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 – Public Meetings occurring at 10:00 a.m.

All written submissions will form part of the public record.

Meeting Called to Order

Disclosure of Pecuniary Interest

Public Meetings

Statutory notice of today’s Public Meetings was given by publication in the Cambridge Times on Friday, February 26, 2021 for Public Meeting A.

Notice

If a person or public body does not make oral submissions at a public meeting or submit written submissions in respect to the by-law/plan of subdivision/official plan amendment to the City of Cambridge, before the by-law/plan of subdivision/official plan amendment is passed/adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable
grounds to do so.

Members of the public who wish to participate virtually to provide comments on a Public Meeting are asked to contact (519) 740-4680 Extension 4799.

Statutory Public Meeting

A. Public Meeting Report - 155 Equestrian Way- River Mill Development Corporation – Proposed Zoning By-law Amendment

- **Staff presentation**
  

- **Consultant**
  

- **Registered Delegations**

  None.

*Note: the following items will be discussed at 5:00 p.m.*

Consideration of Matters in Closed Session

As per the public agenda and in accordance with Section s.239 (2) (e) and (f) of the Municipal Act, 2001, Council to convene in Closed Session to consider the following subject matters:

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (litigation matter); and

   Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (litigation matter).

Council to Rise from Closed Session
Presentations

1. Mary-Jane Patterson, Reep Green Solutions re: 21-003(IFS) Reep Impact Report

2. Elaine Brunn Shaw, Chief Planner re: 21-106(CD) Minister’s Zoning Order – 0, 128, 134, 140, and 228 Old Mill Rd

3. Danielle Manton, City Clerk and Paul Kan, Manager of Realty Services re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification

4. Sue Cummings re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification

5. Kathy Padgett, Senior Planner-Environment re: 21-081(CD) ROP Review – Major Transit Station Areas – City of Cambridge Opportunity to Respond

Delegations

1. Chris Pidgeon, GSP Group Inc. re: 21-106(CD) Minister’s Zoning Order – 0, 128, 134, 140, and 228 Old Mill Rd

2. Dan Clements re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification

3. Dr Hank Nykamp re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification

4. Bob Howison re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification

Consent Agenda

The Consent Agenda groups reports together that are of a routine nature and provides opportunity to vote on one motion rather than separate motions. Staff may not be in attendance
to respond to queries on items contained in the Consent Procedure. Council Members wishing to pull an item from Consent Procedure should notify the City Clerk.

Members will also have the opportunity to pull the item at the Meeting.

THAT all items listed under the heading of Consent Procedure for Tuesday, March 30, 2021 Council Agenda be adopted as recommended.

Items #

1. Special Council Minutes- March 16, 2021 PP.24
2. Council Information Package- March 19, 2021 PP.38
3. Cambridge Cycling Trails Advisory Committee Minutes – January 14, 2021 PP.59
4. Committee of Adjustment Minutes – February 3, 2021 PP.68
5. 21-001(CD) – Bishop Street Community Update PP.87
6. 21-062(CD) Noise Exemption – Wesley Boulevard Moffat Creek Crossing Construction PP.97
7. 21-076 (CD) Request for Revision of Loan Agreement – Kinbridge Community Association PP.102

Consideration of Reports

Community Development

9. 21-106(CD) Minister’s Zoning Order – 0, 128, 134, 140, and 228 Old Mill Rd PP.135
11. 21-081(CD) ROP Review – Major Transit Station Areas – City of Cambridge Opportunity to Respond PP.162
12. 21-123 (CD) 2021 Spring / Summer Programs and Services Update

Note: to be distributed on the Other Business Memo.
13. 21-089(CD) Additional Building Division Staff

*Note: to be distributed on the Other Business Memo.*

**Corporate Enterprise**

**Corporate Services**

10. 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification

*Note: this item will be heard after item #9.*

14. 21-125(CRS) Appointment of Deputy Mayor and Alternate at Regional Council  PP.215

15. 21-091 (CRS) Appointment of Municipal Officers and Servants report  PP.229

**Infrastructure Services**

8. 21-003(IFS) Reep Green Solutions 20+ Years of Community Action Impact Report

*Note: this item will be heard first after the Consent Agenda.*  PP.107

**Unfinished Business**

**Correspondence**

1. Julie Currie re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification  PP.233

2. Pauline Brittenden re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification  PP.234

3. Steve Melia re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification  PP.235

4. Nuno Silva re: 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification  PP.236
5. Raymond Jackman re: 21-121(CRS) Cambridge Consumption and Treatment Services
   Community Consultation and Site Identification  PP.237

6. Tony D re: 21-121(CRS) Cambridge Consumption and Treatment Services
   Community Consultation and Site Identification  PP.238

7. Tabatha Dean re: 21-121(CRS) Cambridge Consumption and Treatment Services
   Community Consultation and Site Identification  PP.239

8. Victoria Dean re: 21-121(CRS) Cambridge Consumption and Treatment Services
   Community Consultation and Site Identification  PP.240

9. Angie Campbell re: 21-121(CRS) Cambridge Consumption and Treatment Services
   Community Consultation and Site Identification  PP.241

10. Shelly Snyder re: 21-121(CRS) Cambridge Consumption and Treatment Services
    Community Consultation and Site Identification  PP.242

Notice of Motion

Introduction and Consideration of By-laws

21-023 Being a by-law to amend By-law No. 119-08 providing for the appointment of
   Officers and Servants of the Corporation of the City of Cambridge  PP.243

21-024 Being a By-law to Appoint a Deputy Mayor and an Alternate on Regional
   Council for the Corporation of the City of Cambridge for the 2018-2022  PP.250
   Term of Council

Confirmatory By-law

21-025 Being a by-law to confirm the proceedings of the Council of the Corporation of the
   City of Cambridge at its meeting held on the 30th of March, 2021.  PP. 252

Close of Meeting
To: COUNCIL
Meeting Date: 03/30/21
Subject: Public Meeting Report - 155 Equestrian Way- River Mill Development Corporation – Proposed Zoning By-law Amendment
Submitted By: Elaine Brunn Shaw, Chief Planner MCIP, RPP
Prepared By: Bryan Cooper, Senior Policy Planner, MCIP RPP
Report No.: 21-075(CD)
File No.: R02/21

Recommendations

THAT report 21-075(CD) – 155 Equestrian Way- River Mill Development Corporation – Proposed Zoning By-law Amendment be received;
AND THAT the application R02/21 be referred back to staff for a subsequent report and staff recommendation.

Executive Summary

Purpose

• The developer is proposing a mixed use residential development with 190 residential units and a minimum of 338 m² (3,638 ft²) of Gross Leasable Commercial Floor Area. Commercial uses could include retail, personal service, personal offices and restaurant uses. At this time the specific commercial uses and commercial unit sizes are unknown.

• Residential units include townhouses, back-to-back townhouses, and stacked townhouses in the mixed use building. The proposed building heights are between two and three storeys.

• In order to permit this development, site specific amendments to the Zoning by-law are required (detailed in this report).

• The purpose of this report is to introduce the application to Council and the public to receive feedback on the proposal.
Key Findings

- In 2015 the land was rezoned as part of the overall Hunt Club/Arriscraft plans of subdivision. The property was zoned for residential mixed use. The applicant is now proposing changes to the zoning by-law to accommodate a development on the site that was not originally considered.

- The proposed development is generally consistent with the approved by-law, with site specific requests to accommodate the current proposal as well an increase in density from 40 units per hectare to 50 units per hectare.

- Site specific zoning is proposed for commercial floor area, reduction in private amenity area, increase in density, and development standards for access driveways, parking lots/stalls and encroachment for eaves, decks, patios and porches.

Financial Implications

- Any costs of the application are borne by the applicant. The future recommendation report will provide additional financial implications.

Background

The purpose of this report is to advise Council and the public of a development proposal to permit a 190-unit mixed use residential development at 155 Equestrian Way.

No affordable housing is proposed. The residential units are proposed to be condominium. The following is a breakdown of the unit types proposed:

- 14 two storey townhomes
- 83 three storey townhomes
- 39 "double front" townhouses (units with frontage along Equestrian Way and access off the interior driveway)
- 48 back-to-back townhomes
- 6 stacked townhouse units in the proposed three storey mixed use buildings

338 m² (3,638 ft²) of at grade commercial floor area. Unit sizes are unknown at this time. Based on the concept site plan submitted, a total of 427 parking spaces are proposed which meets the zoning by-law requirement of 302 spaces. Parking spaces are not shared between the commercial and residential uses. The parking breakdown is as follows:

- 374 Townhouse parking spaces
- 59 visitor parking spaces
• 17 commercial parking spaces.

The lands are currently designated High Density Residential in the City’s Official Plan, which permits 0.5 to 2.0 Floor Space Index (FSI – the ratio of building area to lot area). The proposed FSI is approximately 0.8 and meets the requirements of the Official Plan.

In order to permit this proposal, the applicant has requested site specific amendments for the following:

• A minimum of 1,500 square metres (16,145 square feet) of Gross Leasable Commercial Floor Area shall be constructed over all lands zoned RM3/CS5(s.4.1.303B) within the draft plan of subdivision. For this particular development, a total of 338 m² (3,638 ft²) commercial floor area is proposed.
• A reduction in the minimum private amenity area from 35 m² (376 ft²) to 25 m² (269 ft²) per dwelling unit for row houses fronting along Equestrian Way
• A reduction in the minimum private amenity area from 35 m² (376 ft²) to 4 m² (43 ft²) per dwelling unit, provided on a balcony for stacked row houses fronting along Equestrian Way
• An increase in the maximum density from 40 to 50 units per gross hectare for the entire development site.
• A reduction in the minimum private amenity area from 7 m² (75 ft²) to 4 m² (43 ft²) per dwelling unit, provided on a balcony for back-to-back row houses.
• An increase in the maximum encroachment of eaves into a required yard from 0.5 m (1.6 ft) to 0.75 m (2.46 ft).
• An increase in the maximum encroachment of open or covered unenclosed patios, decks or porches into front, exterior side and rear yards from 2.5 m (8.2 ft) to 3.0 m (9.8 ft).
• A reduction in the distance permitted between an access driveway, aisle, parking stall or parking lot in an RM-class zone to the window of a habitable room of a dwelling unit from 6.0 m (19.6 ft) to 3.0 m (9.8 ft).

Location

The lands are located on the south side of Equestrian Way, east of Speedsville Rd. North of the property is a vacant block of land proposed for mixed use residential. The property is 4.01 hectares (9.91 acres) and has frontage of 321 m (1,053 ft). The legal description is Part of Lot 9, Concession 1, Beasley’s Lower Block (Former Township of Waterloo), City of Cambridge, Regional Municipality of Waterloo.

Surrounding Land Uses

East of the subject property are existing townhouses followed by a planned municipal park and stormwater management block. The park is approximately 130 m (426 ft) away from the property. South of the property is vacant land intended for employment
land uses. West of the property is a vacant block that is planned for mixed use residential. North of the property is planned medium density and mixed use residential. The subject property is shown in red below and is currently vacant.

![Map Image](image)

**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.

This report is for a public meeting required under the Planning Act to inform and engage public participation. Public and Council comments received will be considered as part of the review of the application.

**Comments**

The requested Zoning By-law amendment application is currently under review by City staff and agencies. A future staff recommendation report will be prepared for this proposal upon completion of the review of the file. Public and Council comments received through the review process will be considered and responded to in the future recommendation report.
Considerations in the review of this application will include (but are not limited to) the following:

- Proposed density and requested site specific amendments
- Public comments
- Council comments
- Staff and agency comments

In accordance with Planning Act requirements, the City is required to process complete planning applications which includes circulation, review of issues, and consideration of all input, along with making a future recommendation to Council. For this report, staff is providing the standard recommendation to refer the application back to staff to continue the processing of the planning application. Generally, if Council were to decide not to accept this recommendation, the applicant could appeal their application to the Local Planning Appeal Tribunal (LPAT) after the timeline for processing the application set out in the Planning Act has passed. If Council were to decide to refuse this application at this stage, in advance of receiving a future recommendation report from staff, then the City would issue notice of refusal which would include an appeal period. If appeals are filed under either of these scenarios then that would then leave the decision about this planning application to the outcome of the LPAT process.

**Existing Policy/By-Law**

**City of Cambridge Official Plan (2012):**

The subject property is designated High Density Residential in the City of Cambridge Official Plan. The proposed development is within the maximum permitted FSI limit of 2.0 (the proposed development is approximately 0.8) and therefore no amendment to the Official Plan is required.

**City of Cambridge Zoning By-law No. 150-85 (as amended)**

The subject property is zoned RM3/CS5(s.4.1.303B). This zone permits standalone residential and commercial land uses and mixed use. The land is also subject to draft plan of subdivision 30T-12104. The property is identified as Block 3 in the draft plan and is intended for mixed use development. A Zoning By-law Amendment is proposed to amend the existing site specific zone to allow for 190 residential townhouse units and a minimum of 338 m² (3,638 ft²) of Gross Leasable Commercial Floor Area within mixed use townhouses. The by-law amendment proposes a total of 1,500 square metres (16,145 square feet) of Gross Leasable Commercial Floor Area over all lands zoned RM3/CS5(s.4.1.303B) within the draft plan of subdivision. Site specific standards are proposed to accommodate the proposed development. Attachment No. 3 of this report shows the existing zoning.
Financial Impact

The costs related to this application are borne by the applicant. More detailed financial implications will be included in the future recommendation reports.

Public Input

Notice of this application was provided in the Cambridge Times on March 4, 2021. Notice of complete application and the public meeting was circulated by mail to property owners within 120 m (393 ft) of the subject property. Notice signs have also been posted on the property.

All public comments received through the process of the application will be included in the future recommendation report to Council.

Posted publicly as part of the report process.

Internal/External Consultation

The application and supporting information have been circulated to the departments and agencies listed in Attachment No. 5. Any comments received will be included in a future planning recommendation report.

Conclusion

This report summarizes a proposed development and requested zoning by-law amendment for 155 Equestrian Way. A future staff recommendation report will be prepared for this proposal upon completion of the review of the file. Public and Council comments received through the review of the file will be considered and responded to in the future recommendation report. This future report will include analysis of provincial, regional and local policy as well as alignment with the City of Cambridge Strategic Plan.
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 - Concept Plan
Attachment No. 2 - Concept Rendering
Attachment No. 3 - Existing Zoning
Attachment No. 4 - Existing Official Plan
Attachment No. 5 - Application material and staff/agency circulation list
Attachment No. 1 - Concept Plan

A reduction in minimum private amenity area from 35 square metres to 4 square metres per dwelling unit, provided on a balcony for stacked cluster row houses. (Block 33 & 34)

A reduction in minimum private amenity area from 7 square metres to 4 square metres per dwelling unit, provided on a balcony for back to back row houses. (Units 80-127)

A reduction in minimum private amenity area from 35 square metres to 25 square metres per dwelling unit for cluster row houses. (Units 1-79 & 128-184)

A reduction in the distance permitted between an access driveway, aisle, parking stall or parking lot in an RM-class zone to the window of a habitable room of a dwelling unit from 6.0 metres to 3.0 metres. (All Units)

An increase of the maximum encroachment of open or covered unenclosed patios, decks or porches into front, exterior side and rear yards from 2.5 metres to 3.0 metres. (All Units)

An increase the maximum encroachment of eaves into a required yard from 0.5 metres to 0.75 metres. (All Units)

An increase in the maximum density from 40 to 50 units per gross hectare for cluster row houses. (All Units)
Attachment No. 2 - Concept Rendering

THE RIDGE AT RIVER MILL
(PHASE 3B)
CONCEPTUAL PERSPECTIVE
Attachment No. 5 - Application material and staff/agency circulation list

Staff/Agency Circulation:

- Development Engineering
- Economic Development
- Fire Department
- Infrastructure Services – Parks Operations
- Transportation Planning
- Energy+
- Region of Waterloo
- Public, Catholic and French School Boards

Submission Materials:

- Planning Justification Report and Concept Plan
- Concept Elevation and Massing drawings
- Servicing Report
- Site Concept Plan
- Retail Market Demand Study
URBAN FOREST + TREE STEWARDSHIP

