, and propose appropriate mitigation measures.

MCM finds the Draft Cultural Heritage Report to be consistent with the requirements, guidance, and standards of the MCEA and with best practice guidance prepared by MCM. However, we recommend that the recommendations of the Cultural Heritage Report be updated to include the preferred alternatives and the recommendations be revised accordingly. The CHR should inform

whether further technical studies (i.e., CHER and/or HIA if recommended) are required for each of the preferred alternative.

We continue to recommend that this report be submitted for review and comment to municipal heritage planning staff, municipal heritage committee, Indigenous communities, and other interested parties.

All technical cultural heritage studies and their recommendations are to be addressed and incorporated into EA projects. Please send us the final report once it has been reviewed and finalized.

Please find attached a table with detailed comments to assist with the documentation of due diligence related to cultural heritage.

Please continue to send any notices, report and/or documentation **via email only** to both Karla Barboza and myself.

- Karla Barboza, Team Lead - Heritage | Heritage Planning Unit (Citizenship and Multiculturalism) | 416-660-1027 | karla.barboza@ontario.ca
- Anastasia Abrazhevich- Heritage Planner | Heritage Planning Unit (Citizenship and Multiculturalism) | 437-240-2379 | anastasia.abrazhevich@ontario.ca

Thank you for consulting MCM on this project. Please continue to do so through the master plan process and contact me for any questions or clarification.

Sincerely,

Anastasia Abrazhevich
Heritage Planner
anastasia.abrazhevich@ontario.ca

Copied to:

Kaoru Yajima, Project Manager, Region of Waterloo
Tom Mahood, Project Manager, Jacobs
Kylee Mofatt, Planner, Jacobs
James Hamilton, Manager, Heritage Planning Unit, MCM
Karla Barboza, Team Lead, Heritage Planning Unit, MCM

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. The Ministry of Citizenship and Multiculturalism (MCM) makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MCM be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out an archaeological assessment, in compliance with Section 48(1) of the *Ontario Heritage Act*.

The *Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33* requires that any person discovering human remains must cease all activities immediately and notify the police or coroner. If the coroner does not suspect foul play in the disposition of the remains, in accordance with *Ontario Regulation 30/11* the coroner shall notify the Registrar, Ontario Ministry of Public and Business Service Delivery and Procurement, which administers provisions of that Act related to burial sites. In situations where human remains are associated with archaeological resources, the Ministry of Citizenship and Multiculturalism should also be notified (at archaeology@ontario.ca) to ensure that the archaeological site is not subject to unlicensed alterations which would be a contravention of the *Ontario Heritage Act*.

Item #	Report Section	Comments/Concerns	Proposed Action/Solution
Draft Master Plan (Jacobs, April 2025)			
1.	Throughout the Report	The term "cultural heritage resources," includes archaeological resources, built heritage resources, and cultural heritage landscapes. For consistency the term "cultural heritage resources," should only be used when referring to all three types of cultural heritage resources.	Revision to Report.
3.	Section 4.2.5 Cultural Heritage Inventory p. 44-45	We recommend that this section be revised, including its title, to align with current legislation and terminology. We also recommend that the revisions be made to include the final and correct title of the technical cultural heritage studies / reports. We recommend that the dates of the studies be included to assist the reader, e.g., Desktop Cultural Heritage Report (February 2023, revised March 2025) and Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment (January 2025). The results of the Cultural Heritage Report (January 2025) as it relates to existing conditions shall also be included in this section.	We recommend the following text: *Bold for new text and strikethrough for deletion* 4.2.5 –Cultural Heritage **Resources** ~~Inventory~~ **Cultural heritage resources include archaeological resources, built heritage resources and cultural heritage landscapes.** **4.2.5.1 Built Heritage Resources and Cultural Heritage Landscapes.** (…) The results from the **Desktop** Cultural Heritage **Report (February 2023, revised March 2025)** ~~Assessment~~ were incorporated into the evaluation of the short-listed water and wastewater alternatives. A~~n~~ **Cultural Heritage Report:** Existing Conditions and Preliminary Impact

Item #	Report Section	Comments/Concerns	Proposed Action/Solution
			Assessment ~~Cultural Heritage Report~~ (Detailed Cultural Heritage Report **dated**) was completed following the selection of the preliminary preferred alternatives. The results from the Detailed Cultural Heritage Report are included in Section 9.3.1. **The Cultural Heritage Report- Existing Conditions was undertaken on [date] by [heritage consultant] for [name of project or study area]. The assessment for this report consisted of data collection, background historic research, review of secondary source material and field review. A total of # (known and potential) cultural heritage landscapes and built heritage resources were identified within the study area as listed below. The full report is included in Appendix C.** *[Then list all known and potential built heritage resources and cultural heritage landscapes identified within the study area and include the results of the preliminary impact assessment]*
3.	Section 4.2.6 Archaeological Inventory	To align with current legislation and terminology we recommend that the title of this subsection be revised to "Archaeological Resources."	Revise subsection heading as: ~~4.3.6~~ **4.2.5.2** – Archaeological **Inventory Resources**

Item #	Report Section	Comments/Concerns	Proposed Action/Solution
		This section should be revised to provide more detail on the methodology, results, and recommendations of the report.	Please replace the two paragraphs with the following suggested text: **A Stage 1 archaeological assessment was carried out under PIF xx on [date] by [consultant archaeologist] for [property or study area]. A Stage 1 AA consists of a review of geographic, land use and historical information for the property and the relevant surrounding area, a property visit to inspect its current condition and contacting MCM to find out whether, or not, there are any known archaeological sites on or near the property. Its purpose is to identify areas of archaeological potential and further archaeological assessment (e.g. Stage 2-4) as necessary. The full report is included as Appendix _.** *[Then include the outcomes and recommendations of the report, as in Executive Summary. Please copy and paste and do not summarize]* *Include a figure depicting the areas of archaeological potential from the Stage 1 AA]*
	Table 8.1 Summary of Evaluation Criteria p. 78	Please revise terminology to align with the current legislative framework.	Revision to report as follows: Category: Social Criteria: Conserves **known or potential** built heritage **resources** and/or cultural heritage landscapes

Item #	Report Section	Comments/Concerns	Proposed Action/Solution
			Description: Impact of alternative to ~~adjacent sites/~~properties of ~~built or~~ **known or potential** cultural **heritage** value or interest Criteria: Conserves archaeological resources Description: Impact of alternative on ~~heritage~~ **areas of archaeological potential or archaeological** resources ~~of value or interest~~.
4.	Section 9.3 Impacts and Mitigation Measures p. 100	We note that the revisions to this section may be required based on the feedback on the Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment (January 2025) by municipal staff, Indigenous communities, and other interested parties. The recommendations of the Cultural Heritage Report will also need to be updated to inform the preferred alternatives and revise the recommendations as appropriate. The CHR should inform whether further technical studies (i.e., CHER and/or HIA if recommended) are required.	Revision to Report
6.	Section 9.3.2 Archaeological Impact p. 101	We recommend that this section be revised to align with the recommendations of the Stage 1 AA as well as clarify whether Stage 2 AA will be required for the preferred alternatives or locations. We also recommend that a paragraph be included that 'Stage 2 (and further stages of) archaeological assessment will be carried out by a licensed archaeologist as early as possible during detailed design and prior to any ground disturbing activities. MCM recommends revising the following text: "**The Stage 1 Archaeological Assessment by ARA recommends that portions of**	Revision to Report

Item #	Report Section	Comments/Concerns	Proposed Action/Solution
		the study area require a Stage 2 Archaeological Assessment to be completed. Currently, a Stage 2 Archaeological Assessment has not been completed for a new well supply. The property inspection determined that the following preferred alternative exhibits archaeological potential: • **Alternative (identify which #):** WWTP Upgrades, including equalization tank **exhibit archaeological potential. These lands** require Stage 2 archaeological assessment by test pit and pedestrian survey at ~~5m~~ **five metre** intervals." To align with current legislation and terminology, MCM recommends the following suggested text: "If during construction previously undocumented archaeological resources are discovered, work on the site must stop **immediately** and **engage a licensed consultant archaeologist to carry out an archaeological assessment, in compliance with Section 48(1) of the** Ontario Heritage Act. Similarly, if a burial site is discovered procedures in accordance with the Funeral, Burial and Cremation Services Act, 2002, must be followed. **The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 requires that any person discovering human remains must cease all activities immediately and notify the police or coroner. If the coroner does not suspect foul play in the disposition of the remains, in accordance with Ontario Regulation 30/11 the coroner shall notify the Registrar, Ontario Ministry of Public and Business Service Delivery, which administers provisions of that Act related to burial sites. In situations where human remains are associated with archaeological resources, the Ministry of Citizenship and Multiculturalism should also be notified (at archaeology@ontario.ca) to ensure that the archaeological site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act."**	

Item #	Report Section	Comments/Concerns	Proposed Action/Solution
		~~"Archaeological Assessment has not been completed for a new well supply. If it is determined that expanding the existing well capacity is not feasible and a new well supply outside of the urban boundary is required, a new Archaeological Assessment will be required."~~ Please also include the following: **"Should the proposed work extend beyond the current Project Area; further archaeological assessment should be conducted to determine the archaeological potential of the surrounding lands."**	
7.	Section 10.1.1 Drinking Water Alternatives p. 111	Further revisions to this section may be required. See comment above as it is not clear whether further studies (CHER/HIA) will be required to the preferred alternative – new well.	Revision to Report.
Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment (ASI, January 2025)			
1.	Section 2.4.3 Community Information Gathering p. 24	We recommend that the term 'Community' be deleted from this section. Note that the ministry is not considered a community member, but rather a member of the Government Review Team under an environmental assessment process and the administrator of the Ontario Heritage Act.	Revision to Report.
2.	Section 6.2 Recommendations p. 85	See comment #4 above regarding the selection of preferred alternatives and locations and clarification whether further technical studies will be required. More specific information needs to be included.	Revision to report.

Outlook

[EXTERNAL] RE: Wellesley Water & Wastewater Master Plan - Source Protection Program

From Angela Wang <awang@grandriver.ca>
Date Tue 6/17/2025 11:42 AM
To Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

This Message Is From an External Sender
This message came from outside your organization.

Hi Jasmine,

Please see our comment as follows regarding source water protection:

> It is our understanding that the Ministry of the Environment, Conservation and Parks has recommended contacting the Grand River Source Protection Authority to advise on whether any activity associated with the construction or operation of the project may be considered a drinking water threat and on the applicability of related Source Protection Plan (SPP) policies. In the Lake Erie Source Protection Region, SPP policies are tailored to each unique municipality and are implemented at the municipal level. As such, the Region of Waterloo is the appropriate agency to provide this review. Region staff can advise on the identification of potential drinking water threats and any subsequent policy implications. We recommend contacting Risk Management Official Eric Thuss (ethuss@regionofwaterloo.ca) to initiate this process.

If you could circulate the draft report when it's available, that would be great.

Thanks,

Angela Wang
Resource Planner
Grand River Conservation Authority

400 Clyde Rd
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2270
Email: awang@grandriver.ca
www.grandriver.ca | Connect with us on social media

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: June 6, 2025 2:24 PM
To: Angela Wang <awang@grandriver.ca>
Subject: Re: Wellesley Water & Wastewater Master Plan - Source Protection Program

Hi Angela,

Please provide comments by June 10 if GRCA would like any revisions incorporated in the report prior to the document being issued for 30-day public review.

If GRCA would like to provide comments during the 30-day public review, please provide by July 16 (based on our target issuance date).

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner

M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com

121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

From: Angela Wang <awang@grandriver.ca>
Sent: Friday, June 6, 2025 8:29 AM
To: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Subject: [EXTERNAL] RE: Wellesley Water & Wastewater Master Plan - Source Protection Program

---

This Message Is From an External Sender
This message came from outside your organization.

Hi Jasmine,

Could you confirm when you need our comments back by?

Thanks,

Angela Wang

Resource Planner

Grand River Conservation Authority

400 Clyde Rd

Cambridge, ON N1R 5W6

Office: 519-621-2763 ext. 2270

Email: awang@grandriver.ca

www.grandriver.ca | Connect with us on social media

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: June 3, 2025 1:08 PM
To: Grand River Conservation Authority <grca@grandriver.ca>
Cc: Mahood, Tom <Tom.Mahood@jacobs.com>; Kaoru Yajima <kyajima@regionofwaterloo.ca>; Moffatt, Kylee <kylee.moffatt@jacobs.com>
Subject: Wellesley Water & Wastewater Master Plan - Source Protection Program

Good afternoon,

Please find attached a letter regarding the Wellesley Water and Wastewater Master Plan Draft Report with a request to review the source water protection language.

Please advise if you have any questions regarding the study.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner

M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com
121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Interest	From	To	Date Received	Type	Message Summary	Action item	Status	Date of Action	Action Type	Email Response
Six Nations of the Grand River	Jacobs / Region	Peter Graham Dawn Russell	4/6/2023	Email	Notice of Study Commencement and Public Information Centre #1	No Action	N/A	N/A	N/A	N/A
Haudenosaunee Confederacy Council	Jacobs / Region	Leroy Hill	4/6/2023	Email	Notice of Study Commencement and Public Information Centre #1	No Action	N/A	N/A	N/A	N/A
Mississaugas of the Credit First Nation	Jacobs / Region	Abby Laforme Mark Laforme Adam Laforme	4/6/2023	Email	Notice of Study Commencement and Public Information Centre #1	No Action	N/A	N/A	N/A	N/A
Six Nations of the Grand River	Jacobs / Region	Peter Graham Dawn Russell	6/3/2024	Email	Notice of Public Information Centre #2	No Action	N/A	N/A	N/A	N/A
Haudenosaunee Confederacy Council	Jacobs / Region	Leroy Hill	6/3/2024	Email	Notice of Public Information Centre #2	No Action	N/A	N/A	N/A	N/A
Mississaugas of the Credit First Nation	Jacobs / Region	Abby Laforme Mark Laforme Adam Laforme	6/3/2024	Email	Notice of Public Information Centre #2	No Action	N/A	N/A	N/A	N/A
Mississaugas of the Credit First Nation	Abby Laforme	Region	6/4/2024	Email	Good Afternoon Kaoru, Thank you for the notification regarding the Wellesley Water and Wastewater Master Plan Class Environmental Assessment Study, Public Consultation Meeting #2. Unfortunately, at this time, MCFN lacks compacity in the Environmental spectrum. Please provide MCFN DOCA the EA Report when completed. MFN DOCA would be interested in the areas that the future growth would happen and would like to inform you that we require to be involved in all Archaeological work that is to take place in those areas. Thank you again and have a lovely evening!	Email Response	Complete	6/4/2024	Email	Hello Abby, Thanks for the email. Listen, I know we're all busy so if ever any questions come to mind, please let me know. You've been very helpful to the Region in the past and its appreciated. It's pretty much an open door for Tom and myself. But yes, your comments are noted. We'll notify you on any archaeological work and we will definitely circulate the report, although that's many months away. Regards, Kaoru
Six Nations of the Grand River	Jacobs / Region	Peter Graham Dawn Russell	11/27/2024	Email	Notice of Public Information Centre #3	No Action	N/A	N/A	N/A	N/A
Haudenosaunee Confederacy Council	Jacobs / Region	Leroy Hill	11/27/2024	Email	Notice of Public Information Centre #3	No Action	N/A	N/A	N/A	N/A
Mississaugas of the Credit First Nation	Jacobs / Region	Abby Laforme Mark Laforme Adam Laforme	11/27/2024	Email	Notice of Public Information Centre #3	No Action	N/A	N/A	N/A	N/A
Mississaugas of the Credit First Nation	Jacobs / Region	Lindsay Wong	1/9/2025	Email	I'm the new manager of environment so will be handling files like this. If you could send the draft final report to me when it's ready, that'd be greatly appreciated.	1. Provide draft copy of Master Plan when available 2. Update contact list	1. TBD 2. Complete	1. TBD 2. 1/9/2025	Circulate Draft Master Plan for Review during 30-day public review period	N/A
HDI	Jacobs / Region	info@hdi.land	13-Nov-25	Email	Draft Final Master Plan Report	No Action	N/A	N/A	N/A	N/A

Outlook

[EXTERNAL] RE: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

From Abby LaForme <Abby.LaForme@mncfn.ca>
Date Wed 6/5/2024 4:13 PM
To Kaoru Yajima <KYajima@regionofwaterloo.ca>
Cc Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; Mahood, Tom <Tom.Mahood@jacobs.com>; Mark LaForme <Mark.LaForme@mncfn.ca>; Craig King <Craig.King@mncfn.ca>

Kaoru,

Thank you for the kind words. Please know that you can contact us anytime and we are always happy to help.

Abby (LaForme) Lee
Consultation Officer

Mississaugas of the Credit First Nation (MCFN)
Department of Consultation & Accommodation (DOCA)
4065 Highway 6, Hagersville, ON N0A 1H0
Ph: (905) 768 – 4260
Email: Abby.LaForme@mncfn.ca

Please Note- If a digital copy of your notification has been sent, please be environmentally conscious and do not send a physical, copy. Thank you!

From: Kaoru Yajima <KYajima@regionofwaterloo.ca>
Sent: Tuesday, June 4, 2024 4:32 PM
To: Abby LaForme <Abby.LaForme@mncfn.ca>
Cc: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; tom.mahood@jacobs.com; Mark LaForme <Mark.LaForme@mncfn.ca>; Craig King <Craig.King@mncfn.ca>
Subject: RE: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

Hello Abby,

Thanks for the email.

Listen, I know we're all busy so if ever any questions come to mind, please let me know. You've been very helpful to the Region in the past and its appreciated. It's pretty much an open door for Tom and myself.

But yes, your comments are noted. We'll notify you on any archaeological work and we will definitely circulate the report, although that's many months away.

Regards,
Kaoru

From: Abby LaForme <Abby.LaForme@mncfn.ca>
Sent: Tuesday, June 4, 2024 4:23 PM
To: Kaoru Yajima <KYajima@regionofwaterloo.ca>
Cc: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; tom.mahood@jacobs.com; Mark LaForme <Mark.LaForme@mncfn.ca>; Craig King <Craig.King@mncfn.ca>
Subject: RE: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

You don't often get email from abby.laforme@mncfn.ca. Learn why this is important

CAUTION! EXTERNAL SENDER
Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate?
DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good Afternoon Kaoru,

Thank you for the notification regarding the Wellesley Water and Wastewater Master Plan Class Environmental Assessment Study, Public Consultation Meeting #2.
Unfortunately, at this time, MCFN lacks compacity in the Environmental spectrum. Please provide MCFN DOCA the EA Report when completed.

MFN DOCA would be interested in the areas that the future growth would happen and would like to inform you that we require to be involved in all Archaeological work that is to take place in those areas.

Thank you again and have a lovely evening!

Abby (LaForme) Lee
Consultation Officer

Mississaugas of the Credit First Nation (MCFN)
Department of Consultation & Accommodation (DOCA)
4065 Highway 6, Hagersville, ON N0A 1H0
Ph: (905) 768 – 4260
Email: Abby.LaForme@mncfn.ca

Please Note- If a digital copy of your notification has been sent, please be environmentally conscious and do not send a physical, copy. Thank you!

From: Biasi, Jasmine <Jasmine.Biasi@jacobs.com>
Sent: Monday, June 3, 2024 6:08 PM
Subject: Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

To whom it may concern,

Attached is a notice of Public Consultation Centre #2 for the Wellesley Water and Wastewater Master Plan Class Environmental Assessment Study.

If you have any questions about the study, or if you would no longer like to receive notifications for this project, please contact Kaoru Yajima or Tom Mahood. Contact details in the attached notice.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner
245 Consumers Road, Suite 400 | Toronto, ON M2J 1R3 | Canada

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Outlook

[EXTERNAL] Wellesley Water and Wastewater Master Plan

From Lindsay Wong <Lindsay.Wong@mncfn.ca>
Date Thu 1/9/2025 10:53 AM
To Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

Hi Jasmine,

I'm the new manager of environment so will be handling files like this. If you could send the draft final report to me when it's ready, that'd be greatly appreciated.

Cheers, Lindsay

Lindsay Wong, *M.Sc.*
Manager of Environment

Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, ON, N0A1H0
eb: www.mncfn.ca
Facebook: Mississaugas of the Credit First Nation
Ph: 905-768-4260 Ext: 1601

I choose to work flexibly and am sending this message now because it works for me. Feel free to read, act on or respond at a time that works for you.

Disclaimer

The Mississaugas of the Credit First Nation (MCFN) asserts the right to maintain stewardship on our ancestral homelands which includes the right to protect the lands and waters that sustain and support the life and health of all. Historically, and without our consent, MCFN homelands have been industrialized to the point where cumulative effects have already surpassed the point of a questionable future for coming generations. In this era of reconciliation, building a renewed relationship with First Nation peoples based on recognition of rights, respect and partnership, MCFN fully expect legal obligations with the body of the politic to adhere to National interests and engage MCFN in all future development taking place within our ancestral lands.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Mississaugas of the Credit First Nation.

Outlook

[EXTERNAL] Region of Waterloo - circulating draft Report for the Wellesley Water and Wastewater Master Plan

From Kaoru Yajima <KYajima@regionofwaterloo.ca>
Date Thu 11/13/2025 10:03 AM
To 'info@hdi.land' <info@hdi.land>
Cc Jennifer Rose <JennRose@regionofwaterloo.ca>; Meaghan Eastwood <MEastwood@regionofwaterloo.ca>; Fiona McCrea <FMcCrea@regionofwaterloo.ca>; Julia Shaver <JUSHAVER@regionofwaterloo.ca>; Mari MacNeil <MMacNeil@regionofwaterloo.ca>; Mahood, Tom <Tom.Mahood@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>; Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

2 attachments (6 MB)

cover letter Wellesley_Water_and_Wastewater_Master_Plan.pdf; Wellesley Water and Wastewater Master Plan Report - DRAFT FINAL (Version 2)_06June2025.PDF;

This Message Is From an External Sender
This message came from outside your organization.

To the Haudenosaunee Development Institute

Please see attached cover letter and draft Final Report regarding the Region's Wellesley Water and Wastewater Master Plan.

I would appreciate it if you forwarded the attached to the appropriate staff.

If there are any comments or questions, please reach out to me.

Thank you,

Kaoru Yajima, P.Eng. (he/him)
Manager, Engineering & Planning Group
Water & Wastewater Infrastructure Management
Engineering and Environmental Services
Region of Waterloo
150 Frederick Street, 7th Floor
Kitchener, Ontario, Canada N2G 4J3
cell: 226-753-0065



ENGINEERING AND
ENVIRONMENTAL SERVICES
Water and Wastewater
Services
150 Frederick Street
Kitchener ON Canada N2G 4J3
Telephone: (519) 575-4400
www.regionofwaterloo.ca

November 13,2025

Haudenosaunee Development Institute
16 Sunrise Court – Suite 600
P.O. Box 714
Ohsweken, Ontario, N0A 1M0
Email: info@hdi.land

Re: Wellesley Water and Wastewater Master Plan

Please be advised that the Region of Waterloo has been directed by the Ministry of Environment, Conservation and Parks to provide a draft copy of the proposed draft Wellesley Water and Wastewater Master Plan to you for your review.

Please direct the attached copy of the proposed Wellesley Water and Wastewater Master Plan to appropriate staff for their review. Furthermore, an additional opportunity to comment will be made available during the 30 day public review period.

Thank you for your consideration in this matter.

