

# **Regional Municipality of Waterloo**

## **East Boundary Road Corridor Study**

**Dundas Street at South Boundary Road to Townline Road  
City of Cambridge/Township of North Dumfries/Puslinch  
Township**

### **Information Package**

**Public Consultation Centre**

**Thursday, April 3, 2014**

**5:00 P.M. to 8:00 P.M.**

**at**

**Holy Spirit Catholic Elementary School**

**15 Gatehouse Drive**

**Cambridge, Ontario**



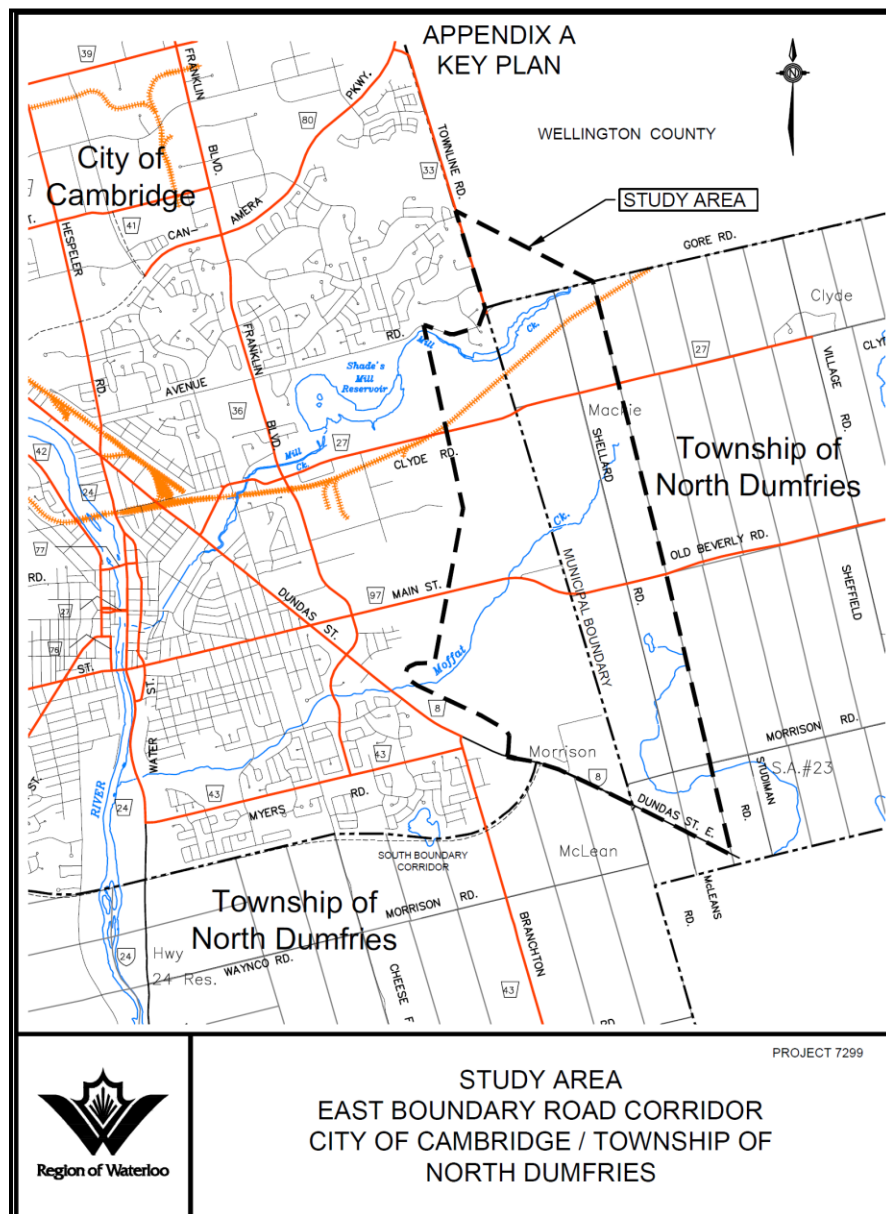
**Region of Waterloo**

There is a Comment Sheet at the back of this package. If you wish, please fill it out and deposit it in the designated box provided at this Consultation Centre. All names, addresses and comments will be included in material made available to the general public.

# Class Environmental Assessment East Boundary Road

## 1.0 What is the Purpose of this Public Consultation Centre (PCC)?

The Region of Waterloo is undertaking a Class Environmental Assessment (EA) study for the East Boundary Corridor from Dundas Street (Highway 8) at the proposed South Boundary Road Intersection to Townline Road in the City of Cambridge, the Township of North Dumfries and Puslinch Township (study area illustrated below). The study will follow the Class EA process (Schedule "C") as outlined in the Municipal Class Environmental Assessment, June 2000 as amended in 2007 document.



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The public is invited to this Consultation Centre which is a forum for you to provide input on the following:

- Identified study issues and problem statement;
- Alternative alignments being considered for the East Boundary Road Corridor; and
- Criteria to be used in the evaluation of the alternative alignments.

### **2.0 What is a Class Environmental Assessment?**

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The Class Environmental Assessment (EA) process is a formal process approved under the Ontario Environmental Assessment Act that must be undertaken in advance of any construction improvements to ensure that all reasonable alternatives are considered.