96
TREE CONSULTATIONS
WITH PROPERTY OWNERS

77
TREES PLANTED IN YARDS

5
EDUCATIONAL WORKSHOPS

167
WORKSHOP PARTICIPANTS

2
MUNICIPAL PARTNERS
Stormwater Management + Water Conservation

1,300+ Water Conservation Home Audits

95,400+ Litres of Stormwater Storage Capacity Built

9,200+ Educational Workshop Participants

WATER CONSERVED IMMEDIATELY BY INSTALLING:

692 Showerheads
175 Aerators
94 Toilet Flappers

242 Consultations w/ Property Owners

65 Rain Gardens, Permeable Pave + Infiltration Galleries Installed

193 Volunteers
8 Work Parties

*Impact since inception*
DEPAVE PARADISE

KEATSWAY PUBLIC SCHOOL

290+
METRES OF IMPERVIOUS SURFACE REPLACED WITH GREEN SPACE

DOWNTOWN NEW HAMBURG

132
VOLUNTEER DEPavers - COMMUNITY MEMBERS, TEACHERS, STUDENTS, PARENTS

3
LOCAL SITES DEPAVED SINCE 2019
HOME ENERGY EFFICIENCY +
PROJECT NEUTRAL

$7M+
 ESTIMATED SAVINGS
 ON ENERGY COSTS
 AFTER UPGRADES

$54M+
 SPENT LOCALLY ON
 HOME ENERGY
 UPGRADES

9,500+
 HOMES THAT
 COMPLETED ENERGY
 RETROPTS

146
 PARTICIPANTS AT WORKSHOPS IN
 BUSINESSES, SCHOOLS, AND
 COMMUNITY GROUPS.

1,500+
 PROJECT NEUTRAL
 USERS

27,000+
 TONNES OF
 GREENHOUSE GAS
 EMISSIONS REDUCED

*IMPACT SINCE INCEPTION*
ClimateActionWR

1,500+ COMMUNITY STAKEHOLDERS ENGAGED THROUGH 80 BY 50 ACTIVITIES

80 EXPERTS CONSULTED FOR 80 BY 50 COMMUNITY GOAL

124 SECTOR COMMITTEE MEMBERS

45 CLIMATE ACTION COMMITMENTS FROM THE COMMUNITY

70 COMMUNITY EVENTS VISITED BY STREET TEAM

95 VOLUNTEERS

*IMPACT SINCE INCEPTION*
COMMUNITY OUTREACH

EVENTS, WORKSHOPS + ZERO WASTE CHALLENGE

953 OUTREACH EVENTS

16,600+ WORKSHOP PARTICIPANTS

4,800+ VISITORS TO THE Reep House for Sustainable Living

524 ZERO WASTE CHALLENGE PARTICIPANTS

185.5 PETS TAKING PART IN THE ZERO WASTE CHALLENGE

*IMPACT SINCE INCEPTION*
FUNDRAISING IMPACT

YOUR LOCAL

ENERGY COACHES
WATER PROTECTORS
CLIMATE ADVOCATES
CAPACITY BUILDERS
SUSTAINABILITY HUB

ENVIRONMENTAL ORGANIZATION FOR 20 YEARS
HEALTHY YARD EXPERTS
ZERO WASTE CHAMPIONS
NEIGHBOURHOOD CATALYSTS
ENVIRONMENTAL CHARITY

380
NUMBER OF GIFTS SINCE 2009

$50,200+
DONATIONS SINCE 2009

$146
AVERAGE GIFT

$17,679
DONATIONS IN 2019
FINANCIAL REPORT | FY2020

REVENUE SOURCES

EXPENSES BY PROGRAM

REVENUE

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<tr>
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<th>2019-2020</th>
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<td>Grants (Local, Provincial, Federal)</td>
<td>433,410</td>
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<td>Fee for Service</td>
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<td>Contracts</td>
<td>180,978</td>
<td>114,215</td>
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<td>Donations, Sponsorships and Foundations</td>
<td>55,546</td>
<td>43,359</td>
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<td>Other Income</td>
<td>16,846</td>
<td>15,680</td>
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<td><strong>Total Revenue</strong></td>
<td><strong>803,827</strong></td>
<td><strong>699,578</strong></td>
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EXPENSES

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<th>2019-2020</th>
<th>2018-2019</th>
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<tr>
<td>Salaries &amp; Benefits</td>
<td>510,446</td>
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<td>Program Delivery - Contracted Services</td>
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<td>Outreach &amp; Community</td>
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<td>Training</td>
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<td>Communications</td>
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<td>Travel</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>786,378</strong></td>
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Excess of Revenue over Expenses

<p>| | |</p>
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<tbody>
<tr>
<td>Excess of Revenue over Expenses</td>
<td>16,948</td>
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THANK YOU TO OUR
PROGRAM FUNDERS AND PARTNERS
Thank you to our core funders
Council Members in Attendance: Councillors Reid (Ward 1); Devine (Ward 2); Mann (Ward 3); Liggett (Ward 4; Arrived at 6:18 p.m.); Wolf (Ward 5); Adshade (Ward 6); Hamilton (Ward 7); Ermeta (Ward 8) with Mayor McGarry in the chair.

Staff Members in Attendance: David Calder, City Manager; Dave Bush, Deputy City Manager – Corporate Services; Yogesh Shah, Deputy City Manager – Infrastructure Services; Hardy Bromberg, Deputy City Manager – Community Development; Cheryl Zahnleiter, Deputy City Manager – Corporate Enterprise; Lisa Shields, City Solicitor; Sheryl Ayres, Chief Financial Officer; Kevin De LeeBeeck, Director of Engineering; Rachel Fraser, Manager of Recreation, Culture and Sport; Heather Melo, Recreation Coordinator- Youth; Abraham Plunkett- Latimer, Senior Planner- Heritage; Kathy Padgett, Senior Planner- Environment; James Goodram, Director of Economic Development; Danielle Manton, City Clerk; Jennifer Shaw, Deputy City Clerk; Briar Allison, Council Committee Services Coordinator; Greg Elgie, Business Systems Analyst.

Others in Attendance: Brenna MacKinnon, Region of Waterloo and members of the general public are participating via Live Stream.

Meeting Called to Order

The meeting of the Council of the Corporation of the City of Cambridge is held virtually via Microsoft Zoom and live streamed to the City of Cambridge website. Mayor McGarry welcomes everyone present and calls the meeting to order at 5:01 p.m. and the meeting adjourns at 9:40 p.m.

Indigenous Territory Acknowledgement

Disclosure of Pecuniary Interest

There are no disclosures of pecuniary interest.
Presentations

1. David Marskell, THEMUSEUM re: The Exclusive Canadian Date for The Rolling Stones Exhibition

Using a PowerPoint presentation, David Marskell is in attendance virtually to speak to The Exclusive Canadian Date for The Rolling Stones Exhibition.

2. Minto Schneider, Explore Waterloo Region re: Annual Explore Waterloo Region Update

Using a PowerPoint presentation, Minto Schneider is in attendance virtually to speak to the Annual Explore Waterloo Region Update.


Using a PowerPoint presentation, Kathy Padgett is in attendance virtually to speak to 21-065(CD) Regional Official Plan Review Project – Employment Strategy – City of Cambridge Opportunity to Respond.

See item #10

4. Mary-Jane Patterson, Reep Green Solutions re: 21-003(IFS) Reep Green Solutions 20+ Years of Community Action Impact Report

*Note: this delegation did not speak and will be heard at the March 30th, 2021 Special Council Meeting, with the corresponding report.*

Delegations


See item #10

See item #10


See item #10


See item #10


See item #10


See item #11

Consent Procedure

THAT all items listed under the heading of Consent Procedure for Tuesday, March 16, 2021 Council Agenda be adopted as recommended.

Resolution: 21-053

Moved by: Councillor Hamilton

Seconded by: Councillor Ermeta

Items #

1. Cambridge Accessibility Advisory Committee Minutes- January 25, 2021

2. 21-021(CRS) Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2020
3. 21-049(IFS) Summary Water Report: January 1st – December 31st, 2020

4. 21-058 (CD) Intergenerational Program, PeopleCare Inc. and the City of Cambridge, Partnership Agreement

5. 21-099(CRS) Audit and Accountability Fund- Second Intake

6. Special Council Minutes- March 2, 2021

7. Council Information Package- March 5, 2021

CARRIED, on a recorded vote 8-0

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

Consideration of Reports

Community Development

8. 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

Resolution: 21-054

Moved by: Councillor Hamilton

Seconded by: Councillor Ermeta

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

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

AND THAT 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 21-077(CD), be approved.

AND FURTHER THAT 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), be approved.

CARRIED, on a recorded vote 8-0

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

9. 21-069(CD) – 124 Compass Trail Part Lot Control, River Mill Development Corporation

Resolution: 21-055

Moved by: Councillor Reid

Seconded by: Councillor Wolf

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 presented for enactment.

CARRIED, on a recorded vote 8-0

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

Moved by: Councillor Wolf
Seconded by: Councillor Reid

THAT Report No. 21-065 (CD) – Regional Official Plan Review Project – Employment Strategy – City of Cambridge Opportunity to Respond, be received for information;

AND THAT the draft Regional Employment Area boundary, be endorsed;

AND THAT the employment plan conversions recommended by Regional staff, be endorsed;

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

Deferral

Moved by: Councillor Devine
Seconded by: Councillor Liggett

THAT Item #6 (50, 160 and 180 Groh Avenue; 101, 175, 215, 255 and 285 Holiday Inn Dr; 0 Bechtel St be deferred for further consultation.

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

The motion was CARRIED AND SUBSEQUENTLY WITHDRAWN, on a recorded vote 9-0 in accordance with Resolution #21-058
Deferral

Moved by: Councillor Hamilton
Seconded by: Councillor Wolf

THAT Item #15 outlined in attachment No. 5 – Employment Land Conversion – Conversion not recommended: 1140 Main St. be deferred for further consultation.

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Ligget, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

The motion was CARRIED AND SUBSEQUENTLY WITHDRAWN, on a recorded vote 9-0 in accordance with Resolution #21-058

Resolution: 21-058

Moved by: Councillor Mann
Seconded by: Councillor Hamilton

Motion

THAT staff be directed to organize, through the City Clerk, a Workshop to provide Council with further education, consultation and opportunity to ask more questions by April 10th with report 21-065 to be brought back to Council for consideration after the Workshop has been held.

AND THAT the two deferrals relating to items #6 and #15 be withdrawn as the workshop will provide staff with an opportunity to organize meetings with property owners and bring information to the workshop.

CARRIED, on a recorded vote 8-1

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Ligget, Mann, Reid and Mayor McGarry
Opposed: Councillor Wolf

11. 21-053(CD) Holding Removal 408-416 Dundas St. S. – 2577914 Ontario Inc.

   Resolution: 21-059

   Moved by: Councillor Hamilton

   Seconded by: Councillor Adshade

   THAT report 21-053(CD) - Holding Removal 408-416 Dundas St. S. – 2577914 Ontario Inc., be received;

   AND THAT the approval of the by-law attached to report 21-053(CD) be delegated to the Chief Planner once the Provincial permit is received.

   CARRIED, on a recorded vote 9-0

   In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

   Opposed: None

Corporate Enterprise

12. 21-020 (CRE) Business Improvement Area By-Law Update

   Resolution: 21-060

   Moved by: Councillor Ermeta

   Seconded by: Councillor Devine

   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 presented for enactment ;

   CARRIED, on a recorded vote 9-0

   In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry
13. 21-043(CRE) Enhanced BRP Funding – 35-37 Main Street and 39 Main Street

Resolution: 21-061

Moved by: Councillor Liggett

Seconded by: Councillor Mann

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

AND THAT the property at 35-37 Main Street be approved 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 the property at 39 Main Street be approved 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.

CARRIED, on a recorded vote 9-0
In Favour:  Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed:  None

14.  21-010(CRE) – Cambridge Economic Response Plan Activities

Resolution: 21-062

Moved by: Councillor Devine

Seconded by: Councillor Adshade

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

AND THAT funding in the amount of $75,000 be approved and 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 a copy of Report 21-010 (CRE), be provided to the Cambridge Economic Development Advisory Committee (EDAC) for information.

CARRIED, on a recorded vote 9-0

In Favour:  Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed:  None

Corporate Services

15.  21-060 (CRS) Appointment of Council Representatives to the Region of Waterloo 2021 Project Teams
Resolution: 21-063

Moved by: Councillor Wolf
Seconded by: Councillor Hamilton

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 and Councillor Liggett 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 and Councillor Liggett 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.

CARRIED, on a recorded vote 9-0

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

16. 21-103(CRS) Revised Schedule of Special Council Meetings for May- December 2021

Resolution: 21-064

Moved by: Councillor Adshade
Seconded by: Councillor Mann
THAT Report 21-103(CRS) re: Revised Schedule of Special Council Meetings for May-December 2021 as set out in Appendix A be received;

AND THAT 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 be established as follows:

Special Council Meetings Time: **5:00 p.m.**

Statutory Public Special Council Meetings Time: **10:00 a.m.**

Special Council – Budget Meetings Time: **10:00 a.m.**

CARRIED, on a recorded vote 7-2

In Favour: Councillor’s Adshade, Devine, Hamilton, Mann, Reid, Wolf and Mayor McGarry

Opposed: Councillor’s Ermeta and Liggett

**Infrastructure Services**

**Unfinished Business**

**Correspondence**


**Introduction and Consideration of By-laws**

Resolution: 21-065

Moved by: Councillor Liggett
Seconded by: Councillor Reid

21-016 Being a by-law 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.

21-017 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.

21-018 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.

21-020 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.

CARRIED, on a recorded vote 9-0

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed: None

Confirmatory By-law

Resolution: 21-066

Moved by: Councillor Mann

Seconded by: Councillor Devine

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

CARRIED, on a recorded vote 9-0

In Favour: Councillors Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed: None
Close of Meeting

Resolution: 21-067
Moved by: Councillor Devine
Seconded by: Councillor Mann

THAT the Council meeting does now adjourn at 9:40 p.m.

CARRIED, on a recorded vote 9-0

In Favour: Councillors Adshade, Devine, Ermeta, Hamilton, Liggett, Mann, Reid, Wolf and Mayor McGarry

Opposed: None
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Date: 03/05/2021  Internal Memo #: IM21-005(CD)

To: Mayor and Members of Council

Circulated to: Hardy Bromberg, DCM – Community Development
               Cheryl Zahnleiter, DCM – Corporate Enterprise

Departments: Community Development
             Corporate Enterprise

Divisions: Engineering & Transportation
          Economic Development

From: Kevin De Leebeeck, Director of Engineering
      James Goodram, Director of Economic Development

Subject: North Cambridge Business Park

Comments

EXECUTIVE SUMMARY

- The Broader East Side Lands within the Region of Waterloo have been identified as a future location for prime industrial lands for large lot employment uses.

- The portion of the East Side Lands within the City of Cambridge are referred to as the North Cambridge Business Park.

- The City has identified the development of these lands as a corporate priority and City Engineering, Planning and Economic Development staff continue to move forward with City-led capital projects and planning processes to make the area development ready.

- These initial City led capital projects will provide for over 4 million square feet of new buildings and over 3000 potential direct jobs. The average wage in the Region is $48,750 per annum plus employment costs and benefits.

- City staff have been working closely with the land owners/developers in this area as they market these properties to end users.

- This initial area and beyond has been submitted to the Province’s Job Site challenge. This application is a partnership between the City, Region and the land owners/developers.
There are six completed or active capital projects supporting the design and construction of key infrastructure in the North Cambridge area.

There are an additional five capital projects proposed for 2021 and 2022 in the capital forecast.

The total investment by the City for these projects is approximately $56 million.

These projects are being funded primarily through Development Charges, with minor contributions from Capital Works Reserve Funds for existing roads and cost sharing agreements with the Region and CP Railway for the trunk sanitary sewer and railway grade separation.

It is anticipated that the City will benefit from increased industrial/commercial assessment together with creating over 3000 direct jobs and 1000’s of indirect and induced jobs as a result. City property taxes are estimated conservatively in the order of $2.5 million for this initial phase of development.

INTRODUCTION

The supply of shovel-ready employment lands in Cambridge and the broader region is of critical importance. Currently, there is a very limited supply and the City has missed opportunities for economic and job growth. Servicing these lands therefore is a critical component of diversifying and growing the City’s and Region’s economic base.