Yours truly,

Kaoru Yajima, P.Eng. (he/him), kyajima@regionofwaterloo.ca
Manager, Engineering and Environmental Services,
Water and Wastewater Infrastructure Management Division

CC:
Jennifer Rose, Commissioner, Engineering and Environmental Services
Fiona McCrea, Director, Legal Services
Mari MacNeil, Director, Water and Wastewater Infrastructure Management
Irvin Schatner, Solicitor, Corporate Resources
Tom Mahood, Project Manager, Jacobs
Kylee Moffatt, Jacobs
Jasmine Biasi, Jacobs
Document Number: 5123257

Agency	From	To	Date Sent/ Received	Type	Message Summary	Action item	Status	Date of Action	Action Type	Email Response	Project Stage
Hydro One	Secondary Land Use Asset Optimization Strategy & Integrated Planning Hydro One Networks Inc.	Region	18-Apr-23	Email & attached letter	From a preliminary assessment, there are no existing Hydro One Transmission assets in the subject area. Contact Hydro One if the study area expands. Send future communications to Secondarylanduse@hydroone.com	1. Jacobs to update contact list	1. Complete	1. April 20, 2023	1. Action	N/A	EA Commencement

Interest	From	To	Date Received	Type	Message Summary	Action item	Status	Date of Action	Action Type	Email Response
Public	[redacted]	Region	17-Apr-23	Email	Questions regarding the map of the Master Plan Study Area: 1. What are the "Special Policy Area" designations, and what are the specific special policies in each of those areas, which appear quite different since one currently is privately owned agricultural land with a woodlot and the others include private residential properties in subdivisions, but they are not delineated on the map? 2. Why are some residential and commercial areas not shaded yellow as "Built Up Areas?" and 3. On the W/S of the map between and north of the "Future Growth Areas" and within the "Study Area Boundary," what are the two unshaved areas?	1.Jacobs to draft a response 2. Region to send email response	Complete	17-Apr-23	1. Email 2. Action	Hello [redacted] Thanks for your interest in the master plan. I acknowledge receipt of your questions. We will provide responses back to you but for Q3, could you provide more clarity on which two areas you are referring to? That will help us.
Public	[redacted]	Region	18-Apr-23	Email	Interested in joing the PCC and being added to the mailing list.	1. Send registration link 2. Add to mailing list	Complete	18-Apr-23	1. Email 2. Action	Thanks for your interest. To attend the webinar, please register here: https://events.teams.microsoft.com/event/bbc5ddac-6ce6-4235-8ae5-110ad53e0ab5@37247798-f42c-42fd-8a37-d49c7128d36b (sometimes, the sign up screen doesn't appear – if so, please close the window and try once more) If you're still having issues, please let me know and I will help.
Public/ Resident	[redacted]	Region	19-Apr-23	Email	Did not receive PCC meeting link. Would like to be added to the mailing list, sent PCC materials and complete a feedback survey.	1. Add to mialing list 2. Send PIC materials 3. Send link to survey	Complete	26-Apr-23	1. Action 2. & 3. Email	Sent link to project website. Informed that the PIC recording has been posted.
Public	[redacted]	Region	19-Apr-23	Call	Would like to join PCC but did not receive meeting link.	1. Confirm if registered/send link	Complete	19-Apr-23	1. Action	N/A
Public	[redacted]	Region	19-Apr-23	Email	Registered for the PCC but did not receive a link	1. Confirm if registered	Complete	19-Apr-23	1. Action	Checking with Jacobs. Follow-up: Jacobs confirmed Joyce is on the list.
Public	[redacted]	Region	26-Apr-23	Email	Water/ drainage issues at [redacted]	1. Refer to Wellesley Township	Complete	1-May-23	1. Email	As this project is focusing on how best to supply water and service wastewater in Wellesley Village, I think the persons that may be better suited to respond to your particular questions on drainage is the staff at Wellesley Township. I've cc'd Tim and Chris to this message, but I understand you may have already contacted them.
Public	[redacted]	N/A	19-Apr-23	PCC Survey Response	There are periods of low water pressure now and I am concerned with there being several plans of subdivision soon to start building will there be adequate supply of water and waste capacity available to handle the increase particularly since there is a push for condensing several families into one unit.					N/A
Public	Anonymous	N/A	19-Apr-23	PCC Survey Response	# 1 It was difficult to join the Teams meting because I already have and use the Teams app for another work setting. When I did eventually join (17 minutes after 7 PM) and observe the last couple of slides of the presentation and then raised my hand, I could hear and see you, but the Microsoft Teams connection did not provide me with an unmute, stating that "only select participants can unmute". My unmute tab was always greyed out, and the chat was blocked so no direct message was possible. This was frustrating. # 2 My question was: How will recent development changes in Bill 23 and other recent provincial legislative changes affect this particular study. It appears that any plans that might be made locally could easily be overruled and changed by the province. Thank you for this opportunity to participate. I look forward to being part of future public meetings on Wellesley Water and Wastewater plans.					N/A
Public	Anonymous	N/A	19-Apr-23	PCC Survey Response	The reliability of the hot water is waning. We need to upgrade our SCADA systems which are hooked up to our electrical and water grid to utilize optical fiber and to run off of optical technologies instead of conventional copper and coaxial which are way too slow and just overly too unreliable. That way, the hot water dispenses way far much faster by average of at least 6.5 seconds out of 9.8 seconds which only leaves a 3.3 second differential which is reasonable and well more than acceptable.					N/A
Public	[redacted]	Region	8-Mar-24	Email	Hello, my name [redacted] I live in the town of Wellesley and farm with my father in the area around Wellesley. I recently came across the project you are working on to improve the Wellesley waste water plant. I was wondering if you have considered any systems that would make renewable fertilizers from the waste water? Our farm has used a product called lyste grow in the past and I really the idea of creating something useful and valuable from waste water. The lyste grow we get comes from the city of Guelph, our home farm is on gerber road about one KM east of the Wellesley waste water plant. Being so close I thought it would be a good idea to see if Wellesley could produce something similar. Here is the link to lystek if you want more information https://lystek.com/ Follow up email March 14: Yes, that makes sense a smaller volume from Wellesley could lower the efficiency on such a project. Do you have a figure on how much volume Wellesley produces?	1.Jacobs to draft a response 2. Region to send email response	Complete	11-Mar-24	1. Action 2. Email	Thanks for your interest in the project. I've cc'd Tom, Kylee and Kristina on our project team so they are aware of your comments. I don't want to pre-judge any outcomes of the study at this point, but I do know that typically the scale of the material to be produced is a major factor. In other words, for Guelph with a population of well over 100K this may be an option for them, but for Wellesley, with a population of 4K, it likely won't be feasible on site. Just so you know, the Region currently strives for beneficial use of Wellesley's materials but in a different way. They transfer the material to a larger plant where it is treated, dewatered and then either applied on agricultural land, or sent to tailings ponds at mining facilities for land rehabilitation. Follow up email March 21: The plant produces roughly 15 cubic meters per day of residuals
Public	[redacted]	Region	20-Jun-24	Phone Call	Resident called Kaoru and noted that he would be unable to attend the Public Information Centre, and requested that the Region send him a paper copy of the slides by mail after the public meeting.	Jacobs to provide a copy of PIC display material and Notice of Commencement via mail	Complete	26-Jun-24	Mail	A letter, PCC 2 notice and PCC 2 display panels were mailed to the resident on June 26, 2024
Public	[redacted]	Region	26-Nov-24	Email	Hello, I recently received the invitation for the Wellesley wastewater master plan that I had hoped to attend. However, it coincides with the Wellesley Santa Claus parade that I am also attending. Would it be possible to reschedule the public meeting for Wellesley residents to a different time and date? Thank you [redacted]	1. Region to provide response	Complete	28-Nov-24	1. Email	[redacted] I'm appreciative that you are interested in the Wellesley Master Plan. If you haven't yet, you can go to our website to see recordings of the previous 2 consultation rounds. (https://urldefense.com/v3/__https://engagewr.ca/wellesleywater__;!!B5cixuoO7ltTeg!FggmkvwPM7P3WmVu1Jsr5iurbvIDzh28odKGS_cqOe6qbCujp3s9YVSTXcyExueK2lbugHkj53OTMVS3NL4_IQ4oNHgD3g$) For the upcoming consultation round, we will be planning ahead with the intended date, but will record this as well so you can view afterwards and provide feedback. After viewing, you can also email me or call me if you have any questions. I'll also note that there will be an opportunity to review the draft final report where again, you will have a chance to provide feedback. The team is tentatively targeting this to be in February or March. Let me know if you have any further questions. Regards, Kaoru

Notice of Study Commencement and Public Consultation Center #1

Wellesley Water and Wastewater Master Plan
Class Environmental Assessment

The Study:

The Village of Wellesley (Wellesley) lies in Wellesley Township, one of seven local municipalities in the Region of Waterloo (Region). The Region is responsible for the water and wastewater systems in Wellesley, as well as planning for new growth while meeting regulatory requirements.

The Region is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP) to plan for future needs to 2051 (see Figure for study area). The WWWMP will incorporate recent population forecasts, existing asset conditions, and identify new opportunities to maintain or upgrade the water and wastewater systems while considering climate change impacts. By including the water and wastewater components under a single master plan, integrated water management solutions may also be developed.

The Study Process:

The study will be carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process (MEA 2000, as amended 2007, 2011, 2015), which is an approved process under the Ontario *Environmental Assessment Act*. The study will follow MCEA Approach #2 for completing a Master Plan, which involves the preparation of the WWWMP at the end of Phases 1 and 2 of the MCEA process, while including sufficient supportive studies and investigations required to proceed to Phases 3 through 5. Approach #2 includes public and external agency consultation and an evaluation of alternative solutions.

Opportunities for Participation:

Consultation with interested parties, including the public, First Nations communities, municipal council, and technical or regulatory agencies, is an important part of the MCEA study process to identify areas of interest. Three virtual public meetings (public information centres) are planned throughout the study process to connect with the project team, learn about the study, and facilitate feedback. Join us for the first, virtual **Public Consultation Center #1** is on **Wednesday, April 19, at 7:00 p.m.**

Upon completion of the study, a WWWMP report will be prepared and available for public review.

Project Information

If you would like more information regarding this project, visit regionofwaterloo.ca/wellesleywater. To receive email updates as the project progresses, and register for virtual Public Consultation Center #1, subscribe to engagewr.ca/wellesleywater. You can also contact us with any questions.

Kaoru Yajima
Project Manager
Transportation and Environmental Services,
Water Services
Region of Waterloo
150 Frederick Street, 7th Floor
Kitchener, ON N2G 4J3
KYajima@regionofwaterloo.ca

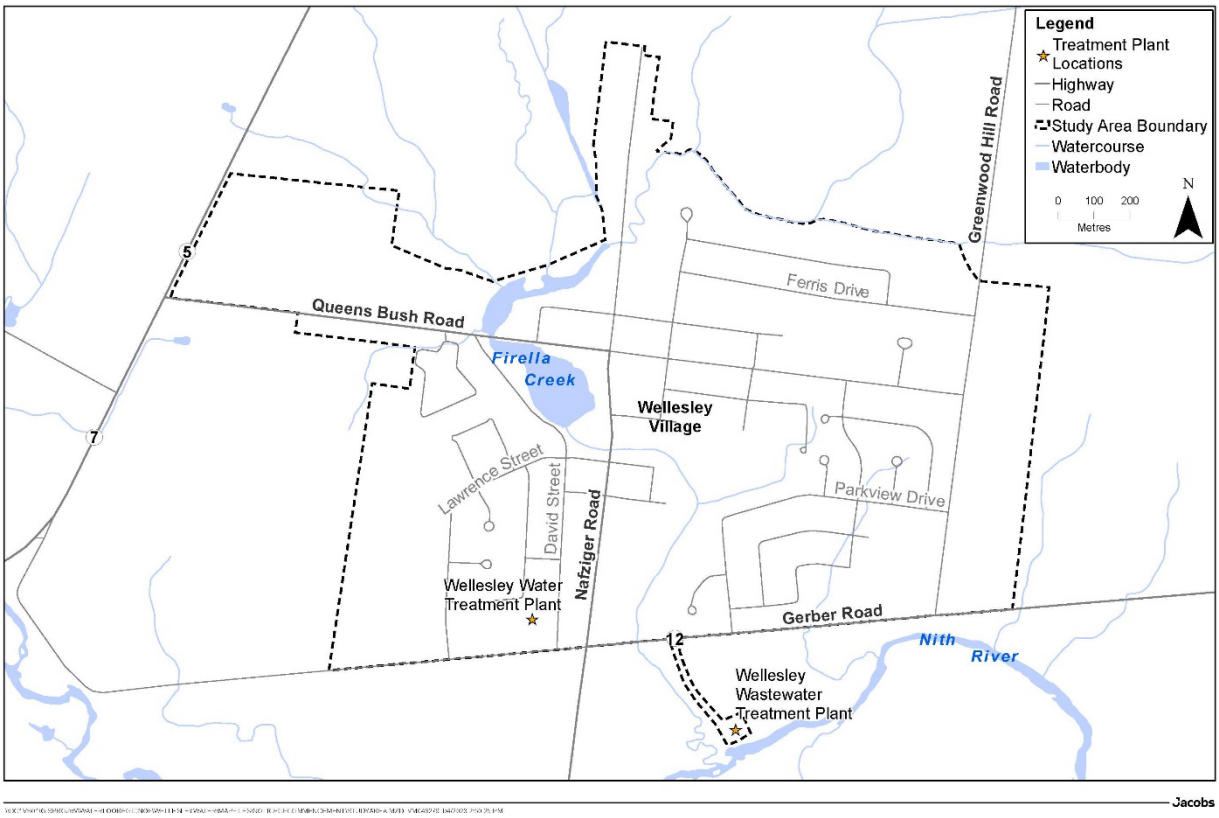
Tom Mahood
Project Manager
Jacobs
72 Victoria Street South, Suite 300
Kitchener, ON N2G 4Y9
tom.mahood@jacobs.com

All personal information included in a submission, such as name, address, telephone number, and property location, is collected, maintained, and disclosed by the Ministry of the Environment, Conservation and Parks for the purpose of transparency and consultation. The information is collected under the authority of the *Environmental Assessment Act* or is collected and maintained for the purpose of creating a record that is

available to the general public as described in Section 37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. Questions regarding the collection of this information should be directed to Kaoru Yajima at the Region of Waterloo.

This Notice was first issued on April 6, 2023

Figure: Master Plan Study Area



Region of Waterloo

Help us shape the future of water and wastewater in the Village of Wellesley!
Public meeting — April 19, 7 p.m. on Teams.

As the Village of Wellesley is expected to grow, the Region of Waterloo is carrying out a master plan to address the anticipated water and wastewater needs over the next 30 years. This plan will ensure we have the water and wastewater resources needed for today, and tomorrow.

We'd like to invite you to learn more about how we are conducting the plan, opportunities for input, and the timelines for implementation. Join us at 7 p.m. for the first online **public meeting on April 19th.** Visit our project page at **www.regionofwaterloo.ca/wellesleywater** to register for the meeting and subscribe for future project updates. For more information, or if you need help accessing the meeting, please contact Kaoru Yajima at KYajima@regionofwaterloo.ca or at 226-753-0065

Outlook

Fw: Wellesley Water and Wastewater Master Plan Class Environmental Assessment - Notice of Study Commencement and Public Consultation Centre #1

From Moffatt, Kylee <kylee.moffatt@jacobs.com>
Date Wed 4/2/2025 1:41 PM
To Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

1 attachment (197 KB)
Notice of Study Commencement and Public Consultation Centre #1_WWMP.pdf;

From: Fawcett, Anna <Anna.Fawcett@jacobs.com>
Sent: Thursday, April 6, 2023 12:24 PM
Cc: KYajima@regionofwaterloo.ca <KYajima@regionofwaterloo.ca>; Mahood, Tom <Tom.Mahood@jacobs.com>
Subject: Wellesley Water and Wastewater Master Plan Class Environmental Assessment - Notice of Study Commencement and Public Consultation Centre #1

Good afternoon,

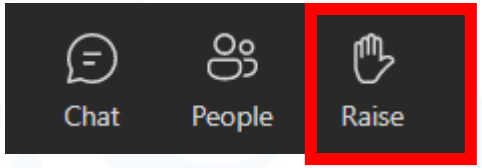
The Region of Waterloo is undertaking the Wellesley Water and Wastewater Master Plan (WWWMP). The study will be carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process and will follow MCEA Approach #2 for completing a Master Plan (MEA 2000, as amended 2007, 2011, 2015). Three virtual public meetings (public consultation centres) are planned throughout the study process. Public Consultation Centre #1 will be held on Wednesday, April 19, at 7:00 p.m. Please see the attached notice for more information on the project, where to register for Public Consultation Centre #1, and who to contact with any comments or questions you may have at this time.

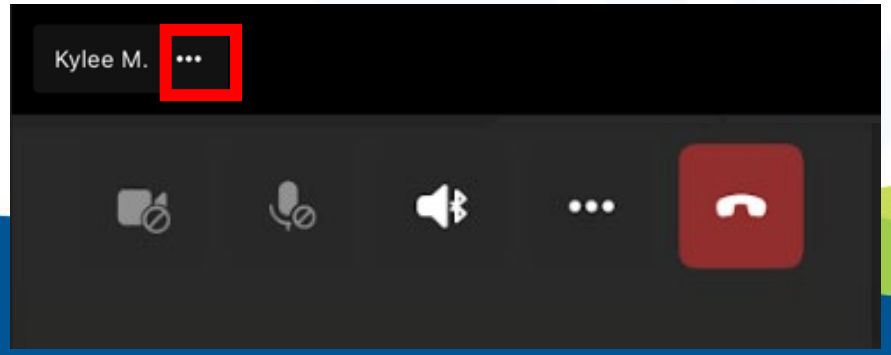
Thank you,

Anna Fawcett | Jacobs | Planner
Anna.Fawcett@jacobs.com
1565 Carling Avenue, Suite 200 | Ottawa, ON K1Z 8R1 | Canada

Housekeeping Items

- Please note that this Public Consultation Centre is being recorded and transcribed. This Recording will be posted on the Region's Engagement website
- Questions will be answered at the end of the presentation
  - Please raise your hand to ask your question verbally
  - Alternatively, email your questions to kylee.moffatt@jacobs.com
- To focus your screen on the presentation, please select the three dots icon and then select 'Focus'





Wellesley Water and Wastewater Master Plan

Virtual Public Meeting
Public Consultation Center #1

April 19, 2023, 7:00 p.m.

Region of Waterloo

Welcome!

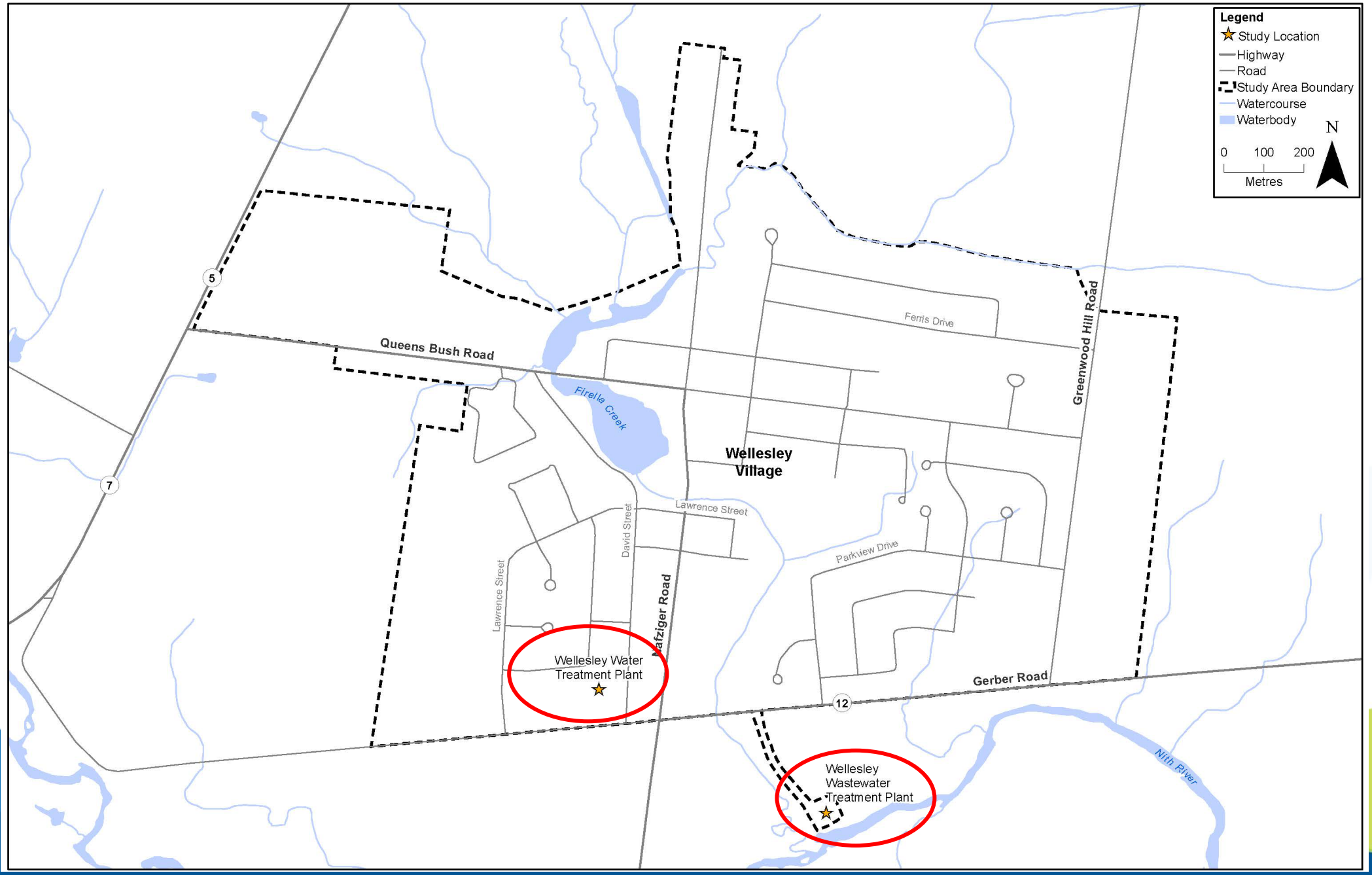
The Wellesley Water and Wastewater Master Plan

