Due to COVID-19 and recommendations by Waterloo Region Public Health to exercise social distancing, members of the public are invited to submit written comments or requests to delegate via telephone related to items on the agenda.

The public wishing to speak at Council may complete an online Delegation Request form no later than 12:00 p.m. on the day of the meeting for Special Council Meetings occurring at 5:00 p.m. and no later than 12:00 p.m. the day before the meeting for Special Council –Statutory Public Meetings occurring at 10:00 a.m.

All written delegation submissions will be provided to the Mayor and Council prior to the meeting, and will form part of the public record.

Meeting Called to Order

Disclosure of Pecuniary Interest

Presentations

1. David Marskell, THEMUSEUM re: The Exclusive Canadian Date for The Rolling Stones Exhibition
2. Mary-Jane Patterson, Reep Green Solutions re: 21-003(IFS) Reep Green Solutions 20+ Years of Community Action Impact Report
3. Minto Schneider, Explore Waterloo Region re: Annual Explore Waterloo Region Update

Consent Procedure

1. Cambridge Accessibility Advisory Committee Minutes- January 25, 2021 PP.1
2. 21-021(CRS) Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2020 PP.5
4. 21-058 (CD) Intergenerational Program, PeopleCare Inc. and the City of Cambridge, Partnership Agreement PP.33
5. 21-099(CRS) Audit and Accountability Fund- Second Intake PP.38

Consideration of Reports

Community Development

6. 21-077(CD) – Request to Alter a Part V Designated Property – 35-37 and 39 Main Street and Request for Funding from the Heritage Conservation Reserve Fund PP.44
7. 21-069(CD) – 124 Compass Trail Part Lot Control, River Mill Development Corporation PP.101
8. 21-065(CD) Regional Official Plan Review Project – Employment Strategy – City of Cambridge Opportunity to Respond PP.113

Corporate Enterprise

9. 21-020 (CRE) Business Improvement Area By-Law Update PP.166
10. 21-043(CRE) Enhanced BRP Funding – 35-37 Main Street and 39 Main Street PP.179
11. 21-010(CRE) – Cambridge Economic Response Plan Activities PP.188

Corporate Services

12. 21-060 (CRS) Appointment of Council Representatives to the Region of Waterloo 2021 Project Teams PP.207
13. 21-103(CRS) Revised Schedule of Special Council Meetings for May-December 2021 PP.217

Infrastructure Services
Unfinished Business

Notice of Motion

Introduction and Consideration of By-laws

21-016 Being a by-law of the Corporation of the City of Cambridge to provide for the amendment of the established regulations of the Boards of Management” for the “Downtown Cambridge, Preston Towne Centre, Hespeler Village Business Improvement Areas” and to repeal and replace By-Laws 142-98, 141-98, and 114-06. PP.229

21-017 Being a By-law of the Corporation of the City of Cambridge to amend Zoning By-law No. 150-85, as amended, with respect to lands municipally known as 408-416 Dundas Street South, City of Cambridge PP.238

21-018 Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – 124 Compass Trail. PP. 242

Confirmatory By-law

21-019 Being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge PP.247

Close of Meeting
Committee Members in Attendance: Councillor Shannon Adshade, Councillor Devine, Sheri-Lyn Roberts, John Dunham, Nathan M. Packiya, Scott Lindsay, Robert Rappolt, Erin Moerman, Jaime Griffis, Joyce Barlow, Dan Lajoie, Joyce Haynes, Robert Rappolt and Barb Chapman.

Regrets:

Members Absent: Tom Livingston

Staff Members in Attendance: Vanessa Lopak - Accessibility and Diversity Supervisor, Robyn Hyland- Inclusion Coordinator, Briar Allison- Council Committee Services Coordinator, Archana Chaudhary, Project Manager and Kevin De Leebeeck, Director of Engineering.

Meeting Called to Order

The meeting of the Accessibility Advisory Committee of the Corporation of the City of Cambridge was held virtually via Zoom. Committee Chair Sheri-Lyn Roberts welcomed everyone present and called the meeting to order at 1:02 p.m. and the meeting adjourned at 2:37 pm.

Disclosure of Interest

There were no declarations of pecuniary interests / conflicts of interest.

Presentations

None

Delegations

None

Minutes of Previous Meeting

Moved by: Councillor Adshade
Seconded by: Jaime Griffis
THAT the minutes of the Cambridge Accessibility Advisory Committee meeting of December 14, 2020 be adopted.

CARRIED

**Election of Chair and Vice Chair**

Sheri-Lyn Roberts was nominated by Councillor Devine and declined the nomination. Dan Lajoie was elected by acclamation as Chair of the Cambridge Accessibility Advisory Committee for the term of 2021.

Sheri-Lyn Roberts was elected by acclamation as Vice-Chair of the Cambridge Accessibility Advisory Committee for the term of 2021.

**Agenda Items**

6.1. **Introduction of new Director of Engineering - Kevin De Leebeeck, Director of Engineering**

   Kevin was introduced to the committee and provided remarks regarding the engineering division and their support of accessibility.

6.2. **Preston Auditorium – Archana Chaudhary, Project Manager, Recreation Facilities**

   Archana provided the design overview and advised of next steps. In her presentation Archana provided an aerial view of the site, the proposed site plan and three separate site plan options.

   A question and answer period between the committee and Archana. Archana advised that she will take all points raised into consideration in the detailed design phase.

   Discussion also took place regarding at what time the AAC is to be consulted in reference to capital projects. Robyn is to meet with Mary Kennedy, PMO Analyst, to better determine at what point the AAC are to be consulted.

**MOTION**

Moved by: Dan Lajoie

Seconded by: Robert Rappolt
THAT the Cambridge Accessibility Advisory Committee form a working group to evaluate capital projects;

AND THAT this working group be comprised of no more than six people;

AND FURTHER THAT this working group meet up until June 2021.

CARRIED

6.3. Terms of Reference – Robyn Hyland, Inclusion Coordinator

MOTION

Moved by: Sheri-Lyn Roberts
Seconded by: Joyce Barlow

THAT the Cambridge Accessibility Advisory Committee approve the Terms of Reference, as amended.

CARRIED

6.4. Snow Removal Sub-Committee – Sheri-Lynn Roberts, CAAC Chair, Dan Lajoie, CAAC Vice-Chair

Dan provided details pertaining to the administration of the sub-committee.

MOTION

Moved by: Dan Lajoie
Seconded by: Joyce Barlow

THAT the Cambridge Accessibility Advisory Committee form a subcommittee to research and propose revisions to the city of Cambridge snow removal bylaw 168-08;

AND THAT the subcommittee should begin its work in February 2021 and conclude no later than June 2022;

AND THAT the subcommittee shall comprise a staff member from the city of Cambridge and at least 3 members and no more than 5 members of the Accessibility Advisory Committee, including one member to act as committee Chair;
AND FURTHER THAT the subcommittee shall report its findings to the Accessibility Advisory Committee.

CARRIED

Other Business

7.1 Chair’s Report

Dan shared an experience as Virtual Santa.

7.2 Councillor’s Report

None.

7.3 Staff Report

None.

Next Meeting

Date & Time: February 22, 2021 from 1 – 3 pm

Location: Zoom.

Close of Meeting

Moved by: Robert Rappolt

Seconded by: Barb Chapman

THAT the Cambridge Accessibility Advisory Committee meeting of January 25, 2021 be adjourned at 2:37 pm.

CARRIED

Chair
Sheri-Lyn Roberts

Council Committee Services Coordinator
Briar Allison
To: COUNCIL

Meeting Date: 03/16/21

Subject: Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2020

Submitted By: Sheryl Ayres, Chief Financial Officer

Prepared By: Tyler Harding, Financial Analyst

Report No.: 21-021(CRS)

File No.: C1101

Recommendation(s)

THAT Council report 21-021(CRS), re: Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2020 be received for information.

Executive Summary

Purpose

- The purpose of this report is to provide the statement of remuneration and expenses for the preceding year paid to the members of Council and Council appointments to boards and other bodies, in respect of his or her service as a member of Council or any local boards. This is a requirement per The Municipal Act, Section 284(1).

Key Findings

- The Honorariums and Expenditures of Council Members and Council Appointees Report for the City of Cambridge disseminates information to the public on financial activities of the City of Cambridge’s Council Members and to each person appointed to local boards, for the year ended 2020.

Financial Implications

- The expenditures contained in this report are within the 2020 approved annual budget.
Background

The Municipal Act, Section 284(1) requires that the Treasurer submit a statement of remuneration and expenses for the preceding year paid to the members of Council and Council appointments to boards and other bodies, in respect of his or her service as a member of Council or any local boards. The statement must be presented on or before March 31st for remuneration and expenses paid in the previous year.

Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.5 Focus on the responsible management of financial resources, ensuring transparency and accountability.

The Honorariums and Expenditures of Council Members and Council Appointees Report for the City of Cambridge applies to objective 2.5 as it disseminates information to the public on financial activities of the City of Cambridge’s Council Members and to each person appointed to local boards, for the year ended 2020.

Comments

A copy of the itemized statement of Honorariums and Expenditures of Council Members and Council Appointees for the year ended December 31, 2020 is attached to this report. The annual honorariums and expenditures for 2020 align with the City’s annual budget and approved policy.

As a result of COVID-19 and a cost containment plan approved by Council early in the pandemic, overall expenditures for 2020 are lower than previous years. This is due to a number of factors such as a reduction in honorariums as a result of less meetings being held, lower participation at conferences and seminars, no expenses related to travel to conferences as formats were changed to virtual opportunities and a reduction in miscellaneous expenses such as meal allowances.

Existing Policy/By-Law

Remuneration paid to Members of Council during 2020 was authorized by By-Law number 184-18, and By-Law 186-18 authorizes participation in the OMERS pension
plan for members of Council. Policy COR-130.110 allows for members of Council to attend up to two conferences per year.

**Financial Impact**

As per Policy COR-130.110, Council may attend up to two conferences per year. The Mayor is also given a yearly expense allowance of up to $4,300 while Councillors are given a yearly expense allowance of up to $2,500 for which receipts must be submitted. This allowance is pro-rated for partial service if necessary. The expenditures contained in this report are within the 2020 approved annual budget. Council also appoints members to other committees. No remuneration or expenses have been identified for these appointed roles in 2020.

**Public Input**

Posted publicly as part of the report process.

**Internal/External Consultation**

Individual Members of Council were given an opportunity to review their specific expenditures and report any errors and/or omissions to the Financial Services Division prior to inclusion in this report to Council.

**Conclusion**

The Statement of Honorariums and Expenditures of Council Members and Council Appointees for the year 2020 is presented, which meets the requirements of the Municipal Act, 2001, Section 284(1).

**Signature**

**Division Approval**

Name: Sheryl Ayres, CPA, CGA  
Title: Chief Financial Officer
Departmental Approval

Name:  Dave Bush  
Title:  Deputy City Manager, Corporate Services

City Manager Approval

Name:  David Calder  
Title:  City Manager

Attachments

- Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2020
## INDEX

| Honorariums & Expenditures of Council Members and Council Appointees | 1 |
| Expenditures of Library Board of Trustees and Hydro Board of Directors | 2 |
| Individual Councillor Honorariums & Expenditures | |
| Mayor McGarry | 3 |
| Shannon Adshade | 4 |
| Mike Devine | 5 |
| Nicholas Ermeta | 6 |
| Jan Liggett | 7 |
| Mike Mann | 8 |
| Scott Hamilton | 9 |
| Donna Reid | 10 |
| Pam Wolf | 11 |
The Corporation of the City of Cambridge  
Honorariums and Expenditures of Council Members and Council Appointees  
For the Period Ended December 31, 2020

### Members of Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Honorarium</th>
<th>Conferences, Allowance</th>
<th>Seminars</th>
<th>Miscellaneous &amp; Allowance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Kathryn McGarry</td>
<td>$104,553</td>
<td>$611</td>
<td>$30,719</td>
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<td>$135,883</td>
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<tr>
<td>Shannon Adshade</td>
<td>42,442</td>
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<td>12,068</td>
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<td>11,948</td>
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<td>611</td>
<td>12,728</td>
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<td>55,781</td>
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<td>11,462</td>
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<td>53,904</td>
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</table>

**Subtotal**                           $409,973                      $1,833                      $105,890                      $517,696

### Council Appointees

#### Committee of Adjustment

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<tr>
<th>Name</th>
<th>Honorarium</th>
<th>Conferences, Allowance</th>
<th>Seminars</th>
<th>Miscellaneous &amp; Allowance</th>
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<tbody>
<tr>
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<td>-</td>
<td>$550</td>
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<td>Sandi Nicholls</td>
<td>800</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Donald Drackley</td>
<td>675</td>
<td>-</td>
<td>-</td>
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<td>675</td>
</tr>
<tr>
<td>Danette Dalton</td>
<td>600</td>
<td>-</td>
<td>-</td>
<td></td>
<td>600</td>
</tr>
<tr>
<td>Gerald Menezes</td>
<td>675</td>
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</table>

**Subtotal**                           $3,300                      -                           -                           $3,300

#### Property Standards Appeal Committee

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Colene Allen</td>
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<td>-</td>
<td>-</td>
<td>$100</td>
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<tr>
<td>Gary Price</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Robert Metras</td>
<td>100</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Paul Burgher</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td></td>
<td>100</td>
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</table>

**Subtotal**                           $400                      -                           -                           $300

### Total Expenditures

<table>
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<th>Honorarium</th>
<th>Conferences, Allowance</th>
<th>Seminars</th>
<th>Miscellaneous &amp; Allowance</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$413,673</td>
<td>$1,833</td>
<td>$105,890</td>
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<td>$520,996</td>
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# The Corporation of the City of Cambridge

## Expenditures of Library Board of Trustees and Hydro Board of Directors

For the Period Ended December 31, 2020

<table>
<thead>
<tr>
<th>Members of Library Board of Trustees</th>
<th>Honorarium</th>
<th>Conferences, Conventions &amp; Seminars</th>
<th>Miscellaneous &amp; Allowance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Price</td>
<td>$ -</td>
<td>$ 214</td>
<td>$ -</td>
<td>$ 214</td>
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<tr>
<td>Thomas Sandor</td>
<td>-</td>
<td>30</td>
<td>-</td>
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</tr>
<tr>
<td>Gordon McSevney</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Karen Wedekind</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Robert Oswald</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pam Wolf</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Amanda Maxwell</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>David Pinnington</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Janice Woynarski</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ 244</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ 244</strong></td>
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</table>

### Hydro Board of Directors

<table>
<thead>
<tr>
<th>Hydro Board of Directors</th>
<th>Honorarium</th>
<th>Conferences, Conventions &amp; Seminars</th>
<th>Miscellaneous &amp; Allowance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn McGarry</td>
<td>$ 14,300</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 14,300</td>
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<td><strong>Subtotal</strong></td>
<td><strong>$ 14,300</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ 14,300</strong></td>
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</tbody>
</table>

| Total Expenditures      | $ 14,300   | $ 244                               | $ -                       | $ 14,544 |
### The Corporation of the City of Cambridge

#### Honorariums and Expenditures of Council Members and Council Appointees

For the Period Ended December 31, 2020

---

**Mayor Kathryn McGarry**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>$104,553</td>
</tr>
<tr>
<td>Conferences, Conventions &amp; Seminars</td>
<td></td>
</tr>
<tr>
<td>AMO Annual Virtual Conference - August 16 - 19, 2020 Ottawa, ON</td>
<td>$611</td>
</tr>
<tr>
<td>Total Conferences, Conventions &amp; Seminars</td>
<td>$611</td>
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<tr>
<td>Councillor's Allowance</td>
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<tr>
<td>Office Equipment</td>
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<tr>
<td>Promotion and Meals</td>
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<td>Total Councillor's Allowance</td>
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<tr>
<td>Miscellaneous</td>
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</tr>
<tr>
<td>Pension Plan</td>
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<tr>
<td>Canada Pension Plan</td>
<td>2,898</td>
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<tr>
<td>Benefits</td>
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</tr>
<tr>
<td>Cell Phone/Data Usage</td>
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<tr>
<td>Home Internet Service</td>
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<tr>
<td>Total Miscellaneous</td>
<td>$27,688</td>
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<tr>
<td>Total</td>
<td>$135,883</td>
</tr>
</tbody>
</table>

---

12
The Corporation of the City of Cambridge  
Honorariums and Expenditures of Council Members and Council Appointees  
For the Period Ended December 31, 2020

| **Councillor Shannon Adshade** |  
| Honorarium | $ 42,442 |
| Conferences, Conventions & Seminars |  
| **Total Conferences, Conventions & Seminars** | $ - |
| Councillor's Allowance |  
| Office Equipment | $ - |
| Promotion and Meals | 470 |
| **Total Councillor's Allowance** | $ 470 |
| Miscellaneous |  
| Pension Plan | $ 3,842 |
| Canada Pension Plan | 2,058 |
| Benefits | 4,546 |
| Cell Phone/Data Usage | 711 |
| Home Internet Service | 441 |
| **Total Miscellaneous** | $ 11,598 |
| **Total** | $ 54,510 |
### Councillor Mike Devine

**Honorarium**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>$42,442</td>
</tr>
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</table>

**Conferences, Conventions & Seminars**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total conferences, conventions &amp; seminars</td>
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</table>

**Councillor's Allowance**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Office Equipment</td>
<td>$468</td>
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<tr>
<td>Promotion and Meals</td>
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<tr>
<td><strong>Total Councillor's Allowance</strong></td>
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**Miscellaneous**

<table>
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<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Pension Plan</td>
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<tr>
<td>Canada Pension Plan</td>
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<td><strong>Total Miscellaneous</strong></td>
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**Total**

<table>
<thead>
<tr>
<th>Amount</th>
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<tbody>
<tr>
<td>$54,390</td>
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### Councillor Nicholas Ermeta

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>Honorarium</strong></td>
<td>$42,442</td>
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<tr>
<td><strong>Conferences, Conventions &amp; Seminars</strong></td>
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</tr>
<tr>
<td>AMO Annual Virtual Conference - August 16 - 19, 2020, Ottawa, ON</td>
<td>$611</td>
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<td><strong>Total Conferences, Conventions &amp; Seminars</strong></td>
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<td><strong>Councillor's Allowance</strong></td>
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<td>Office Equipment</td>
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<td>2,058</td>
</tr>
<tr>
<td>Benefits</td>
<td>4,546</td>
</tr>
<tr>
<td>Cell Phone/Data Usage</td>
<td>934</td>
</tr>
<tr>
<td>Home Internet Service</td>
<td>471</td>
</tr>
<tr>
<td><strong>Total Miscellaneous</strong></td>
<td>$11,851</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$55,781</td>
</tr>
</tbody>
</table>

The Corporation of the City of Cambridge  
Honorariums and Expenditures of Council Members and Council Appointees  
For the Period Ended December 31, 2020
The Corporation of the City of Cambridge
Honorariums and Expenditures of Council Members and Council Appointees
For the Period Ended December 31, 2020

Councillor Jan Liggett

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>$ 42,442</td>
</tr>
<tr>
<td>Conferences, Conventions &amp; Seminars</td>
<td></td>
</tr>
<tr>
<td>Total Conferences, Conventions &amp; Seminars</td>
<td>$ 0</td>
</tr>
<tr>
<td>Councillor’s Allowance</td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$ 52</td>
</tr>
<tr>
<td>Promotion and Meals</td>
<td>182</td>
</tr>
<tr>
<td>Total Councillor’s Allowance</td>
<td>$ 234</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Pension Plan</td>
<td>$ 3,820</td>
</tr>
<tr>
<td>Canada Pension Plan</td>
<td>2,044</td>
</tr>
<tr>
<td>Benefits</td>
<td>5,243</td>
</tr>
<tr>
<td>Cell Phone/Data Usage</td>
<td>955</td>
</tr>
<tr>
<td>Home Internet Service</td>
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</tr>
<tr>
<td>Total Miscellaneous</td>
<td>$ 12,923</td>
</tr>
<tr>
<td>Total</td>
<td>$ 55,599</td>
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</table>

Councillor Mike Mann

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>$42,442</td>
</tr>
<tr>
<td>Conferences, Conventions &amp; Seminars</td>
<td></td>
</tr>
<tr>
<td>Total Conferences, Conventions &amp; Seminars</td>
<td>$-</td>
</tr>
<tr>
<td>Councillor's Allowance</td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$-</td>
</tr>
<tr>
<td>Promotion and Meals</td>
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</tr>
<tr>
<td>Total Councillor's Allowance</td>
<td>$483</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Pension Plan</td>
<td>$-</td>
</tr>
<tr>
<td>Canada Pension Plan</td>
<td>2,058</td>
</tr>
<tr>
<td>Benefits</td>
<td>3,481</td>
</tr>
<tr>
<td>Cell Phone/Data Usage</td>
<td>732</td>
</tr>
<tr>
<td>Home Internet Service</td>
<td>504</td>
</tr>
<tr>
<td>Total Miscellaneous</td>
<td>$6,775</td>
</tr>
<tr>
<td>Total</td>
<td>$49,700</td>
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</tbody>
</table>
The Corporation of the City of Cambridge  
Honorariums and Expenditures of Council Members and Council Appointees  
For the Period Ended December 31, 2020

<table>
<thead>
<tr>
<th>Councillor Scott Hamilton</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>$ 8,326</td>
</tr>
<tr>
<td>Conferences, Conventions &amp; Seminars</td>
<td></td>
</tr>
<tr>
<td>Total Conferences, Conventions &amp; Seminars</td>
<td>$ -</td>
</tr>
<tr>
<td>Councillor's Allowance</td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$ 110</td>
</tr>
<tr>
<td>Promotion and Meals</td>
<td>365</td>
</tr>
<tr>
<td>Total Councillor's Allowance</td>
<td>$ 475</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Pension Plan</td>
<td>$ 588</td>
</tr>
<tr>
<td>Canada Pension Plan</td>
<td>395</td>
</tr>
<tr>
<td>Benefits</td>
<td>807</td>
</tr>
<tr>
<td>Cell Phone/Data Usage</td>
<td>516</td>
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<tr>
<td>Home Internet Service</td>
<td>206</td>
</tr>
<tr>
<td>Total Miscellaneous</td>
<td>$ 2,512</td>
</tr>
<tr>
<td>Total</td>
<td>$ 11,313</td>
</tr>
</tbody>
</table>
The Corporation of the City of Cambridge
Honorariums and Expenditures of Council Members and Council Appointees
For the Period Ended December 31, 2020

<table>
<thead>
<tr>
<th>Councillor Donna Reid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
</tr>
</tbody>
</table>

**Conferences, Conventions & Seminars**

AMO Annual Virtual Conference - August 16 - 19, 2020
Ottawa, ON

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 611</td>
</tr>
</tbody>
</table>

**Total Conferences, Conventions & Seminars**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 611</td>
</tr>
</tbody>
</table>

**Councillor's Allowance**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Equipment</td>
<td>$ 207</td>
</tr>
<tr>
<td>Promotion and Meals</td>
<td>$ 807</td>
</tr>
</tbody>
</table>

**Total Councillor's Allowance**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 1,014</td>
</tr>
</tbody>
</table>

**Miscellaneous**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension Plan</td>
<td>$ -</td>
</tr>
<tr>
<td>Canada Pension Plan</td>
<td>-</td>
</tr>
<tr>
<td>Benefits</td>
<td>$ 622</td>
</tr>
<tr>
<td>Cell Phone/Data Usage</td>
<td>$ 682</td>
</tr>
<tr>
<td>Home Internet Service</td>
<td>$ 1,245</td>
</tr>
</tbody>
</table>

**Total Miscellaneous**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 2,549</td>
</tr>
</tbody>
</table>

**Total**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 46,616</td>
</tr>
</tbody>
</table>
The Corporation of the City of Cambridge  
Honorariums and Expenditures of Council Members and Council Appointees  
For the Period Ended December 31, 2020

<table>
<thead>
<tr>
<th>Councillor Pam Wolf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
</tr>
<tr>
<td>Conferences, Conventions &amp; Seminars</td>
</tr>
<tr>
<td>Total Conferences, Conventions &amp; Seminars</td>
</tr>
<tr>
<td>Councillor's Allowance</td>
</tr>
<tr>
<td>Office Equipment</td>
</tr>
<tr>
<td>Promotion and Meals</td>
</tr>
<tr>
<td>Total Councillor's Allowance</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Pension Plan</td>
</tr>
<tr>
<td>Canada Pension Plan</td>
</tr>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Cell Phone/Data Usage</td>
</tr>
<tr>
<td>Home Internet Service</td>
</tr>
<tr>
<td>Total Miscellaneous</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Recommendations

THAT the 2020 City of Cambridge Summary Drinking Water Report be received for information as required by O.Reg.170/03 Schedule 22 of the Safe Drinking Water Act;

AND THAT the City of Cambridge provide a copy of the Summary Drinking Water report (attached as Appendix “A”) to the Township of North Dumfries as required by Schedule 22 of O.Reg.170/03.

Executive Summary

Purpose

As outlined in Schedule 22 of the Drinking Water Systems Regulation (O.Reg.170/03) of the Safe Drinking Water Act (2002) a summary report is to be prepared and given to the member of the municipal council. The following information is to be included in this report:

- List of requirements within the Act, regulations, the system’s approval and any order that the system failed to meet at any time during the period covered by the report.

- The duration of any failure referred to in (a), and a description of the measures taken to correct the situation.

- A summary of the quantities and flow rates of the water supplied for the period covered by the report.

- This report must be reported to members of Council no later than March 31st of each year.
Key Findings

During the 2020 reporting period the Cambridge Distribution System met the requirements of the Safe Drinking Water Act. What are the key highlights of the report?

The following matters are reported to Council in accordance with the Safe Drinking Water Act for the period of January 1 to December 31, 2020:

- The Cambridge Distribution System is part of an Integrated Urban System, meaning the Regional Municipality of Waterloo is responsible for water treatment and the development and operation of a trunk water network to distribute treated drinking water to Cambridge, Kitchener, Waterloo, North Dumfries (Brown Subdivision), Woolwich and Wilmot.

- The Ministry of Environment, Conservation and Parks (MECP) completed an annual inspection on February 8th, 2021 which covered January 1st to December 31st, 2020. At the time of this report’s preparation the MECP had not issued their report.

- In 2020 a total of 840 operational chlorine residual samples were taken and 1589 bacteriological samples collected within the distribution system. Of the samples collected only 4 were considered Adverse Water Quality Incidents (AWQI’s) requiring resampling (see Table 1 below). All resamples came back clear. Note, in 2019 Cambridge reported 2 AWQI’s.

- In 2020 2 rounds of lead testing was performed in the City of Cambridge in January to April and again in June to October. Cambridge applied for temporary relief for the second session due to COVID and received authorization for reduced sampling. During these times there were 112 private plumbing samples collected and 28 from the distribution system. 1 of the plumbing samples exceeded the provincial standard of 10 micrograms/L. None of the distribution samples exceeded the standard. The City is not required to perform any further corrective actions on private plumbing unless otherwise directed by the Medical Officer of Health. In 2019, Cambridge reported 5 private plumbing exceedances.

- A summary of the quantities of water supplied by the Regional Municipality of Waterloo can be seen below in Table 2. Flows increased by a total of 4.3% for 2020. It is estimated that the increase in consumption is due to COVID (people at home) offsetting reduction by commercial/industrial reductions, and a relatively dry summer. The 2020 calculation for unaccounted water is being derived and will be presented during the QMS Top Management Report in June.
Table 1:
Adverse Water Quality Incidents (AWQI) Summary - January 1 to December 31, 2020

<table>
<thead>
<tr>
<th>Number</th>
<th>Adverse Type</th>
<th>Adverse Date</th>
<th>Test Result</th>
<th>Corrective Action Date</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Low Chlorine</td>
<td>1/16/2020</td>
<td>0.02 mg/L free</td>
<td>1/16/2020</td>
<td>Flush and resample.</td>
</tr>
<tr>
<td>2</td>
<td>Low Chlorine</td>
<td>4/20/2020</td>
<td>0.00 mg/L free</td>
<td>4/20/2020</td>
<td>Flush and resample.</td>
</tr>
<tr>
<td>3</td>
<td>Low Chlorine</td>
<td>6/11/2020</td>
<td>0.02 mg/L free</td>
<td>6/11/2020</td>
<td>Flush and resample.</td>
</tr>
<tr>
<td>4</td>
<td>Low Chlorine</td>
<td>8/26/2020</td>
<td>0.02 mg/L free</td>
<td>8/26/2020</td>
<td>Flush and resample.</td>
</tr>
</tbody>
</table>

Table 2:
Volume of Water Conveyed from Region of Waterloo Supply System to the Cambridge Distribution System

<table>
<thead>
<tr>
<th></th>
<th>2020 Monthly Total (m³)</th>
<th>2020 Average Day (m³)</th>
<th>2019 Monthly Total (m³)</th>
<th>Variance from Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>1,318,660</td>
<td>42,537</td>
<td>1,240,397</td>
<td>6.3%</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>1,189,314</td>
<td>41,010</td>
<td>1,113,990</td>
<td>6.8%</td>
</tr>
<tr>
<td>MARCH</td>
<td>1,232,056</td>
<td>39,743</td>
<td>1,182,970</td>
<td>4.0%</td>
</tr>
<tr>
<td>APRIL</td>
<td>1,135,477</td>
<td>31,849</td>
<td>1,133,739</td>
<td>0.2%</td>
</tr>
<tr>
<td>MAY</td>
<td>1,280,274</td>
<td>41,299</td>
<td>1,230,031</td>
<td>4.1%</td>
</tr>
<tr>
<td>JUNE</td>
<td>1,379,792</td>
<td>44,509</td>
<td>1,248,404</td>
<td>10.5%</td>
</tr>
<tr>
<td>JULY</td>
<td>1,532,057</td>
<td>49,421</td>
<td>1,334,107</td>
<td>14.8%</td>
</tr>
<tr>
<td>AUGUST</td>
<td>1,425,441</td>
<td>45,981</td>
<td>1,356,455</td>
<td>5.1%</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>1,292,266</td>
<td>43,075</td>
<td>1,259,996</td>
<td>2.6%</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>1,266,458</td>
<td>40,853</td>
<td>1,247,363</td>
<td>1.5%</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>1,092,662</td>
<td>36,422</td>
<td>1,169,256</td>
<td>-6.6%</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>1,195,552</td>
<td>38,566</td>
<td>1,196,523</td>
<td>-0.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15,340,009</strong></td>
<td><strong>41,272</strong></td>
<td><strong>14,713,631</strong></td>
<td><strong>4.3%</strong></td>
</tr>
</tbody>
</table>

Note: Volume information taken from invoices submitted by the Regional Municipality of Waterloo

Financial Implications

There are no financial implications.
Background

Schedule 22 of O.Reg 170/03 of the Safe Drinking Water Act requires all municipal drinking water system operators to present a Summary Drinking Water Report to Council by no later than March 31st of each year.

The provision of this report as information is meant to satisfy this requirement.

Analysis

Strategic Alignment

PROSPERITY: To support and encourage the growth of a highly competitive local economy where there is opportunity for everyone to contribute and succeed.

Goal #7 - Transportation and Infrastructure

Objective 7.2 Work with the Region and other partners to better coordinate the planning, communication and delivery of infrastructure (including roads and other transportation assets) in Cambridge.

Providing our Summary Drinking Water Report to Council and North Dumfries Township supports our goal of communicating the delivery details of our drinking water service to our stakeholders and municipal partners.

Comments

- The Region provides annual summaries for each supply and the information is available on their website with a link from the City of Cambridge website. Reports from the connected systems have been, or will be, received.

- Some portions of Cambridge (Toyota and Conestoga College) are supplied periodically from the City of Kitchener distribution system and Brown Subdivision (North Dumfries) receives water from the Cambridge system. The City of Kitchener’s water quality report is available on their website.