Through Region and City planning exercises, lands in the north area of Cambridge, along with lands in the south area of the Township of Woolwich in the vicinity of the Region of Waterloo International Airport, have been identified as prime industrial lands for large lot employment use with lot sizes of mostly eight hectares (20 acres) or more. Planning for this area began in the early 2000s and continues today.

The lands are known as the East Side Lands as they are located on the east side of the Region of Waterloo. The Broader East Side Lands is a large area, comprising portions of Cambridge, the Township of Woolwich and the City of Kitchener, extending north all the way to Highway 7/Victoria Street and including the Region of Waterloo International Airport (see Attachment A).

Following the identification of this area for future growth within the Region, the Broader area was broken into Stages. Each stage will be studied in further detail with regards to environmental, engineering and planning related matters. It is anticipated that the stages will correspond to the natural progression of development, with Stage 1 infrastructure currently under construction and detailed planning for Stage 2 underway.

The City has been focused on the portion of the East Side Lands within the City boundary and staff refer to these lands as the North Cambridge Business Park to provide a local context.
The City has identified the development of the North Cambridge Business Park as a corporate priority. City Engineering, Planning and Economic Development staff continue to move forward with City-led capital projects and planning processes to make the area development ready.

BACKGROUND

The City’s work on these lands has been extensive. An overview of the key initiatives is as follows:

East Side Lands (Stage 1) Master Environmental Servicing Plan

In 2014, the City of Cambridge and Region of Waterloo Councils approved the East Side Lands (Stage 1) Master Environmental Servicing Plan (MESP), which was intended to guide the development of land within the Stage 1 area. Stage 1 includes lands immediately north of the industrial developments in the north of Cambridge and is comprised roughly of the lands between Riverbank Drive and Speedsville Road and between Allendale Road and Middle Block Road (see Attachment B).

The MESP identified the transportation, water, wastewater and stormwater management requirements to support development in Stage 1.

East Side Lands (Stage 2) Master Environmental Servicing Plan

In 2016, the City and Region initiated the East Side Lands (Stage 2) MESP to develop a framework for future urban uses and development within the Stage 2 Lands, which are located north of the Stage 1 Lands. The limits of Stage 2 within the City include lands roughly between Riverbank Drive and Speedsville Road and Middle Block Road and Fairway/Kossuth Road (see Attachment B).

While only a small portion of the Stage 2 lands are within the City, the remainder of the Stage 2 lands and the Broader East Side Lands inform the design of key municipal infrastructure in Stage 1.

The scope of work for the consultant retained to complete the Stage 2 MESP includes the preparation of a Secondary Plan for the portion of City lands within the Stage 2 boundary.

The Stage 2 MESP work is on-going and the Secondary Plan work will commence following completion of the MESP.

Urban Boundary Expansion

The Region of Waterloo prepared an amendment to the Regional Official Plan to add 115 ha to the northern urban boundary of Cambridge. That urban expansion has been appealed to the Local Planning Appeal Tribunal by several property owners whose lands abutting the expansion area were not proposed to be designated urban. Until such time as the urban
boundary expansion has been resolved, the Stage 2 MESP and Secondary Plan can not be completed.

**North Cambridge Business Park Municipal Class Environmental Assessment Study**

In 2017, the City initiated a Municipal Class Environmental Assessment (Class EA) Study for the North-South Collector Road and Interim Sanitary Pumping Station, key infrastructure that was identified in the Stage 1 MESP. The Class EA identified a preferred alignment for the North-South Collector Road between Freeport Creek and Middle Block Road. It also identified the preferred location for the interim sanitary pumping station and alignment for the forcemain. The Class EA also identified a preferred alternative for rehabilitation work on Stormwater Management Pond 130, a municipally owned facility immediately upstream of the new road crossing of the Freeport Creek.

**STRATEGIC ALIGNMENT**

The City’s work in the North Cambridge Business Park is one way in which Council is implementing the Strategic Plan’s theme of Prosperity with respect to two identified goals as follows:

**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 6.1 Support the creation and retention of high quality and diverse employment opportunities by becoming the destination of choice for business and entrepreneurship, including helping existing firms thrive and grow.

The ongoing planning and service of the North Cambridge Business Park meets the City’s objective to assist with the creation of high quality and diverse employment opportunities. The new industrial/commercial buildings will add to the tax base by increasing the City’s industrial/commercial assessment value as well as adding many employment opportunities for residents.

**Goal #7 – Transportation and Infrastructure**

Objective 7.1 Find new ways to help people move within and beyond the City without using a car (walking, cycling and transit).

The design and construction of road corridors within the North Cambridge Business Park that include active transportation facilities provides alternative options for people to walk or bike to work, expands the City’s cycling and trail network and also provides the provision for future public transit options from Preston to the Airport.
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.

The North Cambridge Business Park aligns with Objective 7.2 in promoting collaboration between the City, consultants, developers and agencies to complete the design and construction of key municipal infrastructure including the review and approval of development applications that will facilitate growth in North Cambridge.

ECONOMIC DEVELOPMENT

This land is the prime area for employment uses for not only the City but the Region. There are a number of reasons for this that include but are not limited to:

1. Affordability of land relative to the Greater Toronto and Hamilton Area (GTHA)
2. Location in close proximity to Highway 401 for just in time delivery, etc.
3. Location relative to the Waterloo Region Airport, potential for iXpress connections and future Kitchener GO expansion
4. Workforce availability including partnerships with post-secondary institutions to partner with businesses to solve issues and supply a talented workforce
5. Overall marketability of the area as part of Waterloo Region and part of the Toronto to Waterloo Region Innovation Corridor.

Council will note the success the City achieved with the Boxwood subdivision over the last several years. One issue that has come up over the past decade not only in Cambridge but in the Region was the lack of large-scale employment lands, i.e. over 20 acres. The development of the North Cambridge Business Park will fulfill this need and address some of the employment opportunities the City/Region has missed out on in the past decade due to having no shovel-ready product to market.

In today’s fast paced business environment, businesses are making location decisions based on the availability of shovel-ready lands. As evidenced in Boxwood, business want to be able to obtain a building permit and start construction quickly, they do not have time to wait for the proper zoning or servicing to be put in place, they simply move on to the next location that can meet their timelines.

Over the past few years the City has worked with Intermarket CAM Ltd as they bring their lands to market. More recently, the Health Care of Ontario Pension Plan has acquired 300 acres to develop their iPort brand that has been successful in locations around the world right here to Cambridge.
With these development partners and others in the area, it is anticipated that the City will realize new development occurring within the next year with continued build out. These new businesses will bring with them new jobs and new assessment for the City and the Region. More importantly, they will continue to diversify our employment base in the City.

Conestoga College is moving forward with their plans to open a consolidated Skilled Trades campus at nearby 25 Reuter Drive. The location is a 42 acre site with a 250,000 square foot building that once was home to ATS, BlackBerry and most recently Erwin Hymer. The location of this campus in Cambridge and near this new business park is a real opportunity for the College to work with and assist present and future Cambridge businesses with the skilled workforce they require.

It should also be noted that this initial area and the greater business park area beyond has been submitted to the Province’s Job Site challenge. This application is a partnership between the City, Region and the land owners/developers. The Province is a significant land owner in the second phase area as well.

**Capital Projects**

City Engineering staff have been leading numerous capital projects to advance the design and construction of key transportation and municipal servicing works to support the development of the North Cambridge area.

These initial City led capital projects will provide for over 4 million square feet of new industrial/commercial buildings and over 3000 potential direct jobs. Depending on the type of business one needs to consider the multiplier effect of these direct jobs and the resulting indirect and induced jobs that will be created. City property taxes are estimated conservatively in the order of $2.5 million for this initial phase of development.

These capital projects include:

- A/00431-30 Intermarket Road and Boychuk Road Design (complete)
- A/00304-30 Interim Sanitary Pumping Station & FM Design (complete)
- A/00449-30 Allendale Road Design (complete)
- A/00432-40 Intermarket Road Construction (underway)
- A/00433-40 Interim Sanitary Pumping Station & FM Construction (underway)
- A/00449-40 Allendale Road Construction (underway)
- A/00431-40 Boychuk Road Construction (planned 2021)
- A/00431-42 Railway Grade Separation (planned 2021)
- A/00481-30 Intermarket Road Design (planned 2021)
- A/00481-40 Intermarket Road Construction (planned 2022)
- A/00571-40 Middle Block Road – west of Fountain St (planned 2022)

For additional details and updates on each of these projects, please see Attachment C.

Of particular note amongst the capital projects are the Interim Sanitary Pumping Station and Forcemain and the trunk sanitary sewer that is being constructed as part of Intermarket Road. These are critical pieces of municipal infrastructure that provide service not just to the North Cambridge area, but are also required to provide service to the Broader East Side Lands including the Region of Waterloo International Airport.

**Planning Applications**

In support of the development of the North Cambridge Business Park, the City initiated Official Plan and Zoning By-law Amendments for portions of the Business Park lands.

There are two subdivisions under development within the North Cambridge area. Intermarket CAM Limited is developing IP Park on the lands between the municipal boundary (CP railway) and Allendale Road just east of Riverbank Drive and iPort Cambridge has submitted a Draft Plan of Subdivision application for the lands generally between Riverbank Drive and Fountain Street North and Allendale and Middle Block Roads.

For additional details on the Official Plan and Zoning By-law Amendments and both subdivision applications, please refer to Attachment D.

**FINANCIAL INVESTMENT**

The municipal infrastructure discussed within this report and being designed or constructed currently or planned for construction within the 10-year capital forecast, have been included in the Development Charges By-law and supporting Background Study. Table 1 summarizes the various projects and associated budgets.

The projects are funded primarily through Development Charges, with minor contributions from Capital Works, Water and Wastewater Reserve Funds for reconstruction of existing roads (Allendale and Middle Block Roads). There are also cost contributions from the Region of Waterloo/Township of Woolwich for oversizing of the trunk sanitary sewer, from CP Railway for the railway grade separation and from Intermarket for local services being constructed as part of the City’s Intermarket Road tender. The DC funding of all projects is as per the City’s Local Service Policy that was developed in conjunction with the DC By-law.
In total, the City is investing nearly $56 million in the North Cambridge area to facilitate the development of employment lands, creating jobs and assessment growth. City property taxes are estimated conservatively in the order of $2.5 million for this initial phase of development.

Table 1: North Cambridge Capital Project Summary

<table>
<thead>
<tr>
<th>Projects Completed</th>
<th>Budget</th>
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<tr>
<td>A/00431-30 Intermarket Road and Boychuk Road Design</td>
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<td>A/00304-30 Interim Sanitary Pumping Station &amp; FM Design</td>
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<th>Projects Underway</th>
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<td>Sub-total Projects Underway</td>
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<tr>
<td>A/00431-40 Boychuk Road Construction (2021)</td>
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<td>A/00431-42 Railway Grade Separation (2021)</td>
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<tr>
<td>A/00481-30 Intermarket Road Design (2021)</td>
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<td>A/00481-40 Intermarket Road Construction (2022)</td>
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<td>A/00571-40 Middle Block Road – west of Fountain St (2022)</td>
<td>$6,482,000</td>
</tr>
<tr>
<td>Sub-total Planned Projects</td>
<td>$26,927,000</td>
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</tbody>
</table>

Total                                      | $55,798,000 |

CONCLUSION

Through investment of City staff resources and funding through Development Charges, the City is providing the planning framework and key municipal infrastructure to allow the timely development of the North Cambridge area as employment lands. The City is investing nearly $56 million in order to facilitate this economic development.

This is the prime area for employment uses for not only the City but the Region. It is anticipated that the City will realize new development occurring within the next year with
continued build out. These new businesses will bring with them new jobs and new assessment for the City and the Region. More importantly, they will continue to diversify our employment base in the City. These initial City led capital projects will provide for over 4 million square feet of new industrial/commercial buildings and over 3000 potential direct jobs. Depending on the type of business one needs to consider the multiplier effect of these direct jobs and the resulting indirect and induced jobs that will be created.

**Attachments**

Attachment A – Broader East Side Lands
Attachment B – East Side Lands and Key Infrastructure
Attachment C – Capital Projects
Attachment D – Planning Applications

**Approvals:**
- ✗ Manager/Supervisor
- ✗ Deputy City Manager
- ✗ City Manager
Attachment A – Broader East Side Lands
Attachment C – Capital Projects

North-South Collector Road (now known as Intermarket Road)

The alignment of this road from Freeport Creek to Middle Block Road was identified through the Class EA process. In 2018, the City retained a consultant to complete the design for an initial phase from Freeport Creek to Allendale Road. The road includes a crossing of Freeport Creek, which was classified as a dam by the Ministry of Natural Resources and Forestry and required additional approvals. The road also includes a deep trunk sanitary sewer that will provide a sanitary outlet for the Broader East Side Lands up to the Region of Waterloo Airport. The oversizing for that additional capacity is being constructed through a cost sharing agreement with the Region and Township.

The construction of the road between Freeport Creek and Allendale Road is being completed as two construction tenders. The first tender included construction of the deep trunk sewer along with earth moving activities. The construction of the sewer included a section installed by micro-tunneling, which saw the pipe tunneled underneath the creek, eliminating the environmental impacts with traditional open-cut construction across the creek. The works associated with the first tender were completed in September 2020. The second tender is for the construction of the remainder of the road, including the creek crossing, storm sewer, watermain, stormwater management pond, road, curb and gutter and multi-use trail. That work began in August 2020 and will be completed in Summer 2021.

The next phase of Intermarket Road between Allendale Road and Middle Block Road is proposed to be designed in 2021 and constructed in 2022, with the associated capital projects included in the capital budget. Staff are currently in discussions with the owner/developer of the iPort subdivision regarding the prospect of the developer completing these works through a Credit for Service Agreement with the City. This would allow the works to proceed ahead of the City’s planned timeline.

East-West Collector Road (now known as Boychuk Road)

The alignment of the East-West Collector Road, now known as Boychuk Road, will connect Intermarket Road to King Street in the City of Kitchener. The alignment includes a crossing of the CP Railway. Following a decision by the Canadian Transportation Agency (CTA), the railway crossing is to be a grade separated crossing.

The City has retained a consultant to complete the design of Boychuk Road, including the railway grade separation. The design of the road and railway grade separation are currently underway and expected to be completed by late summer 2021. The capital project for the construction of Boychuk Road was approved in 2019. A capital project has been identified in 2021 for the construction of the railway grade separation. The CTA decision on the crossing assigned a 50/50 split of the construction costs between the City and CP Railway.
The CP Railway is the approximate limit of the City of Cambridge municipal boundary, meaning a portion of Boychuk Road is outside of the City. Last year Council recommended the execution of a memorandum of understanding, to the satisfaction of the City Solicitor, between the City and the Region with regards to the construction, ownership and maintenance of the portion of Boychuk Road that is outside the Cambridge municipal boundary. The City, through Development Charges, will design and construct the road, while the Region will own and maintain the road.

**Interim Sanitary Pumping Station and Forcemain**

Through the East Side Lands Wastewater Servicing Environmental Assessment, completed by the Region, the ultimate sanitary outlet for the Broader East Side Lands is a sewer to the Kitchener Wastewater Treatment Plant. However, at this time, there remains capacity at the Preston Wastewater Treatment Plant for flows from the initial stage of development within the East Side Lands.

The City completed a Class EA Study to identify a location for an interim sanitary pumping station that could convey flows from the North Cambridge Business Park to an existing sanitary sewer on Cherry Blossom Road and then to the Preston Wastewater Treatment Plant.

The Interim Sanitary Pumping Station is located within Phase 1B of the IP Park subdivision and lands for the station were conveyed to the City by the owner. The City retained a consultant in 2018 to complete the design of the interim sanitary pumping station and forcemain. The works are being constructed through two separate tenders. The first tender was for the forcemain, which was awarded in October 2019 and construction was completed in May 2020, except for final connections and commissioning. The second tender is for the sanitary pumping station. The work was awarded in November 2019 and the station is expected to be commissioned by late spring 2021 with final completion to occur later in 2021 when permanent hydro servicing is available.