- Project
- Process
- Public participation
- Plan

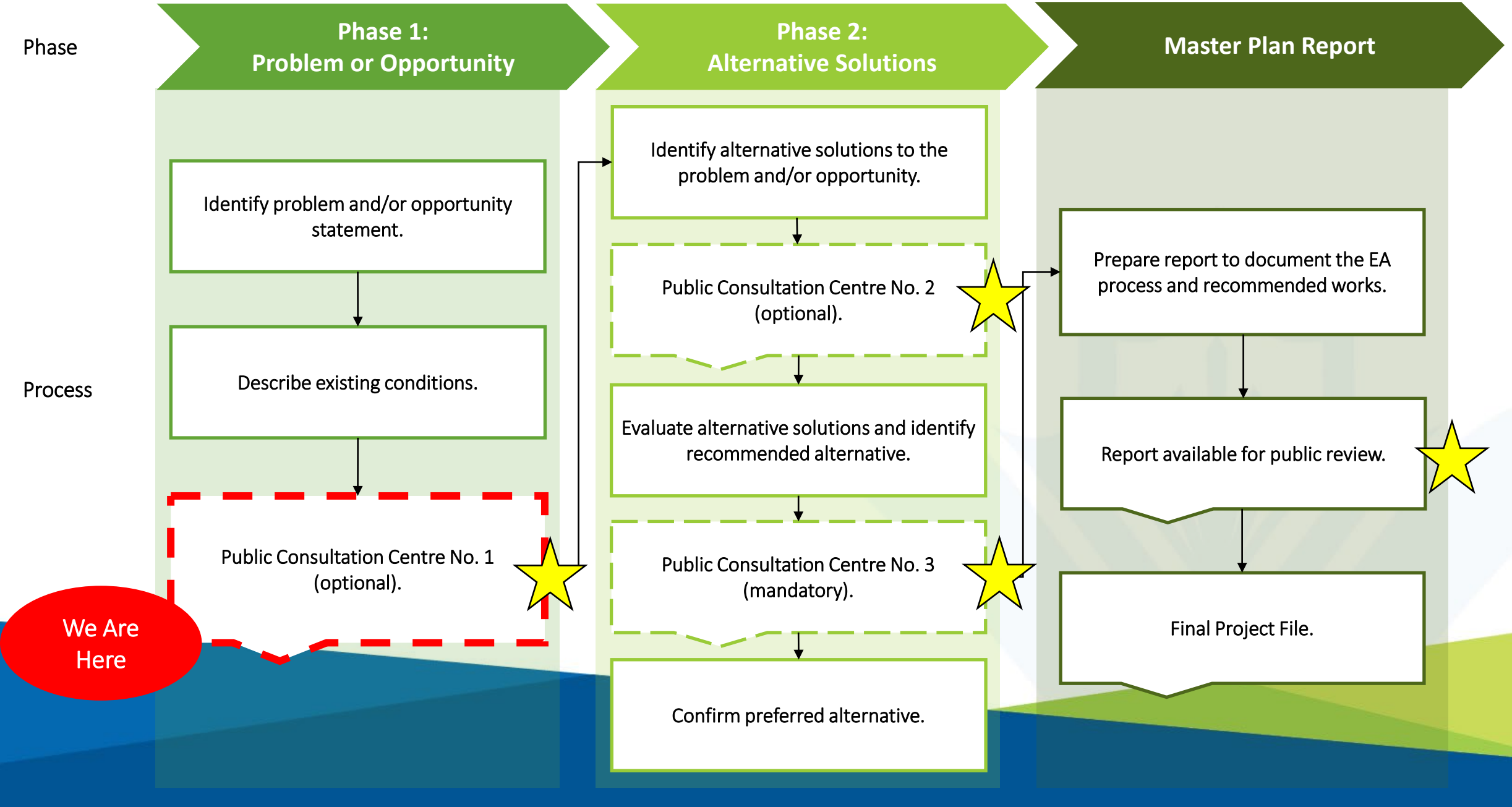
Project overview

1. Water treatment
2. Water distribution
3. Wastewater treatment
4. Wastewater collection

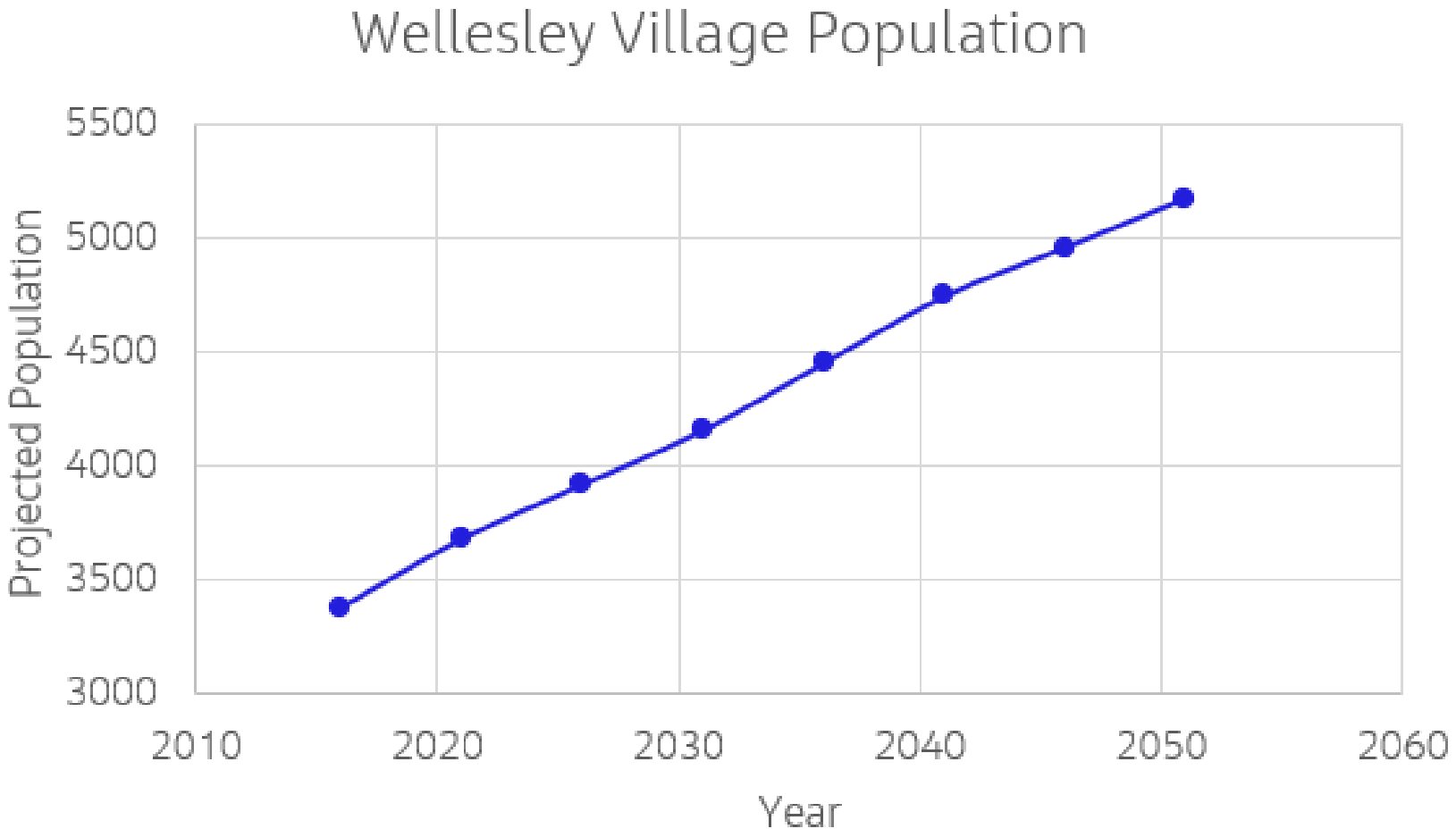
Study area


Legend
Study Location
Highway
Road
Study Area Boundary
Watercourse
Waterbody
N
0
100
200
Metres
5
7
12
Queens Bush Road
Ferris Drive
Greenwood Hill Road
Firella Creek
Wellesley Village
Lawrence Street
David Street
Lawrence Street
Parkview Drive
Wafziger Road
Wellesley Water Treatment Plant
Gerber Road
Wellesley Wastewater Treatment Plant
Nith River

Process


Phase
Process
Phase 1:
Problem or Opportunity
Phase 2:
Alternative Solutions
Master Plan Report
Identify problem and/or opportunity statement.
Describe existing conditions.
Public Consultation Centre No. 1 (optional).
We Are Here
Identify alternative solutions to the problem and/or opportunity.
Public Consultation Centre No. 2 (optional).
Evaluate alternative solutions and identify recommended alternative.
Public Consultation Centre No. 3 (mandatory).
Confirm preferred alternative.
Prepare report to document the EA process and recommended works.
Report available for public review.
Final Project File.

Problem and Opportunity



What are some of the key considerations we need to take into account?

Wellesley Water Treatment Plant

Considerations:

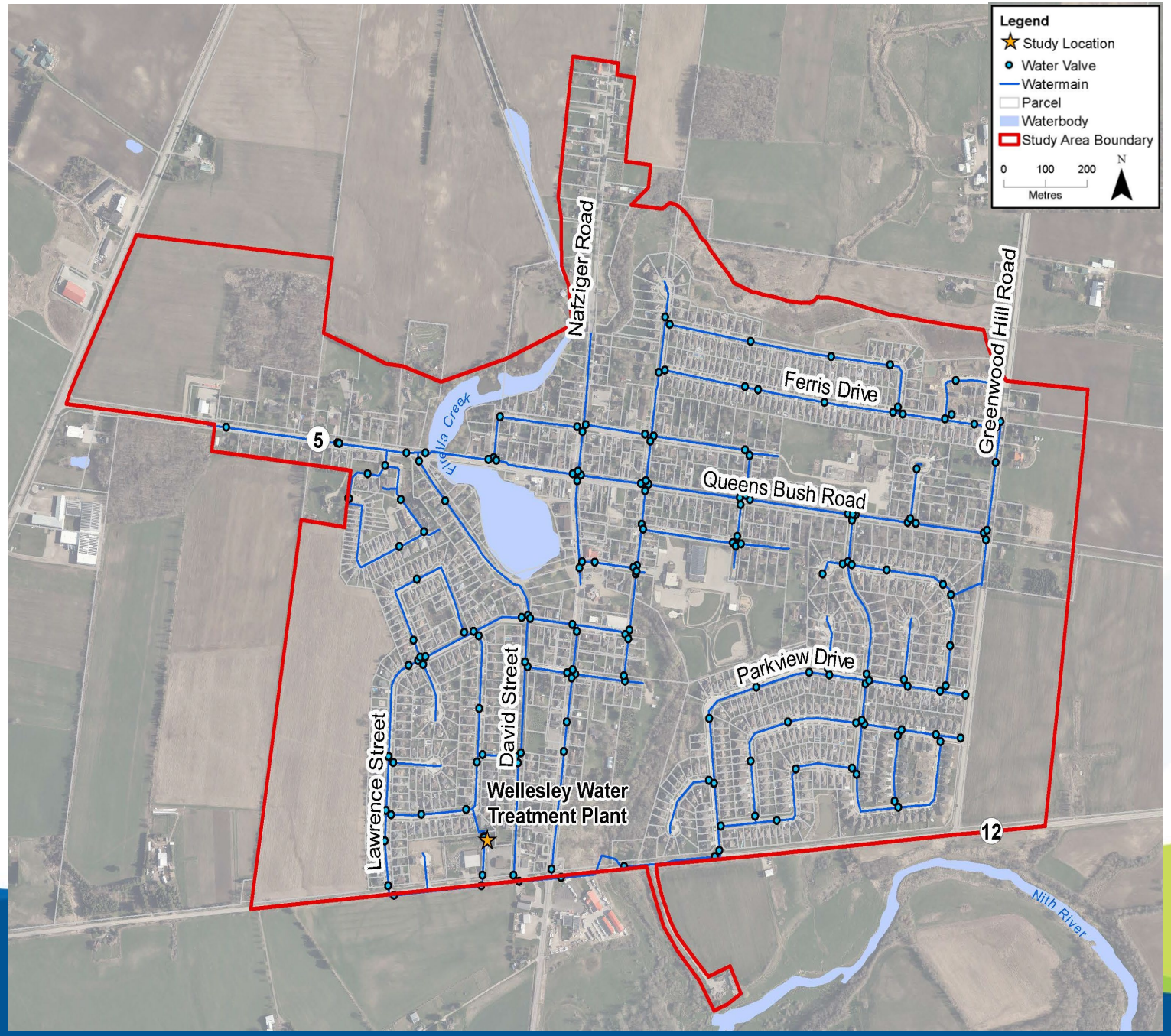
- Is there sufficient capacity at this facility for the identified growth?
- Will treatment requirements change?
- What is the impact of climate change?



Water Distribution

Considerations:

- Is there sufficient capacity for identified growth?



Wastewater Treatment

Considerations:

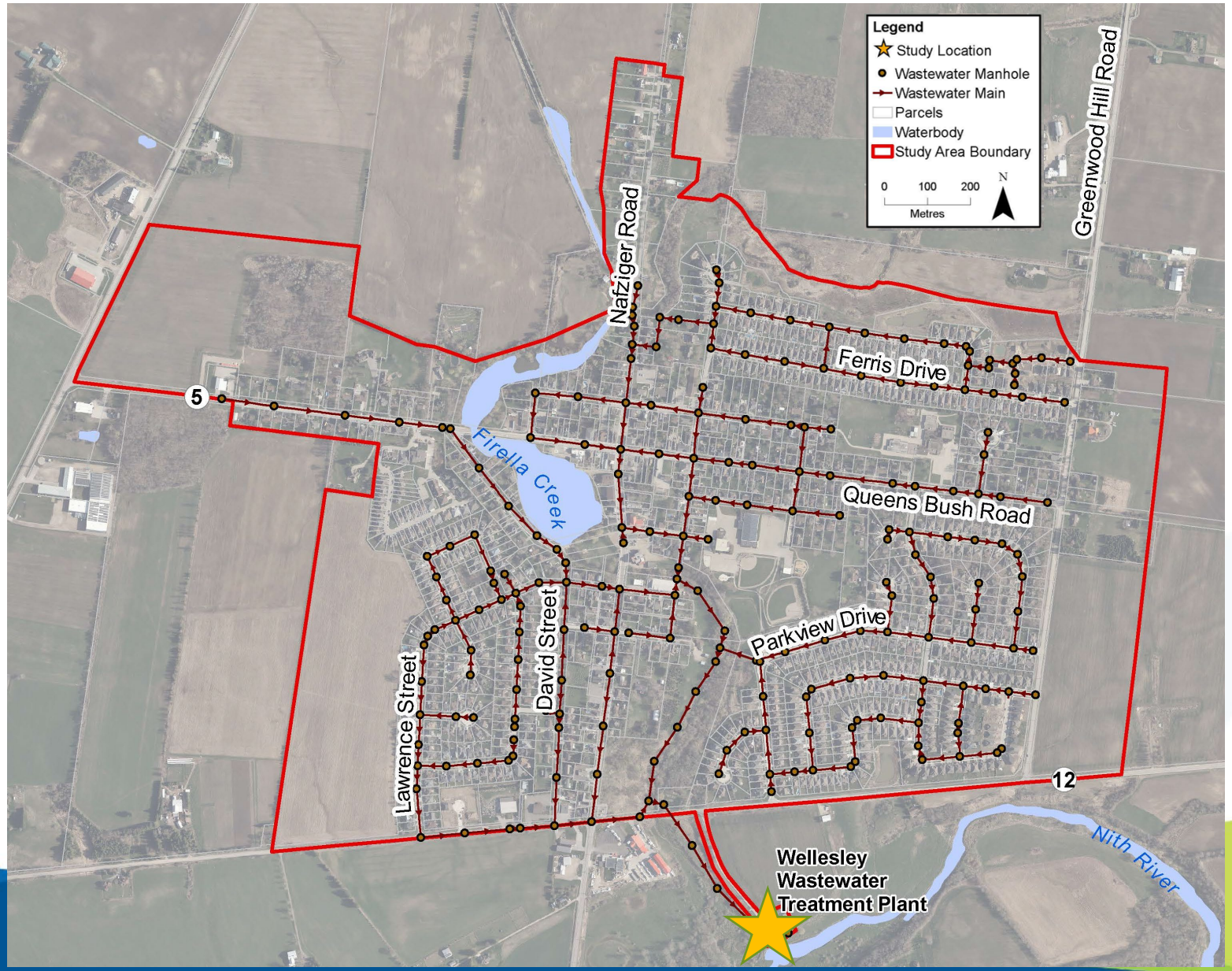
- Is there sufficient capacity for identified growth?
- Will treatment requirements change?
- What is the impact of climate change?



Wastewater Collection

Considerations:

- Is there sufficient capacity for identified growth?
- What is the impact of climate change?



Next steps

- Share your thoughts on EngageWR: Wellesley Water by May 18, 2023
- Public meeting #2 — sharing what we know so far — Fall 2023
- Public meeting #3 — share preferred alternative — Spring 2024
- Council with preferred alternative — Spring 2024
- Report available for the public — Spring 2024

Thank you!

We want to hear from you. To access the survey and provide comments, go to this site by May 18, 2023: **engageWR.ca/wellesleywater**

For Project updates: **regionofwaterloo.ca/wellesleywater**

Contacts:

Kaoru Yajima, P.Eng.
Sr. Engineer
Region of Waterloo
519-575-4757 ext. 3349
kyajima@regionofwaterloo.ca

Tom Mahood, P.Eng.
Project Manager
Jacobs
519-579-3500
Tom.Mahood@jacobs.com

PCC#1 Comment Responses

Date: May 24, 2023
Project name: Wellesley Water and Wastewater Master Plan
Project no: CE851700
Attention: Kaoru Yajima
Client: Region of Waterloo
Prepared by: Jacobs

Jacobs Consultancy Canada Inc.
72 Victoria Street South
Suite 300
Kitchener, ON N2G 4Y9
Canada
T +1.519.579.3500
www.jacobs.com

1. Public Consultation Centre #1

1.1 Overview

PCC#1 was held on April 19, 2023 at 7pm via Microsoft Teams Webinar. Three presenters were present during PCC#1:

1. Kaoru Yajima -Region of Waterloo
2. Tom Mahood -Jacobs
3. Kylee Moffatt -Jacobs

A total of 22 accounts registered for Public Consultation Centre #1 (PCC#1), and 13 attendees, including presenters, signed into PCC#1. The presentation was recorded and the recording was posted on the Engage Waterloo Region website (www.engageWR.ca/wellesleywater) for review from April 26, 2023 through May 18, 2023.

During the PCC, attendees were encouraged to ask questions verbally or via email.

1.2 Notification of PCC #1

A Notice of Commencement and PCC#1 was distributed to the project mailing list by email on April 6, 2023. For those on the project mailing list without an email address listed, hard copies of the Notice of Commencement and PCC#1 were mailed. The notice was also published in the Woolwhich Observer the week of April 6th, 2023 and April 13th, 2023. Additionally, bill inserts containing PCC#1 date, time, and project website (www.regionofwaterloo.ca/wellesleywater) were sent to Village of Wellesley utility users on March 31, 2023.

The project website also provided a link to the Engage Waterloo Region website. The Engage Waterloo Region website provided a registration link to PCC#1.

1.3 Survey

During the PCC presentation, attendees were directed to the Engage Waterloo Region website to access the survey and provide questions. The survey consisted of the questions provided in Table 1.

Table 1. Survey Questions

Question No.	Question	Possible Responses
1	Does the PCC adequately explain the purpose and process for completing the Wellesley Water and Wastewater Master Plan?	-Agree -Unsure -Disagree
2	How would you rate the level of detail provided during the PCC?	-Too detailed or too technical -Right amount of detail -More details would be helpful
3	Is there anything else you would like to see considered or addressed during the Master Plan?	<open>

The survey was available from April 19, 2023 through May 18, 2023.

2. Summary of Feedback

2.1 Survey Responses

The Engage Waterloo Region webpage for the project had nine visitors, and three responses to the survey questions were received. Table 2summarizes the responses received for Question 1 and Question 2. Table 3 summarizes the comments received during the survey for Question 3, as well as the response provided for each comment.

Table 2. Response Questions 1 and 2

Question No.	Question	Possible Response (Count)
1	Does the PCC adequately explain the purpose and process for completing the Wellesley Water and Wastewater Master Plan?	-Agree (1) -Unsure (2) -Disagree (0)
2	How would you rate the level of detail provided during the PCC?	-Too detailed or too technical (0) -Right amount of detail (1) -More details would be helpful (2)

Table 3. Comments Received for Question 3 and Responses

Comment Received	Response
There are periods of low water pressure now and I am concerned with there being several plans of subdivision soon to start building will there be adequate supply of water and waste capacity available to handle the increase particularly since there is a push for condensing several families into one unit.	Thank you for this information. As part of the Master Plan, a water distribution computer model will be used to identify areas of low pressure under existing conditions as well as under future anticipated growth scenarios through 2051. However, if you can provide a general location of where this is occurring, we can investigate occurrences in the vicinity further.
Yes, # 1 It was difficult to join the Teams meting because I already have and use the Teams app for another work setting. When I did eventually join (17 minutes after 7 PM) and observe the last couple of slides of the presentation and then raised my hand, I could hear and see you, but the Microsoft Teams connection did not provide me with an unmute, stating that "only select participants can unmute". My unmute tab was always greyed out, and the chat was blocked so no direct message was possible. This was frustrating. # 2 My question was: How will recent development changes in Bill 23 and other recent provincial legislative changes affect this particular study. It appears that any plans that might be made locally could easily be overruled and changed by the province. Thank you for this opportunity to participate. I look forward to being part of future public meetings on Wellesley Water and Wastewater plans.	1. We apologize for the difficulty in joining the Teams meeting. We anticipate this to be a security factor on your work account. Other platforms will be considered for Public Consultation Centre #2, however should Teams be selected, it is recommended you join through a personal email account to avoid recurrence of this issue. 2. The Region and project team is actively monitoring legislative changes. To date, population projections have not been modified since project commencement and the Region will continue to move forward with the completion of the Master Plan at this time.

The reliability of the hot water is waning. We need to upgrade our SCADA systems which are hooked up to our electrical and water grid to utilize optical fiber and to run off of optical technologies instead of conventional copper and coaxial which are way too slow and just overly too unreliable. That way, the hot water dispenses way far much faster by average of at least 6.5 seconds out of 9.8 seconds which only leaves a 3.3 second differential which is reasonable and well more than acceptable.	Thank you for your question. The reliability of hot water will not be considered during this Master Plan.

2.2 Other Comments

During the PCC#1, three verbal comments were asked. The topics of the comments and questions included the following:

- Project schedule
- Future water quality concerns
- Existing water pressure concerns

In addition to the comments received in Table 3, three people called or emailed with registration issues. For two of these accounts, the issue was resolved. For the third account, the issue was due to the event registration link going to a junk mailbox.

Two emailed questions were also received. The comment and response to the comment are provided in Table 4.

Table 4. Emailed Comments

Comment Received	Response
I was on the first public consultation and I forgot to mention storm water issues we have had since 1996. We moved into [redacted] in 1994. In 1996 we had to dig out for and install the first sump pump in the 1972 built home. Since then, a backup pump has also been required. Upon investigation at the time, town employees could not explain the increased stormwater flow. There had been construction and additional parking space provided at the school, but that may not be the cause of the sudden need for sump pump installation where none had been required in the 20 years prior. In heavier downpours (this year April 21-22) both pumps had to work to keep up with the flow. The main pump continued intermittently for the next 36 hours, i.e. into April 24. Both run continuously during spring rains, and sometimes for a day or two after the rain stops. Drainage is an important consideration, and I hope the planned reconstruction of Queen's Bush Road and the	Thanks for your email and interest in the Wellesley Water and Wastewater Master Plan. As this project is focusing on how best to supply water and service wastewater in Wellesley Village, I think the persons that may be better suited to respond to your particular questions on drainage is the staff at Wellesley Township. I've cc'd Tim and Chris to this message, but I understand you may have already contacted them.

Water/Wastewater studies, the flow of stormwater will be addressed and decreased through our [redacted] site.	
I am writing to both register for the virtual Public Consultation Center #1 for the Wellesley Water and Wastewater Master Plan Class Environmental Assessment this Wednesday, April 19 at 7 pm and to ask three questions regarding the map of the Master Plan Study Area at [redacted] 1. What are the "Special Policy Area" designations, and what are the specific special policies in each of those areas, which appear quite different since one currently is privately owned agricultural land with a woodlot and the others include private residential properties in subdivisions, but they are not delineated on the map? 2. Why are some residential and commercial areas not shaded yellow as "Built Up Areas?" and 3. On the W/S of the map between and north of the "Future Growth Areas" and within the "Study Area Boundary," what are the two unshaved areas? I look forward to hearing from you soon.	1. Special Policy Areas from Wellesley Township's Official Plan: 2.7.9 Special Policy Areas Wellesley Urban Area 2.7.9.1 Notwithstanding any policies of this Plan, the area added into the "Urban Residential Designation" as shown on Schedule C of OPA 10 may be developed at any time in accordance with the considerations of Sections 2.7.3 and 2.7.6 of the Official Plan. In addition to the policies of Section 2.7.3, prior to any development on these lands, a community planning process, including enhanced public consultation, consideration of urban form and density, community connectivity for vehicular and active transportation, open space and low impact urban design be incorporated into any plans of subdivision for these lands. 2.7.9.2 Notwithstanding any policies of this Plan, the areas shown as special policy 2.7.9.3 on Map 4 – Wellesley Urban Area Land Use Designations, as shown on schedule C to this amendment, shall not be developed until such a time that a Secondary Plan has been prepared to identify future land uses and servicing considerations in accordance with Sections 2.7.3 and 2.7.4 of the Official Plan. Please note that the 2015 Official Plan Special Policy Areas depicted on the original draft Basemap have been replaced with those from the 2022 Official Plan in the revised Basemap. 2. According to the Township of Wellesley Official Plan (2022), Built-Up Areas include all lands within the built boundary of the Wellesley Urban Area as of June 16, 2009 and as established by the Province. The Built Up Areas depicted on the Basemap are consistent with the Township of Wellesley Official Plan. 3. Parcels outside of the Future Growth Areas and the Built-Up Areas, but within the study area boundary, are currently not considered growth areas for this Master Plan.