- An AWQI does not necessarily represent a risk to the customer. It identifies a potential problem and requires retesting along with possible corrective actions. City staff work in collaboration with the Ministry and the Regional Public Health Unit to resolve any concerns, generally through resampling.

- Water is initially disinfected (primary disinfection) at the Regional treatment facilities. Sufficient chlorine is added to protect the water from microbiological contamination as it flows through the distribution system. As water ages the chlorine levels will drop.
• Regular testing throughout the system, along with routine flushing activities at our Dead-End watermains and in our new developments, ensures chlorine levels remain high enough to protect the water from microbiological contamination.

• Where a water test indicates lower than permitted chlorine levels the MECP and Public Health Unit are both notified and an action plan is developed. Typically this plan would include flushing a hydrant for a period of time and resampling. When chlorine levels are re-established the results are circulated to both agencies and the AWQI is filed. AWQI reports must be kept and made available for inspection by the MECP.

• Where chlorine levels cannot be re-established further investigation by MECP, Public Health, Regional Operations and City staff might be needed.

• Where a water test indicates the presence of a total coliform it is not necessarily unsafe to drink. Coliform bacteria can be found in many different environments and come in a variety of strains. Most coliform strains are harmless to humans however they are an “indicator organism” that there may be other, more concerning bacteria present. For this reason if coliforms are present additional actions must be taken, and both the MECP and Public Health offices must be notified and included in the plan.

• When total coliform is found resampling is required upstream and downstream from the location where the original sample was collected. If the resamples are clear the report is circulated to the MECP and Public Health Unit and filed for record keeping. If a resample indicates coliform presence more expansive testing is performed, and in some cases areas of the system may be isolated and placed on a boil-water advisory until the problem is resolved.

• There have been no boil water advisories initiated in Cambridge in over 17 years.

• When a plumbing sample for lead exceeds the standard the owner of the property is provided their test result and advised on their options to eliminate lead from their plumbing. The City is not required to perform any further corrective actions on private plumbing unless otherwise directed by the Medical Officer of Health.

• The local Public Health Unit is provided notices for each plumbing sample that exceeds the standard, and records of all lead sampling results must be kept by the City for review by the MECP during an inspection.

Existing Policy/By-Law

O.Reg.170/03 of the Safe Drinking Water Act.
Financial Impact

There is no financial impact in relation to this report.

Public Input

The Annual Drinking Water Report for 2020 has been posted for public review on the City’s website as required under Schedule 22 of O.Reg 170/03 of the Safe Drinking Water Act.

Internal/External Consultation

On February 8th 2021, the City of Cambridge was inspected by the Ministry of Environment Parks and Conservation. The inspection was an “unannounced” inspection of our practices within our Distribution System regarding legislative sampling and regulatory procedures on how we conduct our business. The inspection period for the report is January 01, 2020 to January 31, 2021.

The City of Cambridge has received a grade of 100% for the 2020 inspection. This mark represents the 6th consecutive year Cambridge has received 100%.

Conclusion

During the 2020 reporting period the Cambridge Distribution System met all requirements as stipulated by the Safe Drinking Water Act.

Signature

Division Approval

Reviewed by the CFO
Reviewed by Legal Services

Name: Mike Parsons
Title: Director of Public Works
Departmental Approval

Name: Yogesh Shah
Title: Deputy City Manager, Infrastructure Services

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

Appendix “A” - Annual Drinking Water Report for the City of Cambridge (2020)
Optional Annual Report Template

Drinking Water System Number: 260002460
Drinking Water System Name: Cambridge Distribution System
Drinking Water System Owner: The Corporation of the City of Cambridge
Drinking Water System Category: Large Municipal Residential
Period being reported: January 1 to December 31, 2020

Complete if your Category is Large Municipal Residential or Small Municipal Residential

<table>
<thead>
<tr>
<th>Does your Drinking Water System serve more than 10,000 people?</th>
<th>Yes [X]  No [ ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is your annual report available to the public at no charge on a web site on the Internet?</th>
<th>Yes [X]  No [ ]</th>
</tr>
</thead>
</table>

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

A copy may be obtained from the City of Cambridge Clerk’s Department (519) 623-1340

Complete for all other Categories

<table>
<thead>
<tr>
<th>Number of Designated Facilities served:</th>
<th>N/A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did you provide a copy of your annual report to all Designated Facilities you serve?</th>
<th>Yes [ ]  No [ ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Interested Authorities you report to:</th>
<th>N/A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?</th>
<th>Yes [ ]  No [ ]</th>
</tr>
</thead>
</table>

Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

<table>
<thead>
<tr>
<th>Drinking Water System Name</th>
<th>Drinking Water System Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lloyd Brown Subdivision Distribution System</td>
<td>260002759</td>
</tr>
</tbody>
</table>

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water? Yes [X]  No [ ]
Indicate how you notified system users that your annual report is available and is free of charge.

[X] Public access/notice via the web
[X] Public access/notice via Government Office
[ ] Public access/notice via a newspaper
[X] Public access/notice via Public Request
[ ] Public access/notice via a Public Library
[X] Public access/notice via other method - Report provided to Cambridge City Council

Describe your Drinking Water System

The Cambridge Distribution System services approximately 130,000 people via 44,752 service connections, which includes 37,636 private residences. There is an estimated 586 kilometres of water main located within Cambridge, of which the City owns 497 km, the Region of Waterloo owns 57 km, and there is 32 km of shared mains. There are 3,548 hydrants providing fire protection and 5,532 valves (including shared) of various sizes for controlling water flow. The distribution system is divided into five individual pressure zones based on the water supply components and the varying elevations throughout the City. The water supply is provided by the Region.

List all water treatment chemicals used over this reporting period

N/A – See Region of Waterloo

Were any significant expenses incurred to?

[ ] Install required equipment
[ ] Repair required equipment
[ ] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Water connection maintenance - $2,380,000
Water main maintenance - $798,000
Hydrant maintenance, flushing & swabbing - $522,000
Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Parameter</th>
<th>Result</th>
<th>Unit of Measure</th>
<th>Corrective Action</th>
<th>Corrective Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>149441</td>
<td>Low Chlorine</td>
<td>Jan 16, 2020</td>
<td>mg/L</td>
<td>0.02 Free</td>
<td>Flushed and resampled</td>
</tr>
<tr>
<td>149890</td>
<td>Low Chlorine</td>
<td>April 20, 2020</td>
<td>mg/L</td>
<td>0.00 Free</td>
<td>Flushed and resampled</td>
</tr>
<tr>
<td>150219</td>
<td>Low Chlorine</td>
<td>June 11, 2020</td>
<td>mg/L</td>
<td>0.02 Free</td>
<td>Flushed and resampled</td>
</tr>
<tr>
<td>151618</td>
<td>Low Chlorine</td>
<td>Aug 26, 2020</td>
<td>mg/L</td>
<td>0.02 Free</td>
<td>Flushed and resampled</td>
</tr>
</tbody>
</table>

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

<table>
<thead>
<tr>
<th>Number of Samples</th>
<th>Range of E. Coli Results (min #)-(max #)</th>
<th>Range of Total Coliform Results (min #)-(max #)</th>
<th>Number of HPC Samples</th>
<th>Range of HPC Results (min #)-(max #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Absent</td>
<td>Absent</td>
<td>585 (37% of all samples)</td>
<td>0 - &gt;500 CFU/100m L</td>
</tr>
</tbody>
</table>

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Number of Grab Samples</th>
<th>Range of Results (min #)-(max #)</th>
<th>Unit of Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Chlorine</td>
<td>840</td>
<td>0.04 -1.97 mg/L</td>
<td>mg/L</td>
</tr>
<tr>
<td>Combined Chlorine</td>
<td>840</td>
<td>0.02 – 1.48 mg/L</td>
<td>mg/L</td>
</tr>
<tr>
<td>Free Chlorine</td>
<td>840</td>
<td>0.02 – 1.88 mg/L</td>
<td>mg/L</td>
</tr>
</tbody>
</table>

**NOTE: For continuous monitors use 8760 as the number of samples**

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

<table>
<thead>
<tr>
<th>Date of legal instrument issued</th>
<th>Parameter</th>
<th>Date Sampled</th>
<th>Result</th>
<th>Unit of Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Sample Date</th>
<th>Result Value</th>
<th>Unit of Measure</th>
<th>Exceedance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antimony</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Arsenic</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Barium</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Boron</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Cadmium</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Location Type</td>
<td>Number of Samples</td>
<td>Range of Lead Results (min#) – (max #)</td>
<td>Unit of Measure</td>
<td>Number of Exceedances</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------</td>
<td>----------------------------------------</td>
<td>-----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Alkalinity (Distribution System)</td>
<td>28 Samples Winter Session</td>
<td>264 – 325 mg/L</td>
<td>n/a (not legislated)</td>
<td></td>
</tr>
<tr>
<td>pH (Distribution System)</td>
<td>28 Samples Winter Session</td>
<td>6.9 – 8.4 pH</td>
<td>n/a (not legislated)</td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td>112</td>
<td>&lt;0.2 – 11.1 µg/L</td>
<td>ug/L</td>
<td>1</td>
</tr>
<tr>
<td>Distribution</td>
<td>28</td>
<td>&lt;0.2 – 5.17 µg/L</td>
<td>ug/L</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Summary of Organic parameters sampled during this reporting period or the most recent sample results

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Sample Date</th>
<th>Result Value</th>
<th>Unit of Measure</th>
<th>Exceedance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alachlor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atrazine + N-dealkylated metabolites</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azinphos-methyl</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzo(a)pyrene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromoxynil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbaryl</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbofuran</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbon Tetrachloride</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chlorpyrifos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diazinon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dicamba</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,2-Dichlorobenzene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,4-Dichlorobenzene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Result Value</th>
<th>Unit of Measure</th>
<th>Date of Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead (distribution)</td>
<td>5.17</td>
<td>µg/L</td>
<td>Jan 29, 2020</td>
</tr>
</tbody>
</table>
To: COUNCIL

Meeting Date: 03/16/21

Subject: Intergenerational Program, PeopleCare Inc. and City of Cambridge, Partnership Agreement

Submitted By: Lesley Head, Director of Recreation & Culture

Prepared By: Heather Melo, Recreation Coordinator - Youth

Report No.: 21-058(CD)

File No.: C1101

Recommendation(s)

THAT Report 21-058 (CD) Intergenerational Program, PeopleCare Inc. and the City of Cambridge, Partnership Agreement be received;

AND THAT the program service agreement between the PeopleCare Inc. and the City of Cambridge be received and adopted for required endorsement as per By-Law 29-18;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the Agreement and any other related agreements, subject to the satisfaction of the City Solicitor.

Executive Summary

Purpose

- This report seeks approval for the City to enter into a partnership with PeopleCare Communities, to create an intergenerational volunteer program between younger and older members of our community.

Key Findings

- There is understood value and need for community intergenerational programming initiatives. The City has capacity to support such community initiatives.

- Through the initiation of community partnerships, the City has abilities to further service those that would benefit from intergenerational programming in the community.
• The proposed Adopt a Grandparent Program is just such a program.

Financial Implications

• All costs associated with the implementation of this agreement are allocated as part of the Recreation & Culture annual operating budget.

Background

• The Youth Recreation Coordinator was tasked with investigating potential external partnerships that would support the program implementation based on the expressed interest of our young adult community.

• PeopleCare Communities is a leading operator of senior living communities in southwestern Ontario, with strong family values and a long history of service. Together with compassionate and dedicated employees, they work towards a vision to change the world of senior living by creating vibrant communities of care that deliver clinical best practices, engaging programs and integrated services that meet seniors’ changing needs.

• A partnership with the City and PeopleCare residences, Hilltop Manor and Golden Years Nursing Home, is being proposed to support the implementation of the Adopt a Grandparent Program.

• The Youth Recreation Coordinator met with the Directors of Programs from PeopleCare Inc. in Fall of 2020. There is an understanding of how the partnership development could meet current needs of both our young and older adult community members.

• The program will offer bi-weekly virtual interactions and monthly themed crafts to be created by youth program participants and shared with residents.

Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #1 - Community Wellbeing

Objective 1.3 Deliver accessible, inclusive and age-friendly services, programs, and facilities.
The program would offer opportunity for youth engagement in activating a community program.

The program implementation would provide support to community members that would benefit from additional social connections during this challenging time. Both our young and older adult community members are impacted by social isolation during the Covid-19 pandemic.

The goals of the program partnership are to: enhance the current social wellbeing of Hilltop Manor and Golden Years Nursing Home residents while supporting the development of meaningful relationships within the community and to provide important youth volunteer opportunities.

Comments

Project Evaluation

Program evaluation will be co-led by the City and PeopleCare recreation program staff. Interviews and program surveys will be utilized to determine the impacts and value of the programming effort.

Program evaluation will occur during program delivery and post program implementation. The pilot program implementation will occur from April – June of 2021. The findings of the program evaluation will determine the value in further program delivery as well as potential modifications to enhance continued program delivery.

Existing Policy/By-Law

By-law No. 29-18, authorize and execution of agreements and other documents.

Financial Impact

$1,500 has been allocated from the youth program supplies and materials account to assist with the pilot program delivery costs.

Public Input

Posted publicly as part of the report process.

Mayors Round Table discussions, 2018

The Mayors Roundtable discussions that occurred in 2018 recognized the need to further support youth socialization and employability through community programming.

Internal/External Consultation

Youth Advisory Committee of Council (YACC)
The City’s Youth Advisory Committee of Council was consulted on program development.

**Recreation and Culture, Older Adult Service**
City staff that support our Without Walls programming were consulted and have developed training to assist with the youth volunteer onboarding process.

**PeopleCare Inc.**
The Youth Recreation Coordinator developed the program initiative in collaboration with PeopleCare, Directors of Programming. The preliminary program proposal has been presented to the Executive Directors of Hilltop Manor and Golden Years Nursing home. The Directors of Programming were supported in pursuing the partnership development.

**Chief Risk Officer**
The Youth Recreation Coordinator has met with our Chief Risk Officer to discuss program risks. Supervision of the virtual connections was concluded as necessary. It was approved that PeopleCare recreation support staff will supervise the virtual interactions.

**City Solicitor**
The City’s Solicitor provided support and expertise in the development of the partnership agreement.

**Conclusion**
If the partnership development is supported by the City the proposed pilot program would occur from April-June of 2021.

The program implementation would provide support to community members that would benefit from additional social connections during this challenging time aligning with our City Strategic plan of delivering accessible, inclusive and age-friendly services and programs.

**Signature**

**Division Approval**

Reviewed by the CFO
Reviewed by Legal Services

Name: Lesley Head
Title: Director of Recreation & Culture
Departmental Approval


Name: Hardy Bromberg
Title: Deputy City Manager, Community Development

City Manager Approval


Name: David Calder
Title: City Manager

Attachments

- N/A
To: COUNCIL

Meeting Date: 03/16/21

Subject: Audit and Accountability Fund – Second Intake

Submitted By: Sheryl Ayres, Chief Financial Officer

Prepared By: Sheryl Ayres, Chief Financial Officer

Report No.: 21-099(CRS)

File No.: C1101

Recommendation(s)

THAT Council report 21-099(CRS) re: Audit and Accountability Fund be received for information;

AND THAT staff be authorized to execute the Transfer Payment Agreement with the Province to receive the approved funding;

AND THAT a capital project in the amount of $90,000 be created for a Technology Services Budget and Process Review to be funded from the Audit and Accountability Fund;

AND FURTHER THAT a final report with specific and actionable recommendations for cost-savings and efficiencies be completed by October 15, 2021 and incorporated in the 2022 Operating Budget.

Executive Summary

Purpose

- As a condition of the Audit and Accountability Fund, the City is required to enter into a transfer payment agreement with the Province by March 26, 2021
- Council is required to approve the budget required to complete a Technology Services Budget and Process Review to meet the deadline of October 15, 2021 as indicated by the Province

Key Findings

- On November 17, 2020 the Honourable Steve Clark, Minister of Municipal Affairs and Housing announced a second intake for the Audit and Accountability Fund
• The City of Cambridge applied for $90,000 to complete a Technology Services Budget and Process Review

• Funding was also approved for a joint submission, led by the City of Kitchener on behalf of the Region, Cambridge, Kitchener and Waterloo, to explore and analyze options, and make recommendations, on the future provision of fire and police communications/dispatch in Waterloo Region

Financial Implications

• The City’s application to complete a third-party Technology Services Budget and Process Review was approved by the Government of Ontario

• Council approval of a new capital project, with a budget in the amount of $90,000 to be funded from the Audit & Accountability Fund, is required to complete the project

• This project is expected to identify opportunities for efficiencies and potential savings in the City’s Technology Services that will be incorporated into future operating budgets

Background

In 2019, the Province launched the Audit and Accountability Fund to help large urban municipalities improve local service delivery and ensure taxpayers’ dollars are being used efficiently.

As a result of the second wave of the COVID-19 pandemic, on November 17, 2020 the Province of Ontario announced a second intake for the Audit and Accountability Fund. The intent of the fund is for large municipalities to conduct service delivery and administrative expenditures reviews, with the goal of finding efficiencies while protecting and modernizing critical front-line services.

Applicants were encouraged to submit projects that supported three priority areas:

1) digital modernization;
2) service integration; or
3) streamlined development approvals.

Reviews are expected to be completed by a third-party by October 15, 2021 and result in a final report by the independent third-party that provides specific and actionable recommendations for cost savings and improved efficiencies.

Staff submitted two projects to the Province’s Audit and Accountability Fund for consideration. The first is a Technology Services Budget and Process Review and the second was a joint submission, led by the City of Kitchener on behalf of the Region, Cambridge, Kitchener and Waterloo, to explore and analyze options, and make
recommendations, on the future provision of fire and police communications/dispatch in Waterloo region. Both projects were approved for funding by the Province.

Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.4 Work collaboratively with other government agencies and partners to achieve common goals and ensure representation of community interests.

Working together with the provincial government on this initiative will improve municipal services delivered to the City of Cambridge community.

Comments

Further to the Safe Restart Agreement funding provided by the Province in 2020 to help municipalities address operating budgetary shortfalls as a result of COVID-19, the Province launched a second intake of the Audit and Accountability Fund. This funding will allow large municipalities to benefit from further provincial funding to conduct service delivery and administrative expenditure reviews, with the goal of finding efficiencies while protecting and modernizing critical front-line services.

The Province’s Audit and Accountability Fund is an opportunity for municipalities to move forward on reviews in areas which have already been identified as needing further analysis to find efficiencies, and which currently do not have staff resources available to proceed. Taking into consideration staff availability and the existence of usable data, staff has submitted the following projects to the Province, one of which is a joint project with other local municipalities:

Technology Services Budget and Process Review

This City of Cambridge project will look at digitization and streamlining of processes that will realize cost-saving and enhanced services for Citizens, staff, and our stakeholders.

This project includes a review of our Technology Services budget and current infrastructure contracts such as telephony, networking, cellular, licensing, and print/scan/fax. The project will also evaluate services provided by Technology Services and identify efficiencies. Through this service process optimization, Technology Services will streamline the City's citizen-facing technologies to provide a more cohesive experience for our citizens and improved services to our staff. A process review will also confirm the right processes are in place for interactions with customers.
It is expected that opportunities for process automation and workflows will improve customer experiences and reduce paper and non-digital media use. This will result in decreased costs, increased accessibility of data, better records and content management, and reduced physical media storage costs.

The expected outcomes of the project are as follows:

- Cost savings for Technology Services division and the organization.
- A streamlined experience for citizens contacting the City using devices convenient to them.
- More simplified points of contact for the services offered to our citizens.
- A simplified and cost-effective online payment option for citizens.
- A reduction in the use of paper through digitalization and e-signatures.
- Streamlined Development Application processes resulting in reduced costs, turn around, and red-tape.
- Customer experience improvements by automating some decision points based on thresholds and metrics.

Fire and Police Communications/Dispatch in Waterloo Region (JOINT APPLICATION)

This is a joint project involving the Region, Cambridge, Kitchener and Waterloo. Kitchener has been identified as the lead applicant on behalf of the group. The findings of this review will also benefit the four local Townships as they are also funders of the existing centralized fire dispatch centre.

Previous third-party reports recommended moving towards a consolidated emergency dispatch model (Kimball, 2014) and a shared technology platform (Rubenstein, 2018). In February 2019 a centralized fire dispatch was implemented and a shared technology platform was introduced for both fire and police which accomplishes a significant amount of the report recommendations. The purpose of this joint project is to engage a third-party consultant to explore and analyze options, and make recommendations, on the future provision of fire and police communications/dispatch in Waterloo region, within the broader context of the Public Safety Access Point (PSAP) and considering more recent developments such as the future impact of Next Generation 911 (NG911). The estimated cost for this review is $200,000.

Existing Policy/By-Law

There is no existing policy/by-law.

Financial Impact

The City of Cambridge has been approved to receive $90,000 from the Government of Ontario through the second intake of the Audit and Accountability Fund. A Final Report
which sets out the outcomes and actual expenditures for the independent third-party review for the project is due to the Province by October 15, 2021.

To ensure the October 15 deadline is met, as indicated by the Government of Ontario, the Technology Services Budget and Process Review project will need to commence as soon as possible. This will require Council’s approval of a project budget in the amount of $90,000 to be funded from the Audit and Accountability Fund.

The results of the Technology Services Budget and Process Review will be included in the 2022 Operating Budget.

Public Input

Posted publicly as part of the report process.

Internal/External Consultation

A cross-departmental working group with staff Finance, Technology Services and Project Management Office compiled the City’s application to the Audit and Accountability Fund.

The City of Kitchener led the application for the joint submission for the Fire and Police Communications/Dispatch in Waterloo Region on behalf of the Region, Cambridge, Kitchener and Waterloo. City of Cambridge staff were consulted and provided input on this submission.

Conclusion

The City of Cambridge’s submission to the second intake of the Audit and Accountability Fund was approved for funding in the amount of $90,000 for the Technology Services Budget and Process Review project. Provincial funding will cover the cost of the review and will result in recommendations to improve efficiencies in the City’s technology services that will be included in the 2022 Operating Budget.

Signature

Division Approval

Reviewed by Legal Services

Name: Sheryl Ayres
Title: Chief Financial Officer
Departmental Approval

Name: Dave Bush
Title: Deputy City Manager, Corporate Services

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

- N/A
To: COUNCIL
Meeting Date: 03/16/21
Subject: Request to Alter a Part V Designated Property – 35-37 and 39 Main Street and Request for Funding from the Heritage Conservation Reserve Fund

Submitted By: Elaine Brunn Shaw, MCIP, RPP, Chief Planner
Prepared By: Abraham Plunkett-Latimer, Senior Planner - Heritage
Report No.: 21-077(CD)
File No.: R01.02.01

Recommendations

THAT Staff Report 21-077(CD) – Request to Alter a Part V Designated Property – 35-37 and 39 Main Street be received;

AND THAT Council approve funding from the Heritage Conservation Reserve Fund for the Part V designated properties municipally known as 35-37 and 39 Main Street to a maximum of $5,000 for the replacement of twelve single-hung wood windows with twelve new single-hung windows.

AND THAT the work must be completed by November 1, 2021.

AND THAT Council approve the request to alter the Part V designated property, 35-37 Main Street substantially in accordance with the drawings prepared by Edge Architects and dated September 21, 2020 (Attachment 1) and as outlined in Report 21-007(CD).

AND FURTHER THAT Council approve the request to alter the Part V designated property, 39 Main Street substantially in accordance with the drawings prepared by Edge Architects and dated September 21, 2020 (Attachment 1) and as outlined in Report 21-077(CD).

Executive Summary

Purpose

- 35-37 and 39 Main Street are designated under Part V of the Ontario Heritage Act by by-law 028-85 passed on 11 February 1985.
The property owner is seeking permission to

- Remove and dispose of deteriorated 20th century aluminum framed storefront glazing and entrance doors;
- Install new storefront glazing and entrance doors;
- Remove and dispose of 20th century tile and metal cladding surrounding the storefront;
- Install new painted wood cladding surrounding the storefront in place of removed materials;
- Remove and dispose of twelve deteriorated single pane, single-hung wood windows on the front façade;
- Install new insulated double pane single-hung wood replacement windows on the front façade;
- Remove and dispose of existing deteriorated rear fire escape.
- Construct new elevated decks at rear third floor level.
- Remove and dispose of deteriorated windows (of varying construction types) and boarding.
- Enlarge window openings where indicated on south, east, and west elevations; and
- Install new insulated double pane vinyl windows on south, east, and west elevations.
- Removal and disposal of light wood framed ground floor 20th century addition; and,
- Construction of new addition with storefront glazing and entrance doors and wood siding.

The Municipal Heritage Advisory Committee (MHAC) requested on February 18, 2021 that Council approve $5000 in funding be allocated to this project from the Heritage Conservation Reserve Fund in order to assist with the restoration of the buildings. Council approval is required for funding from this Reserve Fund. This funding is in addition to MHAC’s grant of a further $5,000 to these properties.

**Key Findings**

- The proposed alterations are consistent with the recommendations and guidelines in the Main Street Heritage Conservation District Plan.
- The proposed project meets the criteria for funding through the Heritage Conservation Reserve Fund.
Financial Implications

- At its meeting on February 18, 2021, the Municipal Heritage Advisory Committee approved Designated Heritage Property Grants Program funding of $5,000 for the replacement of twelve windows on the front (Main Street) façade.

- The Municipal Heritage Advisory Committee requested that an additional $5,000 in funding in addition to the approved Designated Heritage Property Grants be allocated to the project from the Heritage Conservation Reserve Fund in order to provide further assistance to the property owner to restore the existing structures. The Heritage Conservation Reserve Fund is available to assist designated property owners with funds to cover the costs of emergency repairs or for high cost projects which help conserve the identified cultural heritage attributes of the property. The Reserve Fund is topped up annually with unused funds from the Designated Heritage Property Grant Program. There is $70,400 in the reserve fund as of December 31, 2020.

- The cost to replace windows with heritage-appropriate wood sash windows is approximately $31,700 (Attachment 3) but this project forms part of a much larger renovation project. Heritage-related work including restoring the stonework is estimated at $163,838.58 to rehabilitate the properties for residential and commercial use (Attachment 3).

- The properties are also subject to a concurrent Building Revitalization Program funding application that was considered by Council on March 2, 2021.

Background

The subject properties comprise two adjacent three-storey stone commercial structures fronting onto Main Street. The properties were designated under Part V of the Ontario Heritage Act by the City of Cambridge Council as part of the Main Street Heritage Conservation District in 1985. The properties are part of the “Granite Block” as defined by the Main Street Heritage Conservation District Plan which is identified as an important early commercial block in the Town of Cambridge.

The properties have been vacant for some time and require extensive repairs to become habitable.

In November 2020 an application was submitted to make alterations to the properties located at 35-37 and 39 Main Street. The application was accompanied by plans for the project prepared by Edge Architects and dated September 27, 2020 (Attachment 1).

At the request of staff, in January 2021 the owner submitted a scoped Cultural Heritage Impact Assessment (CHIA) to staff providing details on the structures’ current conditions.
and proposed alterations in order to facilitate heritage review. Pertinent extracts of this document are included as **Attachment 2**. A complete copy is available on request.

On February 18, 2021 the Municipal Heritage Advisory Committee (MHAC) approved $5,000 in funding from the Designated Heritage Property Grants Program to be disbursed to assist with the replacement of wood windows on the front façade. MHAC also requested that Council approve an additional $5,000 to be allocated to the project from the Heritage Conservation Reserve Fund.

The subject properties are currently under consideration for funding under the City of Cambridge Business Revitalization Program to be considered alongside this report.

Existing Front Façade 35-37 (right) and 39 Main Street (left)
Existing Rear Façade 35-37 Main Street (outlined in red)

Existing Rear Façade 39 Main Street
Analysis

Strategic Alignment

PLACE: To take care of, celebrate and share the great features in Cambridge that we love and mean the most to us.

Goal #3 - Arts, Culture, Heritage and Architecture

Objective 3.2 Conserve and make positive contributions to our heritage districts and buildings throughout the community.

Rehabilitating the subject property for residential and commercial use would help conserve its long-term heritage value for the future by restoring the property to active use. This would be a positive outcome for the City of Cambridge.

Comments

The applicant is proposing to renovate two adjoined three-storey buildings, 35-37 and 39 Main Street. The proposal is to create residential apartments on the second and third floors and rehabilitate the main floor for commercial use. The proposed design includes alterations to the exterior of the structure.

Alterations to properties designated under Part V of the Ontario Heritage Act require Council Approval unless they are exempted by the Heritage Conservation District Plan that implements the designation.

The subject property is Designated under Part V of the Ontario Heritage Act, and governed by the Main Street Heritage Conservation District Plan. The Plan outlines distinct policies for the front and rear facades.

The following is an analysis of the proposed alterations to the front and rear façades with a review of their conformity with the Main Street Heritage Conservation District Plan and good heritage practices.

Proposed Front (Main Street) Façade Alterations

The proposed design requires alterations to the front façade of the structures fronting onto Main Street. The proposed alterations are:

- Removal and disposal of deteriorated 20th century aluminum framed storefront glazing and entrance doors.
- Installation of new storefront glazing and entrance doors.
- Removal and disposal of 20th-Century tile and metal cladding surrounding the storefront.
• Installation of new painted wood cladding surrounding the storefront in place of removed materials.
• Limited localized repointing of loose masonry mortar joints on the upper levels.
• Removal and disposal of twelve deteriorated single pane, single-hung wood windows.
• Installation of new insulated double pane single-hung wood replacement windows.

The Main Street Heritage Conservation District Plan identifies that twentieth-century shop fronts are not considered to contribute to the District’s heritage character and may be replaced with modern shop fronts. The Plan identifies that second and third storey windows do contribute to the heritage character of the district and should be retained.

The Standards and Guidelines for the Conservation of Historic Places in Canada outline that character-defining elements of a structure should only be replaced when repair is not possible and there is sufficient evidence to match the forms, materials, and detailing of a sound version of the same element.

A scoped Cultural Heritage Impact Assessment (CHIA) submitted by the applicant and dated 8 January 2021 (Attachment 2) outlines that retention of the existing windows on the front façade has been explored but that the windows have deteriorated beyond repair. The existing single-hung, single pane wood windows proposed to be removed are in heavily deteriorated condition. The wood window components have sustained rot, water, and insect damage. The windows have been poorly caulked and painted over and have tested positive for asbestos.

Window Detail 35-37 Main Street
In order to mitigate the impacts of proposed removal of the windows, the applicant is proposing to replace the existing second and third storey windows on the front (north) façade with new single-hung, double pane windows of wood construction with design details generally based upon the existing windows. The proposed replacement windows are to be pine frame construction coated with preservative, polymer primer, and black factory finish. The new windows would match the existing one over one (37 Main Street) and six over six (39 Main Street) configurations. Proposed replacement windows are described in detail in (Attachment 2) with visual examples. The windows to be inserted on the front (Main Street) façade of 39 Main Street are to be characterized by simulated divided lites in order to allow for a double pane glass. False muntins will be affixed to interior and exterior of the glass simulating true divided lites.
Proposed Design of Main Street Façade

It is staff’s opinion that the proposed alterations to the front façade are in keeping with the intent of the Main Street Heritage Conservation District Plan to retain character-defining elements on the front façade while allowing for the property to be rehabilitated for commercial and residential use.

Although the proposed replacement windows on the front façade are not exact replicas of the existing windows, it is staff’s opinion that the proposed replacement windows are a reasonable compromise between heritage conservation, energy efficiency, and cost.

Proposed Rear (Imperial Lane) Façade Alterations

Proposed Alterations to the rear of the structure include:

- Removal and disposal of light wood framed ground floor 20th century addition.
- Construction of new addition with storefront glazing and entrance doors and wood siding.
- Removal and disposal of existing deteriorated fire escape.
- Construction of new elevated decks at third floor level.
- Full repointing of loose masonry mortar joints and replacement of damaged masonry units including lintels.
- Light surface washing of stone masonry following repair.
• Removal and disposal of deteriorated windows (of varying construction types) and boarding on south, west, and east elevation.