**Allendale Road Reconstruction**

The upgrading and potential widening of Allendale Road between Intermarket Road and Fountain Street North was identified in the Stage 1 MESP. The City retained a consultant in late 2019 to complete the design for the reconstruction. The reconstructed road will include sanitary and storm sewers, watermain, curb and gutter, turn lanes (where needed) and multi-use trails. The reconstruction tender was awarded in October 2020 and is anticipated to be completed by early summer 2021.
Middle Block Road

The Stage 1 MESP also identified the need to upgrade and widen Middle Block Road between Intermarket Road and Fountain Street North. The design and reconstruction of Middle Block Road is currently proposed for 2022 in the capital budget, however will likely be split into design in 2022 and reconstruction in 2023 in the next capital budget forecast. Similar to the second phase of Intermarket Road, the City would be willing to work with developers/property owners to design and construct the road through a Credit for Service Agreement. This would allow the project to proceed ahead of the City’s proposed timeline.

Fountain Street North

The Region of Waterloo is planning to reconstruct and widen Fountain Street North between Maple Grove Road and Kossuth/Fairway Road. As part of the Region’s project, City infrastructure including local watermain and sanitary sewer would also be constructed at the same time.

The Fountain Street North project is currently proposed for 2025 to 2026 in the Region’s Transportation Capital Program.
Attachment D – Planning Applications

Official Plan and Zoning Bylaw Amendments

In 2018, the City initiated Official Plan and Zoning By-law Amendments for the North Cambridge Business Park lands west of Fountain Street North and the Provincially-owned lands at the southeast corner of Middle Block Road and Fountain Street North. The Official Plan Amendment changed the land use designations from Prime Industrial Strategic Reserve and Future Urban Reserve to Business Industrial. The Zoning By-law Amendment rezoned the lands from Agricultural and Rural Residential to Industrial. The Amendments protected Natural Open Space Systems, identified parks and trails and created transition zones between new development and existing residential.

In 2019, the City initiated Official Plan and Zoning By-law Amendments for the remainder of the Stage 1 lands, specifically the lands east of Fountain Street North to Speedsville Road. The Statutory Public Meeting was held on June 11, 2019. City staff intend to continue this work throughout 2021.

IP Park Development

Intermarket CAM Limited is developing IP Park on the lands between the municipal boundary (CP railway) and Allendale Road just east of Riverbank Drive.

An initial Draft Plan of Subdivision, for lands south of Freeport Creek, was approved in 2015. The draft plan comprises approximately 31 ha, of which approximately 23 ha are planned for employment uses with the remainder as open space blocks.

Intermarket is proceeding to construction of this development in three phases (Phase 1A1, 1A2 and 1B). Phase 1A1 was registered in 2019 and included construction of Boychuk Road from Maple Grove Road through the Region of Waterloo Operations Centre to the eastern limit of the draft plan. Phase 1A2 was registered in October 2020 and includes Boychuk Road from Intermarket Road to the eastern limit of the subdivision and up to 10 business park lots.

Phase 1B includes the remainder of the IP Park lands south of Freeport Creek, approximately 9 ha over a maximum of 14 business park lots. Intermarket has made a detailed design submission for this phase but has not yet registered the subdivision.

A Draft Plan of Subdivision was submitted in November 2018 for lands north of Freeport Creek up to Allendale Road, referred to as Phase 2. The subdivision includes six industrial blocks, a stormwater management block and two open space blocks.

The Statutory Public Meeting for this Draft Plan of Subdivision application was held February 12, 2019. A re-submission in support of draft plan approval was received in February 2020 and September 2020. City Council recommened draft plan approval in December 2020.
Intermarket has indicated they are planning to move forward with registration of this phase as soon as possible following draft plan approval, along with a site plan submission for a development on one block.

To facilitate City-led construction of Intermarket Road, Boychuk Road (between the municipal boundary and Intermarket Road) and the sanitary pumping station and forcemain, Intermarket has conveyed property to the City ahead of subdivision registration for the municipal right-of-ways as well as granting construction and access easements.

**iPort Cambridge Development**

iPort Cambridge has submitted a Draft Plan of Subdivision application for the lands generally between Riverbank Drive and Fountain Street North and Allendale and Middle Block Roads. The application covers 116 ha, of which approximately 85 ha are planned as employment lands. The remaining lands are for open space, an existing communications tower, a walkway/service corridor and a future development block.

The Statutory Public Meeting for this application was held on July 28, 2020 and was referred back to staff for a subsequent report and recommendations. Initial comments on the application had been provided to the applicant and a re-submission is pending.

iPort Cambridge has indicated they are planning to move forward with an initial phase of development in 2021.
March 10, 2021

Hon. Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON
M7A 1A1

Re: Advocacy for Reform of Joint and Several Liability

Dear Hon. Doug Ford,

During our budget deliberations and the review of the pricing for insurance for the 2021 year, Council is requesting that reform of the Joint and Several Liability system be undertaken. For the Municipality of Tweed, a small municipality within the County of Hastings, with a population of 6,044 and total households of 3,023, as at the last census in 2016, we are experiencing significant increasing costs of insurance.

Over the last 5 years, we have experienced an increase in our insurance premiums due to Joint and Several Liability. Our last 5 years of insurance premiums have been:

<table>
<thead>
<tr>
<th>Year</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$161,441.84</td>
</tr>
<tr>
<td>2018</td>
<td>$164,497.28</td>
</tr>
<tr>
<td>2019</td>
<td>$171,649.20</td>
</tr>
<tr>
<td>2020</td>
<td>$213,466.36</td>
</tr>
<tr>
<td>2021</td>
<td>$285,170.24</td>
</tr>
</tbody>
</table>

Over the last 5 years, the annual premium has increased by $103,728.40. That is 64.25%. For the Municipality of Tweed, the 2021 increase of $51,703.88 results in a tax levy increase of 1.25%. Therefore, when Council wishes to keep the levy no higher than a 2% increase, especially under the financial times that residents have experienced due to the COVID-19 pandemic, more than half of this increase is allocated to insurance premiums. For a population of only 6,044, the annual cost of insurance per household is $87.72 in 2021, compared to only $53.41 in 2017.

This phenomenon is not unique to the Municipality of Tweed, nor is this a new concern. In 2010, the Association of Municipalities of Ontario (AMO) submitted The Case for Joint and Several Liability Reform in Ontario on April 1, 2010 (copy can be found at https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2010/TheCaseforJointandSeveralLiabilityReforminOntario20100401.pdf).
Because many view municipalities as having "deep pockets", they are often funding are larger portion of awards from court than what the fault percentage is. However, these "deep pockets" are at the cost of every taxpayer within the Municipality.

The Municipality of Tweed is advocating for reform and reconsideration of the Negligence Act, R.S.O. 1990, c N. 1 to provide for alternatives. Many alternatives were provided in the 2010 AMO report previously referenced, including, but not limited to, Joint and Severable Liability at a set percentage of fault or Joint and Severable Liability based on type of damage.

Respectfully submitted,

Jo-Anne Albert
Mayor

cc.  Hon. Steve Clark, Minister of Municipal Affairs and Housing
     All 444 Ontario Municipalities
     Association of Municipalities of Ontario
CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Lyle Warren
SECONDED BY Sam McDonell
RESOLUTION NO 75-2021
DATE March 1, 2021

WHEREAS COVID-19, a disease caused by the 2019 novel coronavirus, has resulted in the deaths of almost 7,000 Ontarians;

AND WHEREAS Canada currently lags behind dozens of nations in terms of the proportion of the population that has received doses of COVID-19 vaccines;

AND WHEREAS the federal government has moved too slowly and is failing to foster domestic vaccine-production capacity;

AND WHEREAS the number of administered vaccines in Ontario is not keeping pace with the number of doses that have been received by the provincial government;

AND WHEREAS the provincial COVID-19 vaccine booking system is not yet operational;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges Premier Doug Ford and the Province of Ontario to procure approved COVID-19 vaccines to be distributed to the residents of the Province of Ontario, increase the Province’s vaccination rate to keep pace with the doses that have been received and accelerate the launch of its COVID-19 vaccine booking system;

AND FURTHERMORE that this resolution be forwarded to Premier Doug Ford, MPP Jim McDonell, Hon. Christine Elliot, Minister of Health, Hon. Peter Bethlenfalvy, Minister of Finance and all Ontario municipalities.

☑ CARRIED ☐ DEFEATED ☐ POSTPONED

Mayor Frank Prevost
Muskoka District Council  
March 15, 2021

The District Municipality of Muskoka

Moved By: H. Lorenz
Seconded By: P. Kelly

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958;
AND WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters;
AND WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario;
AND WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario;
AND WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus;
AND WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications;
AND WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario;
AND WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018;
AND WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future;
NOW THEREFORE BE IT RESOLVED THAT The District Municipality of Muskoka requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and
AND THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried ✓

Defeated ———

District Clerk

21
MINUTES

Cambridge Cycling and Trails Advisory Committee

Meeting of
January 14, 2020
7:00 p.m. – Virtual (Zoom)

Committee Members In Attendance: Chris (Jeff) Smith, Victoria Lewin, Selwyn Langlois, Stephanie Bangarth, Kristi Enns, Julie Graham, Councilor Nicholas Ermeta

Staff Members in Attendance: Shane Taylor, Landscape Architect, Lisa Chominiec, Sustainable Transportation Coordinator, Brian Geerts, Manager of Operations Forestry and Horticulture

Regrets: Rebecca Roy

1. Meeting Called to Order

The regular meeting of the Cambridge Trails Advisory Committee of the City of Cambridge was held virtually via Zoom. Stephanie Bangarth, Chair, welcomed everyone present and called the meeting to order at 7:06 p.m. The meeting adjourned at 9:27pm.

2. Disclosure of Interest

There was no disclosure of interest.

3. Standing Items

Approval of March 12, 2020 CCTAC minutes

Motion #1

Moved by: Chris Smith

Seconded by: Selwyn Langlois
THAT the CCTAC minutes of Thursday March 12 2020 be adopted as printed.

CARRIED

4. Presentations

There were no presentations.

5. Agenda items
   a) CCTAC Member Catch-up - Stephanie

CCTAC members haven’t met since March 12 2020, and went around to give casual updates. Shane Taylor mentioned that Loretta Campbell has stepped down from the committee and passed along her well wishes for the group. As a result, there is now a vacancy on CCTAC and Clerks hopes to assign a new member in early February.

Action Items: Lisa to follow up with Clerks to update committee page to reflect the CCTAC vacancy.

b) 2020 Review – Trail Projects - Shane

Shane gave an overview of some of the projects that took place in 2020. Project updates included:

- Mill Run Trail replacement bridge and Sheffield Street culvert completed summer 2020
- Blair-Preston Bridge and Trail EA rare-LINK trail and bridge
  - Field study work (env/geotechnical) nearly complete
  - Archaeology Stage 1 & 2 complete
  - Bridge preliminary design & costing currently underway
  - Anticipate project to wrap up in the next 6-8 weeks
  - Future EIS and archaeological work, outside of scope of this EA, will be required.
- Grant Trunk Trail – pedestrian bridge safety improvements (surface and railings)
  - Complete December 2020
  - Epoxy/grit surfacing, added steel handrails both side of the existing footbridge
- Devil’s Creek retaining wall replacement
  - Completed October 2020
  - Discovered fractured bedrock causing artesian condition (subsurface water flow) below the trail
- Grant Trunk Trail – TCT Grant
  - Complete upgrades in December 2020
- Asphalt surfacing, benches, new service gates
  - Chain-link safety fencing was installed at the east end of the trail
- North Boxwood Trail Phase 1
  - Completed October 2020
  - New stonedust and asphalt trail, benches, signage, service gates
- Mill Run Trail at Hwy 401 underpass
  - Completed September 2020
  - Stonedust resurfacing/regrading south of Hwy 401
  - Asphalt paving to solve washout issue north of Hwy 401
  - Painted lines and arrows on surface of asphalt
- Dan Spring Way – Trail Bridge Replacement
  - Completed October 2020
  - New trail bridge over storm outlet, new stonedust trail approaches and retaining wall

**Action items:** Shane to send his PowerPoint presentation to committee members.

c) 2020 Review – Cycling Projects – Lisa

Lisa gave an overview of some of the projects that took place in 2020. Project updates included:

- Bike your City: Cycling Master Plan
  - Completed and endorsed by Council on October 20, 2020.
- Dunbar Rd Multi-Use Trail
  - Design is complete and construction will begin in March 2021 for Phase 1 (Concession to Industrial)
- Reconstruction Projects
  - King St bike lanes got painted a few months ago
  - Elgin St Design is being looked at to include a multi-use trail instead of bike lanes
  - Beverly St reconstruction CP underpass had a PIC
- Bicycle Shelters and Bike Repair Stands
  - Bike shelters installed in Preston (King St Lot), Galt (Water St N parking lot) and Hespeler (Queens St S, outside parking lot).
  - Bike repair stands installed in Preston (King St lot, beside new shelter) and near entrance of Forbes Park (off Tannery St).
- Regional Temporary Bike Lanes
  - Cycling volumes increased by 41% on roadways with temporary bike lanes
Engage Waterloo Region Website drew in a total of 7446 responses. Of those responses 72% were negative, 7% were positive, and 21% were mixed or neutral.

Coronation Boulevard experienced an increase from 5 cyclists per day to 102 cyclists per day

Regional reconstruction of King/Coronation (Bishop to Water) in 2024

2021 Projects

Lisa gave an overview of some projects for 2021.

**Action Items:** Lisa to follow up regarding the bike lanes on Dundas St. Lisa to look into some education or signs for the bike repair stations as recommended by Kristi.

d) Myers Road @ Water St – Connection to Rail Trail – Shane

Shane explained that the Region informed staff that they do not intend to include a connection to the Rail Trail at the Myer’s Rd/Water St intersection.

- The committee discussed their disappointment on this decision and agreed on putting together a letter to the Region.
- The committee presented to Region of Waterloo Council 6 years ago about a crossing on Water St S and have been requesting a crossing since, with no success to date.
- Members noted how packed the Rail Trail and Churchill Park parking lots are in the summer for people to access this trail. The desire to access this trail will be amplified when all the new homes are built south of Myers Rd.
- CCTAC agreed that there needs to be a significant solution for this area and will be requesting Cambridge Council support, as CCTAC has tried multiple times for many years without success.
- There was discussion around creating a Motion to involve Council, but the committee decided to try and reach out to the Region one last time, given that there are some new staff there. Chris volunteered to draft a letter and circulate to the committee. No motion ended up coming forward.
- There was discussion around making a formal recommendation to Council to pursue this matter politically if there is no action from the Region.

**Action Items:** Lisa to send the letter from CCTAC to the Region

e) LRT Stage 2 Comments

CCTAC previously sent comments to the Region on LRT in March 2020. In the Region’s response the Stage 2 LRT working group mentioned that they would be in contact with
CCTAC. The committee requested that someone from this working group be invited to the next CCTAC meeting to discuss some of the comments.

**Action Items:** Lisa to reach out to Matthew O'Neil and ask him to attend the February 11th CCTAC meeting.

**f) Work Plan for 2021**

The committee was asked to come up with some ideas for projects or events that CCTAC could lead in 2021. Some ideas included:

- Photo contest with prizes. The theme/categories would be “Hike it, Bike it, Like it” and people would be encouraged to send in their photos or tag on social media, and the committee could vote on the winners.
- An in-person ride/hike exploring the Mattamy community trails to showcase the beautiful trails in North Cambridge
- A bike ride to showcase the new MUT along the South Boundary Road when it opens
- An event on International Trail Day (ride/hike)
- Education campaign targeting specific neighbourhoods. I.e.: DYK you can bike to ice cream, to the brewery etc.
- Organize some garbage pick up days along the trail. The City already provides the supplies needed. Brian mentioned that anytime in April would work. Shane mentioned that a resident reached out to him and he is keen to volunteer.

**g) Other News/Business**

**YouTube streaming requirements (added to the Agenda)**

Lisa mentioned that Clerks now requires that all virtual meetings be streamed to YouTube for transparency, and staff wanted to know how CCTAC felt about this. The committee discussed some of the pros and cons and ultimately decided that they needed more information to determine if this is something they are comfortable with. Some of the questions includes: what are the expectations from the committee to engage with others? Will comments be turned on? Will the video be archived and recorded?

**Action Items:** Lisa/Shane to follow up with Clerks for more clarification on these requirements.

**h) Transit Oriented Development Community Improvement Plan – January**
a. Public consultation will be starting soon and Lisa will be sharing the link with CCTAC
i) Region of Waterloo temporary bike lanes pilot – Survey
   a. The ROW new survey went live. CCTAC was encouraged to fill out the survey.
j) E-Scooters Public Consultation – January
   a. The e-scooter survey went live. CCTAC was encouraged to fill out the survey.
k) Region of Waterloo Bike Map
   a. The Region has created a new bike map.
l) Facebook Page takeover
   a. Stephanie will be the official keeper of the FB page.