The Class EA provides the framework for municipalities to plan, design and construct municipal infrastructure projects. This project is being planned as a “Schedule C” Class EA project. For additional details regarding the Municipal Class EA process, please refer to Appendix A.

### **3.0 Who is Directing This Project?**

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A “Project Team” consisting of staff from the Region of Waterloo, City of Cambridge, Township of North Dumfries, Puslinch Township, Wellington County, Grand River Conservation Authority, and MTE Consultants, as well as Region of Waterloo Councilor Jane Brewer, City of Cambridge Councilor Gary Price and Township of North Dumfries Councilor Neil Ritchie, is directing this project.

### **4.0 How does this Project Relate to the Objectives of the Regional Official Plan and the Regional Transportation Master Plan?**

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During the last 10 years, south Cambridge has experienced rapid residential growth, and the east side of Cambridge is being planned for new development. As a result, the transportation network needs to be upgraded to meet current demands and accommodate future growth as identified in many studies and policies as well as accommodating traffic that is trying to bypass the City of Cambridge.

The initial concept for a bypass around the “City of Cambridge” was first identified in 1967 as part of a Planning Study undertaken by the City of Galt. In 1972, the Ministry of Transportation developed a Highway 8 bypass, connecting Highway 8 and Highway 24 to Highway 401. When responsibility for these roads shifted to the Region of Waterloo in 1988, it was revised into an arterial corridor concept around the east, west, and south sides of the City of Cambridge as approved in the 1994 Cambridge Area Transportation Study (CATS). Included in the recommendations was a north-south bypass on the east

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side of Cambridge that was just east of the City of Cambridge boundary in North Dumfries.

The 1999 Regional Transportation Master Plan (RTMP) has also identified the need for a North-South arterial, east of Franklin Boulevard in the City of Cambridge and the Township of North Dumfries.

In response to the transportation network needs identified in the RTMP, the Region of Waterloo initiated a Class EA Study in the City of Cambridge in 2000, called the Cambridge Area Routes Selection Study (CARSS). This study also identified a number of routes for an East Side Arterial Corridor east and west of the City of Cambridge boundary.

In 2004 a Detailed Transportation Network Review (DTNR) undertaken by the Region confirmed the need for an East Boundary Road. In addition, the Region Transportation Master Plan (2010 Update) also recommended the need for an East Boundary Road.

The 1995 Regional Official Policies Plan (ROPP) that is currently in effect as well as the new Regional Official Plan (ROP) that has been approved by the Province in 2010 but is currently under appeal, both identify a Proposed Regional Corridor (as illustrated on Map 9 of the ROPP and Map 5b of the ROP) for the East Boundary Road that is consistent with the alignment identified under previous studies. It essentially ties into the South Boundary Road at Dundas Street, and connects into Shellard Sideroad to the east, goes through Puslinch Township and ties into Townline Road. This route is currently shown in both the Region of Waterloo and Wellington County Official Plans. In summary, the need for an East Boundary Road has been firmly established through many previous studies; however, the exact alignment has not been identified through a Class Environmental Assessment. The Project Team has developed the following problem statement for the project, identifying the traffic and transportation needs to be addressed.

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### **Problem Statement**

Regional transportation studies dating back to the 1960s have all identified a future need for an arterial road connection on the east side of Cambridge between the south end of the City to Highway 401. This arterial road has commonly been referred to as the “East Boundary Road”. Recent transportation demand modelling results have confirmed that an arterial road on the east side of Cambridge is needed to alleviate forecasted north-south roadway capacity deficiencies on Hespeler Road and Franklin Boulevard, as well as improve access to the Regional road network for residents of the Southeast Galt Community area, and provide an alternative for goods movements to avoid traffic congestion in downtown Cambridge.

A route for an “East Boundary Road” needs to be confirmed to facilitate any proposed developments in the area and to protect the land for this future roadway. With the recent approval of the South Boundary Road between Highway 24 and Dundas Street south of Myers Road and the upgrades to Townline Road south of Highway 401 completed, a route between Dundas Street in the south, to Townline Road must be identified for this Regional Road.

## **5.0 Where in the Class EA Process Are We?**

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As identified above, the project is being completed in accordance with the requirements of a Schedule “C” Municipal Class EA process. The requirements of the first two phases of the project (i.e. Phase 1: Identify Problem or Opportunity and Phase 2: Develop Alternative Solutions to the Problem) have already been addressed and documented in previously completed studies including the CARSS, the Cambridge Area Transportation Study, Regional Transportation Master Plan, and the Detailed Transportation Network Review (DTNR). These studies have considered alternative methods of addressing the transportation demands such as transit, carpooling, cycling and walking. They all concluded that the Preferred Solution is a new road on the east side of Cambridge.

Because these studies have: (1) already established the need and justification for an East Boundary Corridor and (2) have looked at alternative methods of addressing this need, and consulted with stakeholders, the requirements of the first two phases of the East Boundary Corridor Class EA project may be considered as being fulfilled.

This study is undertaking Phase 3: Alternative Design Concepts for the Preferred Solution, and Phase 4: The Environmental Study Report documenting the study for public review.