Region of Waterloo

Public meeting — Public Consultation Centre #2
June 20, 2024

Wellesley Water and Wastewater Master Plan
Class Environmental Assessment Study

We want to hear from you.
Your feedback is an important part of this study. Please join us for a virtual meeting on June 20, 2024 at 7 p.m. To sign up for this virtual meeting, please visit www.engagewr.ca/wellesleywater.

Study purpose:
The Region is responsible for the water and wastewater systems in the Village of Wellesley, as well as planning for new growth while meeting regulatory requirements. The Region is developing the Wellesley Water and Wastewater Master Plan (WWWMP) that will look at water and wastewater needs to 2051. The WWWMP will incorporate recent population forecasts, assess existing asset conditions, and identify new opportunities to maintain or upgrade the water and wastewater systems while considering climate change impacts.

Study process:
The study will be carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process (MEA 2000, as amended 2007, 2011, 2015, 2023), which is an approved process under the Ontario *Environmental Assessment Act*. The study will follow MCEA Approach #2 for completing a Master Plan, which involves the preparation of the WWWMP at the end of Phases 1 and 2 of the MCEA process, while including sufficient supportive studies and investigations required to proceed to Phases 3 through 5. This includes public and external agency consultation and an evaluation of alternative solutions.

Project Information
If you would like more information regarding this project, including material from the first public meeting (PCC#1), visit regionofwaterloo.ca/wellesleywater or contact us directly.

Contacts
Kaoru Yajima
Project Manager, Region of Waterloo
KYajima@regionofwaterloo.ca

Tom Mahood
Project Manager, Jacobs
tom.mahood@jacobs.com

All personal information included in a submission, such as name, address, telephone number, and property location, is collected, maintained, and disclosed by the Ministry of the Environment, Conservation and Parks for the purpose of transparency and consultation. The information is

Region of Waterloo

collected under the authority of the *Environmental Assessment Act* or is collected and maintained for the purpose of creating a record that is available to the general public as described in Section 37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. Questions regarding the collection of this information should be directed to Kaoru Yajima at the Region of Waterloo.

This Notice was first issued on June 3, 2024.

Region of Waterloo

Help us shape the future of water and wastewater in the Village of Wellesley.
Public meeting — June 20, 7 p.m. on Teams.

The Region of Waterloo is developing a master plan to address the Village of Wellesley's anticipated growth and water and wastewater needs over the next 30 years. This plan will ensure we can provide the water and wastewater services for today, and tomorrow.

We invite you to learn more about the challenges and opportunities to provide these services and a preliminary list of alternatives for Wellesley's water and wastewater system. Join us at **7 p.m. on June 20 for an online public meeting.** Visit our project page at www.engagewr.ca/wellesleywater to register for the meeting and to receive future project updates. For more information, or if you need help accessing the meeting, please contact Kaoru Yajima at KYajima@regionofwaterloo.ca or 226-753-0065 .

Outlook

Notice of Public Consultation Centre #2 - Wellesley Water & Wastewater Master Plan

From Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

Date Mon 6/3/2024 6:08 PM

Bcc dan.mcdonell@ec.gc.ca <dan.mcdonell@ec.gc.ca>; eanotification.wcregion@ontario.ca <eanotification.wcregion@ontario.ca>; joan.delvillarcuicas@ontario.ca <joan.delvillarcuicas@ontario.ca>; belinda.koblik@ontario.ca <belinda.koblik@ontario.ca>; manderson@grandriver.ca <manderson@grandriver.ca>; mlarian@grandriver.ca <mlarian@grandriver.ca>; cfosterpengelly@grandriver.ca <cfosterpengelly@grandriver.ca>; joseph.harvey@ontario.ca <joseph.harvey@ontario.ca>; karla.barboza@ontario.ca <karla.barboza@ontario.ca>; carrie.warring@ontario.ca <carrie.warring@ontario.ca>; lise.chabot@ontario.ca <lise.chabot@ontario.ca>; jessica.hill2@ontario.ca <jessica.hill2@ontario.ca>; hal.leadlay@ontario.ca <hal.leadlay@ontario.ca>; karina.cerniavskaja@ontario.ca <karina.cerniavskaja@ontario.ca>; khagerman@regionofwaterloo.ca <khagerman@regionofwaterloo.ca>; MHenderson@regionofwaterloo.ca <MHenderson@regionofwaterloo.ca>; jnowak@wellesley.ca <jnowak@wellesley.ca>; csmit@wellesley.ca <csmit@wellesley.ca>; hneher@wellesley.ca <hneher@wellesley.ca>; swagner@wellesley.ca <swagner@wellesley.ca>; pvandermaas@wellesley.ca <pvandermaas@wellesley.ca>; gkosch@wellesley.ca <gkosch@wellesley.ca>; tvanhinte@wellesley.ca <tvanhinte@wellesley.ca>; ccook@wellesley.ca <ccook@wellesley.ca>; LRCS@sixnations.ca <LRCS@sixnations.ca>; dawnrussell@sixnations.ca <dawnrussell@sixnations.ca>; info@hdi.land <info@hdi.land>; 1749resource@gmail.com <1749resource@gmail.com>; abby.laforme@mncfn.ca <abby.laforme@mncfn.ca>; mark.Laforme@mncfn.ca <mark.Laforme@mncfn.ca>; adam.laforme@mncfn.ca <adam.laforme@mncfn.ca>; khagerman@regionofwaterloo.ca <khagerman@regionofwaterloo.ca>; bcoady@regionofwaterloo.ca <bcoady@regionofwaterloo.ca>; doconnell@ocwa.com <doconnell@ocwa.com>; info@wellesleyhistory.org <info@wellesleyhistory.org>; info@waterloocentralrailway.com <info@waterloocentralrailway.com>; permits.gld@cn.ca <permits.gld@cn.ca>; Department.SecondaryLandUse@hydroone.com <Department.SecondaryLandUse@hydroone.com>; daniel.steffler@bell.ca <daniel.steffler@bell.ca>; kschimus@uniongas.com <kschimus@uniongas.com>; hello@mornington.ca <hello@mornington.ca>; jennifer.passy@wcdsb.ca <jennifer.passy@wcdsb.ca>; [redacted]; [redacted] Moffatt, Kylee <kylee.moffatt@jacobs.com>; Mahood, Tom <Tom.Mahood@jacobs.com>; Kaoru Yajima <KYajima@regionofwaterloo.ca>

1 attachment (102 KB)

Notice of Public Consultation Centre 2_Wellesley Water and Wastewater Master Plan.pdf;

To whom it may concern,

Attached is a notice of Public Consultation Centre #2 for the Wellesley Water and Wastewater Master Plan Class Environmental Assessment Study.

If you have any questions about the study, or if you would no longer like to receive notifications for this project, please contact Kaoru Yajima or Tom Mahood. Contact details in the attached notice.

Thank you,

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner
245 Consumers Road, Suite 400 | Toronto, ON M2J 1R3 | Canada

Wellesley Water and Wastewater Master Plan

Virtual Public Meeting
Public Consultation Center #2

June 20, 2024, 7-8:00 p.m.

Region of Waterloo

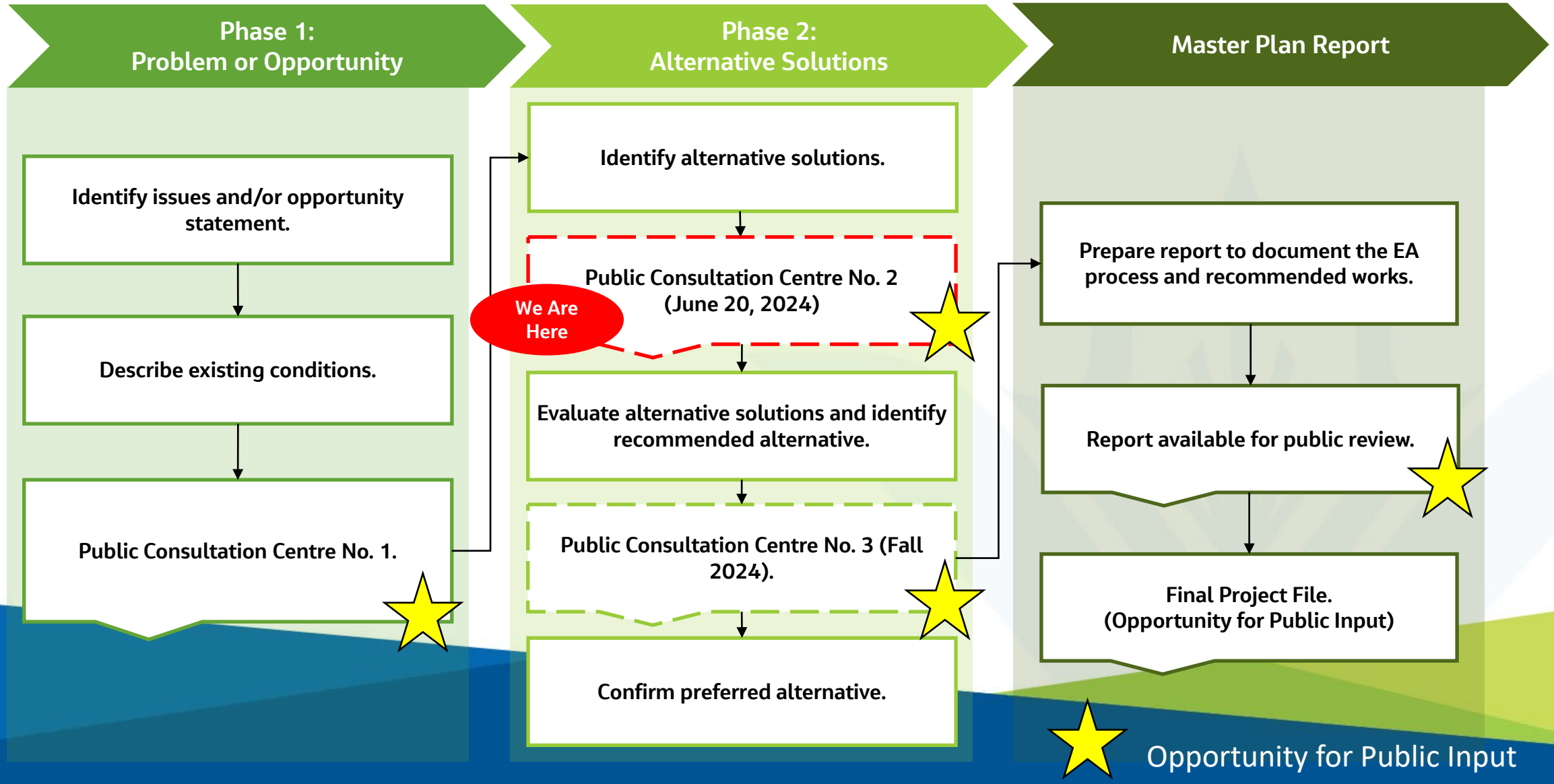
Topics to cover tonight

1. Master Plan context
2. Water alternatives
3. Wastewater alternatives
4. Presentation of evaluation criteria

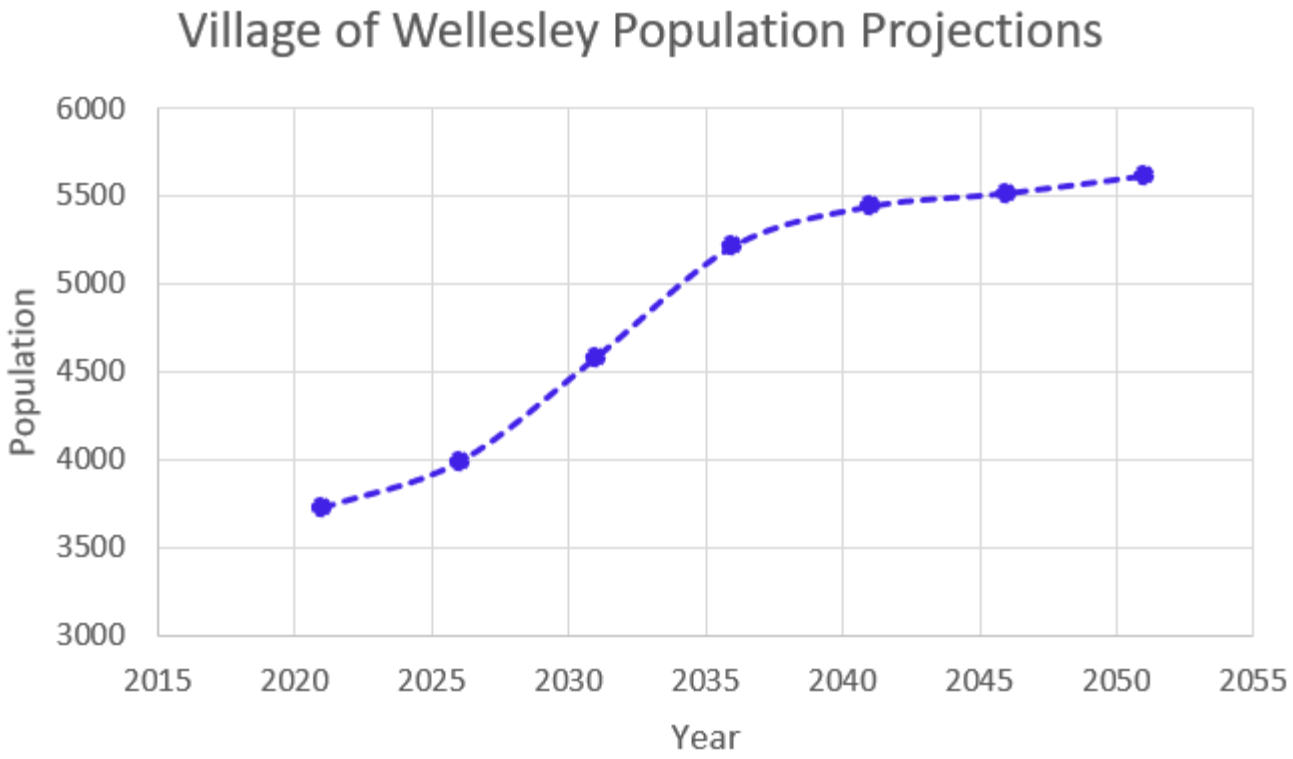
1.Master Plan Context

Region of Waterloo

Environmental Assessment Process



Overview of population projections

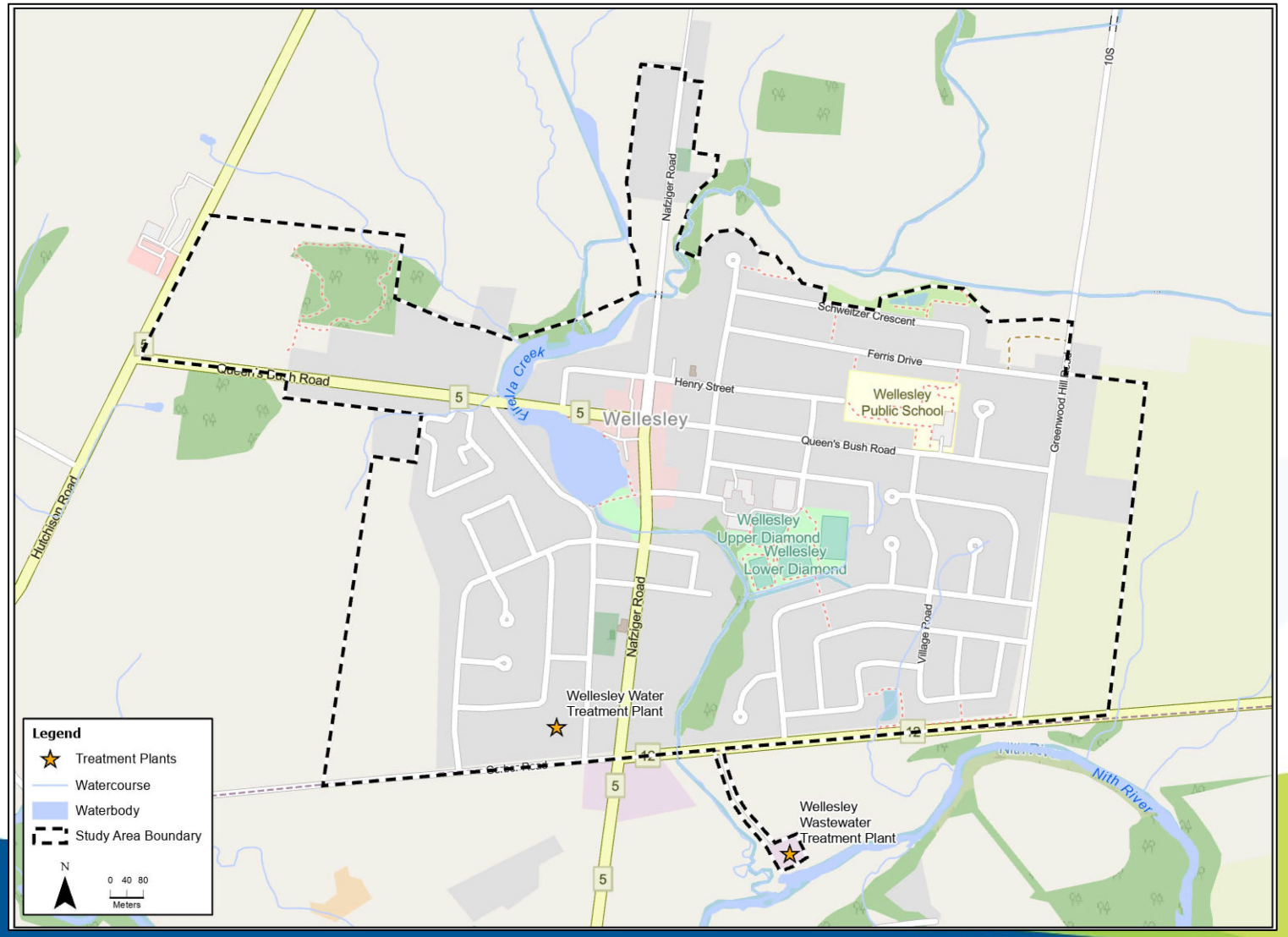


Current population is roughly 3,700
The estimated population by 2050 is roughly 5,600

Problem and opportunity

The Water and Wastewater Master Plan will….

- Identify water and wastewater needs over the next 30 years.
- Determine how the needs can be addressed.

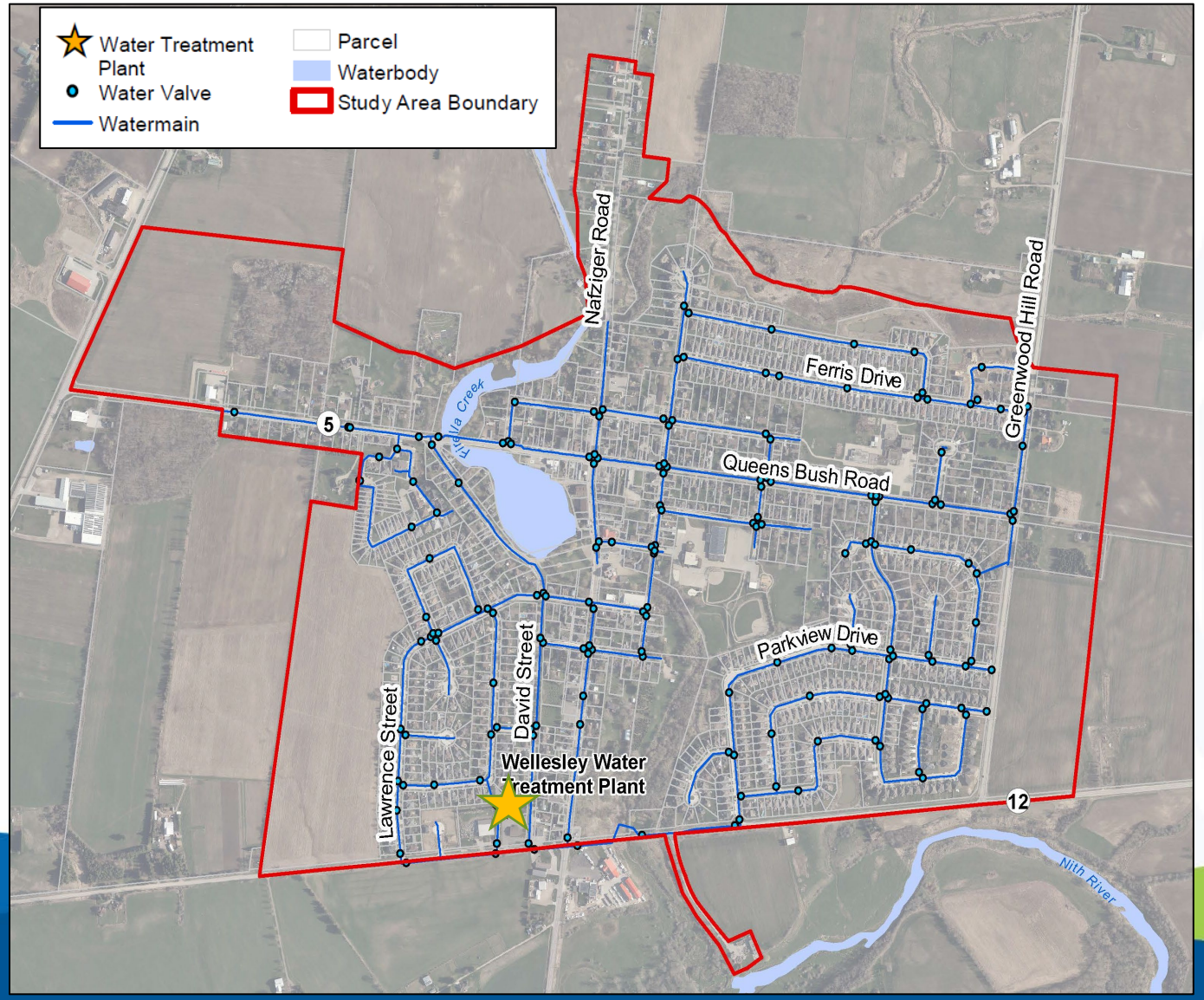


Study Area: Village of Wellesley

2.Water Alternatives

Region of Waterloo

Water system overview



Identified water supply needs



A. Alternatives to address well capacity needs

The alternatives will be subjected to screening and evaluation.

Alternative	Description & Considerations	Pass/Fail
Do Nothing	Maintain existing well supply only	Fail
Water Conservation	Implement conservation efforts	Fail *
Increase Existing Well Supply	Explore additional taking from existing well sources	Pass
Supplement Existing with New Well Supply	Maintain existing well supply and supplement with new wells	Pass
Supplement Existing with External Supply	Maintain existing well supply and supplement with supply from another drinking water system such as from KW	Pass

* - does not meet project objectives but continued efforts should be carried out

B. Alternatives to address future disinfection and water storage needs



The alternatives will be subjected to screening and evaluation.