Other Business

None

Next Meeting: THURSDAY, FEBRUARY 11TH, 2021 7pm via Zoom link.

Close of Meeting

Moved by: Chris S.
Seconded by: Victoria

THAT the Cambridge Cycling and Trails Advisory Committee meeting does now adjourn at 9:27 pm.
CARRIED

Chairperson
Stephanie Bangarth

Recording Secretary
Lisa Chominiec
Kornel Mucsi, Manager

January 25, 2021

Transportation Planning, Region of Waterloo

Re: Connection of the Myers Road MUT to the Cambridge to Paris Rail Trail

Kornel:

We are writing at this time to express our concern with an issue that has been raised previously by the Cambridge Cycling and Trails Advisory Committee (CCTAC) as well as City staff, but continually fails to be acknowledged by the Region.

At the PIC for the proposed reconstruction of Myers Road, the design drawings show paved MUTs on both the north and south sides of Myers Road, which is commendable and supported by CCTAC.

Some 20m or so immediately beyond the west end of this reconstruction, where Myers Road intersects with Water Street South (Hwy 24), passes the Cambridge to Paris Rail Trail running parallel to Water Street. This is a popular and highly used trail and a connecting link in the Trans Canada Trail through Cambridge on to Kitchener. At the PIC and later via comments, we asked that the Region develop a MUT connection from the Myers Road roundabout to this trail. To date that has not happened.

Myers Road is a key roadway in south Cambridge providing travel access to the surrounding residential land uses and significant institutional uses including three elementary schools and one secondary. Just off Myers Road is Churchill Park, a large community space with a number of active and passive facilities. On the NE corner of the Myers/Water intersection is a plaza with a convenience store, ice cream stand, fast food location and a popular coffee franchise. Looking ahead, the City’s 2020 Cycling Masterplan proposes an east-west MUT crossing of the Grand River using the existing municipal right-of-way that aligns directly from Grand Ridge Drive on the west side with Myers Road.

We anticipate that the new Myers Road MUTs will be very well utilized, as both a local and connecting route for a large part of the City as there are existing (and proposed) trail facilities that lead all the way to the newer residential developments and municipal recreation facility now underway beyond Dundas Street South (Hwy 8). One of the key connections for this pedestrian and cyclist travel will be for access the Cambridge to Paris Rail Trail and future crossing. And the existing shops at the intersection are a natural draw for both locals and long-distance trail users for beverages and food.

As proposed, Myers Road becomes something of a “dead end” as getting back to either Churchill Park to the north, or south to the South Boundary Road MUT, would require backtracking on local streets, since no ped/cycle facilities exist on Water St S on either side of Water Street from Churchill Park to the new South Boundary Road (except for a small length running beside the new Right Turn lane on the SE corner of the intersection).

Now the Region HAS proposed a connection from the MUT on the new South Boundary Road to the rail trail, which is both longer and with a greater elevation change. It also will be much less traveled than the MUTs along Myers Rd, and nowhere near the existing food/beverage location. Nor will it provide the direct link to the future crossing to the west side of the city.

There is also a larger context to this request that you should also be aware of. For a number of years, City staff and CCTAC have made formal requests for some kind of pedestrian crossing at the Water Street S entrance to Churchill Park. Again, this is a key crossing point for ped and cyclists wanting to get from the park and existing trails to/from the rail trail. At one point counts were undertaken to
determine if the warrants for such a crossing were met. This item continues to be an outstanding, unresolved issue.

A MUT link from Myers Road to the rail trail would be approximately equidistant between the requested Churchill Park crossing and the proposed South Boundary road crossing, and therefore if there is to be only one proper, surfaced, accessible link from this part of Cambridge to the Rail Trail, having it at Myers Road would from our perspective, make the most sense.

CCTAC still supports a pedestrian “refuge” type crossing at Churchill Park; however, if the Region will only support formal crossings at the street intersections, then one at Myers Road would be our preference.

As noted above there are no sidewalks nor a MUT on either side of Water Street, but that could be easily resolved with a future MUT on the east side of the roadway connecting to the central crossing and rail trail access.

Thank you for your attention: CCTAC would be pleased to review/discuss the situation with you to determine how to best move this matter forward. As an advisory committee to Cambridge Council, ultimately we will report on our progress to Council.

Stephanie Bangarth, Chair CCTAC
Kristi Enns, Vice-chair CCTAC
Rebecca Roy, CCTAC
Julie Graham, CCTAC
Victoria Lewin, CCTAC
Selwyn Langlois, CCTAC
Chris Smith, CCTAC
Nicholas Ermeta, Councillor Ward 8, CCTAC Liaison

CC: Ashley Cullen, Chair ATAC
    Tim Osland, Vice-chair ATAC
    Kevan Marshall, Principal Planner Region of Waterloo, Staff Liaison ATAC
    Lisa Chominiec, Sustainable Transportation Coordinator, Staff Liaison CCTAC
    Shane Taylor, Landscape Architect, Staff Liaison CCTAC
Water Street South—Addressing Significant Gaps

Rail Trail Parking Lot — beyond capacity on weekends and summer, lots of traffic year round.

The TCT takes you to Kitchener from the North, and South through Glen Morris, Paris, Brantford etc.

Future connection and bridge per CMP 2020

Opportunity to address a significant gap in the AT network

How do people cross to access the parking lot? To use a restroom? To continue on the trail?

Churchill Park parking lot — Rail Trail access and overflow

Coffee shop, ice cream, Food, Washrooms etc.

Schools, neighbourhoods, Cambridge Sport Complex. How do they access the trail?

Part of the City’s Tourist Loop, connects you to the rest of the city.

This trail network can take you to the eastern most boundary of the City, all off road.

How do people cross to continue on the TCT? To visit Downtown?

Existing Trail

Proposed Trail from CMP

Planned Trail

Significant gap/crossing needed

67
Committee of Adjustment for the
Corporation of the City of Cambridge

being Submission No. A02/21

THIS MATTER HAVING BEEN HEARD on Wednesday, February 3, 2021 and the Notice of Hearing having been given in accordance with the Rules and Procedures adopted by the Committee of Adjustment; the Committee of Adjustment of the City of Cambridge hereby renders the following decision:

Decision: PLAN 58M425 LOT 13
12 Joan Lane

Moved by: Don Drackley
Seconded by: Gerald Menezes

That the applicant’s request for a minor variance from Zoning By-law 150-85 to permit an accessory structure height of 5.48 m (18 ft.) for a chimney whereas the by-law permits a maximum height of 4.5 m (14.76 ft.).

be approved with the following conditions:

1. That the accessory structure be substantially in keeping with the plans submitted with the minor variance application.

2. That a grading plan be prepared, to the satisfaction of City of Cambridge Development Engineering, for the overall development, including proposed locations of roof leaders, rear yard catch basins (if required) and swales.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.
Committee of Adjustment for the Corporation of the City of Cambridge

being Submission No. A03/21

THIS MATTER HAVING BEEN HEARD on Wednesday, February 3, 2021 and the Notice of Hearing having been given in accordance with the Rules and Procedures adopted by the Committee of Adjustment; the Committee of Adjustment of the City of Cambridge hereby renders the following decision:

Decision: PLAN 473 BLK E LOTS 1 AND 2; PLAN 456 PT LOT 46 AND RP;58R12163 PART 1
30 George St S

Moved by: Gerald Menezes
Seconded by: Don Drackley

That the applicant’s request for the following minor variances from Zoning By-law 150-85 to facilitate the construction of an apartment building:

1. Landscaped open space of 27.5% whereas the by-law requires 30% landscaped open space;
2. A front yard setback of 3.83 m (12.5 ft.) whereas the zoning by-law requires 4.5 m (14.7 ft.);
3. A rear yard setback of 3 m (9.84 ft.) for the third and fourth floors whereas the zoning by-law requires 4.5 m (14.7 ft.) on the third floor and 6 m (19.6 ft.) on the fourth floor;
4. A minimum northerly interior side-yard setback of 3 m (9.84 ft.) whereas the by-law requires 4.5 m (14.7 ft.) on the third floor and 6 m (19.6 ft.) on the fourth floor;
5. A minimum southerly interior side-yard setback of 3 m (9.84 ft.) whereas the by-law requires 4.5 m (14.7 ft.) on the third floor and 6 m (19.6 ft.) on the fourth floor;
6. 39 parking stalls whereas the by-law requires 41 parking stalls, 1 parking stall per unit. Parking will include some at grade and covered parking.

be approved with the following conditions:

1. That the plans submitted with the variance application be substantially in keeping with the site plan submission to the satisfaction of the Planning Services Division.
2. The Applicant enters into a Service Agreement with Energy+ to establish the terms and conditions to service the proposed rental unit apartment building to the satisfaction of Energy+ Inc.

CARRIED
REASONS:

The Committee considered staff's recommendation, and the applicant's oral comments in relation to the application. The application is **approved with two conditions**, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.
Committee of Adjustment for the Corporation of the City of Cambridge

being Submission No. A04/21

THIS MATTER HAVING BEEN HEARD on Wednesday, February 3, 2021 and the Notice of Hearing having been given in accordance with the Rules and Procedures adopted by the Committee of Adjustment; the Committee of Adjustment of the City of Cambridge hereby renders the following decision:

Decision: PLAN 701 LOT 9
102 Kribs St

Moved by: Don Drackley
Seconded by: Gerald Menezes

That the applicant’s request for the following minor variances from the Zoning By-law 150-85 to permit:

1. An accessory unit that is 50% of the total floor area whereas the by-law requires a maximum floor area of 40% to the principal dwelling; and,

2. A gross floor area of 77.90 m² (838.51 ft²) whereas the by-law requires a minimum floor area of 90 m² (968.75 ft²) for a dwelling unit.

be approved with the following conditions:

1. That the accessory unit be substantially in keeping with the plans submitted with the minor variance application and is limited to one bedroom.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved with one condition, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.
Committee of Adjustment for the Corporation of the City of Cambridge

being Submission No. A05/21

THIS MATTER HAVING BEEN HEARD on Wednesday, February 3, 2021 and the Notice of Hearing having been given in accordance with the Rules and Procedures adopted by the Committee of Adjustment; the Committee of Adjustment of the City of Cambridge hereby renders the following decision:

Decision: PLAN 467 LOT 34
78 Selkirk St.

Moved by: Gerald Menezes
Seconded by: Don Drackley

That the applicant’s request for a minor variance from Zoning By-law 150-85 to permit an accessory structure with a maximum height of approximately 6.17m (20.25 ft.) whereas the by-law permits a maximum height of 4.5 m (14.76 ft.), be approved with the following conditions:

1. That the accessory structure be limited to one storey.
2. That the garage be substantially in keeping with the plans and that any windows facing the adjacent property with the 0.6 m setback be removed from the plans.
3. That the detached garage not be used for human habitation without a building permit.
4. That a grading plan be prepared, to the satisfaction of City of Cambridge Development Engineering, for the overall development, including proposed locations of roof leaders, rear yard catch basins (if required) and swales.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved with four conditions, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.
Committee of Adjustment for the Corporation of the City of Cambridge

being Submission No. A06/21

THIS MATTER HAVING BEEN HEARD on Wednesday, February 3, 2021 and the Notice of Hearing having been given in accordance with the Rules and Procedures adopted by the Committee of Adjustment; the Committee of Adjustment of the City of Cambridge hereby renders the following decision:

Decision: CON 9 PT LOT 3 CON 10 PT LOT;2 TO 4 PT RD ALLOWANCE;RP67R1288 PARTS 3 TO 5 PT;PART 2 1265 Dundas St S (Southpoint Subdivision)

Moved by: Don Drackley
Seconded by: Sandi Nicholls

That the applicant’s request for the following minor variances from Zoning By-law 150-85 to permit:

1. The maximum lot coverage for Blocks 1,2,4,5 be calculated on a per block basis rather than on an individual lot (per unit) basis,

2. A maximum number of 20 attached dwelling units for Block 19 whereas the by-law permits a maximum number of 6 attached dwelling units,

3. A minimum common amenity area of 0 m² (0 ft²) per dwelling unit for Block 19 whereas the by-law permits 30 m² (322.92 ft²) per dwelling unit, and

4. A minimum setback of 3 m (9.84 ft.) from a parking lot to a habitable room of a dwelling unit whereas the by-law permits 6 m (19.68 ft.),

be approved with the following conditions:

1. That the variances only apply to the street fronting townhomes in Blocks 1,2,4,5 and back-to-backed stacked townhomes in Block 19. Any future site development, change in use or subsequent additions may be subject to another planning application.

2. That the owner/applicant pays the applicable Grand River Conservation Authority Plan Review Fee of $280.00.

3. That the owner/applicant submits a site plan application to the satisfaction of the Planning Services Division.

4. That the owner/applicant addresses the Fire Department comments to the satisfaction of the Fire Department.

CARRIED
REASONS:

The Committee considered staff's recommendation, and the applicant's oral comments in relation to the application. The application is approved with four conditions, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.
Committee of Adjustment for the Corporation of the City of Cambridge

being Submission No. A07/21

THIS MATTER HAVING BEEN HEARD on Wednesday, February 3, 2021 and the Notice of Hearing having been given in accordance with the Rules and Procedures adopted by the Committee of Adjustment; the Committee of Adjustment of the City of Cambridge hereby renders the following decision:

Decision: PLAN 58M-582 LOT 186
19 Plumridge Cres

Moved by: Don Drackley
Seconded by: Gerald Menezes

That the applicant’s request for the following minor variances from Zoning By-law 150-85 to facilitate an accessory dwelling unit:

1. A minimum lot area of approximately 320.10 m² (3,445.5 ft²) whereas the by-law requires a minimum of 450 m² (4,843.00 ft²) for a secondary dwelling unit, and

2. A minimum lot frontage of approximately 10.66 m (34.9 ft.) whereas the by-law requires a minimum of 11 m (36 ft.),

be refused.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is refused, as the Committee is of the opinion that the Limerick Subdivision was designed with deficient lot sizes, frontages, and setbacks and the request to have an accessory unit with a lot of only 320 m² is not considered minor as it does not provide enough area for an accessory dwelling unit. These standards were intended for ordinary houses and the Committee is of the opinion it is too tight for accessory units and will add more congestion on the streets.
Committee Members in Attendance: Don Drackley, Gerald Menezes, and Sandi Nicholls, Chair.

Regrets: N/A

Staff Members in Attendance: Rachel Greene, Secretary-Treasurer, Maria Skara, Recording Secretary, and Greg Elgie, IT Services

Meeting Called to Order

The regular meeting of the Committee of Adjustment of the City of Cambridge was held on Zoom and live streamed on the City of Cambridge YouTube channel. Sandi Nicholls, Chair, welcomed the Committee and everyone present and called the meeting to order at 6:00 p.m. and the meeting adjourned at 7:05 p.m.

Disclosure of Interest:

N/A

Committee Business

Adoption of Committee Minutes

Moved by: Don Drackley
Seconded by: Gerald Menezes

THAT the Committee of Adjustment minutes from the November 4th, 2020 meeting be approved.

CARRIED

Notice

The Secretary-Treasurer provided the Committee Chair with sworn declarations of circulation for the applications being considered.

Applications
Application No.: A02/21

Property: 12 Joan Lane

PLAN 58M425 LOT 13

Property Owner: Bradnam Mary Fillipa & Micah Daniel Bradnam

Applicant: Bradnam Mary Fillipa & Micah Daniel Bradnam

Presentation

Using a Power Point presentation, Rachel Greene, Secretary-Treasurer, provided an overview of the minor variance application.

Delegations

1. Micah Bradnam, the homeowner, was in attendance to speak to the minor variance application.

No further persons came forward to speak to the minor variance application.

DECISION

Application No.: A02/21

DECISION: 12 Joan Lane

PLAN 58M425 LOT 13

Moved By: Don Drackley
Seconded By: Gerald Menezes

That the applicant’s request for a minor variance from Zoning By-law 150-85 to permit an accessory structure height of 5.48 m (18 ft.) for a chimney whereas the by-law permits a maximum height of 4.5 m (14.76 ft.).

be approved with the following conditions:

1. That the accessory structure be substantially in keeping with the plans submitted with the minor variance application.
2. That a grading plan be prepared, to the satisfaction of City of Cambridge Development Engineering, for the overall development, including proposed locations of roof leaders, rear yard catch basins (if required) and swales.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.