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### **6.0 What are the Current Projects in the Area and What Impact Do They Have on This Project?**

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#### **Franklin Boulevard**

The Region of Waterloo completed the Franklin Boulevard Class EA study in 2011 from Myers Road to north of Pinebush Road, in the City of Cambridge. The approved plan that has been developed, addresses the existing traffic operations, future traffic demand and capacity improvements for Franklin Boulevard. Franklin Boulevard is currently the key north-south connection on the east side of Cambridge. Construction is proposed to start in 2015 and continue until 2020. However the traffic projections for Franklin Boulevard assume that an East Boundary Road (to the east of Franklin Boulevard) will be constructed in the future.

#### **South Boundary Road**

The Region of Waterloo completed the South Boundary Road Class EA study in 2013. The South Boundary Road Class EA established the corridor for a new road running along the south edge of the City of Cambridge from Water Street (Highway 24) to Dundas Street (Highway 8). The intersection of the South Boundary Road and Dundas Street was established as part of that study, and is the point where an East Boundary Road would connect in the south end. Detail design of the South Boundary Road is currently underway and construction of the west portion (Water Street to Franklin Boulevard) is scheduled to commence in 2015/2016 while the east portion (Franklin Boulevard to Dundas Street) is scheduled to start construction in 2022. Construction of the East Boundary Road is not currently scheduled in the Region's 10 year Transportation Capital Program and will not be programmed until after South Boundary Road is complete.

#### **Highway 24 Transportation Corridor Planning and Class EA**

The Ministry of Transportation (MTO) had initiated a Highway 24 Transportation Corridor Planning and Class EA Study from Highway 403 in Brantford to Highway 401 in Cambridge to develop a plan that addresses traffic capacity, operation and safety needs between Brantford and Cambridge. This study was put on hold for a period of time, but the MTO now has plans to re-initiate it. The construction of a future Highway 24 does not significantly impact the need for an East Boundary Road, as the East Boundary Road will not only serve as an arterial through the east side of Cambridge, but also serve local access purposes. However, the Project Team will be in contact with the MTO to coordinate the East Boundary Road with the new MTO study.

## **7.0 When is an East Boundary Road Needed?**

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The East Boundary Road is currently not scheduled for construction in the Region of Waterloo's Ten Year Transportation Capital Program. However the planning and identification of a proposed route is being undertaken now (as part of this study) to establish an East Boundary Road Corridor so that planning for future development can proceed knowing where the new road will be. Since the need for an East Boundary Road will be somewhat dependent on how and when development occurs, the construction of a new East Boundary Road will likely be phased and not all built at the same time.

## **8.0 What Are the Preliminary Alignment Concepts Being Considered for the East Boundary Corridor?**

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The Project Team looked at a number of constraints and opportunities in developing some Preliminary Alignment Concepts. Some of these constraints and opportunities include: Mill Creek, Moffat Creek, existing and new roadways, existing development, hydro corridors, heritage and archeological features, railways, wetlands and other natural environmental factors. The Project Team will continue to review and evaluate all constraints and opportunities during the EA process. These alignments are really just a "starting point", and public input is welcomed on these preliminary alignments as well as suggestions of any additional alternatives. Please refer to Appendix "B" and the display at this PCC for a plan showing the Preliminary Alignment Concepts. The following sections include a description of the Preliminary Alignment Concepts that were developed by the Project Team.

### **8.1 "Do Nothing"**

As part of any Class EA process, there is always a consideration of the "Do Nothing" alternative to assess what would happen if no action is taken to address the project concerns. This assessment provides a baseline against which the other project alternatives can be measured. Although the previous studies undertaken have already identified the need for a new East Boundary Road, the Do-Nothing alternative will continue to be considered for comparison purposes.

### **8.2 Route A - "Eastern Alignment"**

Route A follows the route illustrated in the Region of Waterloo and Wellington County Official Plans. It ties into the current proposed location of the South Boundary Road at Dundas Street, goes eastward utilizing a portion of Ripplewood Road and ties into Shellard Sideroad. It then travels north on Shellard Sideroad going through Puslinch Township at the intersection of Gore Road and ties into Townline Road near Saginaw Parkway. This route will utilize and expand upon the existing crossings of Moffat Creek, Mill Creek and the CPR tracks. This route impacts existing communities along Shellard Sideroad.

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### **8.3 Route B – “Western Alignment”**

Route B is a western alignment that ties into the South Boundary Road at Dundas Street and follows a proposed City collector road (Wesley Boulevard). It then follows the eastern edge of the Cambridge Landfill Site, utilizes a portion of the Hydro One Corridor and travels eastward tying into Townline Road at the Cambridge/North Dumfries Boundary. This route is intended to replace an already-approved crossing of Moffat Creek near the proposed Wesley Boulevard, and will require a new crossing of Mill Creek (near dammed portion of the creek) near the rear lots of Grandy Lane. It will also require a new crossing of the CPR tracks. The City of Cambridge has expressed significant concerns regarding this alignment and the impact it will have on their proposed community campus as well as other existing and proposed developments in the adjacent area. Construction of this route may make the community campus unviable. The City of Cambridge’s detailed concerns with Route B will be a significant factor in the evaluation process when all municipal, agency and public comments and concerns are taken into consideration.