• Enlargement of window openings where indicated on elevations (Attachment 1)

• Installation of new insulated double pane vinyl windows on south, west, and east elevations.

• Removal and disposal of light wood framed ground floor 20th century addition; and

• Construction of new addition with storefront glazing and entrance doors and wood siding.

The rear of the structures at 35-37 and 39 Main Street show an evolved form comprising a number of twentieth-century alterations, including varied windows and doors, a fire escape, and a single-storey wood addition. A number of windows are missing and have been boarded over or filled in. Because of this evolved form the rear of the structures were not identified as contributing to the heritage character of the District in the Heritage Conservation District Plan.

The proposed alterations to the rear of the structure are contemporary in design, but are in keeping with the guidelines for new construction outlined by the Main Street Heritage Conservation District Plan which states that alterations on the rear (Imperial Lane) façade are to “encourage good and attractive design that blends the old and new.”

It is staff’s opinion that the proposed design is sympathetic to the existing heritage structure in terms of massing, height, and materials but does not attempt to artificially replicate historical architectural forms and that there are no negative or irreversible impacts on the property’s identified heritage attributes.

If Council denies the request for alteration or agrees to the application upon certain terms or conditions that the applicant does not agree with, the applicant may apply to Council for a hearing before the Conservation Review Board.

Heritage Conservation Reserve Fund Request

This year the MHAC grants program has a budget of $15,000. Currently there are six grant applications that meet the criteria for funding. MHAC has only dealt with three of those applications at the time of writing this report.

In order to facilitate the replacement of the existing single-hung wood windows with new single-hung wood windows, the Municipal Heritage Advisory Committee (MHAC) has endorsed providing $2,500 per property from the MHAC grants program for a total of $5,000 for these two properties. In addition, MHAC is recommending that an additional $2,500 per property be provided from the Heritage Conservation Reserve Fund for a
total of $10,000 (grant and reserve funding combined) to these two properties based upon the proposed budget for this project. The total proposed budget for heritage-related restoration work is $163,838.58 including $31,700.72 for the replacement cost for heritage-appropriate windows (Attachment 3).

The purpose of the Heritage Conservation Reserve Fund is to fund the acquisition, preservation and ongoing rehabilitation of heritage facilities or items of architectural or cultural significance.

Reserve Fund is topped up annually with unallocated funds from the Designated Heritage Property Grant Program. The intent of the Reserve Fund is to assist designated property owners with funds to cover the costs of emergency repairs or for special projects which have value to the entire community.

The Reserve Fund is topped up annually with unallocated funds from the Designated Heritage Property Grant Program. There is currently $70,400 in the Reserve Fund as of December 31st, 2020.

It is staff’s opinion that the proposed replacement windows meet the eligibility criteria for funding from the Heritage Conservation Reserve Fund because of the high cost of the restoration work and because the restoration of 35-37 and 39 Main Street, which have been vacant for a number of years, will have value to the community. The buildings located at 35-37 and 39 Main Street are among the oldest commercial buildings in former City of Galt and are important in defining downtown Cambridge’s historic Main Street.

1 Proposed Design of Rear Façade
Existing Policy/By-Law

Ontario Heritage Act

42 (1) of the Ontario Heritage Act requires that property owners receive Council approval for alterations to a property designated under Part V of the Ontario Heritage Act.

Section 42 (1) states, no owner of property situated in a heritage conservation district that has been designated by a municipality under this Part [V of the Act] shall do any of the following, unless the owner obtains a permit from the municipality to do so:

Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.

2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure. 2005, c. 6, s. 32 (1).

(2.1) The owner of property situated in a designated heritage conservation district may apply to the municipality for a permit to alter any part of the property other than the interior of a building or structure on the property or to erect, demolish or remove a building or structure on the property. 2005, c. 6, s. 32 (1).

City of Cambridge Official Plan

Section 4.1 of the Official Plan includes Objective a) to “support the conservation, restoration and prominence of the City’s built heritage as a key identifying feature of the community.”

Section 4.2 of the Official Plan discusses the priorities for cultural heritage resources in the City. Section 4.2.1 states:

1. When development is proposed, the City will encourage the conservation of cultural heritage resources in the following order of preference:

   • incorporation of cultural heritage resources and their surrounding context into development applications in a manner which does not conflict with the cultural heritage resource;

   • promotion of the use of scale and design which blends harmoniously with existing cultural heritage resources when development occurs; and

   • preservation and adaptive re-use of buildings of cultural heritage significance for compatible residential intensification and/or for other appropriate and compatible uses is encouraged.
Main Street Heritage Conservation District Plan

The Main Street Heritage Conservation District Plan outlines policies for the conservation of heritage resources within the area governed by the Plan and outlines guidelines for new development to ensure compatibility with existing heritage resources. The Plan sets out the following broad objectives:

- To conserve and restore a selection of existing structures within the district which contribute to the historic and architectural style of Cambridge (Galt) and to redevelop a selection of properties in a compatible manner.
- To maintain the business core area of the city as a progressive, viable, and profitable commercial entity,
- To upgrade upper floors for residential and office use.
- To maintain a local atmosphere.

   To foster and preserve a sense of human scale, place, history, and personal contact in the district.

Section 5.1 lays out specific conservation policies regarding the “Granite Block:

to retain and restore the historic fabric of the building, most of which is intact.
Restoration should include the re-instatement of original proportioned windows which have been replaced, the rebuilding of cornices and fascia to the original design and the repairing, sealing, and painting of all wood work.

Section 5.2 lays out guidelines for new building for the Granite Block, specifically to:

Upgrade the economic viability of the block. While the front and side elevations are to be conserved in their original and historic state it is proposed that the rear of the block will be developed using modern construction techniques.

Main Street Urban Design Guidelines

The City of Cambridge has adopted Main Street Urban Design Guidelines. The guidelines provide recommendations regarding the conservation of heritage resources, including the subject property:

4.2.4 Windows and Doors Original windows should be repaired if possible. Original wood windows, even single glazed, can, with appropriate restoration, perform as well as modern replacement windows. Proper caulking, installation of astragals and weather stripping can allow existing windows to perform well thermally. If it is necessary to replace a window, the replacement should be wood and replicate existing window configurations. Aluminum or vinyl window replacements are not acceptable.
4.2.8 Repairs, maintenance and alterations affecting the rear building façade should be complementary in heritage character and quality of detail to the primary façade. Where expansive blank walls exist, landscaping may be used to mitigate the visual impact of blank façades.

**Financial Impact**

This year the Municipal Heritage Advisory Committee grants program has a budget of $15,000. Currently there are six grant applications that meet the criteria for funding. MHAC has only dealt with three of those applications at the time of writing this report.

MHAC has approved $5,000 in funding to be allocated from the Designated Heritage Property Grants Program which is funded through the 2021 Operating Budget.

The property is also currently subject to a Business Revitalization Program application that was considered by Council on March 2, 2021 for a total of $177,478 with $62,118 being derived from the BRP Reserve Fund and $115,360 from the Core Areas Transformation Fund with a three (3) year term.

The Heritage Conservation Reserve Fund is topped up annually with unallocated funds from the Designated Heritage Property Grants Program. There is currently $70,400 available in the reserve fund as of December 31st, 2020.

If the additional requested funding of $5,000 is approved it will be deducted from the Heritage Conservation Reserve Fund.

**Public Input**

The Municipal Heritage Advisory Committee (MHAC) meetings are open to the public. On February 18, 2021, the MHAC approved the allocation of $5,000 from the Designated Heritage Properties Grant Program, recommended a further $5,000 in funding be approved from the Heritage Conservation Reserve Fund, and recommended that the requested alterations be approved.

**Internal/External Consultation**

Planning staff have had correspondence with the owner and with their consultants. This proposal has also been discussed relative to the requested funding through the Building Revitalization Program which is administered by the City’s Economic Development Division.

**Conclusion**

It is staff’s opinion that the proposed alterations to the subject property are in keeping with good heritage practice. Impacts upon character defining elements, as outlined by the Main Street Heritage Conservation District Plan, are limited to the removal of twelve
single hung windows on the front (Main Street) façade. The proposed replacement windows, while not exact replicas, replicate the general form and material of the existing windows and will not detract from the heritage character of the structure.

Alterations to the rear of the structure are extensive, but are in keeping with the guidelines established by the Main Street Heritage Conservation District Plan.

Making sensitive changes to the structure to facilitate its rehabilitation for residential and commercial use will contribute positively to the structure’s long-term conservation by restoring it to active use and mitigating further deterioration which is in line with the City’s strategic objectives.

Based upon the above analysis staff recommends that Council approve the alterations.

It is also staff’s opinion that due to the high cost of the restoration work, and the historic significance of 35-37 and 39 Main Street, that the request for funding from the heritage conservation reserve fund should be approved.

Signature

Division Approval

Reviewed by the CFO

Reviewed by Legal Services

Name: Elaine Brunn Shaw
Title: Chief Planner

Departmental Approval

Name: Hardy Bromberg
Title: Deputy City Manager, Community Development

City Manager Approval

Name: David Calder
Title: City Manager
## Attachments

<table>
<thead>
<tr>
<th>Attachment 1</th>
<th>Concept Drawings prepared by Edge Architects and dated September 21, 2020.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 2</td>
<td>Cultural Heritage Impact Assessment 35-37 &amp; 39 Main Street Renovation, prepared by Edge Architects and dated January 8, 2021 (Extracts).</td>
</tr>
</tbody>
</table>
NOTE:
ALL EXISTING INTERIOR FINISHES, WALLS, DOORS, MILLWORK, AND MECHANICAL & ELECTRICAL SERVICES TO BE REMOVED COMPLETE.
**NOTE:**
All existing interior finishes, walls, floors, millwork, and mechanical & electrical services to be removed complete.
EXISTING STONE MASONRY TO BE CLEANED & REPOINTED AS REQUIRED.

SECOND FLOOR [32 MAIN ST]
3'-5 1/4"
PREFINISHED METAL CLADDING
HORIZONTAL WOOD CLADDING
GROUND FLOOR
COVERED/CONTROLLED 2ND & 3RD FLOOR RESIDENTIAL UNIT ACCESS

NEW OPENINGS & GLAZING UNIT IN EXISTING MASONRY FACADE TYPICAL.

NEW GLAZING UNIT IN EXISTING EXPANDED MASONRY OPENINGS TYPICAL.

GLASS GUARDS AND WOODEN PRIVACY SCREEN FOR RESIDENTIAL ROOFTOP PATIOS.

PROPOSED NORTH ELEVATION

EDGE ARCHITECTS

20447 - CENTRAL VIEWS PROPERTY MANAGEMENT - 304-09 MAIN ST RENOVATION
REVISED FOR CLIENT REVIEW: 2020.09.21

SCALE: 1/8" = 1'-0"
Background:

In July 2020, EDGE Architects and Tacoma Engineers were engaged by Central Views Property Management of Cambridge to provide design services associated with the renovation of two existing adjoined three-storey buildings located in downtown Galt known municipally as 35-37 and 39 Main St. The design concepts that were developed, which propose the creation of residential apartment units on the Second and Third Floors of the existing buildings, include a proposal for modest alterations to the buildings’ exteriors including masonry restoration and window replacement. Drawings prepared by EDGE Architects in consultation with Tacoma Engineers were submitted by Central Views Property Management to the City of Cambridge’s Economic Development Division and were subsequently forwarded to the Community Development Department for Heritage Planner review. The design concepts were reviewed with Economic Development Division and Community Development Department staff in a meeting on December 11, 2020. This scoped CHIA report is submitted at the request of Heritage staff to further assist with evaluation of the potential impacts associated with the proposed alterations to the buildings’ exteriors. Based on requirements established by staff, this report is structured in six sections as follows:

1. A graphic and written inventory of the heritage resource;
2. A description of all proposed alterations to the exterior of the structures;
3. Assessment of the proposal's impact on the heritage resource;
4. A range of alternatives explored to conserve the resource.
5. Means to mitigate impacts on the resource.
6. Qualifications.

1. **Graphic and written inventory of the heritage resource:**

The buildings at 35-37 and 39 Main St are situated on the South side of Main St at approximately mid-block between Water St to the East and Ainsle St to the West. The subject buildings are a part of an urban street wall condition made up of buildings varying between three and four stories in height fronting onto Main St that were constructed in the later half of the 19th century. Both the 35-37 and 39 Main St buildings are 3-storeys in height and are comprised of load bearing stone masonry exterior and parti-walls and timber floors and roofs. The front (North) façades of 35-37 and 39 Main St are identified in the Main Street Heritage Conservation District Plan as having cultural heritage attributes and are the primary focus of this assessment. Rear additions and first-floor commercial shop fronts have been identified within the Main Street Heritage Conservation District Plan regarding the Granite Block as suitable for redevelopment, provided that the design is sensitive to existing heritage attributes. They do not require evaluation as heritage attributes.

The front façades of the 35-37 and 39 Main St buildings are comprised of original stone masonry with the stone material expressed to the exterior on the upper levels. The stonework on the Main St façades, which consists of masonry units of varying shapes and sizes, is generally in good condition. The stone and mortar on the 35-37 Main St façade is visibly lighter in colour than that of the 39 Main St façade. This seems to reflect that the masonry of 35-37 Main St has been cleaned more recently. Required work on the existing stone masonry on the front façades is limited to minimal localized mortar joint repointing for long term stabilization.
Each of the subject buildings has a ground level storefront condition facing Main St which is comprised primarily of aluminum framed glass in conjunction with a mix of tile and metal cladding. The storefronts, which represent 20th century alterations, are generally in poor condition due to deferred maintenance, and detract from the overall heritage attributes of the buildings. Both 35-37 and 39 Main St have three punched window openings on each of the second and third floors. All window openings have original stone lintels above which are generally in good condition apart from some surface discoloration including rust. A stone band stretches across the façades at third floor window sill level which visually unifies the adjoined buildings. This stone band, which is in good condition, does not extend to the adjacent buildings to the immediate East and West.

The existing windows on the second and third floors fronting on Main St are all single-hung style of wood construction with single pane glazing. The 35-37 Main St windows do not have any mullion or muntins whereas the 39 Main St are a “6-over-6” configuration. It is uncertain if the windows are original. All existing windows are in extremely poor condition. Wood window components have experienced significant deterioration including rot, water damage, and insect damage. Several glass panes are broken while others are missing. Some missing glass panes have been replaced with plywood and others with plexiglass. All have been very poorly caulked and painted over multiple times. Designated substance assessment results also indicate that the window caulking contains asbestos. The windows are therefore considered beyond repair.
Figures 2, 3, and 4: Photographs showing the condition of windows at 35-37 Main St (M. Koppeser c. 2020).

Figures 5 and 6: Photographs showing the condition of windows at 39 Main St (M. Koppeser c. 2020).
Figure 7: A photograph of the rear (South) façade of 35-37 & 39 Main St (M. Koppeser c. 2020).

The rear (South) sides of the buildings are in considerably worse condition than the Main St façades. The rear façades similarly have original stone expressed to the exterior, but the condition of the masonry is extremely poor requiring more extensive repair. Significant mortar loss is evident on the rear building faces resulting in areas of loose masonry units. Spalling and deteriorated field masonry is also observable. Near complete repointing of masonry joints is required and selected masonry units need to be replaced. All window lintels on the 39 Main St rear façade have significant cracks and require removal and replacement. Most rear windows have been removed and boarded shut and a select few have been bricked up. A ramshackle uninsulated light wood-framed 20th century addition exists at the rear of 39 Main St which is in a state of significant disrepair. Generally, the rear of the building has few intact heritage attributes.

The condition of the North and South Elevations, as well as the buildings’ Floor Plans, are documented on Existing Conditions drawings prepared by EDGE Architects dated September 21, 2020 appended to this report.
2. A description of all proposed alterations to the exterior of the structures;

a. Front (North) Elevations: Proposed alterations to the exterior of 35-37 and 39 Main St buildings’ front (North) façades are depicted on the Demolition and Proposed Floor Plan and Elevation drawings prepared by EDGE Architects dated September 21, 2020 appended to this report.

Proposed alterations to the exterior front (North) façades are further summarized as follows:

- Removal and disposal of deteriorated 20th century aluminum framed storefront glazing and entrance doors.
- Installation of new storefront glazing and entrance doors. *
- Removal and disposal of 20th century tile and metal cladding surrounding the storefront.
- Installation of new painted wood cladding surrounding the storefront in place of removed materials. **
- Limited localized repointing of loose masonry mortar joints on the upper levels.
- Removal and disposal of deteriorated single pane single-hung wood windows.
- Installation of new insulated double pane single-hung wood replacement windows. ***

* New storefront glazing and entrance doors at ground level shall be in conformity with the Main Street Heritage Conservation District Plan.

** New wood cladding and sign panel over storefront shall have detailing including a profiled cornice on the top of the sign panel in keeping with the era of the original construction of the building and shall be in conformity with the Main Street Heritage Conservation District Plan. Based on field assessment it can be confirmed that the new storefront surround will not irreversibly impact heritage attributes.

*** Proposed replacement windows are Ridley Windows & Doors Inc. brand wood (pine) frame construction with three-part (preservative, polymer primer, and top coat) factory finish (black) which will be representative of original heritage attributes of the existing windows to be replaced. Additional details on proposed Ridley Windows & Doors products proposed for this project are appended to this report.
b. **Rear (South) Elevations:** Proposed alterations to the exterior of 35-37 and 39 Main St buildings’ rear (South) façades are depicted on the Demolition and Proposed Floor Plan and Elevation drawings prepared by EDGE Architects dated September 21, 2020 appended to this report.

Proposed alterations to the exterior rear (South) façades are further summarized as follows:

- Removal and disposal of light wood framed ground floor 20th century addition.
- Construction of new addition with storefront glazing and entrance doors and wood siding.
- Removal and disposal of existing deteriorated fire escape.
- Construction of new elevated decks at third floor level.
- Full repointing of loose masonry mortar joints and replacement of damaged masonry units including lintels.
- Light surface washing of stone masonry following repair.
- Removal and disposal of deteriorated windows (of varying construction types) and boarding.
- Enlargement of window openings where indicated on elevations.
- Installation of new insulated double pane vinyl windows.

*New materials proposed for the rear façades are intentionally intended to be discernable as modern interventions, juxtaposing the existing historic materials, but will be compatible with existing heritage attributes as required by the Main Street Heritage Conservation District Plan and Main Street Urban Design Guidelines adopted by the City of Cambridge.*
Figure 8: An elevation drawing of the Proposed alterations to the front (North) façade of 35-37 & 39 Main St (EDGE Architects).

Figure 9: An elevation drawing of the Proposed alterations to the rear (South) façade of 35-37 & 39 Main St (EDGE Architects).
3. **Assessment of the proposal's impact on the heritage resource:**

The proposed interventions to 35-37 and 39 Main St have been established with consideration for The Standards and Guidelines for the Conservation of Historic Places in Canada and best practices for conservation. A summary of the proposal's impact on the heritage resources is as follows:

   a. **Destruction of heritage attributes:** Proposed destruction of heritage attributes is limited to the 12 existing windows on the front (North) façades which, as previously indicated in this report, are extensively deteriorated to the point of being irreparable. The windows are proposed to be replaced in kind with new windows of wood construction with design details based on the physical attributes of the existing windows.

   b. **Alteration of heritage attributes:** Alteration of heritage attributes will be limited to minor localized stone masonry repointing on the front (North) façades. These alterations are proposed for long term stabilization and enhancement of heritage attributes.

   c. **Shadowing of attributes:** No impact.

   d. **Isolating attributes from their context:** No impact.

   e. **Obstructing view of attributes:** No impact.

   a. **Changing of land use:** No impact.

   f. **Land disturbance:** No impact

Further details on the proposals the impacts on the heritage resource can be found in the Heritage Conservation Structural Report prepared by Tacoma Engineers dated December 9, 2020 appended to this report.
Figure 10: A historic photograph from the corner of Main St and Water St showing 35-37 & 39 Main St mid-block (Archives).

Figure 11: Historic photographs of the 35-37 & 39 Main St front (North) façades (Archives).
4. A range of alternatives explored to conserve the resource:

In accordance with The Standards and Guidelines for the Conservation of Historic Places in Canada, a minimum intervention approach in which retention of heritage attributes has been prioritized where possible. A range of options were considered for the sole heritage attribute proposed to be removed and replaced, the 12 existing wood windows on the front (North) façades (which are considered irreparable as described in Section 1 of this report). A list of the considered options related to the windows is as follows:

a. **Repair of the whole or part of the attribute:** Repair of the whole or part of the existing windows was considered but ultimately deemed impossible due to the extent of deterioration of the wood window components including rot, water damage, and insect damage, the amount of broken/missing glass panes, very poor caulking/painting, broken hardware and the presence of asbestos in the caulking material. All windows in both buildings where observed to be of an equivalent level of deterioration. This determination was made by the consultant team in conjunction with the owner and with consideration for the results of the Designated Substances and Hazardous Materials Assessment Final Report commissioned by the owner prepared by Onpoint Environmental Solutions Inc. dated December 7, 2020.

b. **Replacement with exact replicas:** Replacement of the existing windows with exact replicas was considered but ultimately deemed not to be prudent with best practices for energy efficiency and sustainable design in mind. Replacement of the existing windows with exact replicas comprising single pane glass would not achieve the energy performance mandated by the Ontario Building Code and desired by the owner. This determination was made by the consultant team in conjunction with the owner and with consideration for the 2012 Ontario Building Code Compendium.

c. **Replacement with new wood windows in kind:** Replacement of the existing windows with new single-hung double pane windows of wood construction with design details generally based on the physical attributes of the existing windows was ultimately determined to be the most prudent solution representing an optimal balance of sensitivity to heritage attributes, energy performance, and cost. Although this solution represents a cost premium of in the order of magnitude of $24,000 the owner is agreeable to this solution. This determination was made by the consultant team in conjunction with the owner in consultation with suppliers of heritage style wood windows.

d. **Replacement with modern windows:** Replacement of the existing windows with modern vinyl or fiberglass windows was considered as it would represent a cost-effective solution but was ultimately determined not to be appropriately representative of the existing windows or sensitive to heritage attributes.
5. Means to mitigate impacts on the resource:

To mitigate the impacts on the resource all proposed work on heritage attributes shall be performed by specialist sub-contractors with experience working with heritage masonry structures.

As impact mitigation pertains to the windows, as indicated in Section 4 of this report, after thorough review of a range of alternatives it was determined that new wood windows are the preferred option for replacement of the existing deteriorated wood windows. It is understood that as per best practice for heritage restoration the replacements should replicate existing heritage attributes as closely as is technically and economically feasible. The proposed replacement windows are Ridley Windows & Doors Inc. brand wood (pine) frame construction with three-part (preservative, polymer primer, and top coat) factory finish (black) which will be representative of original heritage attributes of the existing windows to be replaced. Additional details on the proposed Ridley Windows & Doors products proposed for this project, including materials and design, are appended to this report. Special care will need to be taken when removing the existing windows and installing new windows to ensure irreversible damage to the existing stone, lintels, and sills does is not sustained.

As impact mitigation pertains the existing stone masonry restoration scope of work, the following are guidelines to be specifically applied to the maintenance and protection of exterior masonry during construction:

- An overall evaluation of the condition of the masonry shall be performed to determine the final extent of work.
- Measures shall be taken to prevent water penetration and ensure proper water drainage away from the original fabric.
- Cleaning will only be performed when necessary to stop deterioration or remove heavy soiling, rust or graffiti.
- Whenever possible, sound exterior masonry elements shall be retained and restored.
- Repairs shall be visibly and physically compatible with existing building fabric.
- Replacement elements shall match existing in material, form, detailing, and general appearance.
- The masonry restoration work must be completed as required to maintain the building in good condition.

Further details on measures to mitigate impacts on the heritage resource can be found in the Heritage Conservation Structural Report prepared by Tacoma Engineers dated December 9, 2020 appended to this report.
6. Qualifications:

This report is authored by EDGE Architects in partnership with Tacoma Engineers.

EDGE Architects is a professional Architectural consulting practice based in Waterloo, Ontario. The firm holds a Certificate of Practice issued by the Ontario Association of Architects. Edge Architects Founding Partner Mike Trussell, BAS, M.Arch, OAA is an Ontario Association of Architects license holder and member of the Grand Valley Society of Architects Executive, and has a wealth of past experience providing Architectural Services for heritage buildings in Guelph, Wellington County, and Waterloo Region.

Tacoma Engineers is a professional Structural Engineering firm with locations in Guelph, Waterloo, and Barrie, Ontario. Nick Lawler, MASc. PE, P.Eng. CAHP of Tacoma Engineers is acting as heritage engineer for the project. Mr. Lawler is a Professional Member of a Canadian Association of Heritage Professionals (CAHP). In addition to providing guidance on heritage conservation Mr, Lawler is responsible for existing building structural assessment and structural design services required for the building's restoration.

7. Appendices:

- Existing Conditions drawings prepared by EDGE Architects dated September 21, 2021 (8 pages);
- Demolition and Proposed drawings prepared by EDGE Architects dated September 21, 2021 (17 pages);
- Heritage Conservation Structural Report prepared by Tacoma Engineers dated December 9, 2020 (1 page);
- Restore vs. Replace literature prepared by Ridley Windows & Doors Inc. dated September 2018 (11 pages);
**UNIT**: Wood  
**PRODUCT**: 500 Series Hung  
**OPERATION**: Single Hung  
**PROFILE TYPE**: Restoration Interior Profiling  
**UNIT Size**: 43" x 80" Even Split  
**SASH**: 2 1/16" Head Rail, 3 1/2" Sill Rail, 1 13/16" Stiles  
**MATERIAL**: Pine  
**EXTERIOR FINISH**: Brooklyn Bronze (Norcoat)  
**INTERIOR FINISH**: Brooklyn Bronze (Norcoat)  
**GRILLE**: SDL, 7/8" Putty (598) Ext., 7/8" Restoration (2818) Int. Bars., , Black Tape  
**PATTERN**: Rectangular, 3 x 2, 6 Rectangle Lites  
**LOWER GLASS**: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [4MM Low E TP], Int Pane [4MM Clear TP], Black Spacer (5/16”), Putty (2720) Bead, Argon Fill  
**UPPER GLASS**: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [3MM Low E 70/36], Int Pane [3MM Clear], Black Spacer (3/8”), Putty (2720) Bead, Argon Fill  
**HRDW**: Restoration Lock Faux ORB, Finger Lift (2), 1 Locks, White Pan, Balance Type: Lite Lift (Bottom Only), Hidden Tilt Latch, c/w Pan Cover applied with tape  
**SCREEN**: Half Screen, Fiberglass Black Mesh, Brooklyn Bronze (Norcoat), ; Under Sash Application, Concealed Corner 45 Degree  
**EXTERIOR TRIM**: Casing: 543, Modified to 2 1/2”; Sub-Sill: 566 , No Sill Horn  
**INTERIOR TRIM**: None  
**JAMB**: 5 3/8", No Round Robin  
- Sub sill application will add 11/16" to the unit box height - see architectural details for more information.  
- Distortion of Tempered glass is common and is not considered a defect.  
- **WARNING**: Larger components requires edge glued or finger joint  
- **PRODUCT knowledge**: 701 PKversion  

*Drawings viewed from exterior.*

Room Label: Type 1

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<th>LINE #</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
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**Overall Unit** 43" X 80"  
**Brickmould** 47 1/32" X 83 1/4"  
**Rough Opening** 44" X 81 1/4"  

Comment: <none>
Customer QUOTATION
QUOTE EXPIRES
Quote # 180284
Quote Not Certified

PrintDate: 2020-12-22

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<th>UNIT PRICE</th>
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| 200-1  | - UNIT: Wood  
- PRODUCT: 500 Series Hung  
- OPERATION: Single Hung  
- PROFILE TYPE: Restoration Interior Profiling  
- UNIT Size: 43" x 80" Even Split  
- SASH: 2 1/16" Head Rail, 3 1/2" Sill Rail, 1 13/16"  
  Stiles  
  - MATERIAL: Pine  
  - EXTERIOR FINISH: Brooklyn Bronze (Norcoat)  
  - INTERIOR FINISH: Brooklyn Bronze (Norcoat)  
  - LOWER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [4MM Low E TP], Int Pane [4MM Clear TP], Black Spacer (5/16"), Putty (2720) Bead, Argon Fill  
  - UPPER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [3MM Low E 70/36], Int Pane [3MM Clear], Black Spacer (3/8"), Putty (2720) Bead, Argon Fill  
  - HRDW: Restoration Lock Faux ORB, Finger Lift (2), 1 Locks, White Pan, Balance Type: Lite Lift (Bottom Only), Hidden Tilt Latch, c/w Pan Cover applied with tape  
  - SCREEN: Half Screen, Fiberglass Black Mesh, Brooklyn Bronze (Norcoat), ; Under Sash Application, Concealed Corner 45 Degree  
  - EXTERIOR TRIM: Casing: 543, Modified to 2 1/2"; Sub-Sill: 566, No Sill Horn  
  - INTERIOR TRIM: None  
  - JAMB: 5 3/8", No Round Robin  
  - Sub sill application will add 11/16" to the unit box height - see architectural details for more information.  
  - Distortion of Tempered glass is common and is not considered a defect.  
  - WARNING : Larger components requires edge glued or finger joint  
  - PRODUCT knowledge: 701 PKversion |
|        |             | 3        | EA  |            |           |

*Drawings viewed from exterior.

Room Label: Type 1A

Overall Unit  43" X 80"
Brickmould  47 1/32" X 83 1/4"
Rough Opening  44" X 81 1/4"

Comment: <none>
Customer QUOTATION
QUOTE EXPIRES
Quote Not Certified

Print Date: 2020-12-22

Room Label: Type 2

Overall Unit: 43" X 99"
Brickmould: 47 1/32" X 102 1/4"
Rough Opening: 44" X 100 1/4"
Comment: <none>
**Overall Unit**  43" X 99"

**Brickmould**  47 1/32" X 102 1/4"

**Rough Opening**  44" X 100 1/4"

**Comment:** <none>
Quoted prices are good for 30 days (Expires: 2021-01-21) and are subject to correction or computational errors.

All the above quantities and accessories have been verified and accepted by the undersigned for purchase from Norwood Windows And Doors. I am aware that this order is made specifically for my project. There are no cancellations or changes without the written approval from Norwood Windows And Doors. As a buyer, I am responsible for ALL quantities and specifications. I Norwood Windows And Doors CANNOT ACCEPT ANY WINDOWS OR DOORS FOR CREDIT.