Application No.: A03/21

Property: 30 George St S
PLAN 473 BLK E LOTS 1 AND 2; PLAN 456 PT LOT 46 AND RP;58R12163 PART 1

Property Owner: DNK Development Corporation

Applicant: DNK Development Corporation

Presentation

Using a Power Point presentation, Rachel Greene, Secretary-Treasurer, provided an overview of the minor variance application.

Delegations

1. Dan Janus of DNK Development Corporation was present to speak to the application.

No further persons come forward to speak to the minor variance application.

DECISION

Application No.: A03/21

DECISION: 30 Geore St S
PLAN 473 BLK E LOTS 1 AND 2; PLAN 456 PT LOT 46 AND
Moved By: Gerald Menezes
Seconded By: Don Drackley

That the applicant’s request for the following minor variances from Zoning By-law 150-85 to facilitate the construction of an apartment building:

1. Landscaped open space of 27.5% whereas the by-law requires 30% landscaped open space;
2. A front yard setback of 3.83 m (12.5 ft.) whereas the zoning by-law requires 4.5 m (14.7 ft.);
3. A rear yard setback of 3 m (9.84 ft.) for the third and fourth floors whereas the zoning by-law requires 4.5 m (14.7 ft.) on the third floor and 6 m (19.6 ft.) on the fourth floor;
4. A minimum northerly interior side-yard setback of 3 m (9.84 ft.) whereas the by-law requires 4.5 m (14.7 ft.) on the third floor and 6 m (19.6 ft.) on the fourth floor;
5. A minimum southerly interior side-yard setback of 3 m (9.84 ft.) whereas the by-law requires 4.5 m (14.7 ft.) on the third floor and 6 m (19.6 ft.) on the fourth floor;
6. 39 parking stalls whereas the by-law requires 41 parking stalls, 1 parking stall per unit. Parking will include some at grade and covered parking.

be approved with the following conditions:

1. That the plans submitted with the variance application be substantially in keeping with the site plan submission to the satisfaction of the Planning Services Division.
2. The Applicant enters into a Service Agreement with Energy+ to establish the terms and conditions to service the proposed rental unit apartment building to the satisfaction of Energy+ Inc.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved with two conditions, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.
Application No.: A04/21

Property: 102 Kribs St
PLAN 701 LOT 9

Property Owner: Jillian Claire Henderson

Applicant: Jenna Daum, GSP Group Incorporated

Presentation

Using a Power Point presentation, Rachel Greene, Secretary-Treasurer, provided an overview of the minor variance application.

Delegations

1. Jenna Daum for GSP Group was present to speak for the application.
2. Kristen Barisdale from GSP Group was present to speak for the application

No further persons came forward to speak to the minor variance application.

DECISION

Application No.: A04/21

DECISION: 102 Kribs Street
PLAN 701 LOT 9

Moved By: Don Drackley
Seconded By: Gerald Menezes

That the applicant’s request for the following minor variances from the Zoning By-law 150-85 to permit:

1. An accessory unit that is 50% of the total floor area whereas the by-law requires a maximum floor area of 40% to the principal dwelling; and,
2. A gross floor area of 77.90 m² (838.51 ft²) whereas the by-law requires a minimum floor area of 90 m² (968.75 ft²) for a dwelling unit.

be approved with the following conditions:

1. That the accessory unit be substantially in keeping with the plans submitted with the minor variance application and is limited to one bedroom.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved with one condition, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.

Application No.: A05/21

Property: 78 Selkirk St.
PLAN 467 LOT 34

Property Owner: Jason Philip Grant Bye & Melissa Jane Bye

Applicant: Jason Philip Grant Bye & Melissa Jane Bye

Presentation

Using a Power Point presentation, Rachel Greene, Secretary-Treasurer, provided an overview of the minor variance application.

Delegations

1. Jason Bye, the owner, was present to speak to the application.

No further persons came forward to speak to the minor variance application.

DECISION

Application No.: A05/21
DECISION: 78 Selkirk St.
PLAN 467 LOT 34

Moved By: Gerald Menezes
Seconded By: Don Drackley

That the applicant’s request for a minor variance from Zoning By-law 150-85 to permit a reduction in parking from 5 spaces per 100 m² to 2.5 spaces per 100 m², be approved with the following conditions:

1. That the accessory structure be limited to one storey.
2. That the garage be substantially in keeping with the plans and that any windows facing the adjacent property with the 0.6 m setback be removed from the plans.
3. That the detached garage not be used for human habitation without a building permit.
4. That a grading plan be prepared, to the satisfaction of City of Cambridge Development Engineering, for the overall development, including proposed locations of roof leaders, rear yard catch basins (if required) and swales.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved with four conditions, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.

Application No.: A06/21

Property: 1265 Dundas St S (Southpoint Subdivision)
CON 9 PT LOT 3 CON 10 PT LOT;2 TO 4 PT RD ALLOWANCE;RP67R1288 PARTS 3 TO 5 PT;PART 2

Property Owner: Southpoint Developments (2599745 Ontario Inc)

Applicant: Matthew Warzecha, Polocorp Inc
Presentation

Using a Power Point presentation, Rachel Greene, Secretary-Treasurer, provided an overview of the minor variance application.

Delegations

1. Matthew Warzecha was present to speak to the application.
2. Gerald Menezes, Committee of Adjustment member requested refusal of the application on the basis that he believed variances #2, #3 and #4 requested were not minor in nature, and that the development proposal was far too aggressive and did not meet three of the four tests and as such, did not represent good planning.

No further persons came forward to speak to the minor variance application.

DECISION

Application No.: A06/21

DECISION: 1265 Dundas St S (Southpoint Subdivision)
CON 9 PT LOT 3 CON 10 PT LOT;2 TO 4 PT RD ALLOWANCE;RP67R1288 PARTS 3 TO 5 PT;PART 2

Moved By: Don Drackley
Seconded By: Sandi Nicholls

That the applicant’s request for the following minor variances from Zoning By-law 150-85 to permit:

1. The maximum lot coverage for Blocks 1,2,4,5 be calculated on a per block basis rather than on an individual lot (per unit) basis,

2. A maximum number of 20 attached dwelling units for Block 19 whereas the by-law permits a maximum number of 6 attached dwelling units,

3. A minimum common amenity area of 0 m² (0 ft²) per dwelling unit for Block 19 whereas the by-law permits 30 m² (322.92 ft²) per dwelling unit, and

4. A minimum setback of 3 m (9.84 ft.) from a parking lot to a habitable room of a dwelling unit whereas the by-law permits 6 m (19.68 ft.),
be approved with the following conditions:

1. That the variances only apply to the street fronting townhomes in Blocks 1, 2, 4, 5 and back-to-backed stacked townhomes in Block 19. Any future site development, change in use or subsequent additions may be subject to another planning application.

2. That the owner/applicant pays the applicable Grand River Conservation Authority Plan Review Fee of $280.00.

3. That the owner/applicant submits a site plan application to the satisfaction of the Planning Services Division.

4. That the owner/applicant addresses the Fire Department comments to the satisfaction of the Fire Department.

CARRIED

REASONS:

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is approved with four conditions, as it is the opinion of the Committee of Adjustment, that the proposal meets the general intent of the Zoning By-law and Official Plan, is minor and will result in the appropriate development of the site.

Application No.: A07/21

Property: 19 Plumridge Cres
PLAN 58M-582 LOT 186

Property Owner: Sahota GURPUNEET & CHARANPREET KAUR SAHOTA

Applicant: George Sedra, GS Engineering Services

Presentation
Using a Power Point presentation, Rachel Greene, Secretary-Treasurer, provided an overview of the minor variance application.

Delegations

1. George Sedra, the agent, was present to speak to the application.
No further persons came forward to speak to the minor variance application.

**DECISION**

**Application No.:** A07/21

**DECISION:**  
19 Plumridge Cres  
PLAN 58M-582 LOT 186

Moved By: Don Drackley  
Seconded By: Gerald Menezes

That the applicant’s request for the following minor variances from Zoning By-law 150-85 to facilitate an accessory dwelling unit:

1. A minimum lot area of approximately 320.10 m² (3,445.5 ft²) whereas the by-law requires a minimum of 450 m² (4,843.00 ft²) for a secondary dwelling unit, and

2. A minimum lot frontage of approximately 10.66 m (34.9 ft.) whereas the by-law requires a minimum of 11 m (36 ft.),

be refused.

**CARRIED**

**REASONS:**

The Committee considered staff’s recommendation, and the applicant’s oral comments in relation to the application. The application is refused, as the Committee is of the opinion that the Limerick Subdivision was designed with deficient lot sizes, frontages, and setbacks and the request to have an accessory unit with a lot of only 320 m² is not considered minor as it does not provide enough area for an accessory dwelling unit. These standards were intended for ordinary houses and the Committee is of the opinion it is too tight for accessory units and will add more congestion on the streets.

**Committee Business**

- LPAT Hearing Dates for two appeals:
  - March 10th for A33/20: 214 Baldwin secondary dwelling unit
  - March 15th A30/19: 8 Leslie, variance for a garage.
Close of Meeting

Moved By: Gerald Menezes
Seconded By: Don Drackley

THAT the Committee of Adjustment Committee meeting does now adjourn at 7:05 p.m.

CARRIED

____________________________
Sandi Nicholls, Chair

____________________________
Maria Skara, Recording Secretary
To: COUNCIL  
Meeting Date: 03/16/21  
Subject: Bishop Street Community Update  
Submitted By: Elaine Brunn Shaw, Chief Planner, MCIP, RPP  
Prepared By: Kathy Padgett, Senior Planner – Environment, MCIP, RPP  
Report No.: 21-001(CD)  
File No.: D03.04.07

Recommendation
THAT report 21-001(CD) – Bishop Street Community Update – be received.

Executive Summary

Purpose

- Provide an update to Council on the ongoing efforts to mitigate trichloroethylene (TCE) contamination in the Bishop Street Community.

Key Findings

- The Ministry of the Environment, Conservation and Parks (MECP) continues to oversee the environmental monitoring, remediation and mitigation work to address TCE contamination in groundwater, as well as the indoor air mitigation systems in residential homes and a number of monitoring programs. The MECP works in consultation with Region of Waterloo Public Health and GE Canada.

Financial Implications

- There are no financial implications to the City of Cambridge.

Background

Northstar Aerospace Canada (Northstar) operated an aerospace parts manufacturing facility at 679/695 Bishop Street North (site) in Cambridge from 1981 to 2009. Aerospace manufacturing at this site by other companies dates back to the 1950s and 1960s.
In 2004, Northstar identified trichloroethylene (TCE) contamination in soil and groundwater at its site. In 2005, Northstar identified that TCE impacted groundwater migrated off-site. At that time, Northstar implemented an extensive groundwater remediation and indoor air quality monitoring and mitigation program, including: the installation and operation of an on-site groundwater extraction and treatment system with on-site and off-site extraction wells; installation and maintenance of indoor air mitigation systems at impacted properties within the Bishop Street Community; conducting an indoor air monitoring program for properties in the study area of the Bishop Street Community; and, the completion of groundwater and surface water monitoring.

TCE is a volatile organic compound (VOC) which was used as a degreaser for metal parts manufactured at the Northstar manufacturing site. The TCE present in groundwater has not impacted the City of Cambridge drinking water supply, but it is of concern for indoor air quality due to its ability to easily evaporate. When TCE is present in groundwater, it can evaporate, migrate through the soil and eventually enter basements through cracks, drains, sumps and other openings in the foundation, known as vapour intrusion.

In 2007, additional investigations confirmed the presence of a second source of TCE contributing to the existing groundwater contaminant plume from 610 Bishop Street North, located across the street from the Northstar plant. At this time, GE Canada, a corporate successor to Borg-Warner Canada Inc., one of the former owners of 610 Bishop Street North associated with the use of TCE in its processes, began to work with the Ministry of the Environment, Conservation and Parks (MECP) to investigate soil and groundwater conditions on the property and in the surrounding area. The current owner of 610 Bishop Street North, Rozell Inc. are a custom fabricator of sheet metal which has never used TCE in its processes.
The area in Cambridge impacted by this TCE contamination is known as the Bishop Street Community and is generally located south of Montrose Street North, north of Pinewood Avenue, and west of Ryerson Public School to the Grand River.

As of August 27, 2012, Northstar was bankrupt and ceased to have funds available to operate, maintain, and monitor the groundwater and indoor air mitigation measures that had been put in place at the site and within the Bishop Street Community. The MECP has taken steps to continue the operation of the mitigation systems at the former Northstar site to ensure TCE levels in indoor air in residential homes are maintained within the acceptable health-based levels as well as to prevent the further migration of contaminants off-site into the residential community.

The MECP continues to oversee the environmental remediation work to address TCE contamination in groundwater, as well as the indoor mitigation systems and a number of monitoring programs. The MECP works in consultation with Region of Waterloo Public Health and GE Canada. The MECP has contracted AET Group Inc. to manage day-to-day activities, including operating and maintaining mitigation systems, routinely collecting samples and acting as a resource for the community via the Bishop Street Community Information Centre (CIC). The City of Cambridge does not have a role in the environmental monitoring, remediation or mitigation work.
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 #1 - Community Wellbeing

Objective 1.1 Work with partners to create a safe, inclusive and accessible city.

The ongoing environmental monitoring, remediation and mitigation measures undertaken by the Ministry of the Environment, Conservation and Parks and GE Canada continue to protect the health of the residents in the Bishop Street Community.

Comments

Indoor Air Monitoring Program

Currently, there are 368 residential homes involved in the Bishop Street Community indoor air monitoring program which measures the TCE levels inside homes. The indoor air monitoring program is conducted annually in an effort to verify indoor air TCE levels, to ensure that appropriate indoor air mitigation is installed in homes to meet the Region of Waterloo Public Health’s recommended action level of 0.5 micrograms per cubic metre (μg/m\(^3\)) or less, and to verify the effectiveness of the indoor air mitigation equipment.

Currently, there are 218 residential homes in the Bishop Street Community that have indoor air mitigation systems to ensure indoor TCE levels stay below 0.5 μg/m\(^3\) which is a protective level where no further remedial action is required. A number of different air mitigation systems have been installed in homes in the Bishop Street Community which are effective at reducing TCE concentrations in homes to below Region of Waterloo Public Health recommended action levels.

In an effort to reduce the concentrations of TCE in homes that are testing over 0.5 μg/m\(^3\), a contract was implemented in 2020 by the MECP to install free Sub-Slab Depressurization (SSD) systems in homes that do not currently have an SSD system. An SSD system consists of a fan or blower which draws air from the soil beneath a building foundation and discharges it to the outdoor air through a series of pipes which removes TCE vapour from under the basement of homes. The SSD system installation program will continue through 2021. The diagram below shows how an SSD system works. While the image below references radon, the same mitigation measures can be applied to TCE.
AET Group Inc., on behalf of the MECP and GE Canada, are responsible for running the indoor air monitoring and mitigation programs. This program has not experienced delays due to COVID-19.

**Groundwater Remediation and Sampling Program**

Annual groundwater sampling continues to be conducted by AET Group Inc. throughout the Bishop Street Community to confirm the effectiveness of the groundwater extraction and treatment system to ensure that contaminants are no longer migrating off the former Northstar site. Technical staff at MECP reviews the sampling data.

In 2009, GE Canada began treating soil and groundwater in the southwestern portion of 610 Bishop Street North with potassium permanganate. GE Canada's efforts injecting potassium permanganate into the ground have been effective in reducing TCE in the soil and groundwater. In 2015, GE Canada discontinued the use of potassium permanganate in consultation with the MECP and began a monitoring program to assess the long-term effects of the remedial efforts. Based on the results of this ongoing monitoring program, GE Canada and MECP will jointly determine the next steps.
Surface Water Sampling Program

Surface water sampling of the Grand River continues to be conducted twice a year by AET Group Inc. on behalf of MECP. Technical staff at MECP review the sampling data to ensure water quality continues to meet applicable Provincial guidelines.

Communications

Information is provided and accessible about the Bishop Street Community through various means:

- **Bishop Street Community Information Centre (CIC):** The CIC is managed by AET Group Inc. and acts as a one-window access point for the community. All relevant information pertaining to the Bishop Street Community can be obtained by contacting the CIC by telephone and email. The CIC is often contacted by real estate agents on behalf of home buyers/sellers in the area as well as area residents who may be considering a basement renovation.