### **8.4 Route C – “Central Alignment**

Route C ties into the South Boundary Road at Dundas Street, then travels northeast to eventually follow the Cambridge North Dumfries Boundary and tying into Townline Road. This route will require a new crossing of Moffat Creek as well as a new crossing of Mill Creek (at dammed portion) near the rear lots of Grandy Lane. It will also require a new crossing of the CPR tracks.

### **8.5 Route D – “Hydro One Corridor”**

Route D ties into the South Boundary Road at Dundas Street then travels northeast to eventually follow the Hydro One Corridor until approximately Clyde Road where it ties into Route C near the Mill Creek crossing to tie into Townline Road. The northern portion of this alignment is shared with Route B. This route will require a new crossing of Moffat Creek as well as a new crossing of Mill Creek (at dammed portion) near the rear lots of Grandy Lane. It will also require a new crossing of the CPR tracks.

### **8.6 “Hyrbid” Alignment Concepts**

A number of other short alignments connecting Route A and Route C are also being considered. In addition, a short alignment concept for Route A crossing Moffat Creek further east than Shellard Sideroad is also being considered.

### **8.7 CP Rail Crossings**

All the proposed alignments must cross the existing CP Rail Line north of Clyde Road. Route A is proposed to use the existing Shellard Sideroad crossing location, but all other routes will require a new crossing location. Each proposed new crossing will be examined for either an “at-grade” (level) crossing, or a “grade separation” (bridge). The need for an at-grade or grade separated crossing will be dictated by the amount of

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vehicle traffic and train traffic as part of detail design. Both an at-grade and grade separated crossing will be examined as part of this study, with the potential for an initial at-grade crossing (if traffic volumes dictate) with provisions for a future grade separation.

### **8.8 Roundabouts**

Roundabout intersections will also be considered. Roundabouts are becoming more common in the Region of Waterloo. Roundabouts are characterized by the lack of traffic signals and a circulating roadway providing the ability for continual traffic flow through the intersection, as well as reducing severe collisions.

## **9.0 Will Cycling and Pedestrian Facilities be Incorporated into the Design?**

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The East Boundary Road will accommodate all modes of transportation such as walking, cycling, transit, and automobile. As part of this EA process the Region will consider sidewalks, multi-use trails and landscaping in the preliminary design. The Region of Waterloo is committed to providing a more integrated, sustainable and convenient transportation system. This improved system will provide improved access to jobs and services, and help to address increasing traffic congestion.

## **10.0 Have any Natural Environmental Inventories been Completed?**

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Preliminary environmental mapping of the study area has been compiled based on the review of background information from the Ministry of Natural Resources (MNR), Grand River Conservation Authority (GRCA), Region of Waterloo and various studies previously completed in the vicinity of the study area. GRCA and MNR (Land Information Ontario) GIS mapping was consulted and transferred to provide an understanding of the various land form based constraints within the study area. In addition, various natural heritage surveys were completed throughout the spring and summer of 2012 to gain an understanding of specific natural heritage features and functions that were identified during preliminary background information mapping. These surveys included spring amphibian call surveys, breeding bird surveys, preliminary Ecological Land Classification and cursory vegetation surveys, and species at risk observations.

In 2013, field work was completed at additional stations within the overall study area to provide additional natural heritage data that will be taken into consideration as the study moves towards formulation and assessment of preliminary alignment options.

Further environmental inventories are to be completed in the spring, summer and fall of 2014 (including botanical, breeding bird, and breeding amphibian survey) as well as additional observations of area wildlife.

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Reports will be available at the PCC and will be accessible via our website [Region of Waterloo](#) after the PCC.

### **11.0 Are there any Natural Environment Corridors in the Study Area?**

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Two large natural heritage system corridors traverse the Study Area. The Provincially Significant Mill Creek Wetland Complex Corridor surrounds Mill Creek and enters the north boundary of the study area at the intersection of Gore Road and Shellard Road. The Provincially Significant Wetland (PSW) at Moffat Creek enters the middle portion of the study area at Shellard Road. In the southeast corner of the study area, smaller wetland pockets associated with the Sheffield-Rockton Complex PSW surround headwater area of Fairchild Creek at Shellard Road near Dundas Street.

The Mill Creek PSW complex surrounds Mill Creek proper and its tributaries. Immediately to the northeast of the Study Area, a large portion of the Mill Creek PSW also contains the Galt (Mill) Creek and Forests Life Science Area of Natural and Scientific Interest (ANSI). While this ANSI lies just outside of the present Study Area boundary, its presence on adjacent lands should be taken into consideration during the EA study.

Traversing the mid-portion of the study area in a northeast to southwest direction, the Moffat Creek PSW surrounds the main stem of Moffat Creek. Smaller pockets of wetland also associated with this complex are located away from the creek, in the vicinity of the east end of Savage Drive and the south end of Doobie Drive.

In the southeast corner of the Study Area to the south of Old Beverly Road, are several wetland pockets of the Sheffield-Rockton PSW Complex. These wetland areas are associated with the headwaters of Fairchild Creek, a warmwater stream system that enters the Grand River downstream of Brantford. Please see the displays at the Public Consultation Centre to view maps of the significant natural environment within the study area.