Please Sign
Here:_______________________________________________________

We appreciate the opportunity to provide you with this quote!
Please Modify the dealerinfo.txt
located at Start/All Program/Norwood/dealerinfo.txt
or in C:\Norwood\Norquest\dealerinfo.txt
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Tel: NA

Email: NA

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100-1 - UNIT: Wood
- PRODUCT: 500 Series Hung
- OPERATION: Single Hung
- PROFILE TYPE: Restoration Interior Profiling
- UNIT Size: 43" x 80" Even Split
- SASH: 2 1/16" Head Rail, 3 1/2" Sill Rail, 1 13/16" Stiles
- MATERIAL: Pine
- EXTERIOR FINISH: Brooklyn Bronze (Norcoat)
- INTERIOR FINISH: Brooklyn Bronze (Norcoat)
- GRILLE: SDL, 7/8" Putty (598) Ext., 7/8" Restoration (2818) Int. Bars, , Black Tape
- PATTERN: Rectangular, 3 x 2, 6 Rectangle Lites
- LOWER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [4MM Low E TP], Int Pane [4MM Clear TP], Black Spacer (5/16”), Putty (2720) Bead, Argon Fill
- UPPER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [3MM Low E 70/36], Int Pane [3MM Clear], Black Spacer (3/8”), Putty (2720) Bead, Argon Fill
- HRDW: Restoration Lock Faux ORB, Finger Lift (2), 1 Locks, White Pan, Balance Type: Lite Lift (Bottom Only), Hidden Tilt Latch, c/w Pan Cover applied with tape
- SCREEN: Half Screen, Fiberglass Black Mesh, Brooklyn Bronze (Norcoat), ; Under Sash Application, Concealed Corner 45 Degree
- EXTERIOR TRIM: Casing: 543, Modified to 2 1/2”;
- JAMB: 5 3/8”, No Round Robin
- Sub sill application will add 11/16" to the unit box height - see architectural details for more information.
- Distortion of Tempered glass is common and is not considered a defect.
- WARNING : Larger components requires edge glued or finger joint
- PRODUCT knowledge: 701 PKversion

Overall Unit  43" X 80"
Brickmould  47 1/32" X 83 1/4"
Rough Opening  44" X 81 1/4"

Comment: <none>
**LINE # DESCRIPTION** | 2020-12-22 - 701 | **QUANTITY** | U/M | **UNIT PRICE** | **EXTENSION**
---|---|---|---|---|---
200-1 | - UNIT: Wood  
- PRODUCT: 500 Series Hung  
- OPERATION: Single Hung  
- PROFILE TYPE: Restoration Interior Profiling  
- UNIT Size: 43” x 80” Even Split  
- SASH: 2 1/16" Head Rail, 3 1/2" Sill Rail, 1 13/16"  
Stiles  
- MATERIAL: Pine  
- EXTERIOR FINISH: Brooklyn Bronze (Norcoat)  
- INTERIOR FINISH: Brooklyn Bronze (Norcoat)  
- LOWER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [4MM Low E TP], Int Pane [4MM Clear TP], Black Spacer (5/16”), Putty (2720) Bead, Argon Fill  
- UPPER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [3MM Low E 70/36], Int Pane [3MM Clear], Black Spacer (3/8”), Putty (2720) Bead, Argon Fill  
- HRDW: Restoration Lock Faux ORB, Finger Lift (2), 1 Locks, White Pan, Balance Type: Lite Lift (Bottom Only), Hidden Tilt Latch, c/w Pan Cover applied with tape  
- SCREEN: Half Screen, Fiberglass Black Mesh, Brooklyn Bronze (Norcoat), ; Under Sash Application, Concealed Corner 45 Degree  
- EXTERIOR TRIM: Casing: 543, Modified to 2 1/2"; Sub-Sill: 566 , No Sill Horn  
- INTERIOR TRIM: None  
- JAMB: 5 3/8", No Round Robin  
- Sub sill application will add 11/16” to the unit box height - see architectural details for more information.  
- Distortion of Tempered glass is common and is not considered a defect.  
- WARNING : Larger components requires edge glued or finger joint  
- PRODUCT knowledge: 701 PKversion | 3 | EA | $1,909.69 | $5,729.07

*Drawings viewed from exterior.*

**Room Label:** Type 1A

**Overall Unit:** 43" X 80"
**Brickmould:** 47 1/32" X 83 1/4"
**Rough Opening:** 44" X 81 1/4"

**Comment:** <none>
Overall Unit 43" X 99"
Brickmould 47 1/32" X 102 1/4"
Rough Opening 44" X 100 1/4"

*Drawings viewed from exterior.

Room Label: Type 2
- UNIT: Wood
- PRODUCT: 500 Series Hung
- OPERATION: Single Hung, Non Tilting
- PROFILE TYPE: Restoration Interior Profiling
- UNIT Size: 43” x 99” Even Split
- SASH: 2 1/16” Head Rail, 3 1/2” Sill Rail, 1 13/16” Stiles
- MATERIAL: Pine
- EXTERIOR FINISH: Brooklyn Bronze (Norcoat)
- INTERIOR FINISH: Brooklyn Bronze (Norcoat)
- LOWER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [4MM Low E TP], Int Pane [4MM Clear TP], Black Spacer (5/16”), Putty (2720) Bead, Argon Fill
- UPPER GLASS: Dual Pane Sealed Unit [OA Thick 21/32"] @ Ext Pane [3MM Low E 70/36], Int Pane [3MM Clear], Black Spacer (3/8”), Putty (2720) Bead, Argon Fill
- HRDW: Restoration Lock Faux ORB, Finger Lift (2), 1 Locks, White Pan, Balance Type: Lite Lift (Bottom Only), Non Tilt Hidden Tilt Latch, c/w Pan Cover applied with tape
- SCREEN: Half Screen, Fiberglass Black Mesh, Brooklyn Bronze (Norcoat), ; Under Sash Application, Concealed Corner 45 Degree
- EXTERIOR TRIM: Casing: 543, Modified to 2 1/2”; Sub-Sill: 566 , No Sill Horn
- INTERIOR TRIM: None
- JAMB: 5 3/8”, No Round Robin
- Sub sill application will add 11/16” to the unit box height - see architectural details for more information.
- Distortion of Tempered glass is common and is not considered a defect.
- WARNING: Larger components requires edge glued or finger joint
- PRODUCT knowledge: 701 PKversion

*Drawings viewed from exterior.

Room Label: Type 2A

Overall Unit  43” X 99”
Brickmould     47 1/32” X 102 1/4”
Rough Opening  44” X 100 1/4”

Comment: <none>
Quoted prices are good for 30 days (Expires: 2021-01-21) and are subject to correction or computational errors.

All the above quantities and accessories have been verified and accepted by the undersigned for purchase from Norwood Windows And Doors. I am aware that this order is made specifically for my project. There are no cancellations or changes without the written approval from Norwood Windows And Doors. As a buyer, I am responsible for ALL quantities and specifications. I Norwood Windows And Doors CANNOT ACCEPT ANY WINDOWS OR DOORS FOR CREDIT.

Please Sign
Here:_______________________________________________________

We appreciate the opportunity to provide you with this quote!
To: COUNCIL
Meeting Date: 03/16/21
Subject: 124 Compass Trail Part Lot Control, River Mill Development Corporation
Submitted By: Elaine Brunn Shaw, Chief Planner
Prepared By: Jacqueline Hannemann, Site Plan Coordinator
Report No.: 21-069CD
File No.: PTLT14/19

Recommendations

THAT report 21-069(CD) – 124 Compass Trail Part Lot Control, River Mill Development Corporation – be received,

AND THAT the by-law attached to report 21-069(CD) be passed.

Executive Summary

Purpose

- The property at 124 Compass Trail (Block 190 on Registered Plan 58M-604) is currently a block in a registered plan of subdivision in the Hunt Club subdivision which was registered on December 1, 2017.

- The property has been site plan approved for 88 townhouse units under application SP23/19.

- The current application before Council is for exemption of part lot control to further divide the block into separate freehold lots for individual sale.

- The property is currently going through plan of condominium process to create a common element condominium. The common elements will include the road, parking spaces and common greenspace/amenity area on the property.

Key Findings

- Part lot control has the effect of preventing the division of land in a registered plan of subdivision without approval of the municipality.
• The provisions in the Planning Act allow a municipality to pass a by-law to remove part lot control from all or any part of a registered plan of subdivision. This by-law has the effect of allowing the selling of a portion of the property to allow separate ownership without approval from the Committee of Adjustment through a severance application.

• This by-law will permit a block in a registered plan of subdivision be further divided into separate lots for the construction of 88 freehold townhouse units for up to two years.

Financial Implications

• The planning application fee for part lot control exemption in the amount of $10,610 has been paid to the City to process the application.

• There are no additional financial impacts due to this application. The financial impacts have been addressed through the previous plan of subdivision.

Background

Part Lot Control General Information

Part lot control exemption is another form of land division in addition to plans of subdivision and severances. Section 50(7) of the Planning Act allows a municipality to pass a by-law that excludes lands within a registered plan of subdivision from the Planning Act’s part lot control regulations. This allows a land owner to divide parts of blocks and lots within a registered plan of subdivision for land for sale, conveyance, lease or mortgage, make minor boundary adjustments, or establish maintenance easements by way of a Reference Plan. Exemption from part-lot control is appropriate when a number of land transactions are involved, but the resulting changes will not affect the nature or character of the subdivision or development.

Exemptions from part lot control are used to facilitate single detached, semi-detached and townhouse developments to ensure that the common centre wall between two dwelling units is constructed on the property line.

An approved part lot control exemption by-law is in place for two years. After that, the by-law expires and the part lot control regulations of the Planning Act come back into effect and no further division of the land can occur without a severance application.

If Council does not agree with staff’s recommendation to approve the part lot control application, the property could not be divided into smaller freehold lots for individual sale and ownership. The townhouse units would continue as a cluster development on Block 190 on Registered Plan 58M-604. The Plan of Condominium would be affected and would require updating as to how the property would function.
Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #1 - Community Wellbeing

Objective 1.4 Promote, facilitate and participate in the development of affordable, welcoming and vibrant neighbourhoods.

The part lot control application creates a further division of a block in a registered plan of subdivision to create freehold lots for townhouse units, as was anticipated through the previously approved planning applications.

Comments

The subject property municipally described as 124 Compass Trial is also referred to as Block 190 on Registered Plan 58M-604.

Figure 1 – Property Location Map
The block was created through the approval of the Hunt Club plan of subdivision (30T-12103) on December 1, 2017. The block was intended for townhouse development at the subdivision stage.

The property was site plan approved under application SP23/19 to permit 88 townhouse units with the intention that a future part lot control exemption would create the 88 separate freehold lots and a future plan of condominium would tie the lots to a common element condo road, parking spaces and green space.

![Figure 2 – Excerpt from Approved Site Plan showing the 88 townhouse units tied to a condo road](image)

The application for part lot control exemption is consistent with the registered plan of subdivision and the approved site plan.

If this application is approved, the part lot control exemption by-law is in place for two years. After that, the by-law expires and the part lot control regulations of the Planning
Act come back into effect and no further division of the land can occur without a severance application.

**Existing Policy/By-Law**

Section 50(7) of the Planning Act allows a municipality to pass a by-law that excludes lands within a Registered Plan of Subdivision from the Planning Act’s Part Lot Control regulations. This allows a land owner to divide parts of blocks and lots within a registered plan of subdivision. Council approval of the by-law is required to allow the exemption from Part Lot Control for up to two years.

**Financial Impact**

There are no financial impacts due to this application. The financial impacts have been addressed through the previous plan of subdivision process.

**Public Input**

This application does not require public notification or public input. This report has been posted publicly as part of the report process.

**Internal/External Consultation**

The applicant provided the Planning Division with the draft copy of a reference plan for review. The draft reference plan was reviewed in conjunction with the approved Site Plan and deemed to be in conformity with the approved site plan drawings.

The application was circulated to Building Services, Development Engineering Division, Legal Services and the Region of Waterloo. No comments or action items were raised in regard to the application.

Legal Services reviewed the Schedule A to the draft Bb-law and has confirmed the parts and accesses have been listed in accordance with the draft reference plan.

After review of the application and draft reference plan, the draft reference plan was deposited to the Land Registry Office by the applicant. The reference plan number is 58R-21066.

**Conclusion**

City of Cambridge Development Planning Staff recommends that Council pass the attached by-law to permit part lot control exemption on the subject lands at 124 Compass Trail (Block 190, 58M-604) until March 16, 2023. The application for part lot control meets the intent of the registered plan of subdivision and the approved site plan. The application represents good planning and will create 88 freehold townhouse lots
tied to a future common element condominium as was anticipated through the previously approved planning applications.

**Signature**

**Division Approval**

![Signature]

Name: Elaine Brunn Shaw  
Title: Chief Planner

**Departmental Approval**

![Signature]

Name: Hardy Bromberg  
Title: Deputy City Manager, Community Development

**City Manager Approval**

![Signature]

Name: David Calder  
Title: City Manager

**Attachments**

- Attachment 1 – Reference Plan 58R-21066
- Attachment 2 – Draft by-law xxx-21
- Attachment 3 – Excerpt of Approved Site Plan SP23/19
Attachment 1

PLAN 58R-21066

Received and deposited
February 25th, 2021

John Laporte
Representative for the
Land Registrar for the
Land Titles Division of
Waterloo (No. 58)

Attachment 1
BY-LAW XXX-21

of the

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – 124 Compass Trail.

WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990, c. P.13, as amended, provides that a municipal Council may by by-law provide that subsection 50(5) of the Planning Act R.S.O. 1990 c.P.13, as amended (Part Lot Control) does not apply to land within plans or parts of plans designated in the by-law and that when the by-law is approved by the appropriate approval authority, subsection 50(5) ceases to apply to the lands therein described:

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Block 190, Registered Plan No. 58M-604;

2. THAT this by-law shall be restricted in its application only to divide the blocks and create easements as cited in accordance with Reference Plan No. 58R-xxxxx and Schedule ‘A’ attached hereto;

3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on March 16th, 2023;

4. THAT it is Acknowledged and Directed that the office of the City Solicitor or designate be authorized to register electronically this by-law pursuant to subsection 50(28) of the Planning Act on the title to the lands described herein and place an inhibiting order following the registration of the by-law which is to be lifted upon registration of the Common Element Condominium (30CDM-19108); and,

5. THAT this By-law shall come into full force on the day it is passed.
PASSED AND ENACTED this 16th day of March, 2021.

_________________________________  
MAYOR

_________________________________  
CLERK
Schedule ‘A’ to By-law No. XXX-21
Block 190, Registered Plan No. 58M-604
Parts 1 to 89
Parts and Proposed Easements

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Part 89 will form the Common Element Condo, subject to various easement listed on the plan.
To: COUNCIL

Meeting Date: 03/16/21

Subject: Regional Official Plan Review Project – Employment Strategy – City of Cambridge Opportunity to Respond

Submitted By: Elaine Brunn Shaw, Chief Planner, MCIP, RPP

Prepared By: Kathy Padgett, Senior Planner – Environment, MCIP, RPP

Report No.: 21-065(CD)

File No.: D08.07.25

Recommendations


AND THAT Cambridge Council endorse the draft Regional Employment Area boundary;

AND THAT Cambridge Council endorse the employment land conversions recommended by Regional staff;

AND FURTHER THAT Report 21-065(CD) and its resulting resolution be provided to the Regional Municipality of Waterloo.

Executive Summary

Purpose

- The Region is currently undertaking a review of the Regional Official Plan (ROP) to bring it into conformity with the A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) and to be consistent with the Provincial Policy Statement (PPS).

- One component of the Growth Plan currently under review by the Region is related to the Employment Strategy which includes the identification of a Regional Employment Area and the evaluation of employment land conversion requests. Employment land generally refers to land intended to be used for industry, office and small-scale commercial uses serving the surrounding area.
This report provides the opportunity for Cambridge Council to comment on this part of the ROP Review Project. City staff will be bringing additional reports to Council in future on other matters so that Council can provide input at key steps in the ROP Review Project.

Key Findings

- The Growth Plan states that lands currently designated for employment may only be converted to permit non-employment uses through a Municipal Comprehensive Review (the ROP Review Project). This process can only take place through the review of an upper-tier municipal official plan. During the ROP Review Project, only a private landowner or municipality can request that parcels (or areas) of land currently designated for employment uses be considered for conversion to allow non-employment uses.

- There have been 17 employment land conversion requests made for parcels (or areas) in the City of Cambridge. This process involves evaluating requests to convert specific parcels (or areas) that are currently designated for employment to allow non-employment uses in the future. Only parcels (or areas) within the Regional Employment Area can be considered for conversion.

- This work will assist in determining the Regional Employment Land Supply and is a key input to the amount of land required to accommodate population and employment growth forecasted by the Province to 2051.

- City staff are supportive of the draft Regional Employment Area boundary.

- City staff are supportive of the preliminary recommendations made by Regional staff on the employment land conversion requests.

Financial Implications

- An update to the Cambridge Official Plan will follow the ROP Review Project to bring it into conformity with Provincial and Regional policy direction. The City has set aside $200,000 in 2022 to undertake this work.

Background

The Region of Waterloo is currently undertaking a review of the Regional Official Plan (ROP) to bring it into conformity with the A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) and to be consistent with the Provincial Policy Statement (PPS). The Growth Plan provides policy direction on matters of Provincial interest related to growth and development in the Greater Golden Horseshoe. The ROP Review Project will fulfill the Growth Plan’s Municipal Comprehensive Review (MCR) requirements.
One component of the Growth Plan currently under review by the Region is related to the Employment Strategy and the identification of Regional Employment Areas in the ROP. Determining the Regional Employment Area includes:

- **Regional Employment Area (REA)** – The draft REA boundary is based on all lands currently designated for employment uses in Area Municipal Official Plans. Employment in this context refers to industrial type businesses or business parks and include manufacturing, warehousing, logistics, as well as some office and service commercial uses that support the nearby businesses and their employees. REAs are to be protected for long-term employment opportunities and growth. A REA is not identified in the current ROP and is being incorporated into the ROP Review Project to conform to the Growth Plan. Any Regional Council approved employment land conversion requests will not be included in the REA because those lands may be able to eventually be development for non-employment purposes if the landowner desires.

- **Employment Land Conversions** – The Growth Plan states that the conversion of lands currently designated for employment to allow non-employment uses may only be permitted through a Municipal Comprehensive Review (the ROP Review Project). This process involved reviewing and evaluating requests to convert specific parcels (or areas) that are currently designated for employment to allow non-employment uses in the future. This is referred to as an employment land conversion. Non-employment uses could include residential, mixed use, commercial, and/or institutional. Employment land conversion request can only be made by a private landowner or a municipality during the ROP Review Project and not as a stand-alone request after the ROP review is completed.

This work will assist in determining the Regional Employment Land Supply and is a key input to the amount of land required to accommodate population and employment growth forecasted by the Province to 2051.

**Analysis**

**Strategic Alignment**

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.4 Work collaboratively with other government agencies and partners to achieve common goals and ensure representation of community interests.
City staff have been involved in the ROP Review Project and have provided input into the employment land conversion requests evaluation process and the draft Regional Employment Area boundary.

**Comments**

**Draft Regional Employment Area**

City staff were involved in the review and refinement of the draft Regional Employment Area (REA) boundary in the City of Cambridge. See [Attachment No. 1](#) for the draft REA which predominately includes lands currently designated for employment uses in the Cambridge Official Plan. This includes developed and undeveloped land.

Some non-employment uses have also been added to the draft REA. This includes the rural residential enclave at Allendale Road and Fountain Street North and Pere Renee De Galinee Secondary School (see image below). These parcels have been added to the draft REA because they are included in the Provincially Significant Employment Zone (PSEZ) designation established through the Growth Plan. These parcels can continue to be used as their existing use. These lands total 19.9 hectares (46.9 acres).

Additionally, some parcels throughout the City that are zoned commercial are proposed to be included in the draft REA because they are either a small pocket surrounded by employment uses, or they are designated as employment in the City’s Official Plan. The implications of including commercial zoned properties in the REA will be assessed further when the Region and Area Municipalities draft policies for the employment lands, which will be taking place later this year. City staff will inform Cambridge Council and landowners of implications at that time.
Any Regional Council approved employment land conversion requests will be removed from the Regional Employment Area boundary because those lands may be able to eventually be development for non-employment purposes if the landowner desires.

**Employment Land Conversion Requests**

There have been 17 employment land conversion requests made for parcels (or areas) in the City of Cambridge (see Attachment No. 2 for a key map of all properties (or areas) where requests were made). All requests needed to include preliminary information about potential future use of the property/area. 13 of these requests were made by a private landowner and four were requests by City staff. For requests made by City staff in which a private request was not also made, letters were mailed to landowners to make them aware that their property was being reviewed for an employment land conversion. Successful conversion requests will not affect a landowner’s development rights or their ability to continue operating as an employment use. The intent of a conversion is to provide greater flexibility for a parcel with respect to the types of land uses that would be permitted if changes were to occur in the future.

All employment land conversion requests that were received were evaluated by Regional staff using the same set of conversion criteria. City staff had a chance to provide input into the conversion criteria. There are nine conversion criteria, six of which are provided in the Growth Plan and three of which are Regionally-specific, but supported by Growth Plan policies. An employment land conversion request must meet all nine conversion criteria in order to be preliminarily recommended for conversion by Regional staff, this applies to requests made by a private landowner or a municipality. The nine criteria are:

- Criteria 1. There is a need for the conversion (Growth Plan 2.2.5.9 a)
- Criteria 2. The lands are not required over the horizon of the Growth Plan for the employment purposes for which they are designated (Growth Plan 2.2.5.9 b)
- Criteria 3. The Region and Area Municipalities will maintain sufficient lands to accommodate forecasted employment growth to the horizon of the Growth Plan (Growth Plan 2.2.5.9 c)
- Criteria 4. The proposed use would not adversely affect the overall viability of the Employment Area (Growth Plan 2.2.5.9 d)
- Criteria 5. The proposal would not adversely affect the achievement of the minimum intensification targets and density targets (Growth Plan 2.2.5.9 d)
- Criteria 6. There is existing or planned infrastructure and public service facilities to accommodate the proposed conversion (Growth Plan 2.2.5.9 e)
• Criteria 7. Cross-jurisdictional issues have been addressed (Supported by Growth Plan 2.2.5.17)

• Criteria 8. The site does not have particular or special employment use appeal based on its proximity to major transportation infrastructure (Supported by Growth Plan 2.2.5.1b, 2.2.5.5, 2.2.5.17)

• Criteria 9. The conversion shall support existing or planned Regional or Area Municipal planning objectives

The preliminary recommendations from Regional staff for parcels (or areas) through the employment land conversion requests evaluation process fall into three categories:

(1) A conversion is not required because the subject site is not within the draft Regional Employment Area (see Attachment No. 3 for the properties that fall into this category);

(2) The conversion is recommended (see Attachment No. 4 for the properties that fall into this category);

(3) The conversion is not recommended (see Attachment No. 5 for the properties that fall into this category).

Regional staff has informed the landowners of the preliminary recommendations. Landowners whose requests for conversion were preliminarily not recommended by Regional staff were invited to a meeting to discuss the evaluation and for Regional staff to receive any further information from the landowner. City staff attended these meetings as an observer.

On February 9, 2021, Regional Council received a staff update on the Regional Official Plan Review Project which provided a preview of the draft REA and the location of the employment land conversion requests. Regional staff will be providing their recommendations to Regional Council on the draft REA and each employment land conversion request in April 2021.

If City Council does not support one or more of the recommendations in this report, the resulting resolution will be provided to the Region of Waterloo.

Existing Policy/By-Law

The current A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) took effect on May 16, 2019. On August 28, 2020, Amendment 1 to the Growth Plan came into effect which included various amendments to the Growth Plan and the Land Needs Assessment Methodology as outlined in detail in Report No. 20-247(CD).

The current Provincial Policy Statement (PPS) came into effect on May 1, 2020 and provides Provincial policy direction on key land use planning issues.
The current Regional Official Plan (ROP) was approved by the Ontario Municipal Board, with modifications on June 28, 2015. The Region is currently undertaking a review of the ROP to bring it into conformity with the Growth Plan and to be consistent with the PPS. The ROP Review Project will fulfill the Growth Plan’s Municipal Comprehensive Review requirements.

The Cambridge Official Plan was approved by the Region, in part, with modifications on November 21, 2012 followed by a consolidated version in September 2018. After dealing with appeals, the City’s Official Plan is almost fully in effect.

**Financial Impact**

The Regional Official Plan (ROP) will be brought into conformity with the Growth Plan through the ongoing ROP Review Project. The Region’s 2020-2029 capital program provides for $1,300,000 in 2020 and 2021 for this project.

An update to the Cambridge Official Plan will follow the ROP Review Project to bring it into conformity with Provincial and Regional policy direction. The City has set aside $200,000 in 2022 to undertake this work.

**Public Input**

The Region of Waterloo consulted with the public on what lands should be considered for the Regional Employment Area in August 2020 and on the employment land conversion criteria in late 2019/early 2020. Following this, requests for employment land conversions were received until July 31, 2020. These requests were made available to the public for comment virtually on the EngageWR website.

Regional staff has informed the landowners of the preliminary recommendations. Landowners whose requests for conversion were preliminarily not recommended by Regional staff were invited to a meeting to discuss the evaluation and for Regional staff to receive any further information from the landowner. See Attachment No. 6 for public submissions received on the employment land conversion requests. Reference to these submissions are included with the parcel (or area) that the submission is associated with in Attachment No. 3 - 5.

City staff has also been included in discussions with some property owners and their representatives about their employment land conversion requests.

**Internal/External Consultation**

City staff in Planning Services, Economic Development and Engineering have been involved in the review of the employment land conversion requests. Generally, City staff in numerous business units as required are extensively involved in the Regional Official
Plan (ROP) Review Project which will bring the ROP into conformity with the Growth Plan and be consistent with the Provincial Policy Statement.

Conclusion

The Region is currently undertaking a review of the Regional Official Plan (ROP) to bring it into conformity with the Growth Plan and to be consistent with the Provincial Policy Statement. An update to the Cambridge Official Plan will follow the ROP Review Project to bring it into conformity with Provincial and Regional policy direction in 2022.

City staff have been involved in the ROP Review Project and have provided input into the employment land conversion requests evaluation process and the draft Regional Employment Area boundary. This aligns with the Strategic Plan of Governance and Leadership; by working collaboratively with other government agencies and partners to achieve common goals and ensure representation of community interests.

Signature

Division Approval

Reviewed by the CFO

Reviewed by Legal Services:

Name: Elaine Brunn Shaw
Title: Chief Planner

Departmental Approval

Name: Hardy Bromberg
Title: Deputy City Manager, Community Development

City Manager Approval

Name: David Calder
Title: City Manager
Attachments

Attachment No. 1 – Draft Regional Employment Area

Attachment No. 2 – Employment Land Conversion Requests Key Map

Attachment No. 3 – Employment Land Conversion Requests – Preliminary recommendations by Regional staff where a conversion is not required because the subject site is not within the draft Regional Employment Area:

1) Regeneration Areas in the Cambridge Official Plan (Delta, Preston, Hespeler)
2) 112 Pinebush Road
3) 122 Pinebush Road
4) 211 and 215 Queen Street West
5) 218-222 Samuelson Street and 225-231 Elgin Street North

Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is recommended:

6) Groh Avenue Area (50, 160 and 180 Groh Avenue; 101, 175, 215, 221, 255 and 285 Holiday Inn Drive; 0 Bechtel Street)
7) 180 Groh Avenue
8) 401 Fountain Street North
9) 486 Main Street (and adjacent vacant parcels)
10) 840-940 Main Street
11) 600-940 Main Street (City staff request made jointly with the request for 1140 Main Street below)

Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is not recommended:

12) Elgin Street (between 291 and 311 Elgin Street)
13) 875 Speedsville Road
14) 1001 Franklin Boulevard (Cambridge Sports Park)
15) 1140 Main Street (Private landowner) and 11) 1140 Main Street (City staff request made jointly with the request for 600-940 Main Street above)
16) 2310 and 2420 Townline Road
17) 4050 and 4070 Fountain Street North

Attachment No. 6 – Public Submission Received on the Employment Land Conversion Requests
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: **Regeneration Areas in the Cambridge Official Plan** (Delta, Preston, Hespeler)
1) Regeneration Areas in the Cambridge Official Plan (Delta, Preston, Hespeler)

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>City staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Primarily employment</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Mixed use – residential and commercial</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Conversion is not required because Regeneration Areas are not being included within the draft Regional Employment Area boundary</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>City staff comments:</td>
<td>City staff support the recommendation to not include Regeneration Areas within the draft Regional Employment Area. This will offer flexibility in the Regeneration Areas for redevelopment without requiring a Municipal Comprehensive Review.</td>
</tr>
</tbody>
</table>
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: 112 Pinebush Road

### 2) 112 Pinebush Road

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Vacant (previously a used car dealership)</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Conversion is not required because the subject site is not within the draft Regional Employment Area boundary</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>City staff comments:</td>
<td>City staff support the recommendation</td>
</tr>
</tbody>
</table>
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: 122 Pinebush Road

<table>
<thead>
<tr>
<th>3) 122 Pinebush Road</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
<tr>
<td><strong>Proposed use:</strong></td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria not met:</strong></td>
</tr>
<tr>
<td><strong>City staff comments:</strong></td>
</tr>
</tbody>
</table>
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: 211 and 215 Queen Street West

![Map showing the location of 211 and 215 Queen Street West]

<table>
<thead>
<tr>
<th><strong>4) 211 and 215 Queen Street West</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
<tr>
<td><strong>Proposed use:</strong></td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria not met:</strong></td>
</tr>
<tr>
<td><strong>City staff comments:</strong></td>
</tr>
</tbody>
</table>
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: 218-222 Samuelson Street and 225-231 Elgin Street North

<table>
<thead>
<tr>
<th>5) 218-222 Samuelson Street and 225-231 Elgin Street North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by: Private landowner</td>
</tr>
<tr>
<td>Current use: Vacant</td>
</tr>
<tr>
<td>Proposed use: Not applicable</td>
</tr>
<tr>
<td>Recommendation by Regional staff: Conversion is not required because the subject site is located within a Regeneration Area which are not being included within the draft Regional Employment Area boundary</td>
</tr>
<tr>
<td>Regional Conversion Criteria met: Not applicable</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met: Not applicable</td>
</tr>
<tr>
<td>City staff comments: City staff support the recommendation</td>
</tr>
</tbody>
</table>
Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **recommended**: Groh Avenue Area (50, 160 and 180 Groh Avenue; 101, 175, 215, 221, 255 and 285 Holiday Inn Drive; 0 Bechtel Street) (City staff) and 180 Groh Avenue (Private landowner)

### 6) Groh Avenue Area (50, 160 and 180 Groh Avenue; 101, 175, 215, 221, 255 and 285 Holiday Inn Drive; 0 Bechtel Street) (City staff)

#### 7) 180 Groh Avenue (Private landowner)

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>City staff and private landowner</th>
</tr>
</thead>
</table>
| Current use:  | Employment, commercial, institutional and vacant parcels  
180 Groh Avenue is vacant (previously a metal plating plant) |
| Proposed use: | Mixed use (City staff)  
Mixed use and high-density residential (Private landowner) |
<p>| Recommendation by Regional staff: | Recommended for conversion |
| Regional Conversion Criteria met: | Criteria 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| Regional Conversion | Not applicable |</p>
<table>
<thead>
<tr>
<th>Criteria not met:</th>
<th>City staff support the recommendation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>City staff comments:</td>
<td>The Groh Avenue area is comprised of active and vacant industrial lands, commercial uses (Len’s Mills Store), institutional uses (a bible college and a Montessori school fronting Holiday Inn Drive) and is located immediately adjacent to Jacob Hespeler Secondary School to the east. In addition to the diversity of uses in this area, the Groh Avenue area is also located directly adjacent to the Hespeler Regeneration Area on the north side of Groh Avenue, where staff anticipate residential and mixed uses in the future. The Groh Avenue area was also not included in the Provincially Significant Employment Zone (PSEZ) designation established through the Growth Plan in order to support an expansion to the Regeneration Area to provide for a more connected area; this was supported by Cambridge Council. If the Groh Avenue Area lands are converted to potentially allow non-employment uses in the future, existing uses are permitted to continue. For parcels that landowners may want to redevelop, a future planning application will also be required to assess how that land can be developed in a way that is compatible with existing surrounded land uses. This could include things like separation distances, noise walls, building design, etc. to provide mitigation. Any future planning applications will also include public consultation as part of the review of any proposals. With respect to the private landowner request for 180 Groh Avenue, staff note that the proponent has been working with the Ministry of the Environment, Conservation and Parks for years in an attempt to clean up the contaminated site. See Attachment No. 6 for a public submission related to this. See Attachment No. 6 for a public submission from Canada Tool Company (160 Groh Avenue) in opposition to the employment land conversion request for this area.</td>
</tr>
</tbody>
</table>
Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **recommended**: 401 Fountain Street North