- **CIC Newsletters:** Newsletters are prepared from time to time by AET Group Inc. with input from the MECP, Region of Waterloo Public Health and GE Canada to inform the Bishop Street Community of updates to the program. The last newsletter was prepared in November 2019 (see Attachment No. 1).

- **Open House:** The MECP, Region of Waterloo Public Health and GE Canada have held several public meetings over the years to keep the community informed when there are major milestones or developments that would have an impact on the community. The most recent public open house was held in May 2017 to update residents in the community on the groundwater remediation program and indoor air mitigation activities.

Quarterly agency meetings are also held with the MECP, GE Canada, Region of Waterloo Public Health, Region of Waterloo Water Services and City of Cambridge.

This report is for information purposes, there are no implications if Council does not accept the report.

Existing Policy/By-Law

There is no existing policy/by-law.

Financial Impact

There are no financial implications to the City of Cambridge.
Public Input

Residents in the Bishop Street Community continue to stay informed about updates to the program through the Bishop Street Community Information Centre, newsletters and open houses.

Internal/External Consultation

The Ministry of the Environment, Conservation and Parks, Region of Waterloo Public Health, Region of Waterloo Water Services and GE Canada reviewed the contents of this report.

Conclusion

The Ministry of the Environment, Conservation and Parks (MECP) in consultation with Region of Waterloo Public Health and GE Canada continue to oversee the environmental monitoring, remediation and mitigation work to address TCE contamination in groundwater, as well as the indoor mitigation systems and a number of monitoring programs in the Bishop Street Community. These ongoing measures supports the City’s Strategic Alignment by continuing to ensure the health of the residents in the Bishop Street Community.

Signature

Division Approval

Reviewed by the CFO

Reviewed by Legal Services

Name: Elaine Brunn Shaw, MCIP, RPP
Title: Chief Planner

Departmental Approval

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

Name: David Calder
Title: City Manager

Attachments

1. Community Update Newsletter (November 2019)
This newsletter has been developed to share updates about the on-going environmental work in the Bishop Street Community.

**Ministry of the Environment, Conservation and Parks Update**

The ministry continues to oversee the environmental work to address trichloroethylene (TCE) contamination in groundwater, as well as the indoor mitigation systems and a number of monitoring programs.

This is to ensure the community remains protected.

The ministry works in consultation with the Region of Waterloo Public Health and GE Canada.

**More homes to receive indoor air mitigation systems**

Beginning in December, the indoor air mitigation program will be expanded to include up to 112 additional homes. As a result of the Region of Waterloo Public Health long-term goal to bring all homes down to 0.5 micrograms per cubic metre (μg/m³) or less, the ministry and GE Canada are prioritizing homes for mitigation that were assessed in the past year to have concentrations of TCE in indoor air between 0.5 and 5 μg/m³.

The air mitigation systems are necessary to ensure concentrations of TCE stay below 0.5 μg/m³, a protective level where no further action is required.

AET Group Inc. (AET) will contact the additional 112 homeowners to provide additional information about the air mitigation systems, answer questions and coordinate an appointment for installation.

The ministry anticipates these mitigation systems will be installed before the end of 2021.

A number of different air mitigation systems with varying technologies have been installed in homes in the Bishop Street Community. These systems are effective at reducing TCE concentrations in homes to below Public Health recommended levels.

**Evaluation of homes with multiple indoor air mitigation systems**

AET, on behalf of the ministry and GE Canada, will be conducting a study in homes that have multiple types of air mitigation systems to determine whether the older systems can be turned off. This study will be part of the winter indoor air monitoring program.

In the coming months, AET will contact homeowners with multiple systems to provide additional information about the study.

**On-going groundwater remediation and sampling programs**

The ministry, through contract with AET, continues to operate and maintain the groundwater extraction system located at the former Northstar Aerospace Canada property at 679 Bishop Street. This system prevents further migration of contaminated groundwater from the site and treats it to acceptable levels.

**Indoor air sampling**

The annual winter air sampling program will begin in December 2019 and run through March 2020. Indoor air sampling allows us to determine when air mitigation is required to reduce levels of TCE in homes, as well as confirm TCE levels remain below acceptable levels.

AET, through the Community Information Centre (CIC), will coordinate the air sampling with home owners.

**Groundwater sampling**

Annual groundwater sampling continues to be conducted throughout the Bishop Street Community to confirm the effectiveness of the groundwater collection and treatment system and that contaminants are no longer migrating off the former Northstar site.

The 2019 sampling was completed in May and is being reviewed by ministry technical staff.

**Surface water sampling**

Surface water sampling of the Grand River continues to be conducted twice a year. The 2019 sampling program was completed in June and August. The ministry is reviewing the sampling data to ensure water quality continues to meet applicable provincial guidelines.
Region of Waterloo Public Health Update

Mitigation measures in homes continue to be very successful at reducing levels of TCE in indoor air, and have resulted in the large majority of homes having concentrations of TCE below 5 μg/m³. The long-term goal of this program is to bring all homes down to 0.5 μg/m³ or less. Region of Waterloo Public Health will continue to review the results of the indoor air sampling program, which is carried out by AET and overseen by the ministry, to ensure these levels remain low.

Public Health continues to recommend that the ministry direct resources towards remedial options for indoor air TCE levels that will achieve the long-term goal of less than 0.5 μg/m³, using the following action levels:

**Action Levels:**
- **Less than 0.5 μg/m³** → No further remedial actions are required.
- **Between 0.5 μg/m³ and 5 μg/m³** → Continue annual indoor air monitoring. Public Health will work with the ministry to prioritize homes to receive remedial options.
- **Above 5 μg/m³** → Continue to be prioritized for indoor air assessments and remediation. Continue annual indoor air monitoring.

In addition, Public Health has recommended, when choosing between effective options for indoor air mitigation, that consideration should be given to minimizing stress and inconvenience for Bishop Street Community residents. For the Public Health Fact Sheet on TCE or additional information, visit the Public Health website on TCE www.regionofwaterloo.ca/TCE or contact Public Health directly at 519-575-4400.

GE Canada Update

Since 2007, GE Canada has been undertaking investigations and remedial efforts at 610 Bishop Street North and has shared in mitigation efforts in the Bishop Street Community. GE Canada provides support to both indoor air mitigation and monitoring work conducted by the CIC.

In 2009, GE Canada began treating soil and groundwater in the southwestern portion of the 610 Site with potassium permanganate. GE Canada’s remedial efforts have been effective in destroying TCE in the soil and groundwater. In 2015, GE Canada discontinued the use of potassium permanganate in consultation with the ministry and began a monitoring program to assess the long-term effects of the remedial efforts. Based on the results of the ongoing monitoring program, next steps will be determined in consultation with the ministry.

CIC Update

AET continues to manage the CIC as a one-window access point for the community. All relevant information pertaining to the Bishop Street Community can still be obtained by contacting the CIC at AET’s Cambridge office (see CIC contact information below).

**Indoor Air Monitoring: Winter 2020**

CIC staff wish to thank everyone for their continued cooperation during the winter air sampling programs. From calling us back promptly to shoveling your walkway, we appreciate your help.
To: COUNCIL

Meeting Date: 03/02/21

Subject: Noise Exemption – Wesley Boulevard Moffat Creek Crossing Construction

Submitted By: Kevin De Leebeeck, Director of Engineering

Prepared By: Adam Ripper, Project Engineer - Development

Report No.: 21-062(CD)

File No.: 30T-13102

Recommendations

THAT Report 21-062(CD) – Noise By-law Exemption – Wesley Boulevard Moffat Creek Crossing Construction be received;

AND THAT the Kieswetter Excavation Inc. be granted an exemption from the City’s Noise By-law 32-04, as detailed in Report 21-062(CD).

Executive Summary

Purpose

- Kieswetter Excavation Inc. has requested an exemption from City By-law 32-04 (Noise Bylaw) for the purpose of constructing a raft slab foundation for the Moffat Creek crossing as part of the Wesley Boulevard extension in the Southpoint Subdivision.

- Council approval is required for an exemption to the City’s Noise By-law.

Key Findings

- The Moffat Creek crossing is required as part of the extension of Wesley Boulevard to the Southpoint Subdivision (formerly Bosdale) and City Recreation Centre site Lands, as outlined in the South-East Galt Community Plan.

- The method of construction for the culvert requires a raft slab foundation that will necessitate an extended workday on a weekend triggering the Noise By-law exemption request. City of Cambridge Engineering staff are recommending that
Kieswetter Excavation Inc. be granted an exemption to Noise By-law for one weekend between April 1st, 2021 to August 1st, 2021.

Financial Implications

- Capital project A/00221-40 includes the Wesley Boulevard creek crossing, which is being funded by Development Charges and is being constructed by the developer of the Southpoint Subdivision in accordance with a cost-sharing agreement.

- The use of a raft slab foundation was identified after the project was tendered and a geotechnical investigation completed. This construction method is considered the most suitable given the site conditions and will result in cost savings to the City.

Background

The extension of Wesley Boulevard and the crossing of Moffat Creek was identified in the Southeast Community Plan and further advanced through the Southpoint (former Bosdale) Subdivision.

Through a cost-sharing agreement with Southpoint Subdivision, the City is responsible for the construction of the Moffat Creek crossing.

Due to environmental limitations, the detailed design of the crossing structure was not completed until after the project was tendered. Based on the geotechnical information gathered after tendering, an alternative method of using a raft slab foundation for the crossing was identified. The raft slab foundation involves shallower and wider concrete footings for the crossing than typical construction.

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.

The City partnering with local developers to facilitate the construction of the Wesley Boulevard extension across Moffat Creek aligns with Objective 7.2. Once complete, the Wesley Boulevard extension will connect the existing South-East Galt Community to the
Southpoint subdivision and City Recreation Centre Site. Wesley Boulevard will be the only vehicular and pedestrian crossing of Moffat Creek in the community forming a key connection as envisioned in the original South-East Galt Community Plan.

**Comments**

City of Cambridge By-law 32-04 states that noise arising from the use of material handling equipment is prohibited between the hours of 8:00pm Saturday and 7:00am Monday, except in the case of emergency, and further regulates noise that may disturb the inhabitants of the City.

Based on soil conditions on-site, it is proposed to use a raft slab foundation for the creek crossing. In order to construct using this method, one continuous pour of concrete is required. Due to the continuous pour, and the quantities of concrete required, the Contractor’s concrete supplier has indicated that multiple plants will need to be run at once to meet the required quantity, which can only be coordinated on a Saturday.

Given the expected concrete pour time of 13-14 hours plus additional set-up and demobilization time, it is anticipated that works will continue on a Saturday past the 8:00pm cut-off time as outlined in the Noise Control By-law, triggering the noise exemption request.

The number of existing homes in proximity of the work area is limited due to much of the surrounding area being comprised of future Development Lands. The closest homes to the work area are the properties near the Fitzgerald Drive and Wesley Boulevard intersection. Staff will require the Contractor to provide these residences with advance notice of the works once exact timing is confirmed.

The Contractor has provided a range of dates for the exemption as the final timing is weather dependent and contingent upon receipt of a Provincial permit to take water. The work will be completed on a single weekend with final timing coordinated with City staff.

**Existing Policy/By-Law**

Noise By-law 32-04 prohibits sound or noise arising from the use of material handling equipment between the hours of 8:00 p.m. Saturday and 7:00 a.m. Monday, except in the case of emergency. Council may also issue exemptions to the Noise By-law where necessary.
Financial Impact

Capital project A/00221-40 includes the Wesley Boulevard creek crossing, which is being funded through Development Charges in accordance with the executed cost-sharing agreement with the Southpoint Subdivision Developer.

The use of a raft slab foundation is the most suitable method of construction given site conditions, and will result in cost savings to the City. The exact amount of savings is yet to be determined and will be based on final amounts of concrete used and groundwater elevations at the time of construction.

Public Input

Posted publicly as part of the report process.

Internal/External Consultation

Staff from the Community Development Department have been involved throughout the planning and design process of the Southpoint Subdivision. Development Engineering staff have been regularly attending construction meetings with the Developer, Engineering Consultant and Contractor.

Conclusion

Kieswetter Excavation Inc. has requested an exemption from the City’s Noise By-law for the purpose of constructing a raft slab foundation for the Moffat Creek crossing on the Wesley Boulevard extension in the South-East Galt Community.

The exemption to the Noise By-law is required for one weekend due to the nature of the construction requirements of the raft slab foundation.

The creek crossing will facilitate the extension of Wesley Boulevard to the Southpoint Subdivision (formerly Bosdale) and City Recreation Centre site, as outlined in the South-East Galt Community Plan.

City of Cambridge Engineering Staff is recommending that Kieswetter Excavation Inc. be granted an exemption to Noise By-law for one weekend between April 1st, 2021 to August 1st, 2021, with the final date to be coordinated with City staff given the weather dependency of the construction and receipt of the Provincial permit to take water.
Signature

Division Approval

Reviewed by the CFO

Reviewed by Legal Services

Name: Kevin De Leebeeck
Title: Director of Engineering

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: 03/30/21

Subject: Request for Revision of Loan Agreement – Kinbridge Community Association

Submitted By: Hardy Bromberg – Deputy City Manager
Prepared By: Hardy Bromberg – Deputy City Manager

Report No.: 21-076(CD)
File No.: C1101

Recommendations

THAT Council approve an extension of repayment terms under the loan agreement between Kinbridge Community Association and the City of Cambridge for the reasons as set out in Report 21-076 (CD) – Request for Loan Agreement – Kinbridge Community Association;

AND FURTHER THAT Council authorize the City Clerk and Mayor to execute a new loan agreement, subject to the satisfaction of the City Solicitor.

Executive Summary

Purpose

- The purpose of this report is to seek approval from Council to revise the repayment terms under the loan agreement between Kinbridge Community Association and the City.

Key Findings

- The City entered into a long term facility development and use agreement with Kinbridge Community Association in 2015 for the hall space within Duncan McIntosh Arena.

- Projected fundraising dollars did not materialize in 2017-18 therefore an interest-free loan request to the City was initially made by Kinbridge Community Association in the amount of $125,000.
Financial Implications

Original Loan Agreement to pay back the $125,000 to the City of Cambridge:

- Interest Rate: 0%
- Term: 24 months
- Original Repayment Schedule: $125,000 to be repaid in two installments of $62,500 on October 30, 2019 and October 30, 2020.
- Ability to accelerate payments without penalty.

Council authorized a Revised Loan Agreement to pay back the $125,000 to the City of Cambridge on May 7, 2019:

- Interest Rate: 0%
- Term: 30 months
- Revised Repayment Schedule: $125,000 to be repaid in four installments of $30,000 on October 30, 2019; $30,000 on April 30, 2020; $30,000 on October 30, 2020 and $35,000 on April 30, 2021.
- Ability to accelerate payments without penalty.

Proposed Revision to Loan Agreement to pay back the Remaining Funds to the City of Cambridge:

- Interest Rate: 0%
- Term: 42 months
- Revised Repayment Schedule: $125,000 to be repaid in three installments of $30,000 in January 2020, $30,000 in January, 2021 and $65,000 on April 30, 2022.
- Ability to accelerate payments without penalty.

Background

The City of Cambridge granted Kinbridge Community Association an interest free loan in the amount of $125,000 to support the work in renovating the Main Floor Hall Space of the Duncan MacIntosh Arena.

On May 7, 2019 Council revised the loan agreement to extend the repayment schedule from the original October 2020 deadline to April 2021, without penalty.
To date $60,000 has been repaid, leaving an outstanding balance of $65,000.

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 #5 - Parks and Recreation

Objective 5.1 Work with the community to provide the right mix of recreational opportunities that meet the needs of a changing and diverse population.

This report aligns with objective 5.1 as the city and a not-for-profit agency have created a more accessible, programmable space for recreation service delivery.

By supporting the loan agreement with Kinbridge Community Association, Council also aligns with the Strategic Plan of facilitating community access to services related to health, wellness and personal development. Kinbridge Community Association serves people from ages birth to senior, of all cultures, ethnicities and economic backgrounds through their various programs and services.

Comments

Kinbridge's operations and financial situation have been negatively impacted by the current pandemic. Programs which have previously raised the necessary funds have been paused, while others have had to operate at reduced levels with fewer participants. Kinbridge remains confident that the funds will be raised to repay the loan once the affects of the pandemic have subsided.