### **12.0 Are there any Potential Developments in the Vicinity of the Study Area?**

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There are a number of proposed or partially completed developments within the Study Area, concentrated mainly in the southwest corner of the Study Area. Each of these developments are in various stages of approvals. The City's "Southeast Galt Community Plan" is also located in this area. Please see the displays at the Public Consultation Centre to view maps of the significant natural environment within the study area.

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**13.0 Are there any Buildings of Heritage Significance within the Study Area?**

A Cultural Heritage Resource Inventory identified several buildings within the Study Area that have either “medium” or “high” heritage significance. In general, the buildings are mid-1800 stone farmhouses built by earlier settlers in the area. Any impacts to buildings of heritage significance will be determined as the study progresses. Every effort will be made to avoid and/or mitigate negative impacts to identified areas of heritage significance.

Reports will be available at the PCC and will be accessible via the Region’s website [Region of Waterloo](#) after the PCC.

**14.0 How Will the Various Alternative Alignments be Evaluated?**

The various alternatives alignment concepts will be assessed against a set of evaluation criteria to determine which alignment, singly or in combination with other alignments, best addresses the need for an East Boundary Road and the surrounding transportation network. The evaluation criteria will include the following:

| <b>Evaluation Criteria for East Boundary Road Class EA Study</b> |  |
|--|--|
|  | <b>Study Element</b>   |
| <b>1) Natural Environment</b>                                    | How does the alternative affect existing vegetation, water quality, source (ground) water resources, wildlife and aquatic habitat, wetlands, terrestrial resources, woodlands, species at risk, surface drainage and existing floodplains?     |
| <b>2) Social Environment</b>                                     | <b>Community Impacts</b> – What impacts will the alternative have on the local community i.e. noise, property requirements, etc.?<br><b>Access</b> – How does the alternative impact access to existing residences, businesses and industries? |
|  | <b>Development/Property</b> – Will the alternative fragment land and/or limit development opportunities?   |
| <b>3) Heritage/Archaeological/Cultural Environment</b>           | What are the potential impacts on the heritage significance of heritage structures or landscapes and the potential disturbance of archaeological resources?  |
| <b>4) Traffic Capacity, Operations and Safety</b>                | How does the alternative serve the expected vehicular, transit, pedestrian and cycling traffic needs?<br>Does the alternative efficiently and safely handle the forecasted traffic from existing and   |

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| <b>Evaluation Criteria for East Boundary Road Class EA Study</b>  |  |
|---|--|
|   |  |
| <b>Study Element</b>  |  |
| future development properties?  |  |
| <b>5) Costs</b>   |  |
| How does the alternative compare with anticipated capital costs, property costs and utility relocation costs? |  |

### **15.0 What Happens if Property is Required?**

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While it is the intent of the design process to minimize as much as possible the need to obtain property for the East Boundary Road or any of the sidestreets within the study limits, most of the alternative alignment concepts being considered require obtaining or widening the road allowance onto private property, obtaining temporary easements during the construction period or in some cases outright purchase of entire properties. In areas where property is required, the property owner will be contacted directly by the Region of Waterloo's Land Purchasing Officer. Compensation will be provided at fair market rates based on recent similar area sales. Please refer to Appendix "C" for further information on the property acquisition process.

### **16.0 What are the Next Steps in the Project?**

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The Project Team will use the comments received from today's Consultation Centre, along with other input received from the public and approval agencies as well as technical data, to further refine the alternative road alignment concepts and evaluation criteria and to identify a Preferred Alignment Concept. Some of the next tasks to be arranged include additional natural environmental inventories and further discussions with external agencies including Hydro One, MNR, GRCA, CP Rail and others. The Preferred Alignment Concept will be presented at a Second Public Consultation Centre to be held later in 2014 or early 2015.

### **17.0 How Will I Receive Further Notification Regarding This Project?**

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All property owners within the Study Area and members of the public registering at this Public Consultation Centre will receive any forthcoming additional information, and be notified of future meetings. Advertisements will also be placed in local newspapers advising the public of the upcoming Public Meetings and availability of the final Environmental Study Report for the East Boundary Road Class EA study.

## **18.0 How Can I Voice My Comments At This Stage?**

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In order to assist us in addressing any comments or concerns you might have regarding this project, we ask that you please fill out the attached Comment Sheet and leave it in the box provided at the registration table. Alternatively you can mail, fax or e-mail your comments to one of the Project Team members listed below, no later than April 17, 2014.

We thank you for your involvement and should you have any questions or concerns please contact:

Mr. Marcos Kroker P.Eng.  
Acting Head, Transportation Expansion  
Region of Waterloo  
150 Frederick Street, 6th Floor  
Kitchener, ON N2G 4J3  
Telephone: (519) 575-4750  
Fax: (519) 575-4430  
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Mr. Dave Hallman, P. Eng.,  
Vice President, Municipal  
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Kitchener, ON N2B 3X9  
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Fax: (519) 743-6513  
Email: [dhallman@mte85.com](mailto:dhallman@mte85.com)

## **19.0 How Can I View Project Information Following the PCC?**

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All of the PCC display materials in addition to other relevant project information, notifications of upcoming meetings and contact information are available for viewing at the Region of Waterloo municipal offices as identified above, or on the Regional Municipality of Waterloo's website ([Region of Waterloo](#)).