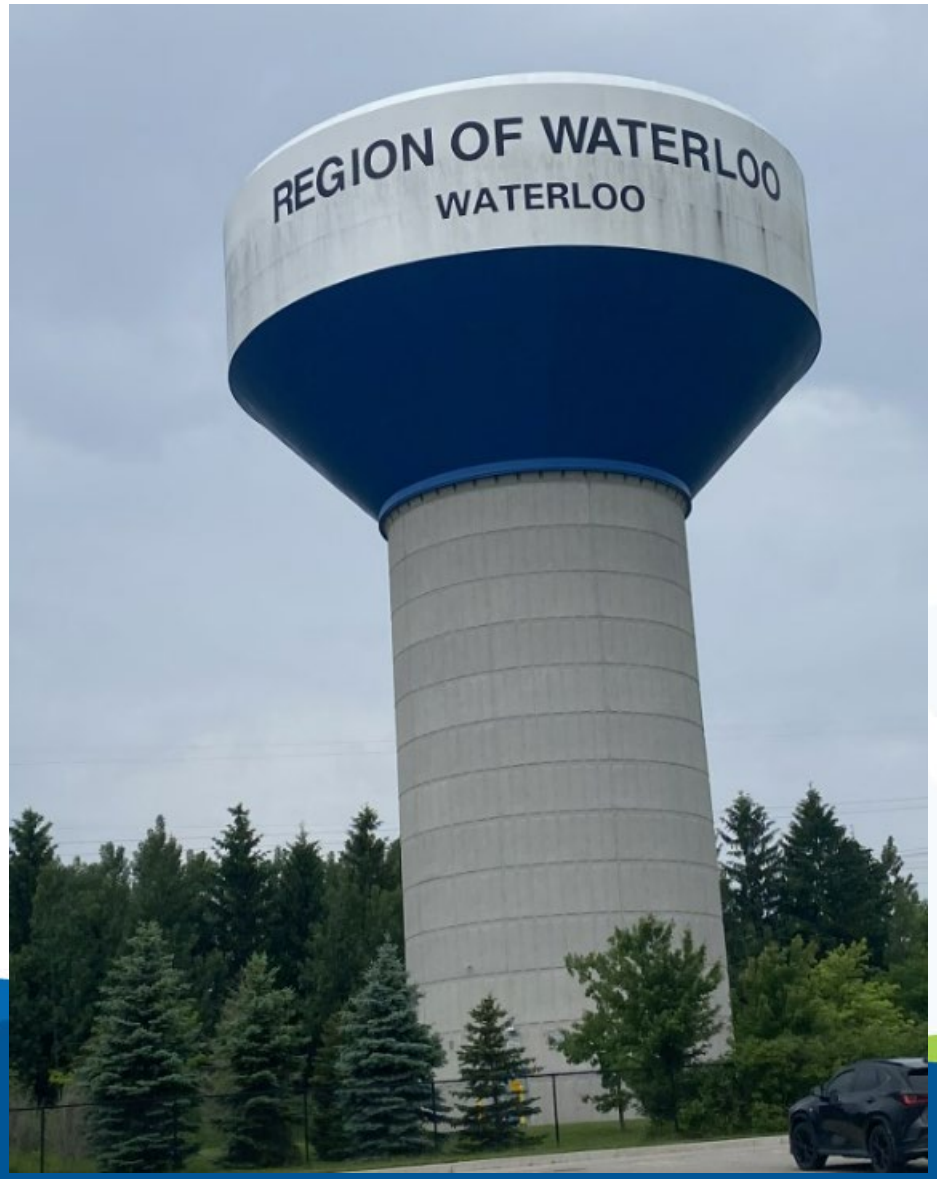
Alternative	Description & Considerations	Pass/Fail
Do nothing	Maintain existing pump station and reservoir	Fail
New Storage On-site	Construct additional storage at the existing treatment plant site to meet future disinfection and storage needs	Fail *
New Storage Off-Site	Construct new off-site storage to meet future disinfection and storage needs; address redundancy	Pass

* - existing property insufficient for required volume

Off-site storage alternative locations



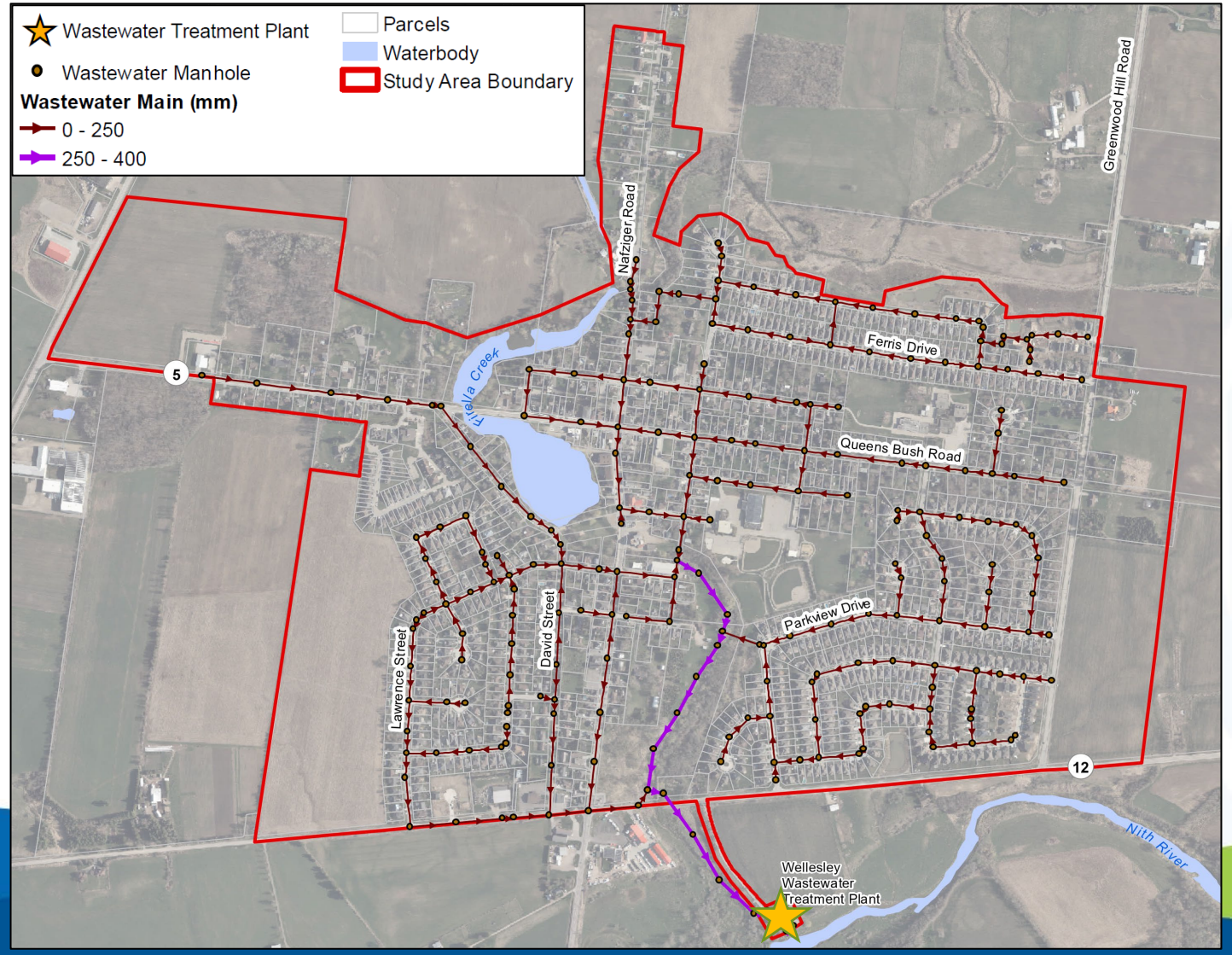
Water storage examples



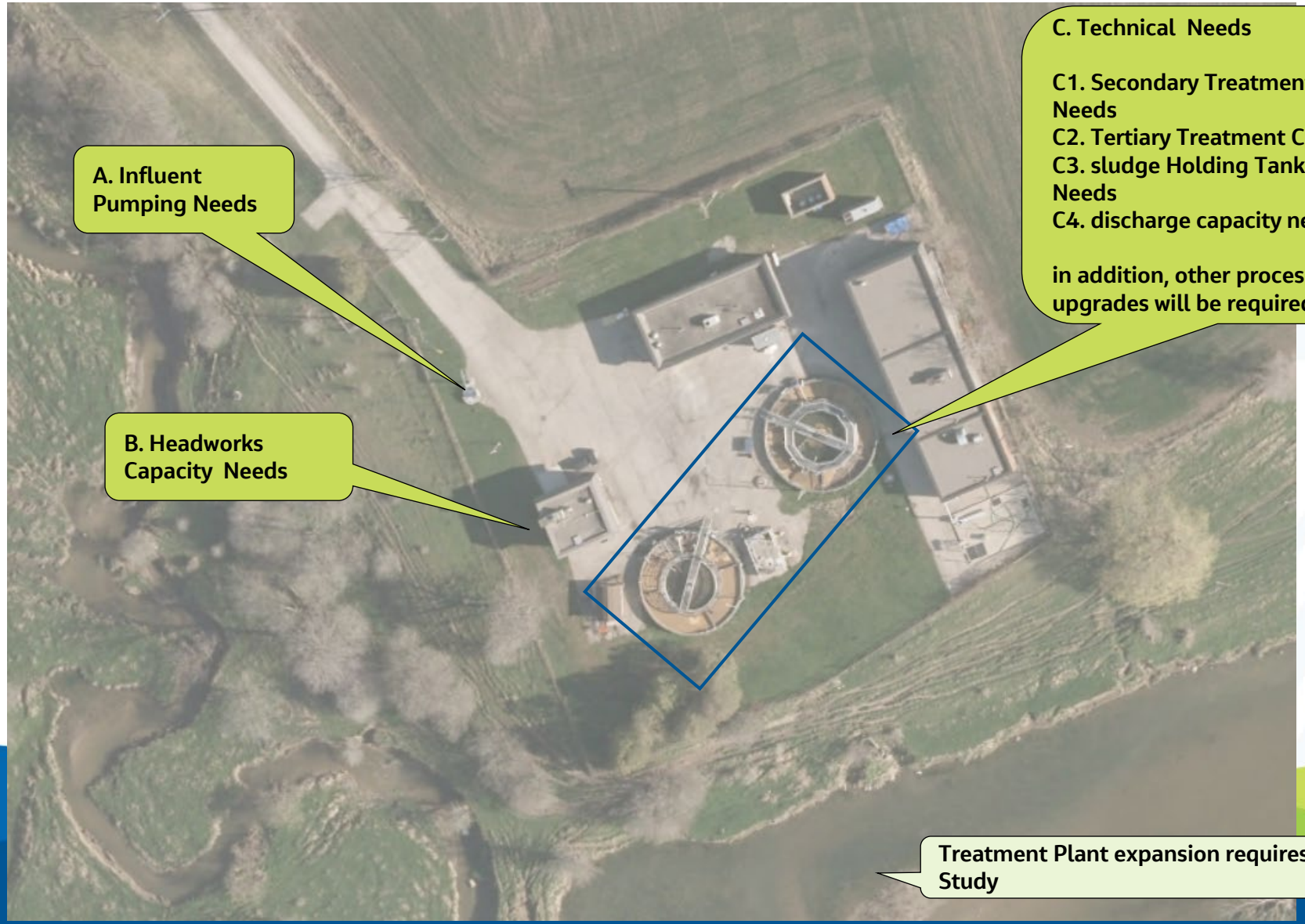
3.Wastewater Alternatives

Region of Waterloo

Wastewater system overview



Identified wastewater treatment needs



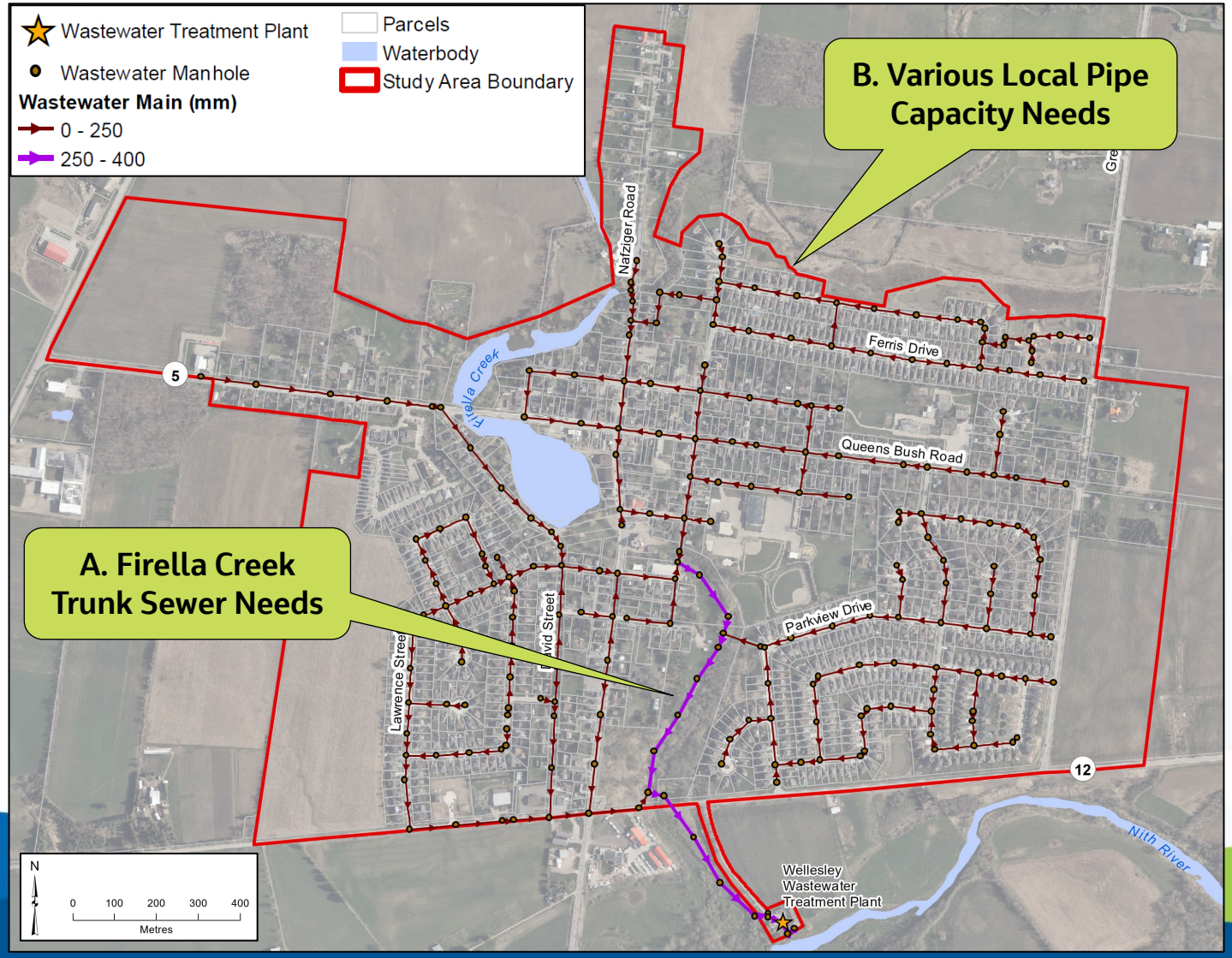
Wastewater treatment alternatives

The alternatives will be subjected to screening and evaluation.

Alternative	Description & Considerations	Pass/Fail
A. Influent Pumping		
Do Nothing	Maintain existing pumping station capacity	Fail
Replace existing pumps /equalization tank	Replace existing pumps with larger capacity pumps and construct a new equalization tank	Pass
New pump facility/ equalization tank	Construct a new pump station/equalization tank; Will require land	Pass
B. Headworks		
Do Nothing	Maintain existing headworks	Fail
Replace existing	Replace existing screen and retrofit channel to increase capacity	Pass
New headworks	Construct a new headworks facility; Will require land	Pass

Influent pumping alternatives are subjected to the preferred alternative for the collection system upgrade

Identified wastewater collection needs



A. Alternatives to address Firella Creek trunk sewer needs

Category	Alternative	Pass/Fail
Do Nothing	Maintain existing pipe capacity	Fail
Source Control	Rain Barrel Program, Downspout Disconnection, Weeping Tile (Foundation Drain) Disconnection, etc.	Pass
Conveyance Control	Inline Storage	Fail
	Offline Storage	Pass
	Sewer Separation	Fail
	Pipe Upsizing or Twinning	Pass
Redirect Flows and End-of-Pipe Controls	Weir or Pipe Realignment (flow redirection)	Fail
	Capacity increases at end of the conveyance system *	Pass

* - will be considered with the wastewater treatment plant alternatives

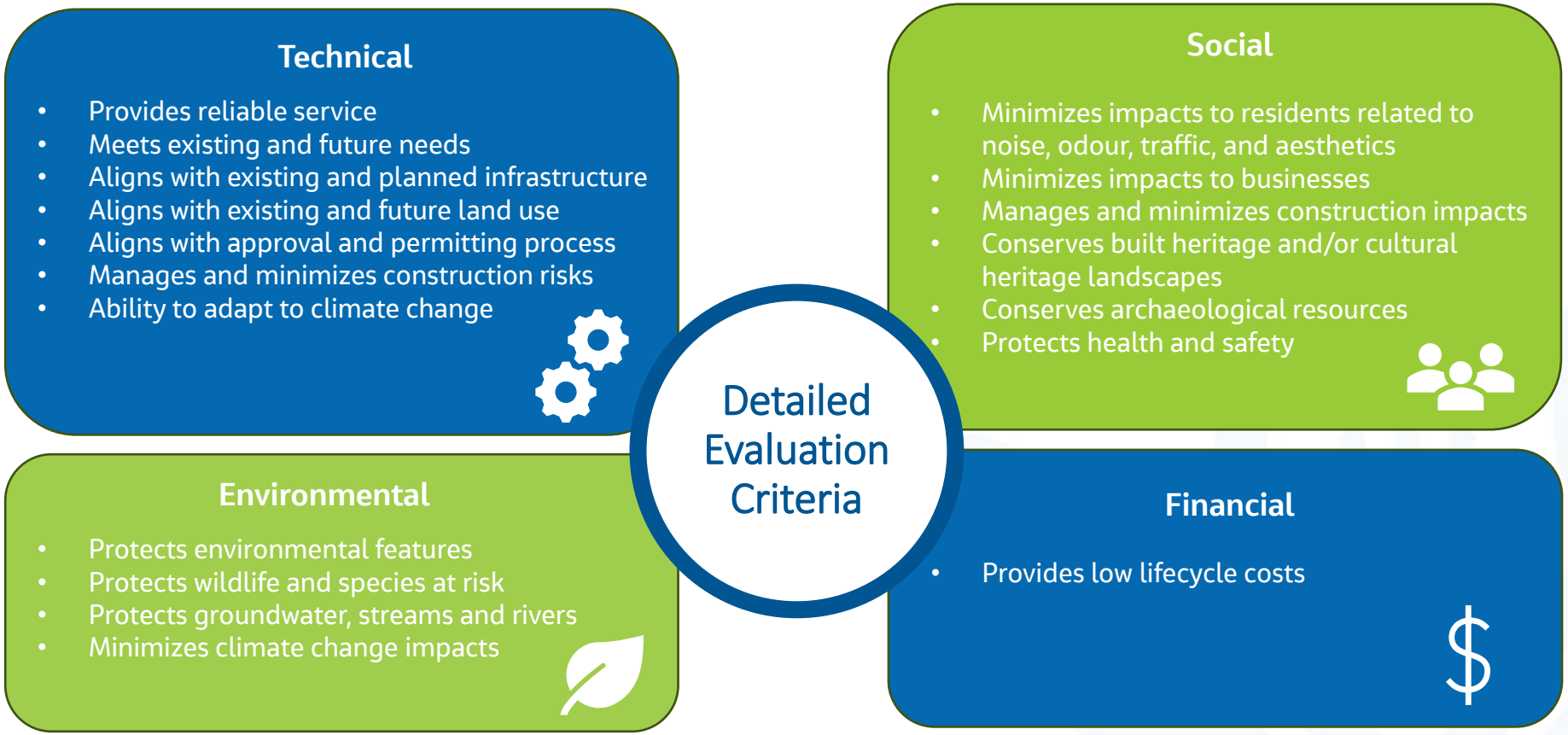
B. Alternatives to address local pipe capacity needs

Category	Alternative	Pass/Fail
Do Nothing	Maintain existing pipe capacity	Fail
Source Control	Rain Barrel Program, Downspout Disconnection, Weeping Tile (Foundation Drain) Disconnection, etc.	Pass
Conveyance Control	Inline Storage	Fail
	Offline Storage	Fail
	Sewer Separation	Fail
	Pipe Upsizing or Twinning	Pass
Re-direct Flows	New Trunk Sewer/Sub-Trunk Sewer	Pass

4.Evaluation Criteria

Region of Waterloo

Detailed Evaluation Criteria



Next Steps!

Share your thoughts on EngageWR: Wellesley Water by July 19, 2024

Public meeting #3 — share preferred alternative — Fall 2024

Council with preferred alternative — Winter 2025

Report available for the public — Winter 2025

Thank you

We want to hear from you.
Please provide your comments by July 19, 2024, at **engageWR.ca/wellesleywater**

For project updates visit **regionofwaterloo.ca/wellesleywater**

To receive future notices, contact:

Kaoru Yajima, P.Eng.
Sr. Engineer
Region of Waterloo
226-753-0065
kyajima@regionofwaterloo.ca

Tom Mahood, P.Eng.
Project Manager
Jacobs
519-579-3500
Tom.Mahood@jacobs.com

PCC#2 Comment Responses

Date: October 16, 2024
Project name: Wellesley Water and Wastewater Master Plan
Project no: CE851700
Attention: Kaoru Yajima
Client: Region of Waterloo
Prepared by: Jacobs

Jacobs Consultancy Canada Inc.
165 King Street West
Suite 201
Kitchener, ON N2G 1A7
Canada
T +1.519.579.3500
www.jacobs.com

1. Public Consultation Centre #2

1.1 Overview

Public Consultation Centre #2 (PCC#2) was held on June 20, 2024, at 7pm via Microsoft Teams Webinar. Three presenters were present during PCC#2:

1. Kaoru Yajima -Region of Waterloo
2. Tom Mahood -Jacobs
3. Kylee Moffatt -Jacobs

A total of 15 accounts registered for PCC#2, and 12 attendees, including presenters, signed into PCC#2. The presentation was recorded and the recording was posted on the Engage Waterloo Region website (www.engageWR.ca/wellesleywater) for review from June 20, 2024, through July 19, 2023.

During the PCC, attendees were encouraged to ask questions verbally or via email.

A copy of the PCC materials, including the presentation slides, the notice, and survey, described in the following sections, can be found in Appendix A.

1.2 Notification of PCC #2

A Notice of PCC#2 was distributed to the project mailing list by email on June 3, 2024. For those on the project mailing list without an email address listed, hard copies of the Notice of Commencement and PCC#2 were mailed. The notice was also published in the Woolwhich Observer and Wilmot Tavistock Gazette. Additionally, bill inserts containing PCC#2 date, time, and project website (www.regionofwaterloo.ca/wellesleywater) were sent to Village of Wellesley utility users on May 31, 2024.

The project website also provided a link to the Engage Waterloo Region website. The Engage Waterloo Region website provided a registration link to PCC#2.

1.3 Survey

During the PCC presentation, attendees were directed to the Engage Waterloo Region website to access the survey and provide questions. The survey consisted of the following questions:

1. The alternatives to address water well capacity needs are:

    - increase existing well capacity
    - supplement with new wells
    - supplement with external supply

    Do you have concerns with any of these alternatives? Are there other water supply alternatives you think should be considered?

2. There is a need to provide an off-site water storage facility. Five locations were proposed. Scroll down to view map of locations.

    Order your preference for each location (1 is most preferred with 5 as least preferred)

    - Location 1: at new community centre lands to the west of the Village

- Location 2: undeveloped land to the north
- Location 3: centrally located near the former arena lands
- Location 4: undeveloped land in the north-east area of the Village
- Location 5: undeveloped land to the south of the Village



3. Do you have concerns with the locations being considered for off-site water storage? Are there other locations we should consider?

4. Do you have any issues or concerns with the wastewater treatment alternatives pertaining to the pump station and headworks that were presented?