<table>
<thead>
<tr>
<th>8) 401 Fountain Street North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
</tr>
<tr>
<td>Current use:</td>
</tr>
<tr>
<td>Proposed use:</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
</tr>
<tr>
<td>City staff comments:</td>
</tr>
</tbody>
</table>
Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **recommended**: 486 Main Street (and adjacent vacant parcels)

<table>
<thead>
<tr>
<th>9) 486 Main Street (and adjacent vacant parcels)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by: Private landowner</td>
</tr>
<tr>
<td>Current use: Feed mill, commercial uses and vacant parcels</td>
</tr>
<tr>
<td>Proposed use: None specified</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
</tr>
<tr>
<td>Recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
</tr>
<tr>
<td>Criteria 1, 2, 3, 4, 5, 6, 7, 8, 9</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
</tr>
<tr>
<td>Not applicable</td>
</tr>
<tr>
<td>City staff comments: City staff support the recommendation. These lands are proximate to the Main-Dundas Secondary Plan Area and should be part of the comprehensive redevelopment plan for this area.</td>
</tr>
</tbody>
</table>

City staff comments: City staff support the recommendation. These lands are proximate to the Main-Dundas Secondary Plan Area and should be part of the comprehensive redevelopment plan for this area.
Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **recommended**: 840-940 Main Street (Private landowner) and 600-940 Main Street (City staff)

### 10) 840-940 Main Street (Private landowner)

**11) 600-940 Main Street (City staff)**

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner and City staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Primarily vacant with a few houses and commercial businesses</td>
</tr>
</tbody>
</table>
| Proposed use: | Not indicated (Private landowner)  
Mixed use – residential and commercial (City staff) |
| Recommendation by Regional staff: | Recommended for conversion |
| Regional Conversion Criteria met: | Criteria 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| Regional Conversion Criteria not met: | Not applicable |
| City staff comments: | City staff support the recommendation. These lands are proximate to the Main-Dundas Secondary Plan Area and should be part of the comprehensive redevelopment plan for this area. |
These lands are needed to reach the residential densities required in the Main and Dundas Node. A Regional Core Environmental Feature wooded area and wetlands are located on the northern portion of the property and have also been identified to be removed from the Regional Employment Area. The Core Environmental Feature will still be protected from development and is subject to an Environmental Impact Study at the time a development application is submitted to determine appropriate buffers as required by City and Regional Official Plan Policies. The Core Environmental Feature will act as a physical separation from the salvage yard to the north and future development on the remainder of the parcel to the south.
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not recommended**: Elgin Street (between 291 and 311 Elgin Street)

**12) Elgin Street (between 291 and 311 Elgin Street)**

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Vacant</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Low to mid residential</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Not recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Criteria 3, 5, 7, 8, 9</td>
</tr>
</tbody>
</table>
| Regional Conversion Criteria not met: | **Criteria 1**: proposed use does not fit the area; the proposed use would create additional development constraints on the remainder of the site.  
**Criteria 2**: no oversupply of Business Industrial land in Cambridge.  
**Criteria 4**: site is surrounded on three sides by employment uses; introducing residential uses adjacent to existing employment has the potential to create conflict. Provincial |
<table>
<thead>
<tr>
<th>Guidelines stipulate a 1000 metre area of influence from the existing heavy industrial use to the north which encompasses the entire subject site.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria: 6:</strong> limited connections for transportation and active transportation; limited public services in the area to support the proposed use.</td>
</tr>
<tr>
<td>City staff comments: City staff support the recommendation. City staff have met with the private landowner and understand that the site poses challenges for development; however, introducing new sensitive residential uses in an area that is predominately industrial has the potential to create conflict.</td>
</tr>
</tbody>
</table>
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is not recommended: 875 Speedsville Road

<table>
<thead>
<tr>
<th>13) 875 Speedsville Road</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
<tr>
<td><strong>Proposed use:</strong></td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria not met:</strong></td>
</tr>
<tr>
<td><strong>City staff comments:</strong></td>
</tr>
</tbody>
</table>
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not recommended**: 1001 Franklin Boulevard

<table>
<thead>
<tr>
<th>14) 1001 Franklin Boulevard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
</tr>
<tr>
<td>Current use:</td>
</tr>
<tr>
<td>Proposed use:</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
</tr>
</tbody>
</table>
| Regional Conversion Criteria not met: | **Criteria 1**: conversion does not support the Area Municipal urban structure of a large employment area in this area and could lead to further conversions along the periphery of the employment area.  
**Criteria 2**: no oversupply of Employment Corridor designation in Cambridge; current employment designation fits with the surrounding employment uses.  
**Criteria 4**: conversion could adversely impact adjacent employment uses; surrounded on three sides by employment |
uses and the conversion would cause non-employment uses to protrude into the employment area.

| City staff comments: | After further discussion with Regional staff, City staff support the recommendation to not convert the subject site. The subject site will be used a Sports Park over the long-term and is permitted to continue under its current employment designation. |
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not recommended**: 1140 Main Street

### 15) 1140 Main Street (Private landowner)

- **Submitted by:** Private landowner and City staff
- **Current use:** Vacant
- **Proposed use:** Residential (Private landowner)
  - Mixed use – residential and commercial (City staff)
- **Recommendation by Regional staff:** Not recommended for conversion
- **Regional Conversion Criteria met:** Criteria 5, 7, 9
- **Regional Conversion Criteria not met:**
  - **Criteria 1:** conversion could create compatibility issues by locating residential adjacent to the Cambridge Waste Management Centre.
  - **Criteria 2:** there is no oversupply of Industrial designation in Cambridge.
<table>
<thead>
<tr>
<th>Criteria 3:</th>
<th>one of the largest vacant employment lands designated Industrial in Cambridge at 17.8 hectares (43.98 acres).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria 4:</td>
<td>the site is adjacent to the Cambridge Waste Management Centre which continues to operate as a waste transfer site and process compost. Sensitive land uses on the subject site would create adverse impacts between the waste facility and the subject site. The boundary of the Main and Dundas Secondary Plan area was based on avoiding the 500 metre area of influence from the waste management facility, as determined by Provincial Guidelines.</td>
</tr>
<tr>
<td>Criteria 6:</td>
<td>isolation from active transportation and transit.</td>
</tr>
<tr>
<td>Criteria 8:</td>
<td>future East Boundary Road will support employment access to Highways 401 and 8 and provide linkage to the larger employment area along Clyde Road.</td>
</tr>
</tbody>
</table>

City staff comments: City staff support the recommendation at this time. While the subject lands are relatively proximate to the Main-Dundas Secondary Plan area, these lands are not needed to reach the residential densities required in the area. Additionally, due to the subject lands’ proximity to the Cambridge Waste Management Centre, there is the potential to create conflict by introducing new sensitive residential uses.
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not recommended**: 2310 and 2420 Townline Road

<table>
<thead>
<tr>
<th>16) 2310 and 2420 Townline Road</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
<tr>
<td><strong>Proposed use:</strong></td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong></td>
</tr>
</tbody>
</table>
| **Regional Conversion Criteria not met:** | **Criteria 1:** commercial is provided to the north; the proposed uses are permitted under Cambridge’s Employment Corridor designation, therefore there is no need to convert/remove the lands from the Regional Employment Area.  
**Criteria 2:** great location for employment with direct access to Highway 401.  
**Criteria 4:** planned function is as a large employment area; no other sensitive uses in the area. |
<table>
<thead>
<tr>
<th><strong>Criteria 6:</strong></th>
<th>no sidewalks; no GRT bus route; limited public services.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria 8:</strong></td>
<td>immediately adjacent to Highway 401 interchange.</td>
</tr>
</tbody>
</table>

**City staff comments:**
City staff support the recommendation. The proposed uses are generally already permitted under the current M1 zoning, except restaurant uses would not be permitted as standalone uses. The Region is also exploring a potential gateway commercial policy that may also be able to support the uses as proposed by the landowner.
### 17) 4050 and 4070 Fountain Street North

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Vacant</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Mixed use, commercial, medium and high density residential, and employment</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Not recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Criteria 5, 7</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td><strong>Criteria 1:</strong> these lands are identified for large lot employment (8 ha/20 ac) uses in Regional and City Official Plans; there is potential land to the north for the proposed mixed use and residential uses. <strong>Criteria 2:</strong> there isn’t an oversupply of Prime Industrial Strategic Reserve designated lands; conversion is premature until the area has developed as intended.</td>
</tr>
<tr>
<td>Criteria 3:</td>
<td>removing approximately 14 hectares of developable employment land could impact the vacant land supply.</td>
</tr>
<tr>
<td>Criteria 4:</td>
<td>the site is surrounded by employment uses to the east, south and west; proposed uses could create new compatibility issues for the surrounding employment lands.</td>
</tr>
<tr>
<td>Criteria 6:</td>
<td>there are currently limited pedestrian connections and public services nearby; people would need to drive to obtain daily goods and services.</td>
</tr>
<tr>
<td>Criteria 8:</td>
<td>in close proximity to airport and Highway 8.</td>
</tr>
<tr>
<td>Criteria 9:</td>
<td>mixed use node is being looked at north of Middle Block Road, not south.</td>
</tr>
</tbody>
</table>

**City staff comments:**

City staff support the recommendation for these lands to remain in the Regional Employment Area boundary and be used for employment and limited commercial uses to serve employees and residents in the area. The subject lands are designated as Prime Industrial Strategic Reserve in the Cambridge Official Plan and are intended for industrial uses as part of the North Cambridge Business Park. Permitting residential uses on the subject lands could have impacts on adjacent parcels that are already designated and zoned for business industrial uses to the east (owned by the Province), south and west (owned by HOOPP) of the subject lands. These adjacent industrial parcels would be required to provide mitigation measures on their land to reduce impacts to new residential uses, if residential uses were permitted. This could include separation distances, screening measures, noise mitigation measures, etc. on the adjacent industrial parcels, which could add limitations to the industrial parcels and reduce the amount of land available for industrial development.

See **Attachment No. 6** for a public submission related to this request.
Good morning,

Our client is in process of completing site clean-up on 180 Groh Ave, City of Cambridge. The site has been considered by the City and Region as lands to be converted from employment to non-employment use. The previous use was industrial and there is a Ministerial Order to clean-up the site. The site clean-up is now in process. A copy of the Director’s Order is attached for your reference.

A planning application was submitted to the City months ago, but deemed incomplete pending a response on the conversion of the lands. The Region confirmed support for the conversion earlier this month. As a result, the planning application will be re-submitted to the City within the next few weeks.

We look forward to your response and discussion on the process to have the costs associated with the clean-up and the redevelopment considered as part of the brownfield incentives program.

DAVID ASTON, MSc, MCIP, RPP
Vice President, Partner

MHBC Planning, Urban Design & Landscape Architecture

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Director's Order  

Legal Authority

Pursuant to my authority under Sections 18 and 196 of the Environmental Protection Act ("EPA"), I order Rauscher Investments Limited to do the following Work Ordered Items No. 1 through 7 listed below.

Reasons

The ministry’s Guelph District Office has been working to identify a source of low level trichloroethylene (TCE) groundwater contamination in a commercial/industrial area encompassing Groh Avenue and Holiday Inn Drive in Cambridge.

TCE is a cleaning degreaser that was historically used in manufacturing. At this time, the source of the TCE in the groundwater in the area of Groh Avenue and Holiday Inn Drive, Cambridge is unknown.

On January 19, 2010 a Provincial Officer's Order (No. 5585-7ZGSMH) was issued to Rauscher Plating Limited ("RPL"). On January 26, 2010, RPL filed an Assignment in Bankruptcy naming MSI Spergel Inc. as Trustee. To date, RPL has not complied with the Order. Upon review of property abstract documents it was determined that Rauscher Investments Limited ("RIL") was the property owner of the Site for an extended period of time during which its tenant RPL...
operated a plating business on site. In particular, RIL owned the property between January 20, 1992 and May 22, 2008. Based on this information the Ministry believes that RIL had management or control of the site when some or all of the contamination occurred.

**Part 2: Work Ordered**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Compliance Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No. 1</td>
<td><strong>Certificate on Title</strong></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Rauscher Investments Limited and any other person with an interest in the Site, before dealing with the Site in any way, to give a copy of this order, including any amendments thereto, to every person who will acquire an interest in the Site as a result of the dealing.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Within fifteen (15) days of receipt of a signed certificate of requirement issued under subsection 197(2) of the EPA, register the certificate on title to the Site in the appropriate Land Registry Office.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Immediately after registration of the certificate of requirement, provide a duplicate copy of the registered document, with registration particulars, to the signing Provincial Officer of the Ministry of the Environment at the address below.</td>
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<tr>
<td></td>
<td>Item No. 2</td>
<td><strong>Consultant and Laboratory</strong></td>
</tr>
<tr>
<td>a.</td>
<td>Retain a competent and qualified consultant (&quot;the Consultant&quot;) and certified laboratory (&quot;the Laboratory&quot;) to prepare and complete all work specified in this Order. The Consultant and Laboratory must be acceptable to the Ministry. The Consultant shall possess hydrogeological expertise and have expertise in the delineation of contaminated soil and groundwater. The Consultant shall also be experienced in recommending appropriate measures for site remediation and evaluating adverse effects resulting from the contaminants and related contamination.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>The Consultant must be a licensed member of the Professional Engineers of Ontario, as required by the Professional Engineers Act, R.S.O. 1990 and its regulations and/or the Association of Professional Geoscientists of Ontario, as required by the Professional Geoscientists Act, S.O. 2000, c.13 and its regulations.</td>
<td></td>
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<tr>
<td>c.</td>
<td>The Laboratory must be accredited by a Ministry approved accreditation body and compliant with the International Standard ISO/IEC 17025. The Laboratory’s accreditation must include accreditation for the samples collected as part of the Phase One and Phase Two Environmental Site Assessments as identified in Item No. 4 and 5 of this Order. The Laboratory must also adhere to the Ministry’s Protocol for Analytical Methods Used in the Assessment of Properties under Part XV.1 of the Environmental Protection Act, March 9, 2004, as it may be amended from time to time.</td>
<td></td>
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<tr>
<td>d.</td>
<td>Provide written confirmation to the Ministry that the Consultant and Laboratory have been retained.</td>
<td></td>
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<tr>
<td></td>
<td>Item No. 3</td>
<td><strong>Compliance Date</strong></td>
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<td>2010/07/05</td>
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<td></td>
<td>2010/09/13</td>
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</table>
Phase One Environmental Site Assessment

For the Site, prepare and submit to the Ministry a report that meets the requirements of a Phase One Environmental Site Assessment as described in Ontario Regulation 153/04, as amended.

Item No. 4  Compliance Date  2010/09/13
(YYYY/MM/DD)

Phase Two Environmental Site Assessment

For the Site, prepare and submit to the Ministry a report that meets the requirements of a Phase Two Environmental Site Assessment as described in Ontario Regulation 153/04, as amended.

A minimum of 10 days prior to the installation of any groundwater monitoring wells at the Site, the Ministry will be provided a brief summary that includes the following information: 1) the number of wells to be installed 2) the proposed location of the wells, and; 3) the intended screen depths for each well. This information will be conveyed in a plan view diagram that clearly outlines the Sites property boundaries, utilities and building(s) footprint.

All groundwater monitoring wells are to be installed consistent with the requirements of Regulation 903 “Wells” made under the Ontario Water Resources Act, R.S.O. 1990, c. O.40 as amended, including the completion of well records.

The Orderee shall ensure that a geodetic survey is performed on all of the groundwater monitoring wells installed as part of the Phase Two Environmental Site Assessment. The geodetic survey will include both the location and elevation of the groundwater monitoring wells, with respect to a geodetic bench mark. The location of the geodetic bench mark will also be detailed in the final report. The Orderee will ensure that all survey work is referenced to a permanent legally accepted benchmark that can be referenced for future work at adjacent properties.

Item No. 5  Compliance Date  2010/06/07
(YYYY/MM/DD)

Access to Any Property

Commencing on the date that this Order is issued, if access to any property, or monitoring equipment or facility, where access to the property, equipment or facility is required for doing the things required by this Order, is prevented or is otherwise inaccessible, the issuing Provincial Officer or District Manager shall be immediately notified, verbally and by written fax follow-up. The written fax follow-up shall state why the access is required, and the details and reason why access has been prevented, or is otherwise inaccessible. Where such notice is provided to the issuing Provincial Officer or District Manager, the issuing Provincial Officer or District Manager will consider issuing an order as necessary requiring that access to the property be provided for purposes of doing the things required by this Order.

Item No. 6  Compliance Date  2010/06/07
(YYYY/MM/DD)

Reports
Commencing on the date that this Order is issued, all written reports and submissions required to be submitted to the Ministry pursuant to this Order shall be final and not be labelled as draft nor include any reference to being draft information.

Item No. 7 Compliance Date 2010/06/07 (YYYY/MM/DD)

Failure to Comply

Commencing on the date that this Order is issued, failure to comply with a term of this Order by the date specified does not absolve you from compliance with that requirement. The obligation to complete the requirement shall continue each day thereafter.

A While this Order is in effect, a copy or copies of this order shall be posted in a conspicuous place.

B While this Order is in effect, report in writing, to the District or Area office, any significant changes of operation, emission, ownership, tenancy or other legal status of the facility or operation.

Part 3: Definitions

For the purposes of this Order, the “Ministry” means the Ministry of the Environment as represented by the District Manager of the Guelph District Office located at 1 Stone Road West, Guelph, Ontario, N1G 4Y2.

For the purposes of this Order, the term “Site” means the property located at 180 Groh Avenue in Cambridge, Ontario.

For the purposes of this Order, the term "Company" and "Orderee" refers to Rauscher Investments Limited.

Part 4: General

4.1 All orders are issued in the English language and may be translated into the French language. In the event that there should be a conflict between the English original and the French translation, the English original shall prevail.

4.2 The requirements of this order are severable. If any requirement of this order or the application of any requirement to any circumstance is held invalid, the application of such requirement to other circumstances and the remainder of the order shall not be affected thereby.

4.3 Subsection 19(1) of the EPA [13.1 of the OWRA; 31. (1) of the Pesticides Act] provides
that an order of the Director is binding upon the successor or assignee of the person to whom it is directed.

4.4 Subsection 186(2) of the EPA [107(2) of the OWRA; 42(2) of the Pesticides Act] provides that non-compliance with the requirements of this order constitutes an offence.

4.5 Any request to change a requirement in this order shall be made in writing to the Director, with reason for the request, at least 14 days prior to any compliance date for that requirement.

4.6 The requirements of this order are minimum requirements only and do not relieve you from:

i. complying with any other applicable order, statute, regulation, municipal, provincial or federal law, or

ii. obtaining any approvals or consents not specified in this order

4.7 Notwithstanding the issuance of this order, further or other orders may be issued in accordance with legislation as circumstances require. In particular, the Director shall issue an order where the approval of the Director is required in respect of a matter under this order and,

i. the Director does not grant approval; or

ii. the Director does not grant approval because the changes which the Director considers necessary for granting approval have not been agreed to by the persons to whom this order is issued.

4.8 In the event that any party to this order is, in the opinion of the Director, rendered unable to perform or comply with any obligations herein because of:

i. natural phenomena of an exceptional, inevitable or irresistible nature, or insurrections; or

ii. strikes, lockouts or other labour disturbances; or

iii. inability to obtain materials or equipment for reasons beyond the control of the company; or

iv. any other cause whether similar to or different from the foregoing beyond the reasonable control of the parties,

the obligations hereof, as they are affected by the above shall be adjusted in a manner
Public submission: Groh Avenue

We are responding to your letter requesting input from Canada Tool Company pertaining to conversion of our existing Employment Land to other land use. In the past few years Canada Tool has been approached by developers wanting to purchase our property and converting to residential use. We always said not interested and that our industrial node is protected as Employment Lands. That does not seem to be the case today.

It is very apparent the city is attempting to have our existing Employment Land converted to residential at the request of the developer that owns the adjacent property 180 Groh Ave. Of course from The City of Cambridge perspective the conversion to residential zoning from industrial will increase the valuation for property tax with no regard to potential job losses and plant closures.

My partner spoke with the developer of 180 Groh Ave in 2016 and he indicated the City of Cambridge met with him and indicated their intention to change the zoning of our node from Employment Lands to multi use. It’s disturbing that city employees share their plans with developers and not the actual vested users.

We have been operating at [REDACTED] since 1968 and presently employ 30 local, well paid, highly skilled individuals. Our operation is an automotive tooling and stamping plant in a 44,000 sq ft facility. Our customer base is in Michigan so all our automotive parts are exported. The Ontario government has announced a $100,000 grant to Canada Tool towards a $700,000 capital investment to enable us to expand our production with the investment in new technology. The expansion will allow us to increase production capacity and hire additional production employees. We also expanded last year into producing steel pool panels and steps with the acquisition of $1,000,000 of new manufacturing equipment. Our customers are located in Brantford and Toronto.

During operations Monday-Saturday the plant produces enough noise that our employees wear ear protection. In the summer months the shipping doors are left open to allow cooler air to flow through the plant but which also results in the noise being heard outside. It is critical to our operation that there is a significant distance buffer between our facility and residential areas. Developers do not concern themselves with noise issues that residents will be complaining about.

Canada Tool has steady truck traffic daily with 53 ft tractor trailers departing our facility daily, plus daily delivery of coils of steel and of course steel scrap pickup.
With the production of pool panels and steps there are also now daily shipments to Brantford. The City disregarded our comments several years ago and allowed a large discount retail operation Len’s Mill to move in next door. They argued that Len’s Mill was going to operate their warehouse from the facility. And of course it’s now advertised as the “Largest Factory Outlet” in the city with a steady stream of customers accessing the parking lot from Groh Ave. City bylaws should preclude this from actually happening but that is not the case in Cambridge.

Our proximity to the 401 and highway 24 is critical for customer and supplier base. Our current location is 2 hours from Port Huron, Michigan, 30 minutes to Brantford and 45 minutes to Maksteel (Algoma and Stelco Steel).

The point of the above is that our location is critical to our future survival and growth. We require the existing Employment Land designation to protect Canada Tool from residential encroachment. Residential traffic will be at risk with large tractor trailers and flatbeds from us and other industrial operators on Groh Ave. The stamping noise will also create issues immediately.

We have also been in discussions with the Ministry of the Environment pertaining to the chromium contamination migrating in the ground water from 180 Groh Ave to our property. Chromium VI is toxic and connected to increased cancer and asthma.

Industrial contamination is not conducive to safe residential development.

Our biggest concern is the removal of any existing Employment Lands from current inventory. Canada Tool has been searching for vacant industrial land for expansion in our vicinity and apparently there isn’t any.

The city has no industrial land for sale and no plans to create an industrial park at this time. We were also told that there is a waiting list for industrial land in Cambridge.

The only industrial zoned land is privately owned near Highway 8 and is priced to include construction at $225 per sq ft.

We did enquire about purchasing [redacted] since it is listed by the City of Cambridge for tax arrears. Unfortunately the City will not entertain any offer below existing property tax arrears of $3 million plus. However the existing developer is marketing 180 Groh Ave for
residential development on their website and yet has paid no property tax or past arrears.

It's extremely disappointing that the City of Cambridge is not supporting Canada Tool and other local industry by protecting Employment Lands in order to maintain existing manufacturing companies and attract new industry. We realize that residential lands are much more valuable than industrial zoned land but that is the purpose of Employment Lands. If industrial land costs become too expensive or no longer close to required highways then industry will go elsewhere. Canada Tool will in all likelihood move the automotive business to Michigan. This will not only result in the loss of direct local employment but will also result in loss of employment by suppliers. It's certainly not a time to accelerate the loss of employment considering our unemployment rate is in excess of 10%.

Our new pool manufacturing operation will in turn move to Brantford where industrial land and existing buildings are much less per sq foot and closer to major customer.

In summary Canada Tool will not stay in Cambridge if our Employment Lands status is not maintained. Inevitably residential areas will surround us and conflicts will arise. Employment Lands by definition is land protected to create and maintain employment.

If the Region does not protect existing industrial land it sends a negative message to manufacturing companies. It seems ludicrous to convert existing industrial land to other uses when there already is an acute shortage of industrial land.

DAVE HOPPS
Good morning. We thank you all for allowing us to take this opportunity to express key points that we referenced which supports our request for conversion to mixed use land development on PSEZ lands on the S/W corner of Fountain St N and Middle Block Rd. Cambridge.

Our lawyer, Susan Rosenthal received a reply letter from the Office of the Honourable Steve Clark, Minister of Municipal Affairs and Housing. The letter (attached) is dated December 20, 2019.

In the letter Steve Clark states: "In May 2019, a revised map of provincially significant employment zones for the Greater Golden Horseshoe was released that addressed minor technical changes in the proposed mapping and clarified that provincially significant employment zones (PSEZ) can include mixed use areas and do not change existing zoning."

It is our understanding that mixed use development is imbedded in the PSEZ designation, and as such, are not contrary to the implied uses outlined by the Minister for PSEZ lands.

WSP, Bobby Gauthier was contracted by the Region of Waterloo, Cambridge and Woolwich Township and the GRCA to conduct the Master Environmental Servicing Plan and Secondary Plan Study. Information depicted below is all documented in his Planning Rationale Report for East Side Lands Stage 2. This Report was passed, accepted and endorsed by council on June 13, 2018.

This Report provides the basis for the Regional Official Plan Amendment 2 to designate new Urban Area, and for the development of a Secondary Plan in the city of Cambridge. The Secondary Plan will be prepared for all lands planned for development in North Cambridge.

At the time of WSP (Bobby Gauthier) MESP Rationale Report, our Stage 1 and Stage 2 lands were designated PISR by the Minister of Municipal Affairs and Housing. In 2019 lands were broad brush stroked by local planner to be labelled PSEZ (provincially significant employment zone). Please keep in mind at no time were our lands evaluated or ground truthed for compatibility as industrial land.

Bobby's growth planning directives were accepted and endorsed by the Region, city of
Cambridge and Woolwich Township and GRCA. WSP's planning directives were endorsed, so much so, that his report information is currently being used to formulate the appeal process and legalities currently being undertaken by your lawyers and Regional planners during the ongoing LPAT appeals.

The Region in 2013 as shown in Report:P-13-080/E-13-097 designated the PSW on the S/W corner of Fountain St N and Middle Block Rd to an ESPA (environmentally sensitive policy area) calling it The Middle Block Swamp. In Bobby's report he goes into detail why the lands abutting PSW's are not suitable for industrial development due to incompatibility issues with the surrounding wetlands and the accepted rationale for mixed uses which contains sufficient employment jobs. Sections 4.3.2.1.#1 and Section 4.3.2.2.#3 and #5 and Section 5.2 #1 (d) and (f) outline incompatibility issues and recommendations for mixed use land zoning by the Greenlands network.

Bobby Gauthier was not authorized to conduct or comment on the stage 1 lands in his report, however, as lands in Stage 1 are so closely linked and contiguous with the Stage 2 lands it is impossible not to make comments, suggestions and reports that also include lands abutting and contiguous to Stage 2.

2.1.1 Complete Communities: The 2017/2019 Growth Plan promotes development of more complete communities, which, as stated in Section 2.2.1..4:

a) feature a diverse mix of land uses and housing options;

b) improve social equity, human health and quality of life for all ages, abilities and incomes.

c) provide a mix of housing options.

d) expand convenient access to range of transportation options, public service facilities, open spaces and recreational facilities, and healthy, affordable food options;

e) ensure development of high quality, compact built forms with vibrant public realms and public open spaces.

f) mitigate and adapt to climate change impacts and,

g) promote sustainability and resiliency through green infrastructure and low impact development.

2.1.2 Greenfield - Urban Areas for Development:

The Urban area lands designated for development by the Regional Official Plan are subject to the policies of the Growth Plan under section 2.2.7. As such, new development within the designated Urban Area (stage 2 but also Stage 1) lands will be planned and designed in a manner which supports the achievement of complete communities, supports active transportation and encourages integration and sustained viability of transit services (section 2.2.7.1).
2.1.4. Employment Areas: While implementation of policies 2.B.3 (i) and (j) of the ROP are principally intended to designate new residential areas and associated uses, the policies of section 2.2.5 of the 2017/2019 Growth Plan are considered because the policies of the ROP also enables the reconfiguration of the PISR (now PSEZ) area to better integrate with the lands to be designated Urban Area in the north part of the city of Cambridge, in accordance with the criteria of the ROP (2.B.3. (j) (iv) and (v).

The Growth Plan also generally promotes more efficient use of employment areas, the availability of sufficiently sized land to accommodate a range of employment uses, providing for transit-supportive employment areas, and other principles. The reconfiguration of employment lands as may be proposed through this process is supportive of these relevant principles and directions of the 2017/2019 Growth Plan.

2.1.5- Growth Supportive Infrastructure: The Growth Plan intends for a coordinated and integrated approach to land use planning and infrastructure (Sect. 3.2.1) to identify appropriate options for sustainably accommodating forecasted growth and achieving complete communities. This includes identifying full life cycle costs of infrastructure and identification of options to pay for these costs. Consideration for public service facilities is a matter to be addressed by the Secondary Plan as well as development approvals processes through the identification of needs for these services, policy guidance for identifying appropriate locations for these services, and policies to promote community hubs.

2.2.1.: Settlement Areas: 2019/2020 PPS promotes more compact, efficient settlement areas, land use patterns with in settlement areas are to be based on more compact built forms, higher densities, and a mix of land uses (1.1.3.2)

2.2.2. Growth Planning: Key intent of PPS to ensure the Region is effectively planning for and accommodating forecasted growth over period of 20 years (Sect 1.1.2 of PPS) requires that "Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for time horizon up to 20 years.'

2.3.2- OTHER APPLICABLE POLICIES: Section 1.B of the ROP sets forth a vision for the Region that is based on the themes of sustainability and liveability. Sustainability means maintaining, enhancing, restoring the natural environment as well as developing complete communities which have a sense of place and encourage inclusion and healthy living. LIVABILITY means designing communities for residents of all stages of life with easy access to different destinations. It also refers to creating a compact, mixed-use community with sense of character and place. This vision is supplemented by various policies regarding the creation of communities within
the Region which are contemplated by the EVALUATION CRITERIA
selected within this Study and reflected in the preferred concept which will recommend land
uses for Stage 2 lands. (N/E corner same criteria as S/W corner).

2.4 CITY OF CAMBRIDGE OFFICIAL PLAN: "It is the intent of the City Official Plan that
Community Plans or Secondary Plans be prepared for new communities within the designated
greenfield urban areas (Sect 2.2.5). The policies of section 10.2 outline considerations and
content for Secondary Plans, including need to address: land use patterns, population,
employment projections, housing types, density, ...and opportunities for mix-use and higher
density development".

3.1.2 "Furthermore policies provide for conversion of the (PISR) now (PSEZ) lands to the
SOUTH in the interest of better integrating the community".

3.1.2 #1. "Since this priority can be achieved with no foreseeable constraint the range of
potential options should initially focus on this general area as a starting point. ...other
lands may be considered which are contiguous with this priority area.

3.1.2 #3 -"It is desirable planning principle to ensure that the new community, comprising 115
hectares is developed as a contiguous community, in the interest of meeting
Provincial, Regional and local policies, such as providing for efficient development patterns;
creating a compact built form; facilitating a mix of uses and transportation modes;
and efficiently extending and utilizing infrastructure. The option of providing various disparate
blocks of development which do not assist in forming a complete community
which builds on existing clusters of rural residential uses is undesirable and inconsistent with
policy guidance, particularly since there are available opportunities to develop the
115 hectares of land contiguously, beginning with lands northwest of Middle Block Rd and
Fountain St.