## **Appendix A**

### **Municipal Class Environmental Assessment Process**

#### **Ontario Environmental Assessment Act**

The purpose of the Ontario Environmental Assessment Act (EA Act) is to provide for “the betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management of the environment in Ontario”. Environment is applied broadly and includes the natural, social, cultural, built and economic components.

The key principles of successful environmental assessment planning include:

- Consultation with stakeholders and affected members of the public;
- Consideration of a reasonable range of alternatives;
- Assessment of the environmental impacts for each alternative;
- Systematic evaluation of alternatives; and
- Clear documentation of the process followed.

#### **Municipal Class Environmental Assessment (EA)**

The Municipal Class EA is a planning process approved under the Environmental Assessment Act that is used by municipalities to plan infrastructure enhancement projects while satisfying the requirements of the Environmental Assessment Act. Under the Class EA process, projects are planned in one of three ways depending on their scope, complexity, and potential for adverse environmental impacts.

Schedule “A” - Includes routine maintenance, operation and emergency activities.

- The Municipality can proceed with this work without further approval or public consultation.

Schedule “B” - Includes projects with the potential for some adverse environmental effects.

- These projects are subject to a screening process that includes consultation with directly affected public and agencies.

Schedule “C” - Includes larger, more complex projects with the potential for significant environmental effects.

- These projects are subject to all phases of the Class EA and require a minimum of 3 points of public contact.

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Public Involvement**

Members of the public that have a stake in the project are encouraged to provide comment throughout the Class EA process. For Schedule “C” projects there are a minimum of three (3) opportunities for public contact. These typically include two Public Consultation Centre’s and the Notice of Study Completion.

**Class EA Process for Schedule “C” Projects**

**Change in Project Status – Appeal Provision**

It is recommended that all stakeholders (including the proponent, public and review agencies) work together to determine the preferred means of addressing a problem or opportunity. If you have any concerns, you should discuss them with the proponent and try to resolve them. In the event that there are major issues which cannot be resolved, you may request the Minister of the Environment by order to require a proponent to comply with Part II of the EA Act before proceeding with a proposed undertaking which has been subject to Class EA requirements. This is called a “Part II Order”. The Minister will make one of the following decisions:

1. Deny the request (with or without conditions);
2. Refer the matter to mediation; or
3. Require the proponent to comply with Part II of the EA Act, ordering a full Environmental Assessment.

All stakeholders are urged to try to resolve issues since it is preferable for them to be resolved by the municipality in which a project is located, rather than at the provincial level.

To request a Part II Order, a person must send a written request to :

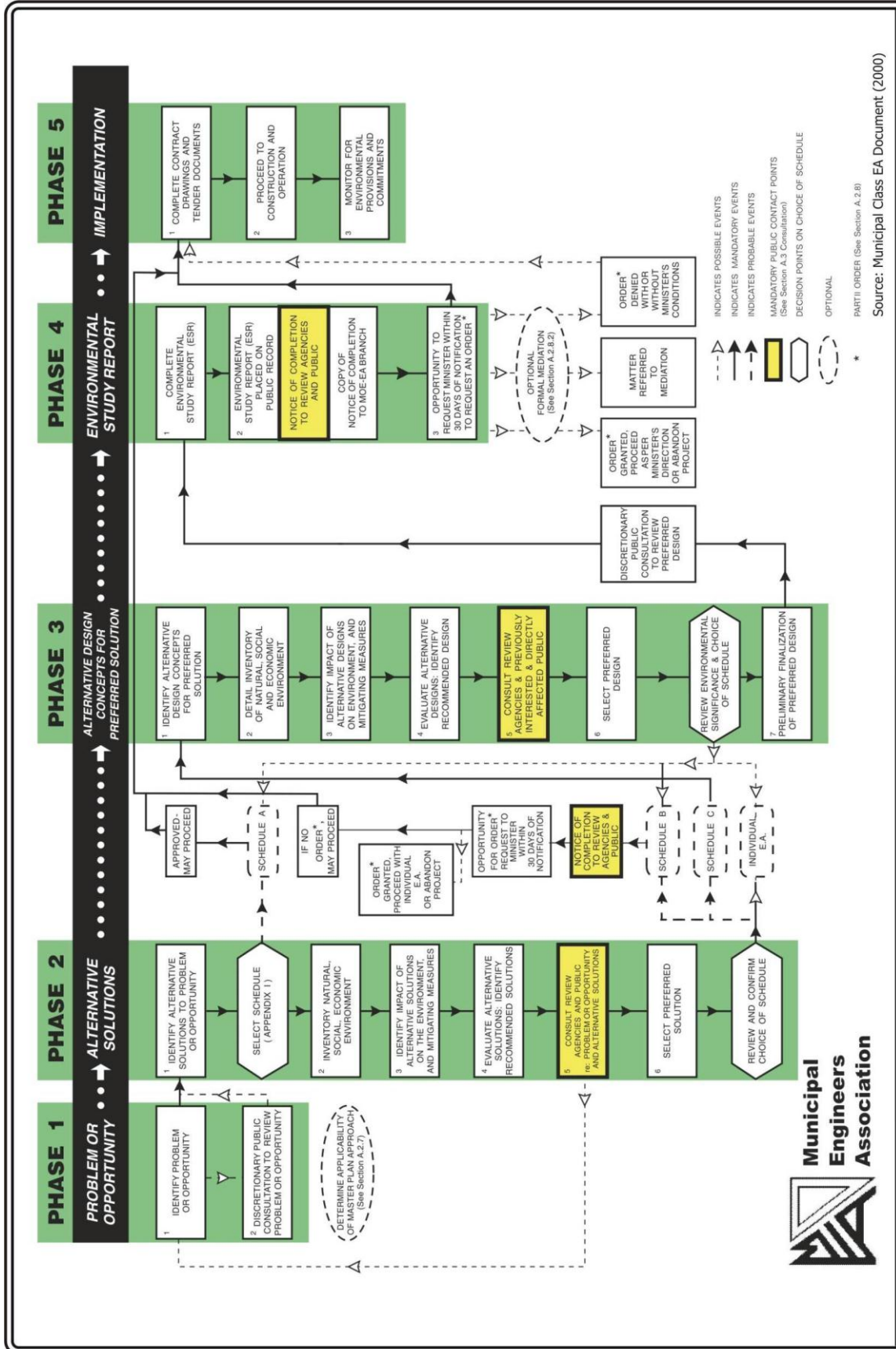
Minister of the Environment  
135 St. Clair Avenue West  
12<sup>th</sup> Floor  
Toronto, ON  
M4V 1P5