5. The sanitary sewer capacity issues can be addressed with:
   - a storage facility,
   - upsizing the existing pipe, or
   - construction of a new pipe.

Do you have concerns with any of these alternatives?

6. We will use four categories of criteria to evaluate alternatives. Rank the criteria based on its importance to you:

Technical:

- Important
- Neutral

- Unimportant

Environment:

- Important
- Neutral
- Unimportant

Social

- Important
- Neutral
- Unimportant

Financial

- Important
- Neutral
- Unimportant

7. Did we provide enough information on the water and wastewater alternatives?
    - Yes
    - No
8. Please share any other issues or concerns with the study so far.

The survey was available from June 20, 2023, through July 19, 2023.

2. Summary of Feedback

2.1 Survey Responses

The Engage Waterloo Region webpage for the project received 21 visitors and 6 responses to the survey questions.

The responses included concerns and questions related to the following:

- 60% of respondents did not think enough information was provided on the water and wastewater alternatives
- Common preferred water tower location was at the new community center – least preferred location was a central location near the former arena lands
- Comments received on the need to remove stormwater from sanitary sewerage
- Questions asking for clarification of where the new sanitary pipe construction would occur
- Criteria categories were generally of equal importance on average (social category was rated slightly lower)

Table 11 summarizes the responses received from the survey, as well as the response provided for each comment. A copy of all of the Survey Responses can be found in Appendix B.

Table 1. Survey Response Questions

Question No.	Question	Draft Response
1	There has to be concern over large projects (such as the Rec Centre) and its need for water, with the fallout impact on water rates to citizens. It has always been an issue that "sewer" is a percentage of "water" usage in the billed cost to the householder. If one has, for example, a pool, that water used does NOT go down the sewer and as such, is "double billed." There has to be a way to not tie sewer into the water usage because it is not accurate. And if this is a fundamental basis for billing, moving forward, you will be skewing the numbers with residential expansion of the village suggesting a larger need (based on past usage) than is actual.	For this analysis the calibrated sanitary hydraulic model used flow monitoring data from flow monitors placed directly inside the Wellesley sewers (five flow monitors in total). The measured flows were used as a basis to identify constraints within Wellesley's sanitary system, with a few exceptions.
1	Supplementing with an external supply would greatly increase the cost of providing water to our homes. There are many springs in and around Wellesley that could be tapped into.	Financial criteria were considered in the analysis and incorporated into the decision-making. Preferred alternatives will be presented at Public Consultation Centre 3.

1	The old Wagner well that supplied that supplied almost half of the village 40 plus years ago could be refurbished.	Well location selection has many considerations including the natural chemistry of the groundwater, hydrogeological considerations, and other social, environmental, financial, and technical considerations. If recommended through this Master Plan, the Region will conduct further studies to identify a preferred well location.
3	Location 4 appears to be out of the consideration given that these lands have now been developed, but based on the graphic appear to also include farmland along Greenwood Hill Rd. Any development of storage vessels would certainly adversely impact on the farm(s) in that immediate area, and its livestock, during the construction phase.	This comment as well as other social considerations will be considered in the selection of the preferred site for a new elevated storage tank.
3	If looking at a water tower, it may be considered obtrusive if located on the current rec lands. If possible, locating it closer to the well may make sense.	Many technical and non-technical considerations will inform the selection of the preferred location. The criteria and rationale will be highlighted in Public Consultation Centre 3 and detailed in the Master Plan Report which will be made available for public comment.
3	Infrastructure and existing system should determine where a similar system could be added as we have many artesian wells in the area including at the Wellesley sewage treatment facility.	Many technical and non-technical considerations will inform the selection of the preferred location. The criteria and rationale will be highlighted in Public Consultation Centre 3 and detailed in the Master Plan Report which will be made available for public comment.
4	Puzzling that the present storage area would appear to not even be in Wellesley Township but rather, in Wilmot. What are the concerns voiced to date by Wilmot Township regarding any possible expansion?	If expansion of the treatment plant is selected as the preferred alternative and land acquisition is required, then engagement with Wilmot Township would be a necessary requirement.
4	The existing system was installed when 5 imperial gallon flush toilets and full flow showers and taps were the normal fixtures. With the heavily restricted showers and taps now in use along with less than 2 litre flush toilets the existing system should almost handle the existing load. Plus, there was an upgrade to double or triple the capacity over 25 years ago.	The average daily and peak flows to the wastewater treatment plant from the previous five years has been tracked and incorporated into the existing plant capacity review. Future capacity constraints were calculated based on growth projects within the Village of Wellesley as well as sanitary collection constraint considerations identified through recent flow monitoring and modelling.
5	Unclear as to where the "upsizing" or "new construction" would occur. Would it be just north of the existing plant, thus not causing grief to residents due to digging up of lands around their homes?	Any locations recommended for pipe upsizing will be presented during Public Consultation Centre 3 as well as the Master Plan Report, which will be made available for public comment.

5	No. Just make sure to take into consideration the lower flush toilets that generate much less wastewater.	Future sanitary sewer capacity constraints were calculated based on growth projects within the Village of Wellesley as well as sanitary collection constraint considerations identified through recent flow monitoring and modelling.
5	Disconnect stormwater drainage use into the sanitary sewage system. Is it true that most large cities are dumping untreated sewage into rivers, lakes and oceans again after all were to treat all wastewater.	The Region has conducted previous investigations for inflow and infiltration sources entering the sanitary collection system and efforts remain ongoing. There are no wastewater overflow locations to the environment within Wellesley's wastewater collection system. Bypassed flows at the wastewater treatment plant are currently directed to the ozone chamber for disinfection prior to discharge to the environment.
8	The information presented really didn't tell us much about the technical aspects of the project, the costs nor the environmental impact of increasing capacity.	Preferred alternatives and the rationale for selecting the preferred alternatives, as well as costing information, will be presented in Public Consultation Centre 3 and in the Master Plant Report which will be made available for public comment.
8	Nobody wants a water tower near their home. Put something lower on high ground up on Greenwood Hill north of town as an option.	Many technical and non-technical considerations will inform the selection of the preferred location. The criteria and rationale will be highlighted in Public Consultation Centre 3 and detailed in the Master Plan Report which will be made available for public comment.

2.2 Other Comments

During PCC#2, six verbal questions/comments were put forward. The questions/comments and responses to the questions/comments are provided in Table 2.

Table 2. Questions/comments received during PCC#2

Comment Received	Response
What size will the offsite water storage be?	To be determined through subsequent analysis and will have a better idea of sizing prior to PCC3
Can a link to the survey be emailed to PCC2 participants?	Yes, survey link sent out via email sent on June 21, 2024, to PCC2 registrants
Will there be a factor of safety built into the preferred alternatives to account for any changes in the Official Plan population projections?	The population projections were determined through the Region's and Township's planning department. Factors of

	safety are generally considered during subsequent design stages.
Who makes the decision on the location of the water towers?	The public has an opportunity to comment on the water tower locations through the PCC2 survey and additional opportunities will be provided at PCC3 and during the final reporting review phase of the EA. Additionally, members of the public can provide comments to the EA team at any point over the project schedule. The engineering team (Jacobs) will ultimately recommend a preferred water tower location after a detailed evaluation of the options taking into account public comments and in collaboration with The Region and Wellesley Township staff.
What comes first: do nothing or allow growth?	infrastructure alternatives need to be in place as a requirement for approval of growth. Also, infrastructure improvements take considerable planning and phases of construction generally take a number of years to complete so the process is initiated before growth occurs.
When will the Receiving Water Study be completed?	The assimilative capacity study will be initiated immediately after the Master Plan has completed. However, the Region has been actively monitoring the Nith River characteristics and has a good understanding of the river status, which should expedite the assimilative capacity study

In addition to the comments received in Table 2, one person called requesting that a copy of the slides and PCC#2 notice be sent to them after the PCC as they were unable to attend. This request has been fulfilled.

Region of Waterloo

Public meeting — December 12, 2024 (Public Consultation Centre #3)

Wellesley Water and Wastewater Master Plan

The Region is responsible for the water and wastewater systems in the Village of Wellesley, and for planning for new growth while meeting regulatory requirements. The Region is developing the Wellesley Water and Wastewater Master Plan (WWWMP) to look at water and wastewater needs to 2051.

We want to hear from you

Your feedback is an important part of this study. Please join us for a virtual meeting on December 12, 2024, at 7 p.m. Visit EngageWR.ca/wellesleywater to register for this meeting.

At this meeting, we will review the evaluation criteria and alternatives presented at the second public meeting (PCC#2). We'll also share the preliminary recommendations on the preferred alternatives for water supply and wastewater and look for the public's feedback on the evaluation of those alternatives.

Project Information

More project information, including material from the first and second public meetings, is available at EngageWR.ca/wellesleywater or contact Kaoru Yajima, project manager at kyajima@regionofwaterloo.ca or Tom Mahood from our consultant team at tom.mahood@jacobs.com.

This Class Environmental Assessment Study will be carried out as a Master Plan in accordance with the Municipal Engineers Association's (MEA) Municipal Class Environmental Assessment (MCEA) Process (MEA 2000, as amended 2007, 2011, 2015, 2023), an approved process under the Ontario Environmental Assessment Act. The study will follow MCEA Approach #2 for completing a Master Plan, which involves the preparation of the WWWMP at the end of Phases 1 and 2 of the MCEA process.

This Notice was first issued on Nov 27, 2024.

All personal information included in a submission, such as name, address, telephone number, and property location, is collected, maintained, and disclosed by the Ministry of the Environment, Conservation and Parks for the purpose of transparency and consultation. The information is collected under the authority of the Environmental Assessment Act or is collected and maintained for the purpose of creating a record that is available to the general public as described in Section 37 of the Freedom of Information and Protection of Privacy Act. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. Questions regarding the collection of this information should be directed to Kaoru Yajima at the Region of Waterloo.

Outlook

Wellesley Water and Wastewater Master Plan - Notice of Public Meeting #3

From Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

Date Wed 11/27/2024 3:56 PM

Bcc dan.mcdonell@ec.gc.ca <dan.mcdonell@ec.gc.ca>; eanotification.wcregion@ontario.ca <eanotification.wcregion@ontario.ca>; joan.delvillarcuicas@ontario.ca <joan.delvillarcuicas@ontario.ca>; belinda.koblik@ontario.ca <belinda.koblik@ontario.ca>; manderson@grandriver.ca <manderson@grandriver.ca>; mlarian@grandriver.ca <mlarian@grandriver.ca>; cfosterpengelly@grandriver.ca <cfosterpengelly@grandriver.ca>; joseph.harvey@ontario.ca <joseph.harvey@ontario.ca>; karla.barboza@ontario.ca <karla.barboza@ontario.ca>; carrie.warring@ontario.ca <carrie.warring@ontario.ca>; lise.chabot@ontario.ca <lise.chabot@ontario.ca>; jessica.hill2@ontario.ca <jessica.hill2@ontario.ca>; SR.Planning@ontario.ca <SR.Planning@ontario.ca>; MHenderson@regionofwaterloo.ca <MHenderson@regionofwaterloo.ca>; jnowak@wellesley.ca <jnowak@wellesley.ca>; csmit@wellesley.ca <csmit@wellesley.ca>; hneher@wellesley.ca <hneher@wellesley.ca>; swagner@wellesley.ca <swagner@wellesley.ca>; pvandermaas@wellesley.ca <pvandermaas@wellesley.ca>; gkosch@wellesley.ca <gkosch@wellesley.ca>; tvanhinte@wellesley.ca <tvanhinte@wellesley.ca>; ccook@wellesley.ca <ccook@wellesley.ca>; LRCS@sixnations.ca <LRCS@sixnations.ca>; dawnrussell@sixnations.ca <dawnrussell@sixnations.ca>; info@hdi.land <info@hdi.land>; 1749resource@gmail.com <1749resource@gmail.com>; abby.laforme@mncfn.ca <abby.laforme@mncfn.ca>; mark.Laforme@mncfn.ca <mark.Laforme@mncfn.ca>; adam.laforme@mncfn.ca <adam.laforme@mncfn.ca>; KHagerman@regionofwaterloo.ca <KHagerman@regionofwaterloo.ca>; bcoady@regionofwaterloo.ca <bcoady@regionofwaterloo.ca>; doconnell@ocwa.com <doconnell@ocwa.com>; info@wellesleyhistory.org <info@wellesleyhistory.org>; info@waterloocentralrailway.com <info@waterloocentralrailway.com>; permits.gld@cn.ca <permits.gld@cn.ca>; kschimus@uniongas.com <kschimus@uniongas.com>; hello@mornington.ca <hello@mornington.ca>; jennifer.passy@wcdsb.ca <jennifer.passy@wcdsb.ca>; [redacted] Kaoru Yajima <KYajima@regionofwaterloo.ca>; Moffatt, Kylee <kylee.moffatt@jacobs.com>

1 attachment (82 KB)

Wellesley Water and Wastewater Master Plan_Notice of Public Meeting #3.pdf;

To whom it may concern,

The Region is developing the Wellesley Water and Wastewater Master Plan that will examine how the Region provides water and wastewater services to the village of Wellesley to 2051.

Public meeting — December 12, 2024
Your feedback is an important part of this study. Please join us for our third virtual meeting on December 12, 2024, at 7 p.m. Register now to receive the meeting link.

At this meeting, we will review the evaluation criteria and alternatives presented at the second public meeting (PCC#2). We'll also share the preliminary recommendations on the preferred alternatives for water supply and wastewater and look for the public's feedback on the evaluation of those alternatives.

Project information is available at EngageWR.ca/wellesleywater, or contact Kaoru Yajima, project manager at kyajima@regionofwaterloo.ca if you have any questions or need accommodation to attend this meeting.

Thank you,

Wellesley Water and Wastewater Master Plan

Virtual Public Meeting
Public Consultation Center #3

December 12, 2024, 7-8:00 p.m.

Region of Waterloo

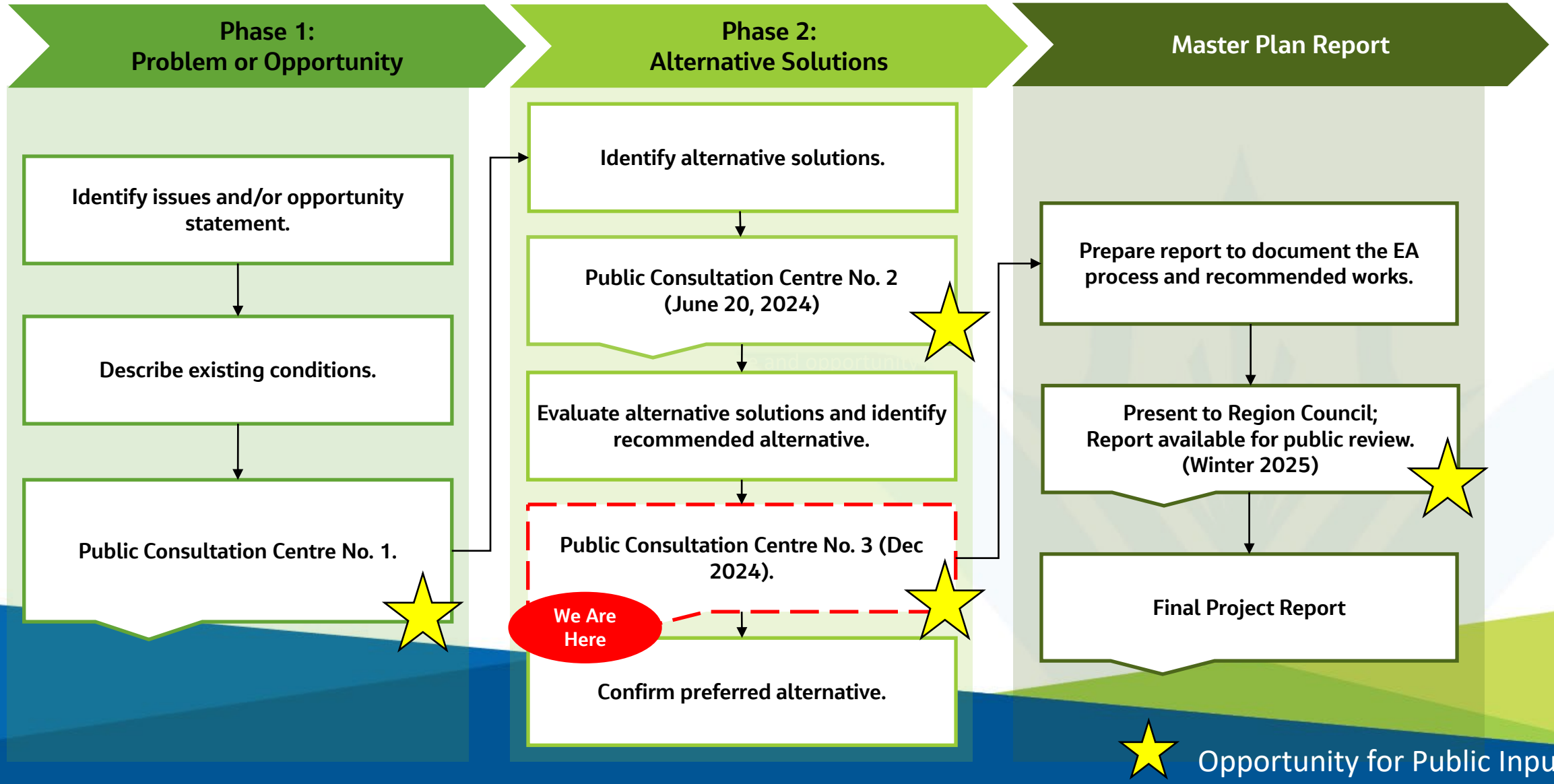
Topics to cover tonight

1. Master Plan context
2. Review of evaluation criteria
3. Water alternatives evaluation
4. Wastewater alternatives evaluation
5. Summary of what we heard so far
6. Next Steps

1.Master Plan Context

Region of Waterloo

Environmental Assessment Process



Goals of the Master Plan

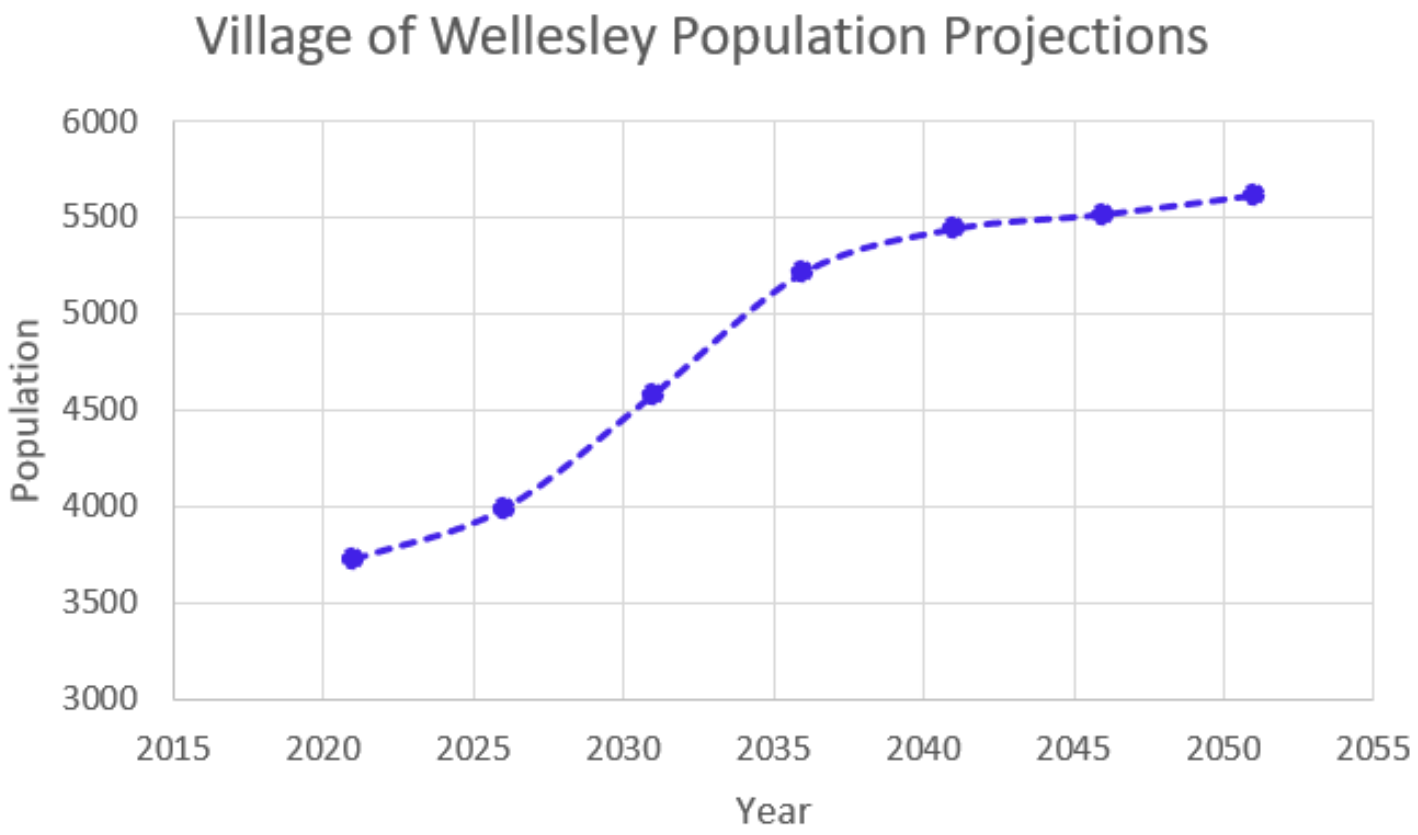
The Wellesley Water and Wastewater Master Plan will….

- Identify water and wastewater needs over the next 30 years in the Village of Wellesley.
- Determine how the needs can be addressed.

Study Area: Village of Wellesley



Overview of population projections

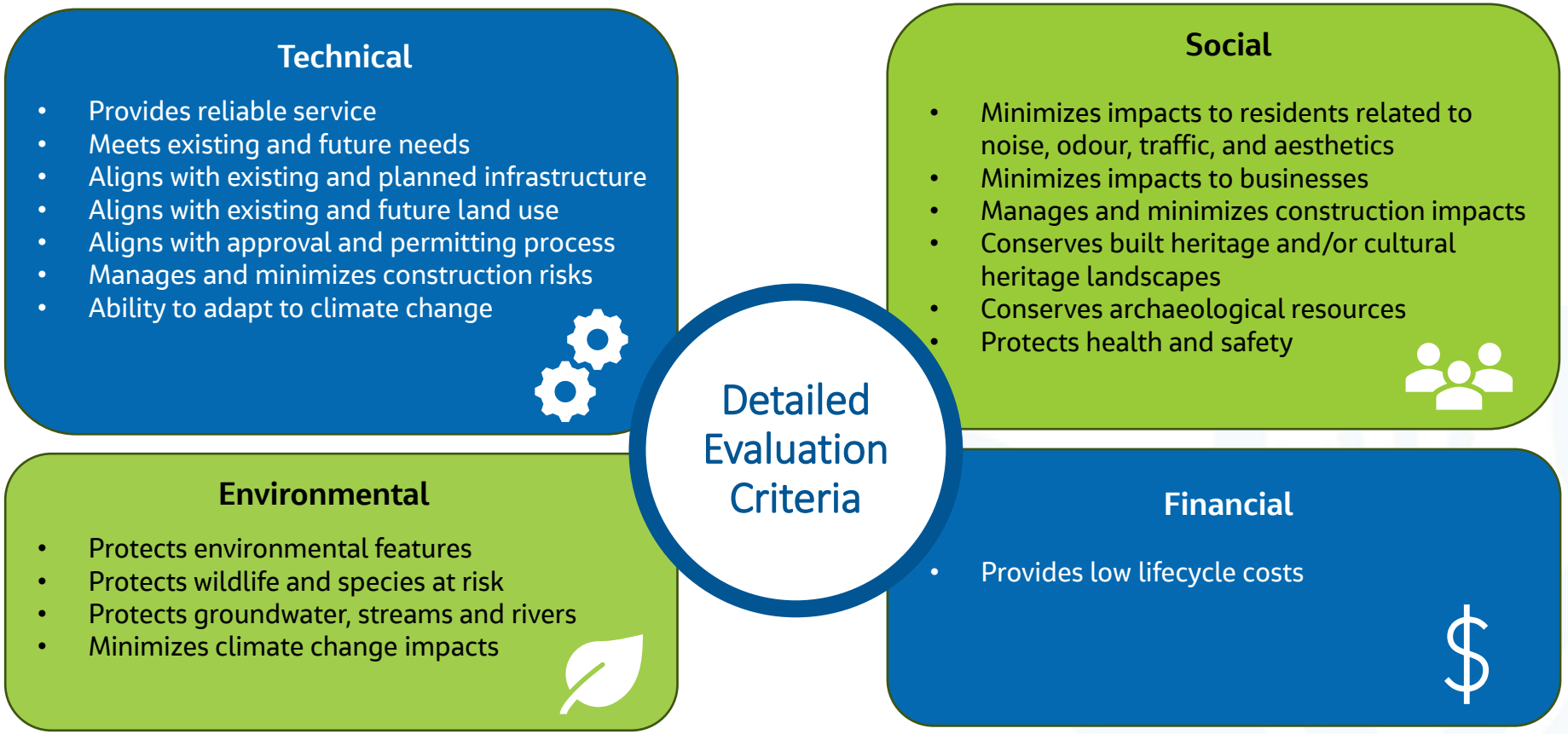


Current population is roughly 3,700. The estimated population by 2051 is roughly 5,600.