4.3.2.1. Avoid and Minimize Impacts to Sensitive Environmental Features (ESPA) and Avoid
Hazardous Lands.

#1 - " The existing PISR (now PSEZ) lands east of Fountain St North (proposed as residential in
the four options) are bounded by lands within the Greenlands Network,
including wooded areas and wetlands. However, it is noted that these lands are already
included in the Urban Area and are designated for EMPLOYMENT USES.
The conversion of this area to other uses (such as residential) would represent a potentially
less impactful land use than the currently planned EMPLOYMENT USE,
depending on the specific employment uses that would have been ultimately developed.
EMPLOYMENT USES will likely have higher impervious surface areas, which
will be associated with increased stormwater discharge. Increased stormwater discharge has the potential to impact erosion, stream warming, increased contamination and salt loading.

It is noteworthy to state that the wetlands and PSW (Greenland's) that surround our S/W property has been designated as an ESPA. This in itself has Provincial criteria that has been deemed non compatible with industrial development.

4.3.2.2- #3- Compatibility with Employment Areas: " The conversion of PISR (now PSEZ) on the east side of Fountain St N to mixed uses will support this concept and best achieve this criterion. In particular, the ability for lands northeast of Fountain St and Middle Block Rd to accommodate large lot employment uses as is currently contemplated, is constrained and the lands will be better utilized for mixed uses." Same conditions exist on S/W corner.

# 5 - " The concept of providing a mixed-use area near Fountain St N is preferred over the commercial area north and east of Fairway Rd and the perspective of achieving the Regions minimum greenfield area density target. The MIXED-USE concept provides opportunity for commercial uses to be integrated with residential uses, contributing to more efficient use of land and higher densities."

4.3.2.4- CAPITALIZE ON EXISTING AND PLANNED INFRASTRUCTURE: "Since all of the options are located within the vicinity of Fountain St N and Middle Block Rd, they will capitalize on existing planned infrastructure, inclusive of the planned North-South Business Park Collector Road.

#2- " The Priority area located in proximity of Fountain St N and Middle Block Rd represents an efficiently serviced area". "With respect to efficiencies regarding transportation and road network, all of the options would in large part be supported by the existing arterial road network. Fountain St N and Middle Block Rd would appropriately function as the source of access for the priority lands northwest of Middle Block and Fountain and for other options.

4.3.2.5 - TRANSPORTATION : #1 Support Active Transportation: " The identification of a land use structure, provision of mixed uses, and compact form will help to support active transportation, and encourage residents to walk or cycle to their destinations."

4.3.2.5- SUPPORT TRANSIT: "Development that is more closely centered around the proposed mixed-use area as discussed above would be a relatively higher priority, as the mixed use area will represent a key transit service destination and the density will help support the viability of the transit-supportive node. Similarly, the options will be consistent with or conform to Provincial policy, which emphasizes the importance of providing
densities and land use patterns that support transit.". Section 1.6.7.4 of the PPS promotes land uses, density and uses that support current and future use of transit and Section 1.1.3.2 a)5 of the PPS intends for land use patterns and densities to be transit supportive.

"The ROP also intends for land uses to be configured such that new uses are generally with a 450-meter walking distance of a transit stop (2.D.17. (f)."

5.2 CAMBRIDGE: #1- (d)" The recommended Urban Area has included a conversion of PISR (now PSEZ) lands for the purposes of better integrating the new community to ensure compatibility. This conversion better facilitates creation of a community core, focused upon Fountain St N which helps to integrate residential uses and future employment uses to the south of Middle Block Rd."

(f) " The concept best achieves policy 2.B. (J) (iii) which contemplates the creation of a mixed-use community where future residents will be able to live close to their workplace. The mixed-use concept at Fountain St North helps to integrate future employment areas to the south of Middle Block Rd with future residential uses, creating a common community core that ties these areas together"

Page A-13- Response to Comment and Recommendations: # 13 - in reply to Puopolo's questions the Region replied..."The lands are contiguous to the remainder of the proposed Urban Area and will be within walking distance of the proposed mixed-use core at Fountain St N and Middle Block Rd supporting the concept of a walkable, compact, mixed-use community.

The Hammer family and I respectfully request that the Region and the City of Cambridge reconsider your denying our request for mixed-use.

Having attended, participated and learned from the ongoing LPAT procedure we believe our request for mixed-use is endorsed not only by the Minister Steve Clark, as he does not say that PSEZ lands can only be used for strategic industrial land uses, but the Regions MESP Rationale Report contains numerous references to acceptability of conversion request. Minister Clark's letter provides for the actions that have been taken in the Regions adoption for ROPA2. Our intentions are within the Province's commitment to a continuing review of the maps based on requests. More important, the Regions ROPA2 request is exactly what Minister Clark is talking about for the growth of the Region that is necessary to plan for next 20 years and longer.

Please keep in mind the S/W corner of Fountain and Middle Block Rd have the same criteria that is deemed non compatible with industrial development...in fact, more so, with the Region designating the PSW as a wetland and an ESPA. In the Provincial documents it is stated that
industrial development is not compatible with ESPA. Special considerations must be adhered to.

Thank you very much.

Respectfully Yours,

The Hammer Family/Cathy Murphy
December 20, 2019

Susan Rosenthal
Davies Howe LLP

Dear Susan Rosenthal:

I am writing to you as the representative of Hammer Lands to provide notification of changes to Ontario’s provincially significant employment zone mapping. I would like to thank you for your interest in the zones and taking the time to submit your request for changes.

As you know, earlier this year our government introduced A Place to Grow: Growth Plan for the Greater Golden Horseshoe as part of the More Homes, More Choice: Ontario’s Housing Supply Action Plan to increase housing supply, create more jobs, attract business investments and better align our infrastructure. An important change in A Place to Grow was the inclusion of policies that give municipalities enhanced flexibility to change the use of lands from employment to other uses, while making sure key employment areas are protected for the longer term. To do this, the province introduced provincially significant employment zones as economic development tools that would require provincial approval for employment area conversions within the zone.

In May 2019, a revised map of provincially significant employment zones for the Greater Golden Horseshoe was released that addressed minor technical changes in the proposed mapping and clarified that provincially significant employment zones can include mixed use areas and do not change existing zoning. At that time, we committed to continuing our review of the mapping based on requests for reconsideration of lands within and outside of existing provincially significant employment zones as well as requests to add new zones.

Following a review of your request and those from municipalities, businesses, landowners, non-governmental organizations, and industry associations, my ministry has adjusted some of the zone boundaries. Updated mapping is posted online.

Concerning requests for potential new zones, the ministry continues to review these submissions. Additionally, in the new year, we will consider how provincially significant employment zones can support economic investment and growth over the longer term, including how the identification of zones can promote job creation and economic development throughout the province of Ontario. As such, we will be consulting further to obtain feedback on the potential long-term economic functions of these zones, which may result in further changes to the framework.
Should you or your staff have any questions about A Place to Grow, the policy framework for provincially significant employment zones, or the zones themselves, please feel free to contact us via growthplanning@ontario.ca.

Thank you for your ongoing commitment to strengthening the quality of life and the economic growth of your community and the province of Ontario.

Sincerely,

[Redacted]

Steve Clark  
Minister of Municipal Affairs and Housing

Cc: Stephen Hamilton  
    Senior Policy Advisor  
    Office of the Honourable Steve Clark  
    Minister of Municipal Affairs and Housing

Kate Manson-Smith  
    Deputy Minister  
    Ministry of Municipal Affairs and Housing

Cordelia Clarke Julien  
    Assistant Deputy Minister, Ontario Growth Secretariat  
    Ministry of Municipal Affairs and Housing
defined by the Director. To obtain such an adjustment, the party must notify the Director immediately of any of the above occurrences, providing details that demonstrate that no practical alternatives are feasible in order to meet the compliance dates in question.

4.9 Failure to comply with a requirement of this order by the date specified does not absolve the Company from compliance with the requirement. The obligation to complete the requirement shall continue each day thereafter.

4.10 This order has no expiry date.

4.11

Part 5: Hearing Before The Environmental Review Tribunal

5.1 Under section 140 of the EPA (100(4) OWRA and 13(2) PA), you may require a hearing before the Environmental Review Tribunal, if, within fifteen days after service upon you of this order, you serve written notice upon the Review Tribunal and the Director.

5.2 Section 142 of the EPA (101(1) OWRA) provides that the notice requiring the hearing must include a statement of the portions of the order for which the hearing is required and the grounds on which you intend to rely at the hearing. Except by leave of the Environmental Review Tribunal, you are not entitled to appeal a portion of the order or to rely on grounds of appeal that are not stated in the notice requiring the hearing.

5.3 Written notice requiring a hearing shall be served personally or by mail on the following:

The Secretary and Director
Environmental Review Tribunal Ministry of the Environment
655 Bay Street, 15th Floor 655 Bay Street, 15th Floor
Toronto ON Toronto ON
M5G 1E5 M5G 1E5

Where service is made by mail, the service shall be deemed to be made on the fifth day after the day of mailing and the time for requiring a hearing is not extended by choosing service by mail.

Unless stayed by application to the Environment Review Tribunal under Section 143 of the EPA (102(2) OWRA), this order is effective from the date of issue.
To: COUNCIL  
Meeting Date: 03/16/2021  
Subject: Business Improvement Area By-Law Update  
Submitted By: James Goodram, Director Economic Development  
Prepared By: Laura Pearce, Senior Economic Development Officer  
Report No.: 21-020 (CRE)  
File No.: C1101

Recommendation(s)

THAT Report 21-020 (CRE), re: Business Improvement Area By-Law Update be received;  
AND THAT the proposed BIA By-law attached to Report 21-020 (CRE) be approved;  
AND FURTHER THAT By-laws 142-98, 141-98, and 114-06 and their associated amendments be repealed in their entirety.

Executive Summary

Purpose

- The purpose of this report is to request Council to approve an updated Business Improvement Area (BIA) By-law which reflects the current legislation contained in the Municipal Act. Such approval of said by-law will simplify the current BIA By-law structure by consolidating three (3) existing By-laws, namely 142-98, 141-98, and 114-06, into one, modern comprehensive BIA By-law for the Downtown Cambridge, Preston Towne Centre, and Hespeler Village.

Key Findings

- The existing Downtown Cambridge and Preston Towne Centre BIA By-laws were last updated in 1998 and in 2006 in Hespeler Village. The existing BIA By-laws are now outdated. Approval of a new, comprehensive BIA By-law will provide for a more streamlined and updated approach.
Financial Implications

- There are no financial implications.

Background

A Business Improvement Area (BIA) allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their area. Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001.

Specifically, Section 204(1) of the Municipal Act, 2001, provides that a local municipality may designate an area as an improvement area and may establish a board of management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally, and to promote the area as a business or shopping area. This legislation essentially permits the creation of Business Improvement Areas.

Since the late 1970’s, Cambridge Council has passed three (3) By-laws, one for each of Cambridge’s three BIAs. However, the updated BIA by-law proposed attached to this report consolidates all three existing BIA by-laws into one comprehensive BIA By-law to create consistency in legislation while reducing staff time and resources for ongoing administrative maintenance.

Analysis

Strategic Alignment

PROSPERITY: To support and encourage the growth of a highly competitive local economy where there is opportunity for everyone to contribute and succeed.

Goal #6 - Economic Development and Tourism

Objective 6.2 Promote vibrant and inviting downtown cores by encouraging partnerships and creating a wide range of unique, exciting destinations and activities.

An updated by-law will allow for consistency within the three Business Improvement Areas.

Comments

As noted previously, Staff is proposing one, modern comprehensive BIA By-law to update and streamline our approach for ease of administration. Such consolidation will have no impact on the operations of any of Cambridge’s three (3) BIAs. Further, Staff is
also recommending that following the approval of this report and the proposed BIA By-law, that existing By-laws 142-98, 141-98, and 114-06, and their associated amendments, be repealed in their entirety.

### Existing Policy/By-Law

Existing policy adopted October 1, 1979, which staff are currently in the process of updating for 2021.

Existing By-law No. 142-98, 141-98, and 114-06, and their associated amendments, have created and regulated Cambridge’s three (3) BIAs since enactment.

### Financial Impact

The By-law outlines the financial obligations of the Board of Management of each BIA in accordance with the requirements of the Municipal Act S.O. 2001, c.25, as amended.

### Public Input

The Business Improvement Areas Boards of Management of Downtown Cambridge, Preston Towne Centre and Hespeler Village have reviewed the proposed BIA By-law and provided feedback. Such feedback was incorporated into the proposed BIA By-law and all three (3) Boards of Management are supportive of said proposed By-law.

### Internal/External Consultation

Corporate Services including the Finance department, Clerks and Legal Services department(s) were consulted by way of in person meetings and subsequent email communication regarding the formation of the new proposed By-law.

### Conclusion

Staff respectfully recommends that Cambridge Council approve one (1) proposed comprehensive Draft BIA By-law as noted above.

### Signature

**Division Approval**

Reviewed by the CFO

Reviewed by Legal Services

Name: James Goodram  
Title: Director, Economic Development
Departmental Approval

Name: Chery Zahnleiter
Title: Deputy City Manager Corporate Enterprise

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

- Attachment 1 – Proposed BIA By-Law
BY-LAW NO. XXX-21

OF THE

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law of the Corporation of the City of Cambridge to provide for the amendment of the established regulations of the Boards of Management” for the “Downtown Cambridge, Preston Towne Centre, Hespeler Village Business Improvement Areas” and to repeal and replace By-Laws 142-98, 141-98, and 114-06.

WHEREAS Section 204(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a local municipality may designate an area as an improvement area and may establish a board of management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally, and to promote the area as a business or shopping area;

AND WHEREAS Council passed By-laws No. 142-98, 141-98, and 114-06 to provide for the establishment and regulation of a Board of Management for the Downtown Cambridge, Preston Towne Centre, Hespeler Village Business Improvement Areas;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT the areas comprised of the properties shown in Schedule ‘A’ attached to and forming part of this by-law are hereby designated as Business Improvement Areas within the meaning of section 204(1) of the Municipal Act, 2001 and shows the Downtown Cambridge, Preston Towne Centre, Hespeler Village Business Improvement Areas.
2. THAT the Board of Management be mandated with the improvement, beautification, and maintenance of public lands, buildings and structures in the improvement area, and for the marketing and promotion of the area beyond that provided at the expense of the municipality.

3. THAT the Board of Management for the Business Improvement Areas outlined in Schedule “A” to this by-law be governed by the provisions of Schedule ‘B’ attached to and forming part of this by-law.

4. THAT By-Laws 142-98, 141-98 as amended and by law 114-06 are hereby repealed.

5. THAT this by-law shall come into full force on the day it is passed.

PASSED AND ENACTED this XXth day of XXX, 2021

________________________________________
MAYOR

________________________________________
CLERK
DOWNTOWN CAMBRIDGE BIA PARCELS

Downtown Cambridge BIA
Parcels
Rivers

MAPLE RIDGE RD
MCKENZIE ST
CHISHOLM ST
BRUCE ST
WHITEHALL LANE
GOVERNOR LANE
WELLINGTON SOUTH
WELLINGTON ST
MAIN ST

DIKSON ST
LUTZ ST

WATER ST S
WARNock ST

THORNST

IMPERIAL LANE

DOWNTOWN CAMBRIDGE BIA PARCELS

Schedule “A” - Maps
Schedule ‘B’ – General Regulations

1. Board Composition - The Board of Management shall be comprised of a minimum of five (5) directors and a maximum of nine (9) directors appointed by Council. One director shall be a City Councilor as appointed by Council.

2. Eligible Members - That to be a member and/or to be eligible for appointment to the Board of Management, a person must be:
   a. a member of council, or
   b. the assessed owner of ratable property in the area that is in a prescribed business property class, or
   c. a tenant of the above, who by virtue of their lease, is required to pay all or part of the taxes on the property, or
   d. a nominee to (b) or (c).

3. Classes of Property - The classes of real property prescribed as business property classes (as noted in 2b) above) are: Commercial (C), Industrial (I), Office Building (D), Parking Lot (G), Shopping Centre (S), and Large Industrial (L). All of these classes of property are subject to the BIA Levy noted in Section 19.

4. One vote - Each member of an improvement area has one vote regardless of the number of properties that a member may own or lease in the improvement area.

5. Term - The term of the Board of Management shall be the same as the term of Council that appointed them but continues until their successors are appointed.

6. Appointments - The Board of Management shall as soon as possible after its Directors are appointed, elect a Chair, Vice Chair, Secretary-Treasurer, and appoint such other officers as it may deem necessary to properly conduct the business of the Board.

7. Reappointment - Members of the Board of Management are eligible for reappointment on the expiration of their term of office provided they are still eligible members pursuant to Section 2 above.

8. Executive Director - The Board of Management may hire or appoint an Executive Director. The Executive Director may be an employee or volunteer of
the Board of Management and shall carry out all duties as specified by the Board of Management. Duties of the Executive Director must be provided in writing and approved by the Board of Management.

9. Vacancies - Where a vacancy occurs in the Board of Management for any reason, Council may appoint a qualified person to fill the vacancy for the unexpired portion of the term. Council's appointment may be based on the recommendation from the Board of Management and the General Membership.

10. Minutes – The Board of Management shall keep records and minutes of its meetings in the type and form required by the municipality. The minutes shall be made available to all directors of the Board of Management, the members of the Business Improvement Area, and the municipality. The City Clerk may, at any time, request minutes of the Board of Management.

11. Budget - The Board of Management shall submit their budget to Council for approval by the date and in the form required by the municipality. Council has full authority to approve, modify, or refuse all, or part thereof, of the budget.

12. Reserve Fund - The Board of Management may establish a reserve fund pursuant to Section 417 of the Municipal Act S.O. 2001, c. 25, as amended. Said reserve fund shall be subject to approval by the Chief Financial Officer.

13. Shall not incur indebtedness - The Board of Management shall not spend any monies unless it is included in the budget approved by the municipality or in a reserve fund (noted in paragraph 8, Schedule B) incur any indebtedness extending beyond the current year without prior approval of the municipality, or borrow money.

14. Necessary Information - The Board of Management shall provide all necessary information to the City Auditor by the date and in the form required by the municipality.

15. City Auditor - The City Auditor shall be the auditor of the Board of Management, and all books, documents, transactions, minutes and accounts of a Board of Management shall, at all times, be open to the City Auditor's inspection.

16. Fiscal year - The fiscal year for the Board of Management shall be the calendar year.
17. Cessation of Board - If at any time the By-law establishing the Board of Management is repealed, the Board will cease to exist and its undertakings, assets and liabilities shall be assumed by the municipality.

18. Insurance - The Board of Management shall provide the municipality with proof of insurance policies satisfactory in all respects to the Chief Financial Officer, indemnifying the municipality against public liability and property damage in respect of the activities of the Board of Management.

19. BIA Levy – Subject to such maximum and minimum charges as the Council may specify by by-law, the Council of the municipality shall in each year levy a special charge upon persons within the area delineated in Schedule A of this by-law who are assessed for property tax for business property classes pursuant to Section 3. The rates shall be levied on the last revised assessment roll. The sum of the levy shall be equal to the amount of money needed for the purposes of the Board of Management and as justified in the budget submitted and approved by Council.

20. Collection - Any charges imposed in Section 19 above are deemed to be taxes and may be collected in the same manner and with the same remedies as provided for by the Municipal Act as amended for the collection of taxes.

21. Financial Statements - Draft financial statements must be provided to Finance and/or Economic Development by March 1 of each year.

22. Annual Report - On or before May 1 of each year, the annual report for the preceding year, including a complete audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement will be provided to the City by the municipal auditor.

23. Code of Conduct - The Board of Management, as an appointed Board of Council, shall adhere in all respects to the ‘Code of Conduct for Local Boards and Advisory Committees.

24. General Meetings of the Membership

a. At every Annual General Meeting (AGM), in addition to any other business that may be transacted, the budget and the report of the auditors shall be presented and discussed to the members present.
b. A majority of the Board of Management or the Chair shall have power to call, at any time, a Special General Meeting of the members of the Business Improvement Area (BIA).

c. The members present at general meetings, including Annual General Meetings (AGM) and Special General Meetings, shall constitute a quorum. However, if there are less than ten (10) members present then a majority vote of the Board of Management may adjourn the Annual General Meeting (AGM) or Special General Meeting.

d. Each member shall be given notice of the time and place of the Annual General Meeting (AGM) or Special General Meeting. A minimum of fourteen (14) days' notice shall be given to each eligible voting member pursuant to the Municipal Act, 2001, as amended, of any general meeting. Each eligible voting member present at a meeting shall have the right to exercise one vote.

e. No error or omission in giving notice of any Annual or Special General Meeting or any adjourned meeting, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member for any meeting or otherwise, the address of the member, shall be their address recorded on the last returned assessment roll.
Recommendation(s)

THAT Report 21-043(CRE), re: Enhanced BRP Funding – 35-37 Main Street and 39 Main Street be received;

AND THAT Council approves the property at 35-37 Main Street for a Building Revitalization Program (BRP) grant of $36,744 from the BRP Reserve Fund and interest-free loan of $68,238 from the Core Areas Transformation Fund with a three (3) year term based on a total fundable amount of $104,982 to partially cover the cost of exterior renovations to the building;

AND THAT Council approves the property at 39 Main Street for a Building Revitalization Program (BRP) grant of $25,374 from the BRP Reserve Fund and interest-free loan of $47,122 from the Core Areas Transformation Fund with a three (3) year term based on a total fundable amount of $72,496 to partially cover the cost of exterior renovations to the building;

AND THAT this enhanced funding be available upon Council approval;

AND THAT staff be authorized to execute a Commitment Letter and any required documentation in order to administer this funding;

AND FURTHER THAT the work approved under this enhanced incentive be completed by March 2, 2022 and comply with all other requirements of the City of Cambridge, and upper levels of government.
Executive Summary

Purpose

- To request Council to authorize enhanced Building Revitalization Program (BRP) funding for the redevelopment of the buildings located at 35-37 Main Street and 39 Main Street in Downtown Cambridge.

Key Findings

- As both of these buildings are in a Core Area the owners have applied to the Building Revitalization Program (BRP) for funding assistance.

- Under the BRP regulations the buildings each qualify for up to $30,000 in funding comprised of a $10,500 grant and an optional $19,500 in a 3 year interest free loan.

- The applicant requested the City consider providing additional funding given the scale and significance of the undertaking.

- The BRP program permits such additional funding on a case-by-case basis.

Financial Implications

- The Building Revitalization Program (BRP) grants of $36,744 and $25,374 will be taken from the BRP Reserve Fund and the interest-free loan portion of $68,238 and $47,122 will be taken from Core Areas Transformation Fund with a three (3) year term.

- The total fundable amount of this request for both properties is $177,478.

- The total value of the redevelopment project is over $2 million. If the funds are not used, they will still be available in both accounts for possible future projects.

Background

Building Revitalization Program

The City provides a Building Revitalization Program to property owners in the City’s three core areas. The program permits property owners or authorized tenants to access loans and grants for the purpose of renovation/redevelopment. The intent of the program is to level the playing field in terms of costs between greenfield development and more expensive downtown development as well as encourage the revitalization of the core areas.
A Building Revitalization Program Reserve is maintained for this purpose. Funding is available to a maximum of $30,000 which is disbursed in part as a grant (35%) and in part as an interest-free loan (65%). Eligibility is determined by the applicant providing plans and cost estimates for eligible works as outlined under the terms and conditions of the BRP program.

Enhanced Funding

Under the terms of the program, funding can exceed the $30,000 cap with additional approval on a case-by-case basis. Factors that would support exceeding this amount include the impact of the proposed works on the City’s revitalization goals as well as the magnitude in terms of costs and complexity of work.

The City has provided this enhanced funding in the recent past on two occasions, namely for the former Court House property on Main Street that is home to Crunch Fitness as well as 60 Main Street (Northwest corner of Main and Ainslie Streets) that is now home to Milestone Integrated Marketing. The result has been greater than $4 million invested in former vacant buildings. The enhanced funding portion of the grant has been drawn from the BRP Reserve and the loan portion from the Economic Development Reserve.

Subject Properties

In late 2020, Central Views Investment Group purchased the buildings located at 35-37 and 39 Main Street (in the Heritage Conservation District). The current owners of these properties plan extensive renovations to the entire building. In addition, the owners have been working diligently with Economic Development and Planning Division staff over the past several months as their plans evolved for these properties. The total cost of renovations to the properties that are eligible under the BRP is expected to be $28,000 in design and engineering work, $354,951 in exterior renovations and $182,309 in interior renovations. The overall total value of the project is $2 million.

Given the state of the existing buildings, the owner will be conducting extensive work and have submitted two Building Revitalization Program (BRP) applications. Given the location and importance of this structure to the Downtown Cambridge core area, Staff is recommending enhanced BRP funding.
Analysis

Strategic Alignment

PROSPERITY: To support and encourage the growth of a highly competitive local economy where there is opportunity for everyone to contribute and succeed.

Goal #6 - Economic Development and Tourism

Objective 6.2 Promote vibrant and inviting downtown cores by encouraging partnerships and creating a wide range of unique, exciting destinations and activities.

The BRP program leverages both public and private dollars to improve the public realm and create a pedestrian friendly and interesting core area.

Comments

The Properties

The previous owner allowed the buildings to remain vacant for several years and they are now in need of significant improvement and repairs. Surrounding property owners, businesses and the Downtown Cambridge Business Improvement Area have long expressed a desire to see these properties renovated and occupied in an effort to revitalize the area. The condition of the buildings and the prominent location has been an outstanding issue in the downtown and the City’s renewal efforts.

Over the past several months, Economic Development Staff has been working with the owners of Central Views Investment Group in an effort to facilitate the acquisition of these properties. Late 2020 witnessed the purchase of the existing buildings by the proponent.

Central Views Investment Group (an established Cambridge property development company who have worked on numerous other projects in Downtown Cambridge, such as the properties along Water Street between Dickson Street and Main Street and 11 Ainslie Street) has already retained the services of a construction company and plans major renovations to the buildings of over $2 million.

The buildings will house additional commercial space on the ground floor, update the existing commercial units and revitalize the upper floors for residential uses. The plans for renovation will visually enhance these historic properties and breathe new life into buildings that have been vacant for more than 10 years. This type of use and the employment and housing it brings, matches the City’s goal of having more people (residents, employees and tourists) in the downtown and will create spill-over effects in terms of support to the surrounding business community.
Enhanced Funding

Such considerations require additional capital to make the structure compatible with the Main Street developments and the Heritage Conservation District. As noted above, similar agreements were made with the former Provincial Courthouse building now Crunch Fitness (89 Main Street) and the Right House now Milestone Integrated Marketing (60 Main Street) that ensured good adapted reuse and urban design.

Heritage Conservation District Consideration

The buildings at 35-37 and 39 Main Street are situated on the South side of Main Street at approximately mid-block between Water Street to the East and Ainslie Street to the West. The subject buildings are a part of an urban street wall condition made up of buildings varying between three and four stories in height fronting onto Main Street that were constructed in the latter half of the 19th century. Both the 35-37 and 39 Main Street buildings are 3-storeys in height and are comprised of load bearing stone masonry exterior and parti-walls and timber floors and roofs. The front (North) façades of 35-37 and 39 Main Street are identified in the Main Street Heritage Conservation District Plan as having cultural heritage attributes and are the primary focus of this assessment. Rear additions and first-floor commercial shop fronts have been identified within the Main Street Heritage Conservation District Plan regarding the Granite Block as suitable for redevelopment, provided that the design is sensitive to existing heritage attributes. The renovations have been reviewed and approved by MHAC and are part of an accompanying report by the Planning Division.

Funding

As noted above, in the past, the enhanced funding portion for the loan component of the funding has been funded from the Economic Development Reserve. However, since that time, the Core Areas Transformation Fund has been approved by Council. A key pillar of that fund is to provide for funding to stimulate private sector investment in privately owned buildings. Accordingly, staff recommend that this reserve be used to fund the loan portion of this application.

Given the high profile and importance of the location of this asset to Downtown Cambridge and the magnitude of renovations being made, Staff respectfully recommends that Cambridge Council approve the enhanced BRP funding.

Existing Policy/By-Law

As the properties are located in one of the core areas in Cambridge, the applicant is eligible for the Building Revitalization Program (BRP) which provides matching funding for certain improvements to the buildings. The City can provide interest-free and partially forgivable (up to 35%) loan funding for up to 50% of eligible costs. This is in effect, a grant of 17% of the cost of the work, up to a maximum, usually $20,000.
However, the Community Improvement Plan also permits the increase of the maximum amount with the permission of the City Manager and Council. Given the magnitude of the proposal and its prominence within the downtown, staff decided to draft a report for Council’s consideration.

## Financial Impact

- The Building Revitalization Program (BRP) grants of $36,744 and $25,374 will be taken from the BRP Reserve Fund and the interest-free loan portion of $68,238 and $47,122 will be taken from Core Areas Transformation Fund with a three (3) year term. The total fundable amount of this request for both properties is $177,478. If the funds are not used, they will still be available in both accounts for possible future projects.

- The balance of the BRP reserve is $327,013 at December 31, 2020 and the balance of the Core Areas Transformation Fund is $19,295,828. A portion of this reserve is intended to support private sector stimulus, in addition to the fund’s other pillars.

## Public Input

Posted publicly as part of the report process.

## Internal/External Consultation

Community Development Department – Planning Services Division and the Senior Heritage Planner was consulted in the development of this request for increased funding as well as the Finance Division.

## Conclusion

In conclusion, given the building’s prominence in the downtown, the plans for renovation will visually enhance this Historic block of properties and breathe new life into the vacant buildings. Staff recommends that Cambridge Council approve the enhanced BRP funding for both properties as discussed within the body of the report.

## Signature

### Division Approval

Reviewed by the CFO

Reviewed by Legal Services

Name: James Goodram
Title: Director of Economic Development
Departmental Approval

Name: Cheryl Zahnleiter
Title: Deputy City Manager Corporate Enterprise

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

- Appendix A – BRP Calculations for Standard Vs Enhanced Funding
**Appendix A**

### 35-37 Main Street - BRP Calculations for Standard vs Enhanced Funding

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<thead>
<tr>
<th>Standard BRP Funding (Max Funding Amount $23,000)</th>
<th>Enhanced BRP Funding (No Max Funding Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Value of Eligible Work</td>
<td>$209,961.40</td>
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<tr>
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<tr>
<td>Total Value of Work Eligible</td>
<td>$46,000.00</td>
</tr>
<tr>
<td>Total BRP Funding Eligible</td>
<td>$23,000.00</td>
</tr>
<tr>
<td>Total BRP Funding Eligible</td>
<td>$104,980.70</td>
</tr>
<tr>
<td>35% BRP Grant Amount</td>
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</tr>
<tr>
<td>65% Loan Repayment Amount (3 year)</td>
<td>$14,950.00</td>
</tr>
<tr>
<td>Annual Repayment Amount</td>
<td>$4,983.33</td>
</tr>
<tr>
<td>Annual Repayment Amount</td>
<td>$22,745.82</td>
</tr>
</tbody>
</table>

This is under regular conditions of the BRP Program. This building would qualify for a funding amount of $30,000 because it has two frontages ($25,000) and is a heritage property (an additional $5,000). The owners would have to spend $60,000 to receive maximum funding.

The funding is awarded based on a 35% grant and 65% loan formula. This property has already used $7,000 in additional funding for other services. So the total funding would be $8,050.00 in a grant and $14,950.00 in a 3 year repayable loan with 0% interest.

This is under the Enhance BRP Program. This building would have no maximum funding amount as it is uncapped. The total spend amount is eligible for 50% funding from the City of Cambridge which is $104,980.70.