The request must address the following with respect to the identified concerns:

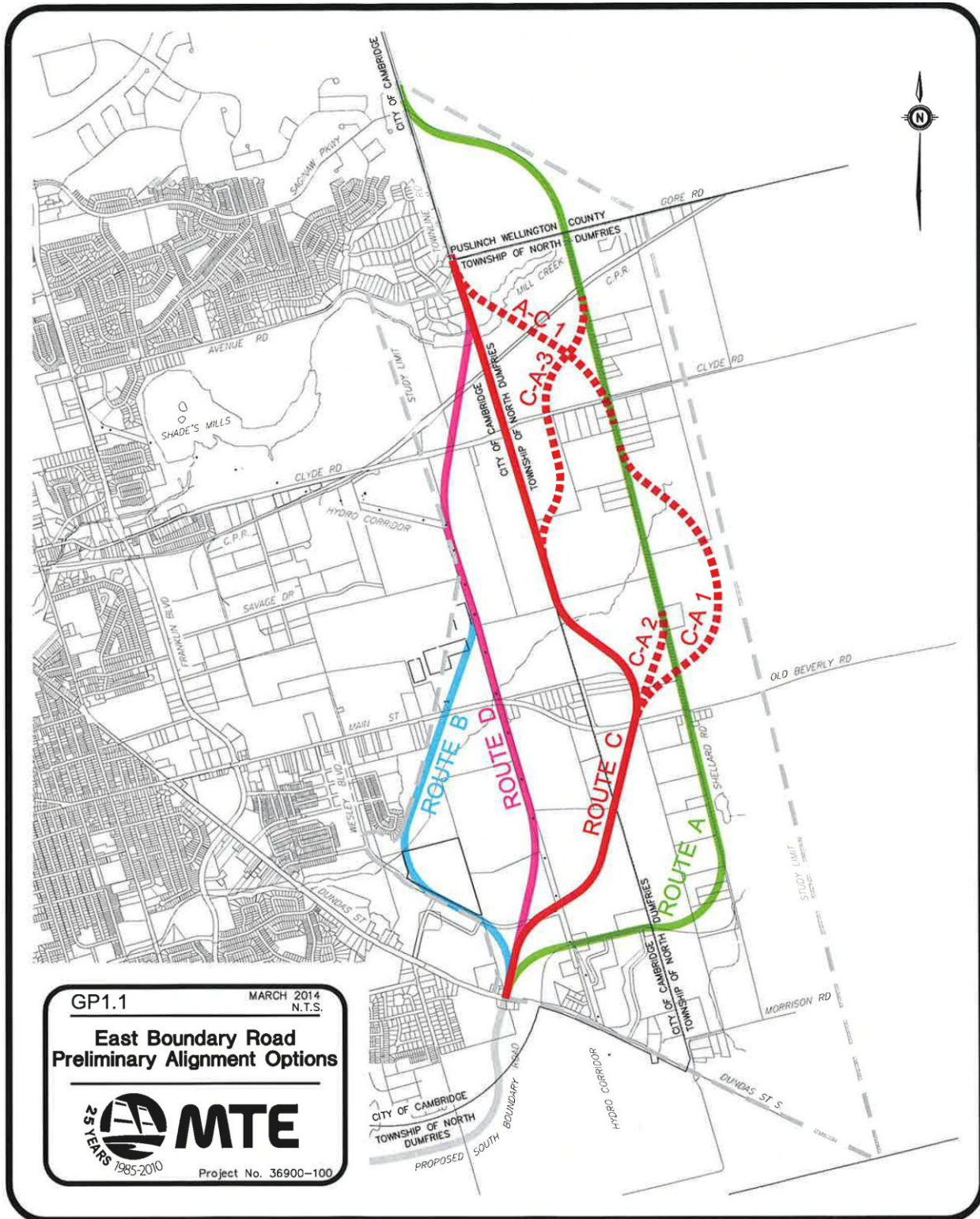
- Environmental Impacts and specific concerns;
- Adequacy of the planning and public consultation process;
- Involvement of the person in the planning process; and

Details of discussions held between the person and the proponent.