2.Evaluation Criteria

Region of Waterloo

Detailed Evaluation Criteria



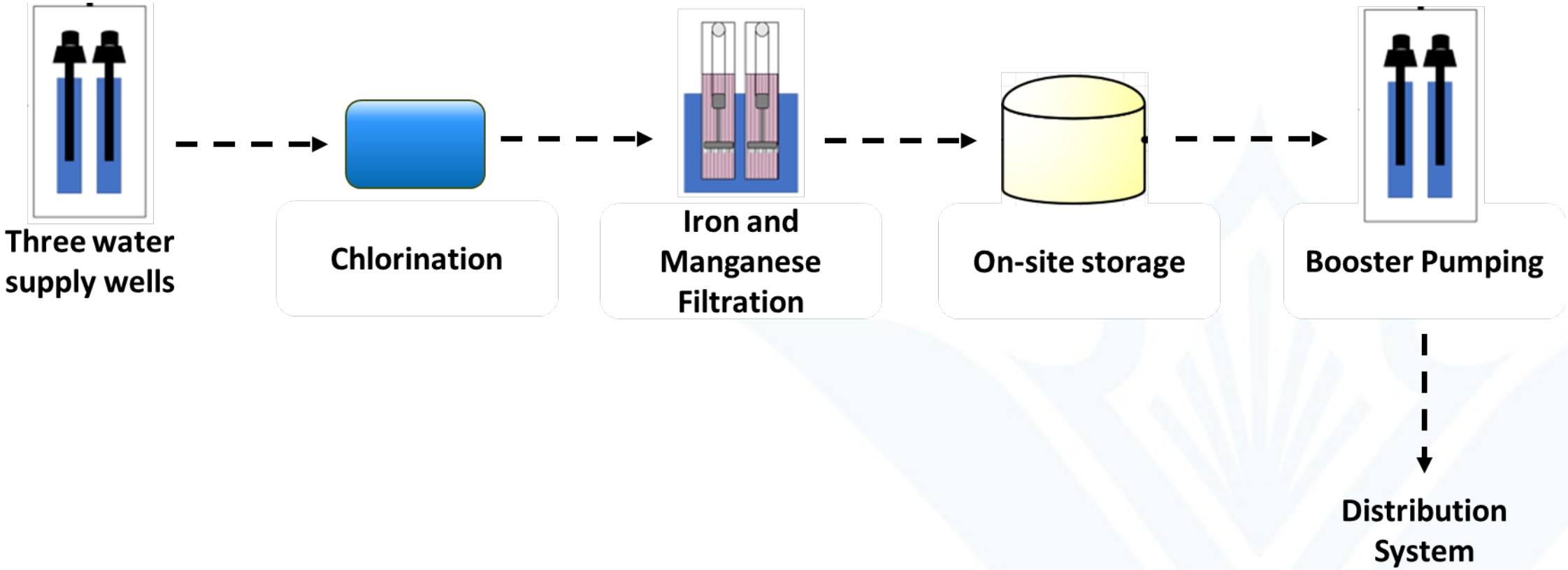
Evaluation scale

Rating	Description	Symbol
5	Very well aligned with criteria	
4	Well aligned with criteria	
3	Somewhat aligned with criteria	
2	Not well aligned with criteria	
1	Low alignment with criteria	

3. Water Alternatives Evaluation

Region of Waterloo

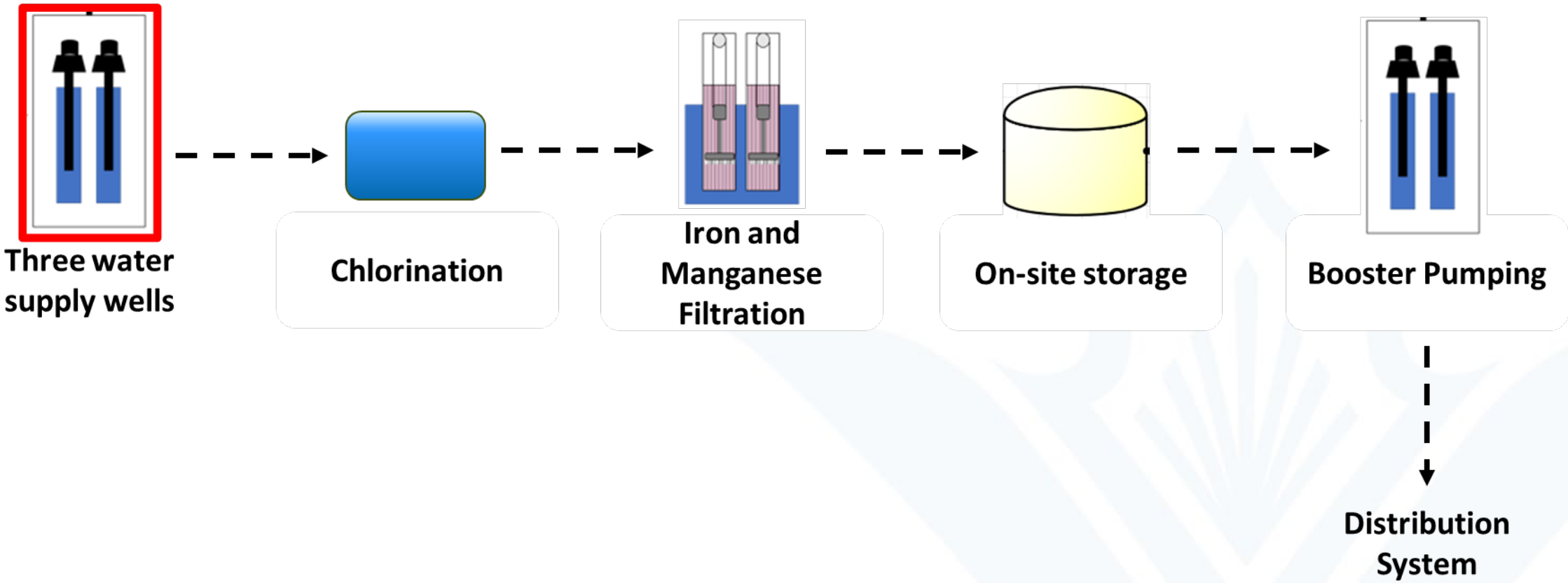
Wellesley Water Supply System Overview



Identified water supply needs



Wellesley Water Supply System Overview



A. Alternatives to address well capacity needs

The existing permitted well taking capacity of 1,503 m^3/d is expected to be exceeded by 2034. The following alternatives were short-listed to meet future water supply needs:

Alternative	Description and Considerations
1. Do Nothing *	Maintain existing well supply
2. Increase Existing Well Supply	Explore additional water taking from existing production wells
3. Supplement Existing with New Well Supply	Maintain existing well supply and supplement with a new well that is pumped to the WTP.
4. Supplement Existing with External Supply	Maintain existing well supply and provide additional treated water supply from another drinking water system such as the Integrated Urban System.

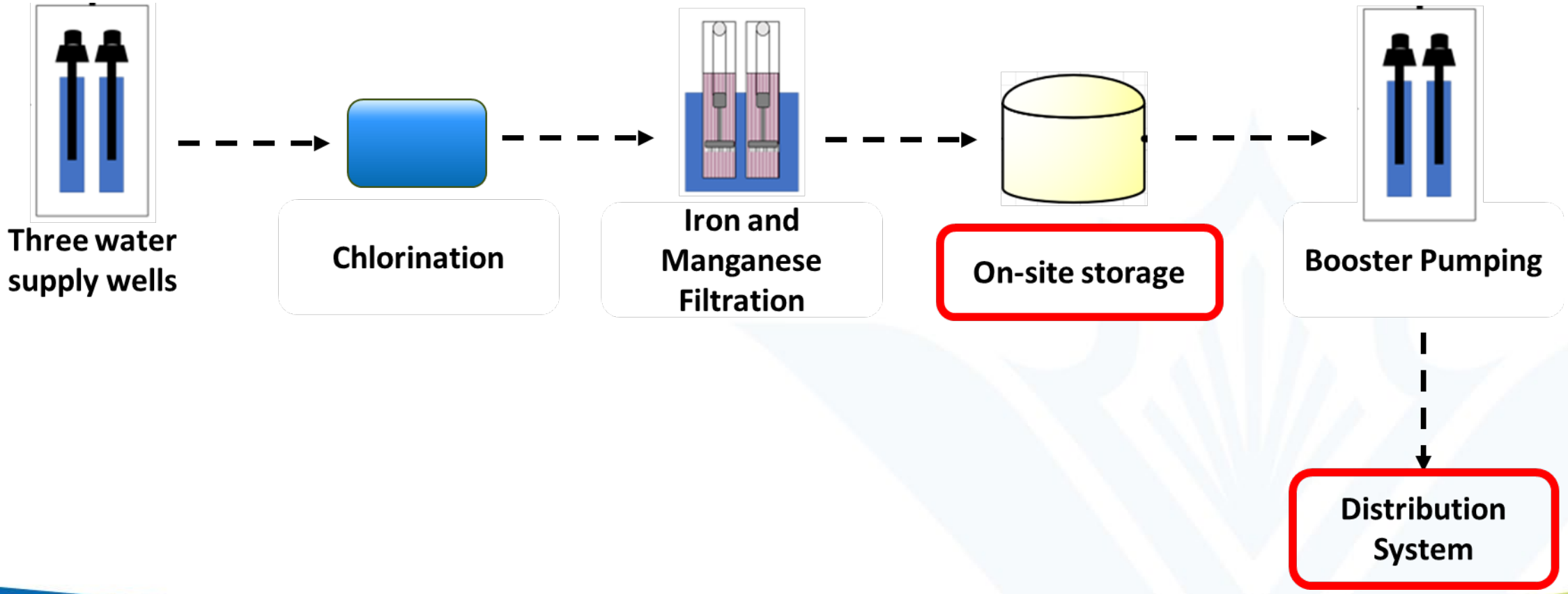
* - does not meet project objectives but carried forward as baseline

A. Well capacity needs alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing *	Alternative 2: Increase Existing Well Supply	Alternative 3A: Supplement Existing with New Well Supply (Inside Urban Boundary)	Alternative 3B: Supplement Existing with New Well Supply (Outside Urban Boundary)	Alternative 4: Supplement Existing with External Supply
Environmental Criteria Category					
Social Criteria Category					
Technical Criteria Category					
Financial Criteria Category					
Even Weighting Approach Overall Average					
Even Weighting Approach Rank	4	1	3	2	5

* - does not meet project objectives but carried forward as baseline

Wellesley Water Supply System Overview



B. Alternatives to address future disinfection and water storage needs



The following alternatives were short-listed to address future disinfection, water pumping and storage constraints at the Wellesley WTP and in the distribution system.

Alternative	Description and Considerations
1. Do Nothing *	Maintain existing pump station and reservoir
2. New Storage Off-Site	Maintain existing reservoir for disinfection. Construct floating storage, such as an elevated tank, to provide additional storage for emergency use (i.e., fire demand). Maintain existing pump station for domestic use.

* - does not meet project objectives but carried forward as baseline

B. Off-site storage alternative locations

Location 1
Bill Gies Recreation Center to the west of the Village

Location 2
Undeveloped land to the north of the Village

Location 3
Centrally located near the former arena lands

Location 4
Undeveloped land in the north-east area of the Village

Location 5
Undeveloped land to the south of the Village



B. Off-site storage alternatives evaluation

Average Score or Rank	Location 1	Location 2	Location 3	Location 4	Location 5
Environmental Criteria Category					
Social Criteria Category					
Technical Criteria Category					
Financial Criteria Category					
Even Weighting Approach Overall Average					
Even Weighting Approach Rank	1	3	4	2	5

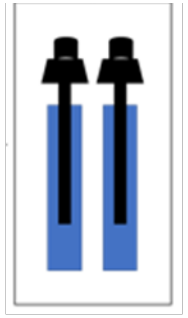
Summary of Recommended Water Alternatives

1. Well Capacity Needs: recommend examining increasing capacity at existing wells; examine new wells outside the urban area
2. Storage needs: recommend off site storage at the new Jim Gies Recreation Center

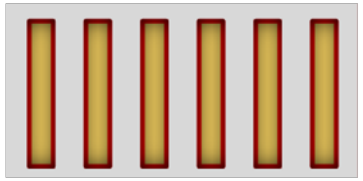
4.Wastewater Alternatives Evaluation

Region of Waterloo

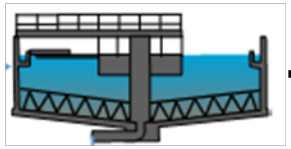
Wellesley Wastewater System Overview



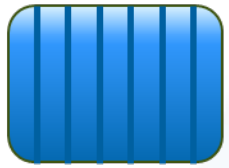
Influent Pumping



Headworks (screening)



Secondary Treatment



Tertiary Treatment

Collection System



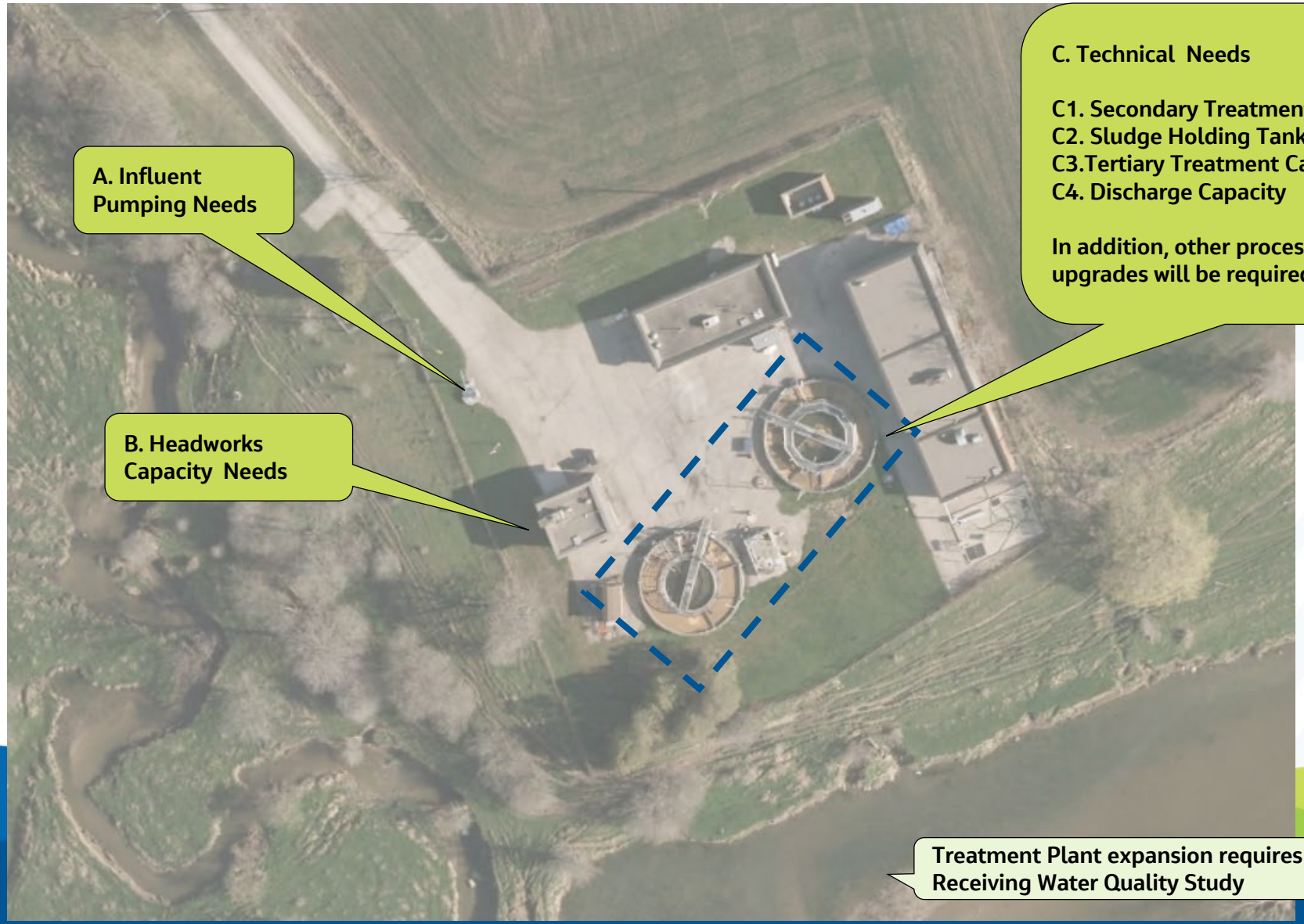
Sludge Storage



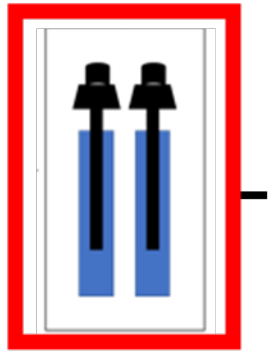
Ozone Disinfection (ongoing work to replace with UV disinfection)

Treated Water to Nith River

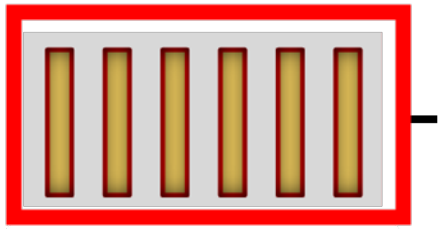
Identified wastewater treatment needs



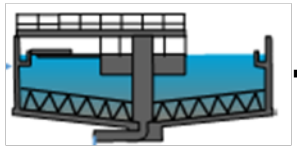
Wellesley Wastewater System Overview



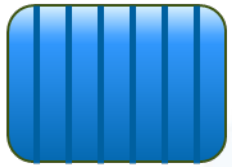
Influent Pumping



Headworks (screening)



Secondary Treatment



Tertiary Treatment

Collection System



Sludge Storage



Ozone Disinfection (ongoing work to replace with UV disinfection)

Treated Water to Nith River

A. and B. Influent and Headworks alternatives

The alternatives were short-listed to meet wastewater treatment needs:

Alternative	Action	Description and Considerations
A. Influent Pumping	1. Do Nothing *	Maintain existing pumping station capacity
	2. Replace existing pumps/equalization tank	Replace existing pumps with larger capacity pumps and construct a new equalization tank
	3. New pump facility/equalization tank	Construct a new pump station/equalization tank; Will require land
B. Headworks	1. Do Nothing *	Maintain existing headworks
	2. Replace existing	Replace existing screen and retrofit channel to increase capacity
	3. New headworks	Construct a new headworks facility; Will require land

* - does not meet project objectives but carried forward as baseline

A. Influent pumping alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing *	Alternative 2: Replace existing pumps/equalization tank	Alternative 3: New pump facility/equalization tank
Environmental Criteria Category			
Social Criteria Category			
Technical Criteria Category			
Financial Criteria Category			
Even Weighting Approach Overall Average			
Even Weighting Approach Rank	3	2	1

* - does not meet project objectives but carried forward as baseline

B. Headworks alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing *	Alternative 2: Replace Existing Screens	Alternative 3: New Headworks
Environmental Criteria Category			
Social Criteria Category			
Technical Criteria Category			
Financial Criteria Category			
Even Weighting Approach Overall Average			
Even Weighting Approach Rank	3	1	2

* - does not meet project objectives but carried forward as baseline

A. Possible location* for pumping and equalization area



* For illustrative purposes only

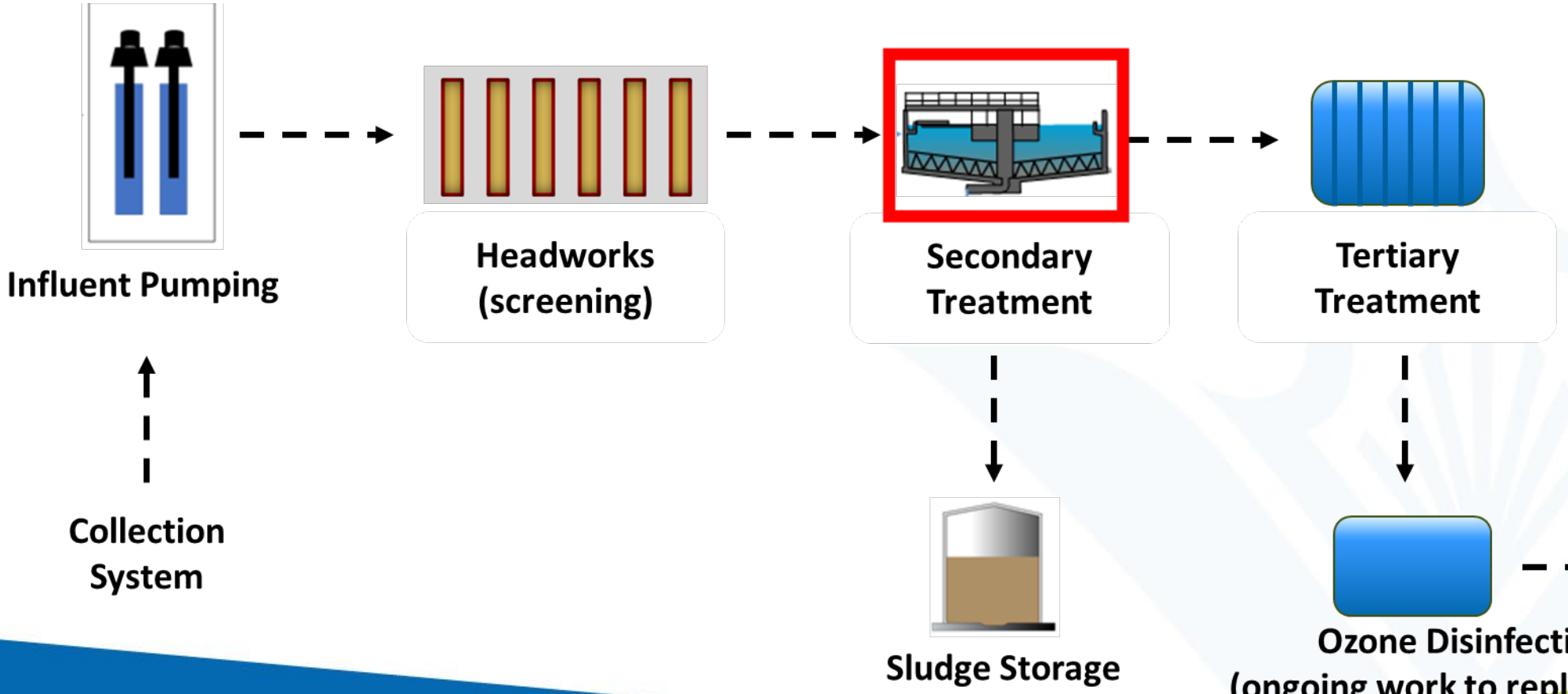
C1. Secondary treatment alternatives

The alternatives were short-listed to meet secondary treatment needs:

Secondary Treatment Alternative	Description and Considerations
1. Do Nothing*	Maintain existing secondary treatment system
2. New Third Train	Construct new Plant 3
3. Process Intensification	Implement new intensification technology into Plants 1 and 2

* - does not meet project objectives but carried forward as baseline

Wellesley Wastewater System Overview



C1. Secondary Treatment alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing	Alternative 2: New Third Train	Alternative 3: Process Intensification
Environmental Criteria Category			
Social Criteria Category			
Technical Criteria Category			
Financial Criteria Category			
Even Weighting Approach Overall Average			
Even Weighting Approach Rank	3	1/2	1/2

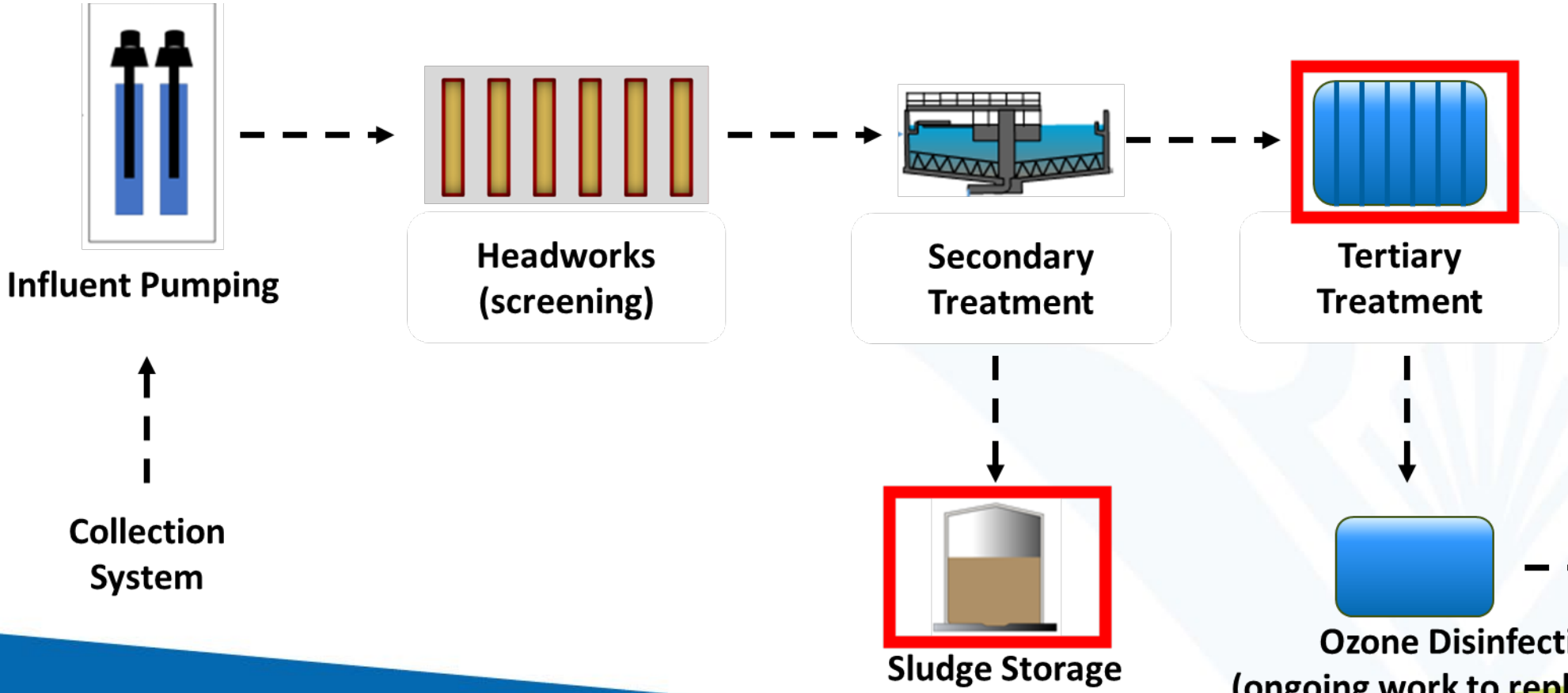
C2. and C3. Wastewater treatment alternatives

The alternatives were short-listed to meet wastewater treatment needs:

Alternative	Action	Description and Considerations
C2. Sludge Storage	1. Do Nothing *	Maintain existing sludge storage
	2. New Larger Tank	Replace existing storage tank with a new larger storage tank
	3. Second Tank	Construct a second storage tank
C3. Tertiary Treatment	1. Do Nothing *	Maintain existing tertiary treatment system
	2. Additional Filter	Expand existing tertiary treatment system (examine an opportunity to implement a wet weather treatment technology to handle high flows)

* - does not meet project objectives but carried forward as baseline

Wellesley Wastewater System Overview



C2. Sludge storage alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing	Alternative 2: New Larger Tank	Alternative 3: Second Tank
Environmental Criteria Category			
Social Criteria Category			
Technical Criteria Category			
Financial Criteria Category			
Even Weighting Approach Overall Average			
Even Weighting Approach Rank	3	2	1

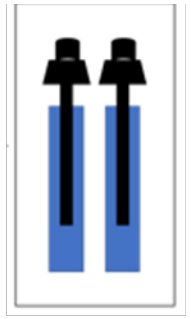
* - does not meet project objectives but carried forward as baseline

C3. Tertiary treatment alternatives evaluation

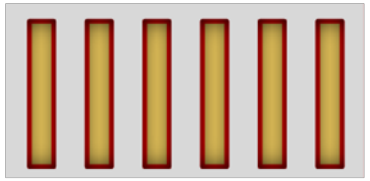
Average Score or Rank	Alternative 1: Do Nothing *	Alternative 2: Expand Tertiary Treatment
Environmental Criteria Category		
Social Criteria Category		
Technical Criteria Category		
Financial Criteria Category		
Even Weighting Approach Overall Average		
Even Weighting Approach Rank	2	1

* - does not meet project objectives but carried forward as baseline

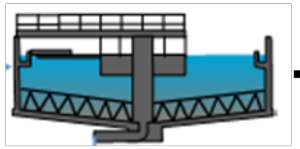
Wellesley Wastewater System Overview



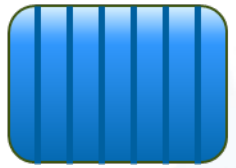
Influent Pumping



Headworks (screening)



Secondary Treatment



Tertiary Treatment

Collection System



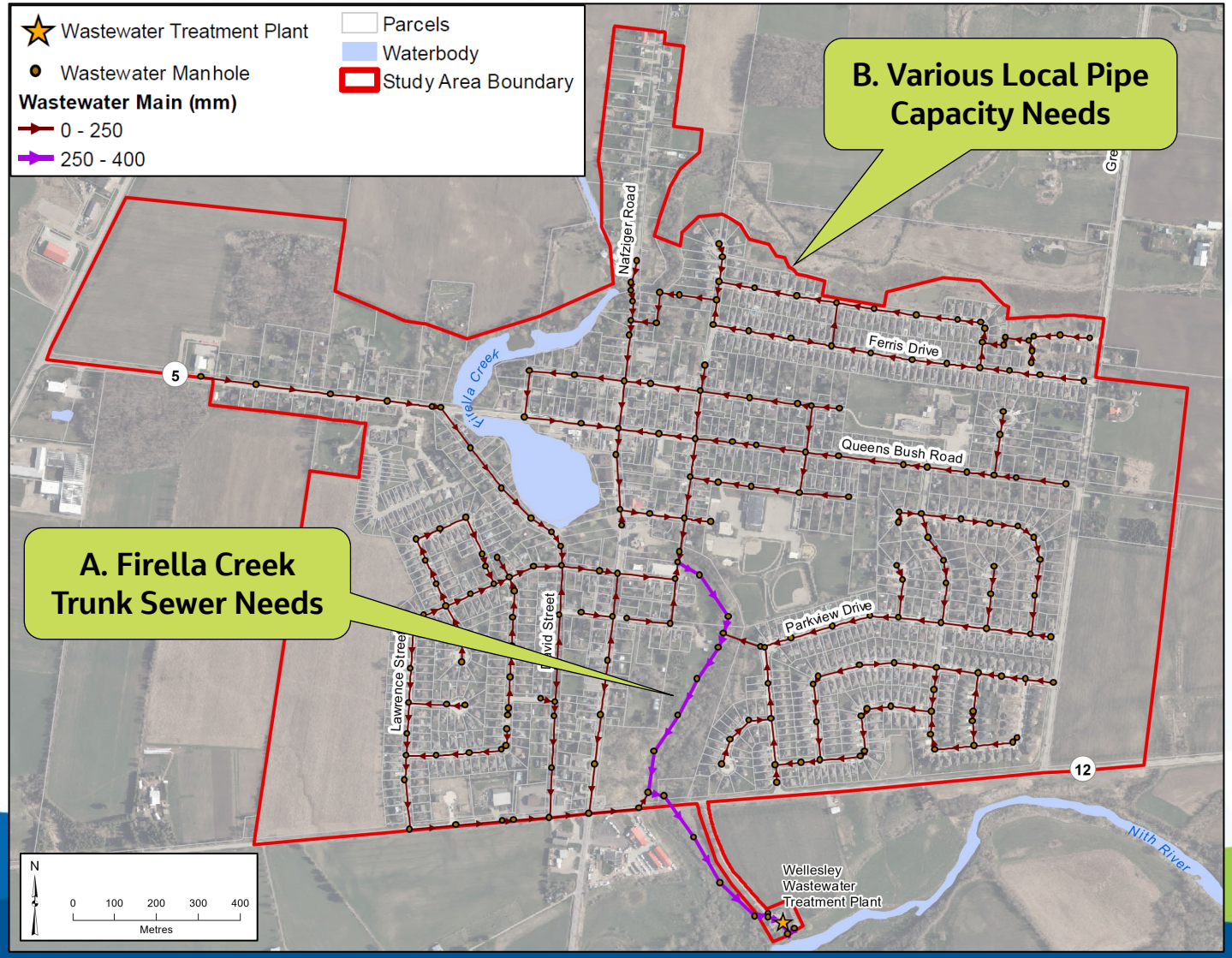
Sludge Storage



Ozone Disinfection (ongoing work to replace with UV disinfection)

Treated Water to Nith River

Identified wastewater collection needs



A. Alternatives to address Firella Creek trunk sewer needs

Alternative	Description and Considerations
1. Do Nothing *	Maintain existing trunk sewer
2. Offline Storage	Implement offline storage locations to equalize flows along the Firella Creek Trunk Sewers.
3. Increase Capacity of Firella Creek Trunk Sewer	Implement I/I reduction measures, WTP backwash mitigation measures, upsize or twin Firella Creek Trunk Sewer.

* - does not meet project objectives but carried forward as a baseline

A. Firella Creek trunk sewer alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing	Alternative 2: Offline Storage	Alternative 3: Firella Creek Capacity Increase
Environmental Criteria Category			
Social Criteria Category			
Technical Criteria Category			
Financial Criteria Category			
Even Weighting Approach Overall Average			
Even Weighting Approach Rank	3	2	1

* - does not meet project objectives but carried forward as baseline

B. Alternatives to address local pipe capacity needs

Alternative	Description and Considerations
1. Do Nothing *	Maintain existing collection system
2. Pipe Capacity Increases	Implement I/I reduction measures, pipe capacity increases as necessary for local sewers
3. New Sub-Trunk Sewers	Implement I/I reduction measures, new trunk/sub-trunk sewers to collect flows from future developments on the east and west extents of the study area, pipe capacity increases as necessary for local sewers.

* - does not meet project objectives but carried forward as baseline

B. Local pipe capacity alternatives evaluation

Average Score or Rank	Alternative 1: Do Nothing	Alternative 2: Pipe Capacity Increases	Alternative 3: New Sub-Trunk Sewers
Environmental Criteria Category			
Social Criteria Category			
Technical Criteria Category			
Financial Criteria Category			
Even Weighting Approach Overall Average			
Even Weighting Approach Rank	3	2	1

* - does not meet project objectives but carried forward as baseline

Summary of Recommended Wastewater Alternatives

1. Pumping and Headworks needs at the plant: recommend a new wastewater pump station with equalization tank; use existing headworks
2. Secondary treatment needs at the plant: carry forward intensification and third treatment train
3. Firella Creek Trunk Sewer needs: expand capacity

A Class C Environmental Assessment will be required for plant expansion

5.What we've hear so far

Region of Waterloo

What we heard at PCC1 and PCC2?

Comment Received	Response
What were the proposed population changes and how those may impact infrastructure needs?	Considered future projected populations based on updated projections in April 2024 and this is reflected in alternatives in this PCC3
Will development impact the quality of water?	The Region must monitor water quality on a regular basis and ensure it meets all Provincial water quality standards.
Concern is raised over central water tower location.	Noted. This was reflected in the evaluation under social category of criteria
Will this project address low water pressures?	The provision of off-site water storage will help stabilize pressures in Wellesley.
How does water efficiency change wastewater flows?	Less water usage has a direct relation to water entering the wastewater system; water efficiency would lead to decrease in wastewater flows.
Additional technical information on alternatives	Alternative evaluation details are covered in this PCC3 and further technical details will be provided in the Master Plan Report which will be posted early 2025.
Project timelines and next steps?	Covered in this PCC3

6. Next Steps

Region of Waterloo

Next Steps!

Post Public meeting #3 slides on website — today





Share your thoughts on EngageWR: Wellesley Water by January 10, 2025

Recommend posting draft Final Report to Regional Council — Winter 2025





Draft Final Report available for the public — Winter 2025

Thank you

We want to hear from you.

Please provide your comments by January 10, 2025, at engagewr.ca/wellesleywater

For project updates visit regionofwaterloo.ca/en/living-here/wellesley-water-and-wastewater-master-plan.aspx

To receive future notices, contact:

Kaoru Yajima, P.Eng.
Sr. Engineer
Region of Waterloo
226-753-0065
kyajima@regionofwaterloo.ca

Tom Mahood, P.Eng.
Project Manager
Jacobs
519-579-3500
Tom.Mahood@jacobs.com

Questions?

Outlook

Wellesley Water and Wastewater Master Plan - Public Consultation Centre #3 Presentation and Survey Available

From Biasi, Jasmine <Jasmine.Biasi@jacobs.com>

Date Fri 12/20/2024 10:03 AM

Bcc dan.mcdonell@ec.gc.ca <dan.mcdonell@ec.gc.ca>; eanotification.wcregion@ontario.ca <eanotification.wcregion@ontario.ca>; Del Villar Cuicas, Joan (MECP) <Joan.delvillarcuicas@ontario.ca>; belinda.koblik@ontario.ca <belinda.koblik@ontario.ca>; manderson@grandriver.ca <manderson@grandriver.ca>; mlarian@grandriver.ca <mlarian@grandriver.ca>; cfosterpengelly@grandriver.ca <cfosterpengelly@grandriver.ca>; joseph.harvey@ontario.ca <joseph.harvey@ontario.ca>; Barboza, Karla (MCM) <Karla.Barboza@ontario.ca>; carrie.warring@ontario.ca <carrie.warring@ontario.ca>; lise.chabot@ontario.ca <lise.chabot@ontario.ca>; jessica.hill2@ontario.ca <jessica.hill2@ontario.ca>; SR.Planning@ontario.ca <SR.Planning@ontario.ca>; MHenderson@regionofwaterloo.ca <MHenderson@regionofwaterloo.ca>; jnowak@wellesley.ca <jnowak@wellesley.ca>; csmit@wellesley.ca <csmit@wellesley.ca>; hneher@wellesley.ca <hneher@wellesley.ca>; swagner@wellesley.ca <swagner@wellesley.ca>; pvandermaas@wellesley.ca <pvandermaas@wellesley.ca>; gkosch@wellesley.ca <gkosch@wellesley.ca>; tvanhinte@wellesley.ca <tvanhinte@wellesley.ca>; ccook@wellesley.ca <ccook@wellesley.ca>; LRCS@sixnations.ca <LRCS@sixnations.ca>; dawnrussell@sixnations.ca <dawnrussell@sixnations.ca>; 1749resource@gmail.com <1749resource@gmail.com>; Abby LaForme <Abby.LaForme@mncfn.ca>; Mark LaForme <Mark.LaForme@mncfn.ca>; Adam LaForme <Adam.LaForme@mncfn.ca>; KHagerman@regionofwaterloo.ca <KHagerman@regionofwaterloo.ca>; bcoady@regionofwaterloo.ca <bcoady@regionofwaterloo.ca>; doconnell@ocwa.com <doconnell@ocwa.com>; info@wellesleyhistory.org <info@wellesleyhistory.org>; info@waterloocentralrailway.com <info@waterloocentralrailway.com>; permits.gld@cn.ca <permits.gld@cn.ca>; kschimus@uniongas.com <kschimus@uniongas.com>; hello@mornington.ca <hello@mornington.ca>; jennifer.passy@wcdsb.ca <jennifer.passy@wcdsb.ca>; [redacted] Secondarylanduse@hydroone.com <Secondarylanduse@hydroone.com>; Kaoru Yajima <KYajima@regionofwaterloo.ca>; Biasi, Jasmine <Jasmine.Biasi@jacobs.com>; Moffatt, Kylee <kylee.moffatt@jacobs.com>

Good morning,

Thank you to everyone that attended the third Public Consultation Centre for the Wellesley Water and Wastewater Master Plan on December 12, 2024.

If you were unable to attend and are interested in viewing the consultation center presentation, please visit the EngageWR.ca/wellesleywater project webpage where a recording of the presentation has been published.

An opportunity to provide feedback through an online survey is also available on the project webpage. The survey will close on January 10, 2025.

Thank you and happy holidays!

Jasmine Biasi, P.Eng. | Jacobs | Environmental Planner
M:+1.416.529.0497 | Jasmine.Biasi@jacobs.com
121 King Street West, Suite 2100 | Toronto, Ontario M5H 3T9

PCC#3 Comment Responses - DRAFT

Date: February 6, 2025
Project name: Wellesley Water and Wastewater Master Plan
Project no: CE851700
Attention: Kaoru Yajima
Client: Region of Waterloo
Prepared by: Jacobs

Jacobs Consultancy Canada Inc.
165 King Street West
Suite 201
Kitchener, ON N2G 1A7
Canada
T +1.519.579.3500
www.jacobs.com

1. Public Consultation Centre #3

1.1 Overview

Public Consultation Centre #3 (PCC#3) was held on December 12, 2024, at 7pm via Microsoft Teams Webinar. Four presenters were present during PCC#2:

1. Kaoru Yajima – Region of Waterloo
2. Tom Mahood – Jacobs
3. Kylee Moffatt – Jacobs
4. Jasmine Biasi – Jacobs

A total of 15 accounts registered for PCC#3, and 14 attendees, including presenters, signed into PCC#3. The presentation was recorded and the recording was posted on the Engage Waterloo Region website (www.engageWR.ca/wellesleywater) for review from December 13, 2024, through January 10, 2025.

During the PCC, attendees were encouraged to ask questions verbally or via email.

A copy of the PCC materials, including the presentation slides, the notice, and survey, described in the following sections, can be found in Appendix A.

1.2 Notification of PCC #3

A Notice of PCC#3 was distributed to the project mailing list by email on November 27, 2024. Due to the Canada Postal Strike, for those on the project mailing list without an email address listed, hard copies were unable to be mailed. The notice was also published in the Woolwhich Observer and Wilmot Tavistock Gazette.

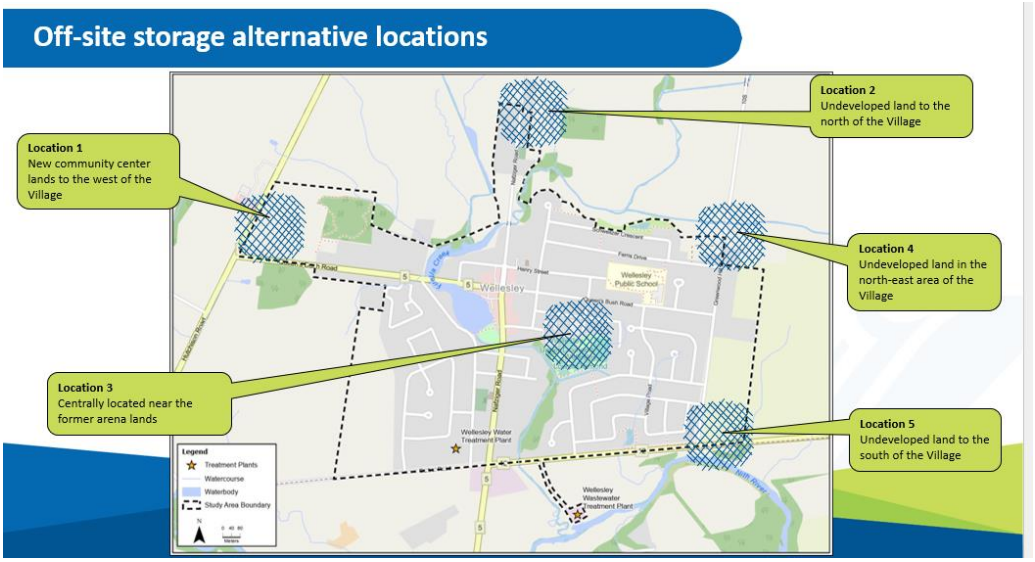
The project website also provided a link to the Engage Waterloo Region website. The Engage Waterloo Region website provided a registration link to PCC#3.

1.3 Survey

During the PCC presentation, attendees were directed to the Engage Waterloo Region website to access the survey and provide questions. The survey consisted of the following questions:

Q1. The highest scoring alternative to address water well capacity needs are: 1) to explore looking at increasing existing well capacity, and if needed 2) find new wells outside the urban area. Do you have anything to add?

Q2. The Bill Gies Recreation Center, Location 1, scored the highest for addressing off site storage.



Please share your thoughts on this evaluation.

Wastewater

Q3: At the treatment plant, the highest scoring alternative for managing influent flow was a new pump facility with equalization storage. This will require additional land with the location and size to be determined during a subsequent Class EA. Do you have any comment on this approach at this time?

Q4. Did we provide enough information on the selection of the preferred water and wastewater alternatives? Please let us know what additional information you would like to receive.

Q5: Please let us know of any other issues or concerns you have with regard to the master plan study.

The survey was available from December 13, 2024, through January 10, 2025.

2. Summary of Feedback

2.1 Survey Responses

The Engage Waterloo Region webpage for the project received 119 visitors and 0 responses to the survey questions.

2.2 Other Comments

During PCC#3, 3 verbal questions/comments were put forward. The questions/comments and responses to the questions/comments are provided in Table 1.

Table 1. Questions/comments received during PCC#3

Comment Received	Response
Are you able to identify these bottle neck local mains at a later PCC?	This is the final PCC planned for the Wellesley Water and Wastewater Master Plan. The bottle necks have been identified and are shown in the alternative solutions presented.
You mentioned that there are various bottle necks in the existing sanitary sewer system. Will these be addressed at a later date if the sanitary trunk main upsize option is the final option that is selected?	In addition to identifying alternatives for the Firella Creek Trunk Sewer, alternatives were identified to address the local pipe capacity needs. The evaluation results recommend managing local pipe capacity needs by implementing I/I reduction measures and other pipe capacity increases as necessary.
Does this or will this impact residents in St Clements?	No. St Clements is outside of the project study area.