The funding is awarded based on a 35% grant and 65% loan formula. The total funding would be $36,743.25 in a grant and $68,237.46 in a 3 year repayable loan with 0% interest.
### 39 Main Street - BRP Calculations for Standard vs Enhanced Funding

<table>
<thead>
<tr>
<th>Standard BRP Funding (Max Funding Amount $23,000)</th>
<th>Enhanced BRP Funding (No Max Funding Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Value of Eligible work</strong></td>
<td>$144,989.90</td>
</tr>
<tr>
<td><strong>Max Funding BRP Amount</strong></td>
<td>$23,000.00</td>
</tr>
<tr>
<td><strong>Total Value of Work Eligible</strong></td>
<td>$46,000.00</td>
</tr>
<tr>
<td><strong>Total BRP Funding Eligible</strong></td>
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</tr>
<tr>
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<td>$14,950.00</td>
</tr>
<tr>
<td><strong>Annual Repayment Amount</strong></td>
<td>$4,983.33</td>
</tr>
<tr>
<td><strong>Max BRP Funding Amount</strong></td>
<td>$72,494.95</td>
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<tr>
<td><strong>Total BRP Funding Eligible</strong></td>
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<tr>
<td><strong>35% BRP Grant Amount</strong></td>
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<tr>
<td><strong>65% Loan Repayment Amount (3 year)</strong></td>
<td>$47,121.72</td>
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<tr>
<td><strong>Annual Repayment Amount</strong></td>
<td>$15,707.24</td>
</tr>
</tbody>
</table>

This is under regular conditions of the BRP Program. This building would qualify for a funding amount of $30,000 because it has two frontages ($25,000) and is a heritage property (an additional $5,000). The owners would have to spend $60,000 to receive maximum funding.

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The funding is awarded based on a 35% grant and 65% loan formula. The total funding would be $25,373.23 in a grant and $47,121.72 in a 3 year repayable loan with 0% interest.
Recommendation(s)

THAT Report 21-010 (CRE), re: Cambridge Economic Response Plan be received;

AND THAT Council approve funding in the amount of $75,000 be provided to the Waterloo Region Tourism and Marketing Corporation from the City’s Municipal Accommodation Tax Reserve Fund to support the second round of the tourism business support program as outlined in this report;

AND THAT modifications to core area parking lot regulations and fees be adopted when a Provincial lockdown or similar order is in place as outlined in this report;

AND FURTHER THAT Report 21-010 (CRE), be referred to the Cambridge Economic Development Advisory Committee (EDAC) for information.

Executive Summary

Purpose

The purpose of this report is to update Council and the public of the activities that the City has undertaken to support residents and the business community during the COVID-19 pandemic. In addition, there are two recommendations for continued support and initiatives explained below.

Key Findings

The City continues to monitor and bring forward opportunities to support both businesses and residents in the City of Cambridge during the pandemic. The City of Cambridge Economic Response Plan details its activities and programs to date.
The next step in the City’s economic response is to continue to work with our partner organizations in the Region and Province as recovery efforts continue.

Financial Implications

The COVID 19 pandemic has had an unprecedented impact on the global economy. All levels of government have announced programs to support people and businesses who have been impacted by the downturn in the economy.

The pace of recovery and economic impact will continue to be monitored and the City continues to evaluate and propose initiatives to support recovery efforts.

Background

On March 25, 2020, staff provided Council with a report titled Financial Implications Related to COVID-19 (Report 20-108 CRS). That report contained the City’s Economic Response Plan. A subsequent update report was presented to Council on June 16, 2020. This report is for information purposes to provide an update to Council and the public of the activities of the City has undertaken to support residents and the business community during the COVID-19 pandemic as we approach the one year anniversary of the Emergency declaration.

Analysis

Strategic Alignment

PROSPERITY: To support and encourage the growth of a highly competitive local economy where there is opportunity for everyone to contribute and succeed.

Goal #6 - Economic Development and Tourism

Objective 6.3 Identify local economic strengths and leverage opportunities through collaboration with our partners.

The City of Cambridge’s response to the COVID-19 pandemic aligns has been guided in part by the objective of sustaining local economic strengths and finding opportunities for community support through a challenging time.

Comments

City activities to support local businesses during the COVID-19 pandemic

Since the beginning of the pandemic, the City has continuously endeavored to evaluate opportunities to support both residents and businesses. The attached Attachment “A” provides the City’s Economic Response Plan, updated with the additional activities that have taken place since the June 16th report was provided to Council.
The next step in the City’s economic response is to continue to work with our partner organizations in the Region and Province as support and recovery efforts continue.

**Waterloo Region Tourism Marketing Corporation (WRTMC) Support Program**

In November Council approved providing WRTMC with $25,000 to help support an application to Fed Dev Ontario for funding to assist local tourism businesses during the COVID-19 pandemic. This funding was secured.

WRTMC proceeded to implement a grant program for Waterloo Region businesses with the Fed Dev and municipalities’ funding. The purpose of the grants is to provide funding or reimbursement for:

- Support the tourism industry on the ground level.
- Help businesses safely re-open or remain open.
- Protect the health and safety of employees, residents and visitors.
- Build consumer confidence in our region's tourism sector by showing we are a proactive and prepared destination.

The application process has taken place, and applications were evaluated by a working group with members from each Regional municipality. A total of 14 Cambridge businesses applied with 9 approved for funding as they met the application criteria. A total of approximately $45,000 was awarded to these 9 successful businesses. No funding from the City’s contribution of $25,000 was expended. Each municipality in the Region participated and their contributions were not expended either.

Given this, and the success of this first round of the program, it has been recommended that a second round will occur in April with more flexible criteria. In addition, the program will be marketed over a longer period of time so it is anticipated that there will be even greater uptake.

With that said, staff recommends contributing an additional $75,000 to the initiative so there will be a total of $100,000 of funding available to qualifying Cambridge tourism businesses. Any unspent funds will be returned to the City.

An expected outcome is anticipated to be additional outdoor dining opportunities in the coming months for restaurants.

**Parking Permit Fees and Enforcement**

In addition to further WRTMC funding, staff is proposing that parking permit fees and enforcement framework be implemented.

Daytime core area parking lot restrictions are primarily in place to support commercial operations and require significant staff resources to enforce. During a lockdown situation non-residential parking demand drops considerably while other pandemic related enforcement needs to increase.
Suspending daytime parking lot enforcement during lockdowns allows for better allocation of resources. It is also not equitable to charge for parking permits while enforcement is suspended and commerce has decreased. It is therefore recommended that the following be adopted:

Red Zone, Lockdown (or similar) Modifications

- Parking permit fees suspended.
- Unrestricted daytime parking in City operated core area public lots (no time limits or fees).
- Late night parking enforcement continues to ensure proper use of the parking lots and effective winter maintenance. While fees are suspended it will still be necessary to display Residential parking permits. In the absence of paid overnight guest parking the 5 night guest exemption used in Downtown Hespeler will be available in all core areas.
- On-street parking regulations and enforcement remain in effect to ensure easy access for curbside pickup.

Orange, Yellow & Green Zones (or similar)

- Normal parking operations.

Using this type of structure not only provides consistency with the Provincial Covid-19 Response Framework, but also allows the City to remain flexible as the economy gradually re-opens and we start to see an increase in the movement of people throughout the Region.

Initiatives and Programs since June 2020

Below are some of the initiatives and good news stories since the June 16th report. A complete list is attached as Attachment A.

Film Industry Recovery:

The City has been working with Ontario Creates (OC) and various municipal partners to develop a recovery strategy for the return of filming to our communities.

- Weekly meeting with OC and 20 other municipalities/DGC representatives.
- Weekly production/scouting update with OC and 4 other municipalities.
- Monthly update meetings with local municipalities, and working collaboratively to promote South West Ontario as a film destination of choice (Brantford, Waterloo, Kitchener).
- Community outreach to find innovative spaces for use as temporary studio facilities.
• Development of a community of practice to ensure policies and processes across Waterloo Region are compatible.
• Promotion of BIA videos via Toronto International Film Festival “regional reels” program.
• 59 film inquiries to date (15 pre-covid, 44 post), 27 days of filming scheduled over 11 projects (Hotel Paranormal, Letters, Handmaid’s Tale, Odd Squad, Good Witch, Murdoch Mysteries and Locke & Key - 4 days pre-covid, 23 days post). Estimated local economic impact to date ~$325,000.
• 2020 saw the Preston Towne Centre used as the backdrop for “Police Station No. 1” for Murdoch Mysteries, which will hopefully become a recurring location in future seasons.
• Both inquiries and days of filming exceeded 2017 totals, but not the 2018 or 2019 statistics.
• Inquiries were down 25% over 2019 totals as a whole, however, the August through December inquiries were up 6% over the same timeframe in 2019.

Temporary Patio Program

In an effort to assist restaurants during the pandemic restrictions, the City developed a permitting process for the creation of temporary patios that would allow patrons to enjoy restaurants in a safe environment. This process included:

1. A City initiated temporary use by-law that allows patios on private property in zones that permit restaurants during the COVID-19 pandemic. This by-law applies to all zones throughout the City that permit restaurants (e.g. commercial and industrial zones within the core areas, Hespeler Rd. corridor, commercial plazas and industrial malls). The temporary use by-law also ensures that minimum site requirements such as fire route and daylight triangles were not impacted by the location of a proposed patio. The temporary use by-law was approved by Cambridge Council for a period of three (3) years ending September 22, 2023.

2. A streamlined permit process to accelerate approvals for new or expanded temporary outdoor private and sidewalk patios.

With the creation of this Temporary Patio Program, restaurant and bar owners now have the ability to apply for a patio permit allowing them to do business on a temporary outdoor private patio or on a City sidewalk/property. The streamlined Temporary Patio Program is currently in effect until December 31, 2021.

Queen Street Closure 2020

At the beginning of July 2020, City forces assisted the Hespeler BIA in closing a portion of Queen Street East, between Adam Street and Tannery Street, in an effort to provide additional room for social distancing, patio expansions, and pedestrian safety for
commercial businesses. The road closure occurred every Saturday (one day a week) and Queen Street was opened at the end of the day. The Saturday road closures were very successful in assisting businesses during the challenging pandemic times.

The final closure date of 2020 was Saturday, October 10th, 2020. This project was funded by both the City and the Hespeler BIA.

#ShopFromHome (for the Holidays)

In order to encourage residents to consider shopping at local establishment to fulfill their holiday needs, staff ran a three-week social media campaign to promote the #ShopFromHome page on the website. This campaign resulted in 1,073 click throughs to the #ShopFromHome webpage, a reach of almost 14,000 (13,992) and 47,643 impressions online. A retail google “my map” for the City of Cambridge was also created. Eight (8) new businesses were added to this asset during the promotional campaign. This map has over 10,100 views from our web site and has over 100 businesses listed.

Webpage Statistics (November 1-December 31):
- Order From Home page – 1,944
- Core Area Connections page – 71
- COVID-19 Business Supports page – 123

**Cambridge Small Business Support through Small Business Centre**

- **Digital Main Street Program** - The Waterloo Region Small Business Centre re-launched its Digital Main Street Service Squad to help small businesses reopen and recover from the impacts of COVID-19. 375 businesses in Cambridge have applied and taken part in the program. 79 businesses have set up new ShopHere pages and 28 have received the Digital Transformation Ontario Grants for a total of $70,000 in funding. Eight (8) businesses also qualified for the Transformation Teams Program through Communitech.

- **Starter Company Plus Program** COVID Recovery Cohort – Through the Starter Company Plus Program 7 Cambridge businesses were approved for $5,000 grants for a total of $35,000 in recovery funding for Cambridge.

**Cambridge and Kitchener/Waterloo Chambers of Commerce**

On Tuesday and Thursday afternoons, the Chambers host an access to professionals to assist businesses to navigate the programs that the Federal and Provincial governments have offered to businesses as a result of the pandemic. The City markets this valuable resource through our networks.
Downtown Development Team and Core Area Connections web page

Over the course of the past several months the Downtown Development Team was established. The Directors and a staff member from each of the Building Services, Planning Services and Economic Development Divisions meet monthly. Developing and renovating properties/buildings in core areas present significant challenges. In an effort to provide enhanced customer service and address these unique challenges this development team was established.

In addition, in the same vein of providing enhanced customer service, a Core Area Connections web page was created. This web page allows the added functionality of permitting users to subscribe to it so that they receive an electronic notice anytime information is updated. The Core Areas are a key focus of the City’s resources and many divisions undertake initiatives and programs that affect the Core Areas. This page is a one stop shop for all information as it relates to the Core Areas in Cambridge.

A Few New Good News Stories

In addition to the City’s Economic Response Plan, Staff are tracking good news stories from our business community.

Prescientx - Cambridge Company Building N95 Mask Disinfection Units -


Eclipse Automation – Awarded $1.4m from Ontario Togetherness Fund -

ATS - ATS awarded $65M order for rapid scale-up of virus test kit -
https://www.plant.ca/general/ats-awarded-65m-order-for-rapid-scale-up-of-virus-test-kit-192111/

PRI-med Chooses Cambridge for Medical Manufacturing -

Amazon Delivery Station to Open in Cambridge -
North Cambridge Business Park

Intermarket, the owners of a significant land holding within the Park have closed two deals with the first two new occupants of this newly developed business park.

Over the coming year Angstrom Engineering will open a new facility in Cambridge. https://angstromengineering.com/?utm_medium=cpc&utm_source=google&utm_term=angstrom%20engineering&utm_campaign=s-branded&utm_content=&gclid=Cj0KCQiAvbiBBhD-ARIsAGM48bzkLef2IGGa-j7Wxf9pLwQkLQtKMHM6r8IsJqSQYyscEN5YLqC4otMaAjKNEALw_wcB


Staff across the corporation, continue to facilitate business development and there are several more opportunities that will come to fruition over the course of 2021.

Existing Policy/By-Law

There is no existing policy/by-law.

Financial Impact

The COVID 19 pandemic has had an unprecedented impact on the global economy. The City remains committed to remaining responsive and strategic in its economic support and recovery initiatives.

Due to the Provincial stay at home order and under the authority of the City Manager, parking permit fees have not been collected for 2021. However, as we start to transition into reopening it is recommended that permit fees resume on the date the Region enters the orange zone within the Provincial Covid-19 Response Framework. Invoices will be issued accordingly within 2 weeks of this date. Expected revenue for 2021 if permits were charged in full for the remainder of the year is $139,500, down from a projected $230,000 pre-pandemic. As such, should a future lockdown or similar order be put in place and while in a red zone, waiving parking permit fees will decrease this revenue by approximately $15,500 per month. Potential revenue loss related to other parking fees is unpredictable, but could be in the order of $500-$1000 per month.
The financial impact of the proposed additional WRTMC funding ($75,000) is from the Municipal Accommodation Tax Reserve Fund, which currently has a balance of $365,553 at December 31, 2020.

The pace of recovery and economic impact will continue to be monitored and the City will be prepared to plan for and react accordingly.

Public Input

Posted publicly as part of the report process.

Internal/External Consultation

There was no internal/external consultation undertaken.

Conclusion

This report is part of the City’s economic response program to ensure that Council, the Economic Development Advisory Committee and the public are aware of City Initiatives to support residents and the business community as part of the City’s response to the COVID 19 pandemic.

Signature

Division Approval

Reviewed by the CFO

Reviewed by Legal Services

Name: James Goodram
Title: Director of Economic Development

Departmental Approval

Name: Cheryl Zahnleiter
Title: Deputy City Manager Corporate Enterprise
City Manager Approval

Name: David Calder
Title: City Manager

Attachments

Attachment A – Cambridge COVID 19 Economic Response Activities
INVEST Cambridge

Economic Development activities to support local businesses during the COVID-19 pandemic

Development of a dedicated COVID-19 business resource page on the Invest Cambridge website where residents and business owners can get up-to-date information on government programs, economic responses, municipal services and other important information.

As the region has progressed through the various stages of the pandemic, a page was developed to focus on business recovery and is updated as new programs and initiatives become available. www.investcambridge.ca/COVID19.

Business Assistance Statistics:

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<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Connected with the Province</td>
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<tr>
<td>B2B Connections made</td>
<td>156</td>
</tr>
<tr>
<td>Assistance with new products</td>
<td>12</td>
</tr>
<tr>
<td>Restaurants promoted via map</td>
<td>109</td>
</tr>
<tr>
<td>Retail promoted via web</td>
<td>104</td>
</tr>
<tr>
<td>Small business assistance provided</td>
<td>1,175</td>
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<td>Small business virtual seminars</td>
<td>61</td>
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<tr>
<td>Small business consultations</td>
<td>213</td>
</tr>
<tr>
<td>Assisted with finding funding</td>
<td>251</td>
</tr>
<tr>
<td>Paired to assist in PPE production</td>
<td>4</td>
</tr>
<tr>
<td>Assisted by posting information on available space</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2115</td>
</tr>
</tbody>
</table>

Outreach – completed using City of Cambridge Social media platforms, INVEST Cambridge newsletter, direct contact and Business Support page on investcambridge.ca

1. Eclipse Automation – assistance with identifying local companies who can supply components for ventilator manufacturing and machining services. This callout yielded the largest response with 64 local companies offering assistance.
2. Sensor Health – assistance with finding local space for production of COVID-19 testing kits. Assisted with coordination of interview with the Mayor's office (https://www.youtube.com/watch?v=TNM1r35C4mQ)
3. Outreach for staff to compile a list of companies who manufacture/produce/supply PPE (see list below).
4. Outreach for a provincial client looking for local warehouse and/or industrial space to be repurposed as a creative production facility (film), and leased for the medium to long term.

**Business Outreach Program:**

The Economic Development team undertook outreach to businesses in the City to gain a better understanding of how they have been affected by COVID-19. The goal of the program was to understand the effectiveness of Federal and Provincial assistance programs and identify any gaps, while understanding any unique issues that Cambridge is facing. This valuable feedback has positioned the City to advocate on behalf of the community, as well as lead to actions that the City can undertake to support the local business community. The program utilized Engage Cambridge and consisted of a 13 question survey, with follow up. The program launched the week of May 25, 2020 and ran for approximately 4 weeks. We have heard that it is critical that the City advocate on behalf of the business community as well as continue to provide them with information of programs etc. that may assist them.

**Business Connections:**

1. Plastics Redeemed and Ontario Die International – Staff connected these companies for Lexan material for creation of face shields and custom injection moldings.
2. Versocet and Sensor Health – Staff connected Versocet who had additional space with a local company looking for space. (did not come to fruition)
3. F5 industries – connected to the Province of Ontario for assistance with manufacturing PPE.
4. RoadTrek – connected to the Province of Ontario – allowing them to resume manufacturing.

**Order from Home series:**

**#DineFromHome**

This initiative was developed as a means to support the local restaurants and food service industry, staff identified this industry as one of the first feeling the effect of provincial emergency orders and closures.

- Development and maintenance of mapping to promote restaurants/food service businesses open and offering service to the community.
- Development of #OrderFromHome website to promote both the #DineFromHome and #ShopFromHome initiatives.
- Development of communications plan and graphics to support.
- Monitoring of social media impact on page views and reach.
- Promotion of operating patios throughout the community once encouraged by the provincial reopening plan, connecting with information relating to the safe operation of and requirements for winter patios.

#ShopFromHome
This initiative was developed as a means to support the local retail establishments as they pivot to offer unique and innovative services to our community as a result of provincial emergency orders and closures.

- Development and maintenance of a listing of retail businesses open and offering service to the community.
- Development of #OrderFromHome website to promote both the #DineFromHome and #ShopFromHome initiatives.
- Development of communications plan and graphics to support.
- Monitoring of social media impact on page views and reach.

#ShopFromHome (for the Holidays)
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Working with Ontario Creates and various municipal partners to develop a recovery strategy for the return of filming to our communities.

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- Monthly update meetings w/ local municipalities, and working collaboratively to promote SWO as a film destination of choice (Brantford, Waterloo, Kitchener).
- Community outreach to find innovative spaces for use as temporary studio facilities.
- Development of a community of practice to ensure policies and processes across the region (CKW) are compatible.
- Promotion of BIA videos via Toronto International Film Festival “regional reels” program.
- 59 film inquiries to date (15 pre-covid, 44 post), 27 days of filming scheduled over 11 projects (Hotel Paranormal, Letters, Handmaid’s Tale, Odd Squad, Good Witch, Murdoch Mysteries and Locke & Key - 4 days pre-covid, 23 days post). Estimated local economic impact to date ~$325,000.
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• Both inquiries and days of filming exceeded 2017 totals, but not the 2018 or 2019 statistics.
• Inquiries were down 25% over 2019 totals as a whole, however, the August through December inquiries were up 6% over the same timeframe in 2019.

COVID-19 Committees and activities:

Business and Economic Support Team of Waterloo Region (BESTWR)

The Region of Waterloo, all seven area municipalities, Waterloo EDC (Waterloo Region Economic Development Corporation) and local partners have created the Business and Economic Support Team of Waterloo Region (BESTWR) to help all types of local businesses cope with challenges caused by COVID-19. Collectively, this group is a point of contact for governments as they make rapid decisions to support the evolving economic and business environment, and helps to promptly disseminate these decisions to the business communities. Economic Development Staff are part of the Industry, Manufacturing and Agriculture, Workforce and Small Business Sub-Committees.

Small Business Programs:

• Outreach Recovery Program - is geared toward supporting small businesses of all kinds. Helped to provide consultations and support to the businesses that reached out.
• Digital Main Street Program - The Waterloo Region Small Business Centre is re-launching its Digital Main Street Service Squad to help small businesses reopen and recover from the impacts of COVID-19. 375 Businesses in Cambridge have applied and taken part in the program. 79 businesses have set up new ShopHere pages and 28 have received the Digital Transformation Ontario Grants for a total of $70,000 in funding. 8 businesses also qualified for the Transformation Teams Program through Communitech.
• Starter Company Plus Program COVID Recovery Cohort – Through the Starter Company Plus Program 7 Cambridge businesses were approved for $5,000 grants for a total of $35,000 in recovery funding for Cambridge.
• Peer2Peer Group - Peer2Peer groups help professionals in the Waterloo Region share challenges and lessons-learned in a friendly, informal environment. Participated and lead several of the peer2peer groups for various industries.
• Ask an Expert Panel – Provided advice and support to many local small businesses looking for assistance across the 4 weeks of the program.
• **CRA Covid Response Sessions** – Invest Cambridge led three seminars for over 60 businesses across the region. The CRA provided help and guidance on the programs available to these businesses and how to apply.

• **Accounting Seminars Series** – The small business office has booked 5 accounting sessions with the CRA and local accounting firms to provide help to local businesses affected by Covid.

**Other small business activities:**

- Provided several #businessstips to communications department to share with local small businesses. Also shared various posts with communications on small business and helped to share information through corporate channels.
- Worked with City of Waterloo and Kitchener on a google my maps solution for the three cities, this includes all City of Cambridge food based businesses open. The map to date has received over 304,000 times.
- Worked with the BEST WR team to facilitate 2 seminars on restaurant recovery and re-opening led by local experts and public health. Over 150 restaurants and food based businesses from Waterloo Region attended the sessions.
- 251 Funding Conversations – 102 COVID related, 149 non-COVID related.
- Seminars – 27 regular seminars with 312 registrants and 245 attendees for regular seminars (Business Basics, Social Media, etc.).
- 1,175 business inquiries – 281 COVID related, 894 regular inquiries.
- 37 new business registrations.

**BIAs:**

Each BIA created a new “Explore the Core from home” series for their Instagram pages. The purpose is to invite their followers to get to know some of the businesses in a new way. Each segment is 10-15 minutes in length hosted on our IGTV (Instagram TV) showcasing select business owners in a cross-section of categories; bakeshops sharing how-to recipes, restaurant chefs walking us through a simple at-home dinner inspired by their restaurant's menu, etc. This is all about the businesses connecting with our community during a time of self-isolation. Economic Development supported this program by providing $250 per video up to $2,500 per BIA.

The BIA developed a COVID-19 [business resiliency grant](#), where businesses will be able to apply for a small amount of money to either help with any changes they need inside their store or develop their e-commerce platforms.

Staff assisted in the re-allocation of public and private properties such as road allowances, sidewalks and parking lots for patio space, and worked collaboratively with the transportation division to expedite patio expansion requests.
Staff developed a Core Area Connections communications page and promotional assets, to connect core area stakeholders with timely information that may impact them.

**Good news stories:**

Staff are tracking of good news stories from our business community, as well as business closures as we move through the pandemic.

NGen Funding (Cambridge companies – Prescientx, Eclipse automation, Precision Biomonitoring, BIG nano [soon to be a Cambridge company]):

Prescientx - Cambridge company building N95 mask disinfection units -

NGen Disinfection Robot Challenge (Prescientx) -


Violet Launch Video: https://huckleberryfilmstudios.wistia.com/medias/oid1315gkn


Eclipse Automation – Awarded $1.4m from Ontario Together Fund -

ATS - ATS awarded $65M order for rapid scale-up of virus test kit -
https://www.plant.ca/general/ats-awarded-65m-order-for-rapid-scale-up-of-virus-test-kit-192111/

Dare Foods - Dare Foods Steps Up to Support Canadians During COVID-19 -
Canway Cleaning - Cambridge company killing COVID-19 -


Sensor Health - https://www.youtube.com/watch?v=TNM1r35C4mQ

PRI-med Chooses Cambridge for Medical Manufacturing -

Amazon Delivery Station to Open in Cambridge -


Received almost $5m in NGen funding (with additional funding received from NRC IRAP), funding supported 13 jobs and they expect to grow by 27 more within the next two years.

**Core Areas:**

Business Closures: Galt – 9, Preston - 6, Hespeler – 3

Business Opens: Galt – 13, Preston - 8, Hespeler – 2

**Local companies supplying PPE:**

34 local companies supplying PPE (list is still being generated)

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfection</td>
<td>6</td>
</tr>
<tr>
<td>Face Shields</td>
<td>2</td>
</tr>
<tr>
<td>Floor Markings</td>
<td>4</td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td>5</td>
</tr>
<tr>
<td>Masks/Gloves and Gowns</td>
<td>8</td>
</tr>
<tr>
<td>Tabletop Shields</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
</tr>
</tbody>
</table>

Local companies pivoted regular operations to assist with COVID-19 related items
<table>
<thead>
<tr>
<th>Company</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Septodont</td>
<td>Hand Sanitizer</td>
</tr>
<tr>
<td>Avaria Beauty</td>
<td>Hand Sanitizer</td>
</tr>
<tr>
<td>Plastics Redeemed</td>
<td>Lexan for creation of face shields</td>
</tr>
<tr>
<td>Prescientx</td>
<td>Portable disinfectant conveyors for medical masks</td>
</tr>
<tr>
<td>Driverseat</td>
<td>Shuttle service turned free grocery delivery for seniors</td>
</tr>
<tr>
<td>Allcard</td>
<td>Germicidal Irradiation Unit</td>
</tr>
<tr>
<td>Dare foods</td>
<td>Donation of 100,000 boxes of Bear Paws to Canadian foodbanks</td>
</tr>
<tr>
<td>Eclipse</td>
<td>N95 and surgical mask production for domestic use</td>
</tr>
<tr>
<td>ATS</td>
<td>Automated system for testing kits, filtering facepiece respirators,</td>
</tr>
<tr>
<td></td>
<td>ventilator components</td>
</tr>
<tr>
<td>City-wide Building</td>
<td>Donations of food and industrial strength disinfectant materials to</td>
</tr>
<tr>
<td>Maintenance Solutions</td>
<td>local foodbanks.</td>
</tr>
<tr>
<td>Lens Mill</td>
<td>Selling fabric mask, cap and gown diy kits</td>
</tr>
<tr>
<td>Canway Cleaning</td>
<td>Specializing in office/industrial disinfecting</td>
</tr>
<tr>
<td><strong>OTHER:</strong></td>
<td></td>
</tr>
<tr>
<td>Cambridge Chamber</td>
<td>Free advertising for restaurants on Gateway TV</td>
</tr>
</tbody>
</table>
To: COUNCIL
Meeting Date: 03/16/21
Subject: Appointment of Council Representatives to the Region of Waterloo 2021 Project Teams
Submitted By: Danielle Manton, City Clerk
Prepared By: Briar Allison, Council Committee Services Coordinator
Report No.: 21-060 (CRS)
File No.: C1101

Recommendation(s)

THAT Report 21-060 (CRS), re: Appointment of Council Representatives to the Region of Waterloo 2021 Project Teams be received;

AND THAT Councillor Ermeta be confirmed as appointee to the Franklin Boulevard Widening, Avenue Road to Bishop Street project;

AND THAT Councillor Mann be confirmed as appointee to the King Street/Coronation Boulevard, Water Street North to Bishop Street project;

AND THAT Councillor Devine be confirmed as appointee to the Pinebush Road Reconstruction, Franklin Boulevard to Townline Road project;

AND THAT Councillor Adshade be confirmed as appointee to the Water Street – Concession to Ainslie Street project;

AND FURTHER THAT Councillor Liggett be confirmed as appointee to the Downtown Cambridge Truck Route Study project.

Executive Summary

Purpose

- The Committee of the Whole at the Region of Waterloo appoints both regional and local elected officials to various projects and study teams
- This report is to confirm the appointment of members to regional projects and studies that take place within the City
Key Findings

- The City of Cambridge received the request from the Regional Clerk’s Office
- Members of Council will have the opportunity to discuss the appointment of Council Representatives prior to finalizing the report recommendation

Financial Implications

- There are no financial implications pertaining to the appointment of Council Representatives to regional project teams

Background

The Region of Waterloo’s Committee of the Whole is requesting local Council participation on five (5) project teams for regional projects taking place in the City of Cambridge.

The five (5) projects include the Franklin Boulevard Widening, Avenue Road to Bishop Street which includes Councillor Ermeta as the suggested Council Representative with the design timeline from 2021-2023 and construction commencing in 2024; the King Street/Coronation Boulevard, Water Street North to Bishop Street project with the design timeline from 2021-2023 and construction commencing in 2024; the Pinebush Road Reconstruction, Franklin Boulevard to Townline Road project with a design timeline from 2021-2024 and construction commencing in 2025; the Water Street – Concession to Ainslie Street project with a design timeline of 2021-2023 and construction commencing in 2024; and the Downtown Cambridge Truck Route Study.

It is anticipated that the Council representative for each Project Team would be involved in a few Stakeholder meetings during the public design stage(s) and would be invited to any public consultation sessions.

Analysis

Strategic Alignment

PROSPERITY: To support and encourage the growth of a highly competitive local economy where there is opportunity for everyone to contribute and succeed.

Goal #7 - Transportation and Infrastructure

Objective 7.2 Work with the Region and other partners to better coordinate the planning, communication and delivery of infrastructure (including roads and other transportation assets) in Cambridge.
A collaborative relationship with the Region of Waterloo on project initiatives is important and ensures shared responsibility.

Comments

Dialogue between the Region of Waterloo and the City on planning projects is important as a shared responsibility. The inclusion of representation from the City ensures open communication, teamwork, and brings awareness to the status of projects taking place.

Existing Policy/By-Law

There is no existing policy/by-law.

Financial Impact

There is no financial impact for participation on the Project team.

Public Input

Posted publicly as part of the report process.

Internal/External Consultation

The request was received from the Regional Clerk’s Office and Members of Council will have the opportunity to discuss the appointment of Council Representatives prior to ratifying the report recommendation.

Conclusion

City representation on regional project initiatives is an effective means to ensure that there is ongoing communication between the City and Region of Waterloo on projects occurring within the City’s boundaries thereby resulting in improved coordination on projects.

Signature

Division Approval

Reviewed by the CFO

Reviewed by Legal Services

Name: Danielle Manton
Title: City Clerk
Departmental Approval

Name: Dave Bush
Title: Deputy City Manager – Corporate Services

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

• Correspondence from the Region of Waterloo dated January 15, 2021
January 15, 2021

Clerk’s Office
50 Dickson Street, 1st floor,
Cambridge ON N1R 8S1
Sent via email mantond@cambridge.ca

Dear Clerk’s office:

Re: TES-21-01/PDL-21-01, 2021 Request for Council Members for Project Teams

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on January 20, 2021, approved the following motion:

That the Regional Municipality of Waterloo appoint Regional Councillors to the projects and study teams as requested in Report TES-21-01/PDL-21-01, dated January 12, 2021;

And that the Regional Municipality of Waterloo forward the requests for area Councillor representatives on project and study teams to the Area Municipalities.