# Class Environmental Assessment East Boundary Road



Appendix B



## **Appendix C**

### **Property Acquisition Process Information Sheet**

The following information is provided as a general overview of the property acquisition process and is not legal advice. Further, the steps, timing and processes can vary depending on the individual circumstances of each case.

Once the Recommended Design Concept has been approved, the property acquisition process and the efforts of Regional Real Estate staff will focus on acquiring the required lands to implement the approved design. Regional staff cannot make fundamental amendments or changes to the approved design concept.

#### **Property Impact Plans**

After the project has been approved and as it approaches final design, the project planners will generate drawings and sketches indicating what lands and interests need to be acquired from each affected property to undertake the project. These drawings are referred to as Property Impact Plans (PIP).

#### **Initial Owner Contact by Regional Real Estate Staff**

Once the PIPs are available, Regional Real Estate staff will contact the affected property owners by telephone and mail to introduce themselves and set-up initial meetings to discuss the project and proposed acquisitions.

#### **Initial Meetings**

The initial meeting is attended by the project engineer and the assigned real estate staff person to brief the owner on the project, what part of their lands are to be acquired or will be affected, what work will be undertaken, when, with what equipment, etc. and to answer any questions. The primary purpose of the meeting is to listen to the owner and identify issues, concerns, effects of the proposed acquisition on remaining lands and businesses that can be feasibly mitigated and/or compensated, and how the remaining property may be restored. These discussions may require additional meetings. The goal of staff is to work with the owner to reach mutually agreeable solutions.

#### **Goal – Fair and Equitable Settlement for All Parties**

The goal is always to reach a fair and equitable agreement for both the property owner and the Region. Such an agreement will provide compensation for the fair market value of the lands and address the project impacts (such as repairing or replacing landscaping, fencing, paving) so that the property owner will receive the value of the lands acquired and the restoration of their remaining property to the condition it was prior to the Project.

The initial meetings will form the basis of an initial offer of settlement or agreement of purchase and sale for the required lands or interests.

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### **Steps Toward Offer of Settlement or Agreement of Purchase and Sale**

The general steps towards such an offer are as follows;

- 1) the Region will obtain an independent appraisal of the fair market value of the lands and interests to be acquired, and an appraisal of any effect on the value of the rest of the property resulting from the acquisition of the required lands and interests;
- 2) compensation will be estimated and/or works to minimize other effects will be defined and agreed to by the property owner and the Region;
- 3) reasonable costs of the owner will be included in any compensation settlement;
- 4) an offer with a purchase price and any other compensation or works in lieu of compensation will be submitted to the property owner for consideration; and
- 5) an Agreement will be finalized with any additional discussion, valuations, etc. as may be required.

Depending on the amount of compensation, most agreements will require the approval of Council. The approval is undertaken in Closed Session which is not open to the public to ensure a level of confidentiality.

### **Expropriation**

Due to the time constraints of these projects, it is the practice of the Region to commence the expropriation process in parallel with the negotiation process to insure that lands and interests are acquired in time for commencement of the Project. Typically, over 90% of all required lands and interests are acquired through the negotiation process. Even after lands and interests have been acquired through expropriation an agreement on compensation can be reached through negotiation, this is usually referred to as a 'settlement agreement'.

Put simply, an expropriation is the transfer of lands or an easement to a governmental authority for reasonable compensation, including payment of fair market value for the transferred lands, without the consent of the property owner being required. In the case of expropriations by municipalities such as the Region of Waterloo, the process set out in the Ontario *Expropriations Act* must be followed to ensure that the rights of the property owners provided under that *Act* are protected.

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**Comment Sheet**

**Regional Municipality of Waterloo**

**East Boundary Road Class Environmental Assessment**

**Cambridge/North Dumfries/Puslinch**

**Public Consultation Centre #1 – April 3, 2014**

Please complete and hand in this sheet so that your views can be considered for this project. If you cannot complete your comments today, please take this home and mail, fax or e-mail your comments by **April 17, 2014** to either:

Mr. Marcos Kroker P.Eng.  
Acting Head, Transportation Exp.  
Region of Waterloo  
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1. Do you think there are any other problems or needs that should be considered and added to the project Problem Statement?

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2. Do you have any additional suggestions for possible solutions or alternative alignments to address the problem/needs?

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**Class Environmental Assessment  
East Boundary Road**

3. Are there any other Evaluation Criteria that you think should be considered?

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4. What are the 3 most important criteria that you feel should be considered when the alternatives are being analyzed?

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5. Are there any other general comments you have on this project?

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Do you wish to be placed on the mailing list for this project? Yes  No

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone & email:** \_\_\_\_\_

**Thank you for your interest and time.**

**Collection Notice**

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