Committee at their meeting held January 12, 2021 appointed Regional Councillors to various Planning and Works project and study teams. The involvement of elected officials has always made a significant and positive impact on the successful completion of these projects and the Regional Municipality of Waterloo would like to extend an invitation for local municipalities to participate.

Listed below are the projects associated with your local municipality. Please forward at your earliest convenience the name of the local Councillor interested in participating on the project team(s).

<table>
<thead>
<tr>
<th></th>
<th>Project Description</th>
<th>Municipality</th>
<th>Councillor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Franklin Boulevard Widening, Avenue Road to Bishop Street Design 2021 – 2023 Construction 2024-2025</td>
<td>Cambridge</td>
<td>H. Jowett Nicolas Ermeta</td>
</tr>
<tr>
<td>3</td>
<td>King Street/Coronation Boulevard, Water</td>
<td>Cambridge</td>
<td>K. Kiefer</td>
</tr>
<tr>
<td>Project Description</td>
<td>Location</td>
<td>Contact Person</td>
<td></td>
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<tr>
<td>Street North to Bishop Street</td>
<td></td>
<td>Mike Mann</td>
<td></td>
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<tr>
<td>Design 2021-2023</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Construction 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinebush Road Reconstruction, Franklin Boulevard to Townline Road</td>
<td>Cambridge</td>
<td>Mike Devine</td>
<td></td>
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<tr>
<td>Design 2021 – 2024</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Construction - 2025</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Water Street – Concession to Ainslie Street</td>
<td>Cambridge</td>
<td>Shannon Adshade</td>
<td></td>
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<tr>
<td>Design 2021 – 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction 2024 - 2025</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downtown Cambridge Truck Route Study</td>
<td>Cambridge</td>
<td>Jan Liggett</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to Report TES-21-01/PDL-21-01, dated January 12, 2021 for a complete list of 2021 Project Teams, enclosed for your information.

Regards,

Jessica Rudy  
Council/Committee Support Specialist

cc: Thomas Schmidt, Commissioner, Transportation and Environmental Services  
Adriana Jenkins, Administrative Assistant, Transportation and Environmental Services  
Rod Regier, Commissioner, Planning, Development and Legislative Services
Region of Waterloo  

Transportation and Environmental Services  

Planning, Development and Legislative Services  

Commissioner’s Office  

To: Committee of the Whole  

Date: January 12, 2021  

Subject: 2021 Request for Council Members for Project Teams  

1. Recommendation:

That the Regional Municipality of Waterloo appoint Regional Councillors to the projects and study teams as requested in Report TES-21-01/PDL-21-01, dated January 12, 2021;

And that the Regional Municipality of Waterloo forward the requests for area Councillor representatives on project and study teams to the Area Municipalities.

2. Purpose: To select Regional and Area Municipal Councillors for project teams.

3. Key Considerations:

Those projects and studies which do not already have and would most benefit from political representative(s) are noted in the table below. These are typically projects which may have high public interest and/or significant implications for the Region. In addition to the projects listed below, participation by Councillors on any of the project teams noted in Appendix A is welcomed. After appointing appropriate Regional Councillors to these teams, it is recommended that this list be forwarded to the appropriate Area Municipalities to provide them an opportunity to appoint their Councillors to some of the project teams.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Area Municipality</th>
<th>Suggested Council Representative</th>
</tr>
</thead>
</table>
| 1.  | Westmount Road Improvements, Glasgow Street to Erb Street  
Design 2021 - 2024  
Construction 2025 | Kitchener / Waterloo | 1 Local Councillor (Kitchener)  
Suggest: Margaret Johnston  
Jim Erb  
Tenille Bonoguore |
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Area Municipality</th>
<th>Suggested Council Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Franklin Boulevard Widening, Avenue Road to Bishop Street</td>
<td>Cambridge</td>
<td>1 Regional Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021 – 2023</td>
<td></td>
<td>Nicolas Ermeta</td>
</tr>
<tr>
<td></td>
<td>Construction 2024-2025</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td>King Street/Coronation Boulevard, Water Street North to Bishop Street</td>
<td>Cambridge</td>
<td>1 Regional Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021-2023</td>
<td></td>
<td>1 Local Councillor</td>
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<td></td>
<td>Construction 2024</td>
<td></td>
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<tr>
<td>4.</td>
<td>Elmira By-pass- Corridor Study, Listowel Rd. to Twp. Rd 12</td>
<td>Woolwich</td>
<td>1 Regional Councillor</td>
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<td></td>
<td>Study 2021-2023</td>
<td></td>
<td>1 Local Councillor</td>
</tr>
<tr>
<td>5.</td>
<td>Arthur Street, South Street to Kenning Place</td>
<td>Woolwich</td>
<td>1 Regional Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021-2023</td>
<td></td>
<td>1 Local Councillor</td>
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<tr>
<td></td>
<td>Construction 2024</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>West Montrose Covered Bridge</td>
<td>Woolwich</td>
<td>1 Regional Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021</td>
<td></td>
<td>1 Local Councillor</td>
</tr>
<tr>
<td></td>
<td>Construction 2022</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Pinebush Road Reconstruction, Franklin Boulevard to Townline Road</td>
<td>Cambridge</td>
<td>1 Local Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021 – 2024</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Construction - 2025</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Line 86 Improvements, Listowel Road to Sloman Line, Wallenstein</td>
<td>Wellesley</td>
<td>1 Local Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021</td>
<td></td>
<td>(Wellesley)</td>
</tr>
<tr>
<td></td>
<td>Construction 2022</td>
<td></td>
<td>1 Local Councillor</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Mapleton Township)</td>
</tr>
<tr>
<td>9.</td>
<td>Lancaster Street–Grade Separation Study–Victoria Street to Wellington Street</td>
<td>Kitchener</td>
<td>1 Local Councillor</td>
</tr>
<tr>
<td></td>
<td>Design 2021 – 2022</td>
<td></td>
<td>Tom Galloway</td>
</tr>
<tr>
<td></td>
<td>Construction - TBD</td>
<td></td>
<td></td>
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<tr>
<td>No.</td>
<td>Description</td>
<td>Area Municipality</td>
<td>Suggested Council Representative</td>
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</tr>
<tr>
<td>10.</td>
<td>Trussler Road Widening Bleams Road South to Hwy 7/8</td>
<td>Kitchener</td>
<td>1 Local Councillor Geoff Lorentz</td>
</tr>
<tr>
<td></td>
<td>Design 2021 – 2023</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Construction 2024</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Westmount Road Widening, Fischer-Hallman Road to Block Line Road</td>
<td>Kitchener</td>
<td>1 Local Councillor Michael Harris</td>
</tr>
<tr>
<td></td>
<td>Design 2021 – 2022</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Construction 2023</td>
<td></td>
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<tr>
<td>12.</td>
<td>Water Street – Concession to Ainslie Street</td>
<td>Cambridge</td>
<td>1 Local Councillor</td>
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<tr>
<td></td>
<td>Design 2021 – 2023</td>
<td></td>
<td></td>
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<td></td>
<td>Construction 2024 - 2025</td>
<td></td>
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<tr>
<td>14.</td>
<td>Downtown Cambridge Truck Route Study</td>
<td>Cambridge</td>
<td>1 Local Councillor</td>
</tr>
<tr>
<td>15.</td>
<td>Context Sensitive Regional Transportation Corridor Design Guideline</td>
<td></td>
<td>1 Regional Councillor</td>
</tr>
<tr>
<td>16.</td>
<td>Active Transportation Master Plan</td>
<td></td>
<td>1 Regional Councillor</td>
</tr>
</tbody>
</table>

4. **Background:**

Major projects or studies have been directed, for many years, by multi-disciplinary project teams which have usually included one or more Regional or Area Municipal Councillors. The involvement of elected officials has always made a significant, positive impact on the successful completion of these projects. These committees and project teams are distinct from formal advisory committees of Council (e.g. Active Transportation Advisory Committee).

A list of ongoing major projects and studies to be undertaken in 2021, including the current political or stakeholder representatives on each group, is provided in Appendix. The project timelines noted are based on the 2021 Capital Programs.
5. **Area Municipality Communication and Public/Stakeholder Engagement:**

Area municipal communication and public/stakeholder engagement will be conducted by each of the project teams.

6. **Strategic Plan:**

The involvement of Regional Councillors on Regional Project Teams is consistent with the Strategic Focus Area Five: Responsive and Engaging Public Service which ensures that the Region enhances opportunities for public engagement, input and involvement in Region of Waterloo initiatives.

7. **Financial Implications**

The costs for the various projects outlined in Report TES-21-01/PDL-21-01 are included in Capital Programs or each Division budget.

8. **Conclusions / Next Steps:** Nil

9. **Attachments:**

Appendix A – Projects with Council Representation (3513323)

Appendix B – Projects not requiring Council Representation at this time (3513350)

**Prepared and Approved By:**

**Thomas Schmidt**, Commissioner, Transportation and Environmental Services

**Rod Regier**, Commissioner, Planning, Development and Legislative Services
To: COUNCIL
Meeting Date: 03/16/2021
Subject: Revised Schedule of Special Council Meetings May-December, 2021
Submitted By: Danielle Manton, City Clerk
Prepared By: Danielle Manton, City Clerk
Report No.: 21-103(CRS)
File No.: C1101

Recommendation(s)

THAT Council report 21-103(CRS) re: Revised Schedule of Special Council Meetings for May-December 2021 as set out in Appendix A be approved;

AND THAT Council establish start times for the two types of Special Council Meetings as set out in Appendix A of Report 21-103(CRS) being the Revised Schedule of Special Council Meetings to be held from May-December, 2021.

Executive Summary

Purpose

- Staff recommend that Council establish a revised Schedule of Special Council Meetings for the remainder of 2021 and continue to meet virtually.

- Ontario Public Health has confirmed that the Province of Ontario has experienced a first and second wave of the COVID-19 Pandemic and is projecting a third wave with new variants of the virus in Ontario. As a result the City of Cambridge has taken further steps to control the spread across the City. Maintaining the virtual meetings of Council for the remainder of 2021 is recommended at this time based on the current state of the pandemic.

- Region of Waterloo’s vaccine program is currently in the first phase of distribution and is forecasting that the vaccine will be widely available to the general population in phase three which is estimated to begin in August 2021.
• Should staff receive directives from Public Health related to the safety of in-person meetings, staff will propose a revised schedule for Standing Committees and Council to return to inperson meetings.

Key Findings


• On August 11, 2020 Council further amended the Procedure By-law 18-15 as a result of Bill 197, the *COVID-19 Economic Recovery Act*. The change in legislation permitted Ontario municipalities to conduct meetings electronically permanently regardless of an emergency pursuant to the *Municipal Act, 2001* and as a result Council approved a revised Schedule for Special Council meetings for September – December 2020.

• On December 1, 2020 Council approved the revised Schedule for Special Council meetings for the first quarter of 2021 January – April 2021 and established that Special Council Meetings that begin at 5:00 p.m. would include all regular items for Council’s consideration and that Special Council Meetings that begin at 10:00 a.m. would only focus on Statutory Public Meetings under the *Ontario Planning Act*.

• Council has approved meeting times for Special Council meetings with each revision of the Schedule of Special Council meetings since the pandemic began and in December 2020 established times of 5:00 p.m. and 10:00 a.m. and that meetings do not go beyond 11:00 p.m. as per the Procedure By-law 18-15.

• Should it be recommended that the City can return to regular in person meetings based on guidance from Public Health, a new revised Schedule for 2021 Standing Committees and Council meetings would be proposed for Council’s approval and staff would provide recommendations for the safe return of in person meetings.

Financial Implications

• Additional financial implications are not anticipated as a result of establishing a Revised Schedule of Special Council Meetings for the remainder of 2021.
Background

Since March 2020, Council has been meeting virtually as Special Council as a result of the novel Coronavirus (COVID-19) pandemic. The declaration of the Provincial and Municipal emergencies and the decision to close municipal facility meeting rooms has prevented Council, staff and the public from meeting in person.

Given the current COVID-19 situation and the fluctuation in cases across Ontario and new variants of the COVID-19 virus identified as posing a significant threat to public health due to high rates of transmission, severity of illness and increased risk of reinfection staff are recommending that virtual meetings continue for the remainder of 2021.

While information about the variants is still emerging, evidence has indicated that it is more easily spread between people, with a 56 per cent higher transmission rate, and carries a potentially higher risk of severe illness or death. Recent modelling suggests that by March 2021, the UK variant could become the dominant strain of the virus in Ontario. The new variants strongly suggest that public health measures be maintained until the vaccination rate is higher.

The recommendation to maintain virtual meetings and suspend in person meetings complies with the direction of the Premier and the Medical Officers of Health at the Federal, Provincial and Regional levels concerning the restriction on public gatherings.

The Municipal Act, 2001 requires that, subject to the provisions in Section 239, all meetings be open in order for members of the public to observe the meetings. In order to comply with these provisions, members of the public may still view open meetings online through YouTube and delegate to matters before Council as per the Procedure By-law 18-15.

Citizen Advisory Committees

The City’s Citizen Advisory Committee meetings have begun to meet virtually where possible and have begun to engage Citizen volunteers through new platforms to continue to be able to provide advice and recommendations to Council as per Committee mandates.

To ensure all meetings are in compliance with the Municipal Act, 2001, the City’s Procedure By-law 18-15 and the by-law for all Citizen Advisory Committees and Local Boards, all advisory committee’s have been requested to begin to live stream meetings on YouTube.

Citizen Advisory Committee meetings will not be archived on the City’s YouTube page and members of the public who wish to observe meetings may do so at the time the meeting is occurring live on YouTube. If a member of the public wishes to speak at an
advisory committee meeting they may submit a delegation form as is requested to speak at Council meetings.

To set each Citizen Committee up for success training has been provided to staff liaisons and Chair and Vice Chair training will be provided in March/April, 2021. The Clerk’s division is also offering to attend all Citizen Advisory Committee meetings if requested to provide a refresh of the Code of Conduct for Citizen Advisory Committee and Local Board Members as well as to provide procedural training and guidance.

Council, staff and members of the public have adapted well throughout the pandemic and shown flexibility during these unprecedented times. Staff has been very pleased to be able to continue to bring engagement forward to the community in unique ways and volunteers have shown patience and understanding throughout this time.

**Analysis**

**Strategic Alignment**

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.1 Provide a wide range of ways that people can become involved in city decision making.

Revised Special Council Meeting Schedules are aligned with the City of Cambridge’s Governance and Leadership goals to ensure effective and efficient meeting management and ensure the business of the City can move forward during the current pandemic and municipal emergency.

As the process of holding virtual Special Council Meetings continues staff continue to reviewing procedures to provide the public with effective communication prior to and after the meeting and to ensure meeting management is successfully delivered.

**Comments**

**Meeting Times:**
In March, 2020 Council has been meeting as Special Council under the Procedure By-law. Council has previously met at 4:00 p.m. and 10:00 a.m. for Special Council Meetings that include Statutory Public Meetings under the Ontario Planning Act. In December, the 4:00 p.m. start time was changed to 5:00 p.m. for Regular Special Council meetings.
To plan for each Special Council Meeting the Corporate Leadership Team meets weekly to prioritize upcoming reports and ensure reports are on track to meet deadlines. The use of virtual meeting technology has been an effective means of conducting the Special Council meetings throughout this time.

The length of Special Council Meetings has varied depending on the matters being discussed. When there is a Statutory Public Meeting there are several logistics involved in planning for the meeting. Additional staff are required to support the meeting, as well there is a great amount of preparation required to work with anyone calling into the meeting or wishing to present at the meeting. Connectivity may also prove to be challenge and often delegations calling in require multiple calls to ensure they are connected to the meeting. These steps do add additional time to the length of the meeting. Statutory Public Meetings also require additional breaks in-between items and throughout each item to allow for delegations to call in to the public telephone line.

In December of 2020, Council approved a revised Schedule of Special Council Meetings for the first quarter of 2021 and approved two Special Council meeting times as follows:

- Regular Special Council Meetings to begin at 5:00 p.m.; and
- Statutory Special Council Meetings to begin at 10:00 a.m.

Staff are recommending Council approve the start time of meetings for the remainder of the year as meetings continue in a virtual environment. Should we return to in person meetings in 2021 Council will receive a report with a proposed revised schedule for Standing Committee meetings and Council meetings.

The proposed Revised Schedule attached as Appendix A to this report includes meetings that will have Statutory Public Meetings remain separate from the Regular Special Council Meetings however to provide for effective agenda management staff also recommend that on same date as Statutory Public Meetings there also be an evening portion if required that will address regular business of council.

The proposed Revised Schedule in Appendix A shows both of these types of meetings on the same day. Since Council separated the Regular Special Council meetings from the Statutory Public Special Council meetings that focus soley on Statutory Public Meetings under the *Ontario Planning Act*, there are less opportunities for staff to bring forward items for regular business and recently additional meetings have been required. To avoid scheduling several additional meetings adding the evening portion to address regular Council items is recommended.

With this change staff anticipate that the only additional meetings that would be required for the remainder of 2021 would be Special Council Workshop meetings on targeted topics and Special Council Meetings focused only on the Budget. Dates are included in Appendix A to propose budget meetings in November and December 2021.
Existing Policy/By-Law

- Procedure By-law #18-15, as amended, is in effect.

Financial Impact

The City currently has access to video conferencing software and to date has had limited licenses available to staff. Based on the recommendation to maintain virtual meetings for Council and continue active re-introduction of Citizen Advisory Committees until the Municipal Emergency is lifted and City facilities are available for in person public meetings, staff have established a separate video conference account to support Citizen Advisory Committee meetings. There are no financial impacts associated with establishing the revised Schedule of Council Meetings for the remainder of 2021.

Public Input

The public continues to play an integral part in the Council meeting process with Council meeting virtually. There is ongoing engagement in virtual meetings, through virtual delegations and written submissions. Written submissisons become part of the public record when submitted within the timelines required. Staff are working with Council on a review of Procedure By-law 18-15, as part of this review there will be targeted consultation with the community around delegating to Council as well as a survey that has been sent to all delegations to meetings since September 2020. The intention is to collect feedback from citizens who have delegated to Council meetings to make improvements and share transparent information with Council on the delegation experience.

The Municipal Act, 2001 requires that, subject to the provisions in Section 239, all meetings be open to the public with the exception of those matters permitted to be closed in order for members of the public to observe the meetings.

Section 13.1 of Council’s Procedure By-law 18-15, establishes the rules of procedure for public participation. It further outlines how members of the public can participate in the decision making process by submitting correspondence to be placed before a Committee or Council or by submitting a request in writing to address a Committee or Council regarding an item on the agenda.

To further support delegations during this time additional resources have been established and are available on the City’s website to provide steps to ensure delegates are successful in their experience.

Enhanced communication remains an important aspect of virtual meetings. Staff are in touch with delegations a number of times prior to speaking time, there is enhanced information on the City’s website for delegates to inform themselves with, the City has been required to increase staff support during meetings to assist with meeting
management as a result of delegates calling in. This helps delegates to feel they are being assisted and it ensures the City is meeting requirements under the Ontario Planning Act.

**Internal/External Consultation**

Upon Council approval of the revised Schedule for Special Council meetings May-December 2021 and establishing the start time for special meetings in the revised schedule, staff will update all current calendars online and will ensure the public is made aware going forward through online web updates and newspaper advertisements as well as communication via social media.

**Conclusion**

Public Health directives have been vital to ensuring the safety of the public, staff and Council and remain at the forefront when staff is making recommendations to Council. Setting the revised Schedule of Council meetings for the remainder of 2021 will provide the opportunity for the business of the City to move forward while maintaining meetings through electronic participation will ensure everyone’s safety. Should Public Health directives change; staff will provide an update to Council to resume the schedule of Standing Committees and Council.

Council is required to determine their desired start time to move forward with the Revised Schedule so that staff can proceed with scheduling meetings and advertising of all meetings to the public for the remainder of 2021.

**Signature**

**Division Approval**

Name: Danielle Manton  
Title: City Clerk

**Departmental Approval**

Name: Dave Bush  
Title: Deputy City Manager, Corporate Services
City Manager Approval

Name: David Calder
Title: City Manager

Attachments

- Appendix A - Revised Schedule of Special Council Meetings May-December, 2021
## Revised Special Council Meeting Schedule
### May 2021-December 2021

- **Special Council Meeting**
- **Statutory Public Special Council Meeting**
- **Special Council Meeting – (Budget)**

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(Additional meetings may be added and meeting dates are subject to change)

- **Special Council Meeting** – Time:
- **Statutory Public Special Council Meeting** – Time:
- **Special Council Meeting (Budget)** – Time:
BY-LAW NO. 21-016

OF THE

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law to amend the established regulations of the Boards of Management for the Downtown Cambridge, Preston Towne Centre and Hespeler Village Business Improvement Areas and to repeal and replace By-Laws 142-98, 141-98, and 114-06

WHEREAS Section 204(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a local municipality may designate an area as an improvement area and may establish a board of management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally, and to promote the area as a business or shopping area;

AND WHEREAS Council passed By-laws No. 142-98, 141-98, and 114-06 to provide for the establishment and regulation of a Board of Management for the Downtown Cambridge, Preston Towne Centre and Hespeler Village Business Improvement Areas,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT the areas comprised of the properties shown in Schedule ‘A’ attached to and forming part of this by-law are hereby designated as Business Improvement Areas within the meaning of section 204(1) of the Municipal Act, 2001 and show the Downtown Cambridge, Preston Towne Centre, Hespeler Village Business Improvement Areas.

2. THAT the Board of Management be mandated with the improvement, beautification, and maintenance of public lands, buildings and structures in the improvement area, and for the marketing and promotion of the area beyond that provided at the expense of the municipality.

3. THAT the Board of Management for the Business Improvement Areas outlined in Schedule “A” to this by-law be governed by the provisions of Schedule ‘B’ attached to and forming part of this by-law.
4. THAT By-Laws 142-98, 141-98 as amended and by law 114-06 are hereby repealed.

5. AND THAT this by-law shall come into full force on the day it is passed.

ENACTED AND PASSED this 16th day of March, 2021.

_________________________________
MAYOR

_________________________________
CLERK
Schedule “A” - Maps
Schedule ‘B’ – General Regulations

1. Board Composition - The Board of Management shall be comprised of a minimum of five (5) directors and a maximum of nine (9) directors appointed by Council. One director shall be a City Councillor as appointed by Council.

2. Eligible Members - That to be a member and/or to be eligible for appointment to the Board of Management, a person must be:
   a. a member of council, or
   b. the assessed owner of ratable property in the area that is in a prescribed business property class, or
   c. a tenant of the above, who by virtue of their lease, is required to pay all or part of the taxes on the property, or
   d. a nominee to (b) or (c).

3. Classes of Property - The classes of real property prescribed as business property classes (as noted in 2b above) are: Commercial (C), Industrial (I), Office Building (D), Parking Lot (G), Shopping Centre (S), and Large Industrial (L). All of these classes of property are subject to the BIA Levy noted in Section 19.

4. One vote - Each member of an improvement area has one vote regardless of the number of properties that a member may own or lease in the improvement area.

5. Term - The term of the Board of Management shall be the same as the term of Council that appointed them but continues until their successors are appointed.

6. Appointments - The Board of Management shall as soon as possible after its Directors are appointed, elect a Chair, Vice Chair, Secretary-Treasurer, and appoint such other officers as it may deem necessary to properly conduct the business of the Board.

7. Reappointment - Members of the Board of Management are eligible for reappointment on the expiration of their term of office provided they are still eligible members pursuant to Section 2 above.

8. Executive Director - The Board of Management may hire or appoint an Executive Director. The Executive Director may be an employee or volunteer of the Board of Management and shall carry out all duties as specified by the Board of Management. Duties of the Executive Director must be provided in writing and approved by the Board of Management.
9. Vacancies - Where a vacancy occurs in the Board of Management for any reason, Council may appoint a qualified person to fill the vacancy for the unexpired portion of the term. Council’s appointment may be based on the recommendation from the Board of Management and the General Membership.

10. Minutes – The Board of Management shall keep records and minutes of its meetings in the type and form required by the municipality. The minutes shall be made available to all directors of the Board of Management, the members of the Business Improvement Area, and the municipality. The City Clerk may, at any time, request minutes of the Board of Management.

11. Budget - The Board of Management shall submit their budget to Council for approval by the date and in the form required by the municipality. Council has full authority to approve, modify, or refuse all, or part thereof, of the budget.

12. Reserve Fund - The Board of Management may establish a reserve fund pursuant to Section 417 of the Municipal Act S.O. 2001, c. 25, as amended. Said reserve fund shall be subject to approval by the Chief Financial Officer.

13. Shall not incur indebtedness - The Board of Management shall not spend any monies unless it is included in the budget approved by the municipality or in a reserve fund (noted in paragraph 8, Schedule B) incur any indebtedness extending beyond the current year without prior approval of the municipality, or borrow money.

14. Necessary Information - The Board of Management shall provide all necessary information to the City Auditor by the date and in the form required by the municipality.

15. City Auditor - The City Auditor shall be the auditor of the Board of Management, and all books, documents, transactions, minutes and accounts of a Board of Management shall, at all times, be open to the City Auditor's inspection.

16. Fiscal year - The fiscal year for the Board of Management shall be the calendar year.

17. Cessation of Board - If at any time the by-law establishing the Board of Management is repealed, the Board will cease to exist and its undertakings, assets and liabilities shall be assumed by the municipality.
18. Insurance - The Board of Management shall provide the municipality with proof of insurance policies satisfactory in all respects to the Chief Financial Officer, indemnifying the municipality against public liability and property damage in respect of the activities of the Board of Management.

19. BIA Levy – Subject to such maximum and minimum charges as the Council may specify by by-law, the Council of the municipality shall in each year levy a special charge upon persons within the area delineated in Schedule A of this bylaw who are assessed for property tax for business property classes pursuant to Section 3. The rates shall be levied on the last revised assessment roll. The sum of the levy shall be equal to the amount of money needed for the purposes of the Board of Management and as justified in the budget submitted and approved by Council.

20. Collection - Any charges imposed in Section 19 above are deemed to be taxes and may be collected in the same manner and with the same remedies as provided for by the Municipal Act as amended for the collection of taxes.

21. Financial Statements - Draft financial statements must be provided to Finance and/or Economic Development by March 1 of each year.

22. Annual Report - On or before May 1 of each year, the annual report for the preceding year, including a complete audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement will be provided to the City by the municipal auditor.

23. Code of Conduct - The Board of Management, as an appointed Board of Council, shall adhere in all respects to the ‘Code of Conduct for Local Boards and Advisory Committees.

24. General Meetings of the Membership

a. At every Annual General Meeting (AGM), in addition to any other business that may be transacted, the budget and the report of the auditors shall be presented and discussed to the members present.

b. A majority of the Board of Management or the Chair shall have power to call, at any time, a Special General Meeting of the members of the Business Improvement Area (BIA).
c. The members present at general meetings, including Annual General Meetings (AGM) and Special General Meetings, shall constitute a quorum. However, if there are less than ten (10) members present then a majority vote of the Board of Management may adjourn the Annual General Meeting (AGM) or Special General Meeting.

d. Each member shall be given notice of the time and place of the Annual General Meeting (AGM) or Special General Meeting. A minimum of fourteen (14) days’ notice shall be given to each eligible voting member pursuant to the Municipal Act, 2001, as amended, of any general meeting. Each eligible voting member present at a meeting shall have the right to exercise one vote.

e. No error or omission in giving notice of any Annual or Special General Meeting or any adjourned meeting, or the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member for any meeting or otherwise, the address of the member, shall be their address recorded on the last returned assessment roll.
BY-LAW 21-017

OF THE

CITY OF CAMBRIDGE

Being a by-law to amend Zoning By-law No. 150-85, as amended, with respect to lands municipally known as 408-416 Dundas Street South, City of Cambridge

WHEREAS Council of the City of Cambridge has the authority pursuant to Section 34 and 36 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this by-law;

WHEREAS the Council of the City of Cambridge has deemed it advisable to amend Zoning By-law No. 150-85, as amended, and therefore implement the Official Plan of the City of Cambridge;

WHEREAS this by-law conforms to the Official Plan of the City of Cambridge;

AND WHEREAS Council deems that notice of intention to adopt the by-law was provided in accordance with the Planning Act,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT the City of Cambridge Zoning By-Law, being Schedule A to By-Law No. 150-85, be and the same is hereby amended by removing the Holding Symbol '(H)' from the zone symbol affecting the lands shown outlined by a heavy black line on Schedule ‘A’ hereto attached.

2. THAT subject to section 36(4) of the Planning Act (R.S.O. 1990, c. P.13), as amended, this by-law shall come into force on the day of its passing.

ENACTED AND PASSED this 16th day of March 2021.

_________________________________________________________________

MAYOR

_________________________________________________________________

CLERK
Attachment No. 3 – By-law No. 21-017

Purpose and Effect of By-law No. 21-017

The Purpose and effect of this by-law is to remove a holding provision to permit development of the land with 38 apartment units and 18 two storey townhouse units, parking areas, amenity space and a condominium road.

A holding provision was applied to the zoning of this property which prevented development until:

(a) Noise mitigation measures were installed on the adjacent Autobody shop;

(b) The adjacent Autobody shop has Provincial permitting in place in accordance with the Ministry of the Environment, Conservation and Parks after the noise mitigation is installed.
BY-LAW 21-018

OF THE

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – 124 Compass Trail

WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990, c. P.13, as amended, provides that a municipal Council may by by-law provide that subsection 50(5) of the Planning Act R.S.O. 1990, c.P.13, as amended (Part Lot Control) does not apply to land within plans or parts of plans designated in the by-law and that when the by-law is approved by the appropriate approval authority, subsection 50(5) ceases to apply to the lands therein described,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Block 190, Registered Plan No. 58M-604.

2. THAT this by-law shall be restricted in its application only to divide the blocks and create easements as cited in accordance with Reference Plan No. 58R-21066 and Schedule ‘A’ attached hereto.

3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on March 16th, 2023.

4. THAT it is Acknowledged and Directed that the office of the City Solicitor or designate be authorized to register electronically this by-law pursuant to subsection 50(28) of the Planning Act on the title to the lands described herein and place an inhibiting order
following the registration of the by-law which is to be lifted upon registration of the Common Element Condominium (30CDM-19108).

5. AND THAT this by-law shall come into full force on the day it is passed.

ENACTED AND PASSED this 16th day of March, 2021.

__________________________________
MAYOR

__________________________________
CLERK
Schedule ‘A’ to By-law No. 21-018

Block 190, Registered Plan No. 58M-604

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Part 89 will form the Common Element Condo, subject to various easement listed on the plan.
BY-LAW 21-019

of the
CITY OF CAMBRIDGE

Being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 5, provides that the powers of a municipal corporation shall be exercised by its Council;

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 9 and 11, provides that except where otherwise provided the powers of any Council shall be exercised by by-law;

AND WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT the action of the Council at its meeting held on the 18th day of November, 2020, in respect of each motion, resolution and other action taken by the Council, and its Committees, at its said meeting is, except where the prior approval of the Local Planning Appeal Tribunal or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.

2. THAT where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. **THAT** the Mayor and the proper officers of The Corporation of the City of Cambridge are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, the Clerk and the Treasurer are hereby directed to execute all documents necessary on behalf of The Corporation of the City Cambridge and to affix thereto the corporate seal.

4. **AND THAT** this by-law shall come into full force on the day it is passed.

ENACTED AND PASSED this 16th day of March, 2021.

_________________________________

MAYOR

_________________________________

CLERK