Should Council decide not to offer the loan extension, Kinbridge would likely default on the obligation, which would have negative impacts for the organization and the City.

The most recent payment of $30,000 was made January 2021.

The outstanding funds owed total $65,000 and are expected to be repaid by April 30, 2022.

Existing Policy/By-Law

Not applicable.

Financial Impact

Original Loan Agreement to pay back the $125,000 to the City of Cambridge:
• Interest Rate: 0%

• Term: 24 months

• Original Repayment Schedule: $125,000 to be repaid in two installments of $62,500 on October 30, 2019 and October 30, 2020

• Ability to accelerate payments without penalty

**Revised Loan Agreement to pay back the $125,000 to the City of Cambridge approved on May 7, 2019:**

• Interest Rate: 0%

• Term: 30 months

• Revised Repayment Schedule: $125,000 to be repaid in four installments of $30,000 on October 30, 2019; $30,000 on April 30, 2020; $30,000 on October 30, 2020 and $35,000 on April 30, 2021

• Ability to accelerate payments without penalty

**Proposed Revision to Loan Agreement to pay back the Remaining Funds to the City of Cambridge:**

• Interest Rate: 0%

• Term: 42 months

• Revised Repayment Schedule: $125,000 to be repaid in three installments of $30,000 in January 2020, $30,000 in January, 2021 and $65,000 on April 30, 2022.

• Ability to accelerate payments without penalty.

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**Public Input**

Posted publicly as part of the report process.

No formal public consultation was undertaken in the development of this report.

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**Internal/External Consultation**

Consultation was conducted with Kinbridge Community Association, the Project Manager’s Office and Finance division.
Conclusion

By supporting Kinbridge’s request for a loan extension, Kinbridge can focus on building and altering services within the community through the pandemic, supporting the City’s Strategic Plan.

Signature

Division Approval

Name: N/A
Title: N/A

Departmental Approval

Reviewed by the CFO
Reviewed by Legal Services

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

City Manager Approval

Reviewed by the CFO
Reviewed by Legal Services

Name: David Calder
Title: City Manager

Attachments

• N/A
Recommendation(s)

THAT Report 21-003(IFS), Reep Green Solutions 20+ Years of Community Action Impact Report be received.

Executive Summary

Purpose

- Reep Green Solutions normally presents its annual report to Council however this year they are celebrating a 20-year milestone and wish to share their Impact Report with Council given the partnership with the City over this period of time.

Key Findings

- Reep Green Solutions has provided a number of programs, services, and collaborative partnership projects in the City of Cambridge for twenty years revolving around energy conservation, tree planting, stormwater, climate change, and community engagement.

Financial Implications

- Since 2007, the City of Cambridge has provided annual core funding of $21,223 along with other area municipalities and many other partners. Funding has been approved as part of the 2021 operating budget.
Background

Reep Green Solutions has been working with City Staff, community groups, individuals, volunteers, and Area Municipalities for over 20 years on initiatives that have resulted in more energy efficient Cambridge homes, community climate change planning, tree planting on private property, community-based stormwater management projects, and educational workshops and demonstration houses among other programs and projects.

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 #4 - Environment and Rivers

Objective 4.2 Encourage innovative approaches to address environmental challenges.

For over 20 years Reep Green Solutions has developed and delivered award-winning local programs for addressing a variety of environmental challenges meeting Cambridge residents (literally) where they live in terms of public engagement on innovative approaches to energy conservation, reducing household waste, tree planting, stormwater management and low impact design, and climate change community action.

Comments

This year’s annual report from Reep Green Solutions features a twenty-year retrospective of accomplishments. Reep has evolved from an organization known primarily for home energy audits and energy conservation to a leader amongst local area municipalities and residents on sustainability-focused initiatives. Reep Green Solutions literally meets people where they live when it comes to their outreach programs and also provides a number of services to the City consistent with the objectives of the City’s Strategic Plan.

In 2020, City’s Urban forestry team in partnership with the City of Kitchener and Ages Foundation collaborated with Reep Green Solutions to implement Urban Forest Plan, Backyard Tree Planting Program and Workshops. Despite the 2020 health crisis, Reep Green Solutions was able to complete 37 homeowner consultations, plant 47 trees, and schedule 11 additional trees to be planted in the Spring 2021 within the City of Cambridge. Additionally, 106 participants tuned in to virtual webinars about trees hosted by the Program. A detailed report on the Backyard Tree Planting Program, “Tree Planting and Stewardship Partnership – 2020 City of Cambridge Summary Report
(December 8, 2020)” is provided as Attachment C. The City of Cambridge contributed $25,000 towards the cost of implementing this program.

In 2017-2018, the City also partnered with Reep Green Solutions for Stormwater education and local rain garden projects (e.g. Avenue Rd. Church) in the Fiddlesticks Neighbourhood Association area.

**Existing Policy/By-Law**

Reep Green Solutions were instrumental in working with the City (and Region and Area Municipalities) on the Council-approved community-based ClimateActionWR plan and delivers implementation programs for the Urban Forest Plan (i.e. Backyard Tree Planting Program).

**Financial Impact**

The City of Cambridge provides core funding, along with other area municipalities for Reep Green Solutions as well as for specific partnership programs:

- Since 2007, the City of Cambridge provides annual core funding of $21,223 along with other area municipalities and many other partners. Funding has been approved as part of the 2021 operating budget.

- Annual contribution of $28,155 to ClimateActionWR (the “community GHG reduction plan”) in partnership with the Cities, Region of Waterloo, Sustainable Waterloo and community partners.

**Public Input**

Posted publicly as part of the report process.

**Internal/External Consultation**

This report was shared with City Divisions that have worked with Reep Green Solutions.

**Conclusion**

Reep Green Solutions continues to evolve from its origins as experts in home energy audits and conservation to meet the needs of the City and its residents as well as the broader regional context. Recent program innovations have branched out to tree planting on private property (in order to meet the City’s 30% canopy target) among other sustainability initiatives as detailed in the attached 20-year retrospective report.
Departmental Approval

Reviewed by the CFO
Reviewed by Legal Services

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

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

A. Reep Green Solutions correspondence to Mayor & Council dated November 2, 2020

B. Reep Green Solutions: 20+ Years of Community Action Impact Report

C. Reep Green Solutions: Tree Planting and Stewardship Partnership - 2020 City of Cambridge Summary Report dated December 8, 2020
November 2, 2020

Mayor McGarry and City of Cambridge Councillors
50 Dickson Street, 2nd Floor
Cambridge, ON N1R 8S1

Dear Mayor McGarry and Councillors,

It is our pleasure to send to you the link to Reep Green Solutions’ Impact Report for our most recent fiscal year, which ended just as COVID began. Also included in the report are cumulative results over the past 21 years of Reep’s work.

As you know, Reep Green Solutions is an environmental charity that helps us all live more sustainably. Our report outlines the ways we’ve done that this past year, including our new partnership with Cambridge on tree stewardship. It’s been an honour to work with Cambridge staff to shape and develop a program that engages homeowners in planting and caring for our urban forest. Our work included home backyard visits as well as educational webinars in partnership with rare Charitable Research Reserve and the Idea Exchange.

Looking back over the year before COVID made most events impossible, we had some strong engagement with Cambridge residents to inform our ClimateActionWR plan, and to invite them to check out their household carbon emissions on Project Neutral. Events we popped up at include the Common Waters Panel, Making Waves Festival, St. Benedict’s Fall Vendor Market, EV Sustainability Fair, Eco Day at Preston Idea Exchange, St. Benedict’s Catholic High School (class presentation) and a Cambridge Chamber of Commerce event in December.

Reep Green Solutions also worked in partnership with Engineering from 2017 to 2019 to deliver education on the role of green infrastructure and flood risk in the Fiddlesticks and Biscayne/Daleview neighbourhoods, including a parking lot bioswale at Avenue Rd Church.

An important milestone in our relationship with the City of Cambridge this past year was the part-time touchdown desk that you generously provided to Reep. Until the COVID shutdown, we made the most of it, connecting with municipal staff and community members, and supporting the City’s landmark decision to eliminate plastics from City Hall. We also held a Lunch ‘n Learn as a personal introduction for City staff to the Project Neutral online platform and their own household’s climate impact.
The final page in our Impact Report is an important one. Cambridge is a Core Funder of Reep’s work in the community, and a partner on several joint projects. Your support gives us the capacity to seek projects and funding for our community. You make these results possible. Thank you Mayor McGarry and Councillors!

We want to say a special hello to Scott Hamilton as you join Cambridge Council, and very special thanks to the City staff we get to work with often: Brian Geerts, Lisa Keys, Erin Haase and Paul Willms. Together, we are helping Cambridge residents live sustainably!

Sincerely,

Mary Jane Patterson
Executive Director
Impact report

20+ YEARS OF COMMUNITY ACTION

IMPACT REPORT

- Urban Forest + Tree Stewardship
- Stormwater Management + Water Conservation
- Depave Paradise
- Home Energy Efficiency + Project Neutral
- ClimateActionWR
- Community Outreach | Workshops + Zero Waste Challenge
- Fundraising
- Financials

113
Our Tree Stewardship program was launched this year, in partnership with the City of Cambridge and the City of Kitchener. The goal is to empower residents to care for trees and take on a stewardship role in maintaining the urban forest.

Our key focus is on education so that residents become good stewards of the trees in our community. Homeowners are also able to participate in a subsidized tree planting service.

The Backyard Tree Planting program includes a consultation with an arborist to select the right tree for the right place. Delivery and planting are included and homeowners are shown how to care for their tree(s) into the future.

Through our workshops, over 160 participants have learned how to sustain our urban forest. We've also worked with 96 homeowners in our Backyard Tree Planting Program to provide education on tree care and plant 77 trees in backyards around Kitchener and Cambridge.

96 TREE CONSULTATIONS WITH PROPERTY OWNERS

77 TREES PLANTED IN YARDS

5 EDUCATIONAL WORKSHOPS

167 WORKSHOP PARTICIPANTS

2 MUNICIPAL PARTNERS
# Stormwater Management + Water Conservation

Our Home Water Auditors visited more homes for water conservation improvements than ever before, thanks to our partnership with the Region of Waterloo. Our advisors installed solutions on the spot to help conserve water in 300+ homes over the past year alone.

Over 700 participants at 19 events learned the impact of conserving water and creating rain gardens that reduce stormwater runoff. This past year the wider community of 96 volunteers dug in and joined us at 4 work parties to create beautiful gardens and plant trees. With the support of municipal partners in Kitchener, Waterloo, Cambridge and Guelph, we're educating people through workshops and one-on-one coaching to manage rain where it falls and make our communities more resilient to the impacts of climate change.

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
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<tbody>
<tr>
<td>Litres of stormwater storage capacity built</td>
<td>95,400+</td>
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<td>Educational workshop participants</td>
<td>9,200+</td>
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<td>Volunteers</td>
<td>193 at 8 work parties</td>
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<td>Consultations with property owners</td>
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<td>Rain gardens, permeable pave + infiltration galleries installed</td>
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<td>Showerheads</td>
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<td>175</td>
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<tr>
<td>Toilet flappers</td>
<td>94</td>
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</tbody>
</table>

*Impact since inception*
DEPAVE PARADISE

Depave Paradise is a nation-wide movement started by Green Communities Canada. The goal is to dig up underused paved spaces and turn them into lush green landscapes for communities to enjoy.

This year Reep supported the depaving of 2 local spaces, working with the New Hamburg Board of Trade and Keatsway Public School.

73 volunteers got their hands dirty, pulling up pavement and planting native species gardens. It was exhilarating to see parents, students, teachers, business owners and residents rip up 150 square meters of underused hard surfaces and turn it into beautiful green space for everyone to enjoy.

CHECK OUT OUR DEPAVE PARADISE PROJECTS

KEATSWAY PUBLIC SCHOOL

DOWNTOWN NEW HAMBURG

290+ METRES OF IMPERVIOUS SURFACE REPLACED WITH GREEN SPACE

132 VOLUNTEER DEPAVERS - COMMUNITY MEMBERS, TEACHERS, STUDENTS, PARENTS

3 LOCAL SITES DEPAVED SINCE 2019

Reep Green Solutions reepgreen.ca/Impact2020
HOME ENERGY EFFICIENCY + PROJECT NEUTRAL

Our energy programs focus on the practical ways residents can reduce their climate impact at home. Thanks to funding from the Region of Waterloo, and additional support from the University of Waterloo, we were able to bring the Project Neutral tool to over 900 households in the region, representing 2,500 household members.

Our team also partnered with Eastwood Collegiate Institute in Kitchener to pilot a “Project Neutral Challenge” that will engage multiple classrooms in measuring their household carbon footprints and taking action. The long-term plan is to bring this challenge to the wider student community.

Additionally, the estimated 27,000 tonnes of greenhouse gas emissions that Waterloo Region households have reduced by following Reep Green Solutions' home energy recommendations contribute directly to our local climate action plan and help to promote sustainable living.

Our energy outreach continues with promotional support from the Region of Waterloo, including the opportunity to promote Project Neutral on library screens and in the THEMUSEUM’s ALARM exhibit.
ClimateActionWR is a collaboration between local municipalities, organizations and community members focused on climate change mitigation, and is co-led by Reep Green Solutions and Sustainable Waterloo Region.

We coordinate the activities of our community’s Climate Action Plans, measure and monitor progress on emission reductions, and engage the community in climate action initiatives. This year marks the last of our current climate action plan, to reach 6% greenhouse gas emission reduction over 2010 numbers, by the end of 2020.

In early 2019, ClimateActionWR received funding from the Federation of Canadian Municipalities to develop Waterloo Region’s long-term community Climate Action Strategy and short term plan.

All 8 local area municipalities signed on to the Transition 2050 team including the Townships of North Dumfries, Wellesley, Wilmot and Woolwich, the Cities of Cambridge, Kitchener and Waterloo, and the Region of Waterloo.

Alongside community members, local organizations, subject matter experts, and technical experts from across the region and beyond, we are working to develop a plan for transitioning Waterloo Region to the goal of 80% reduction of GHG emissions by 2050.

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1,500+ COMMUNITY STAKEHOLDERS ENGAGED THROUGH 80 BY 50 ACTIVITIES

80 EXPERTS CONSULTED FOR 80 BY 50 COMMUNITY GOAL

124 SECTOR COMMITTEE MEMBERS

45 CLIMATE ACTION COMMITMENTS FROM THE COMMUNITY

70 COMMUNITY EVENTS VISITED BY STREET TEAM

95 VOLUNTEERS

*IMPACT SINCE INCEPTION*
COMMUNITY OUTREACH

EVENTS, WORKSHOPS +
ZERO WASTE CHALLENGE

Reep Green Solutions reached an important milestone this year, and held our biggest community event yet to celebrate it. The Fresh Air Feast was an outdoor, family-focused picnic with activities, delicious food and fun games to celebrate 20 years of Reep Green Solutions and community action. Two hundred people joined in the festivities on a beautiful fall day that we will never forget.

Our 4th annual Zero Waste Challenge kicked off in October, an opportunity to challenge households to reduce their waste to fit into a 1L mason jar for 7 or 30 days. 140 humans and 48 pets took part in the Zero Waste Challenge, sharing their results on social media.

The Reep team continues to reach new people, which is reflected in our biggest outreach in a single year: 2,173 participants joined in our workshops and community events in 2020!

TAKE ACTION

TAKE THE ZERO WASTE CHALLENGE

EVENTS AND WORKSHOPS
It is an offer that more and more people are taking up - the opportunity to support practical, local environmental action. To celebrate 20 years of Reep Green Solutions, we set a goal of raising $20,000 to kickstart the next 20 years of practical and impactful environmental action in Waterloo Region. And we came close, raising more in one year than we ever have before!

For the last 20 years our participants have been protecting water, reducing their impact, planting rain gardens, diverting waste, and advocating for climate action. Several of our services are unfunded and your support will help us continue to serve our community for many years to come!

It’s been an honour to support your sustainability journey for the last 20 years. Thank you for helping to make our work as an environmental charity possible!

Together, we can leave our children a community that is more resilient, vibrant, caring and sustainable.

**FUNDRAISING IMPACT**

<table>
<thead>
<tr>
<th>NUMBER OF GIFTS</th>
<th>DONATIONS SINCE 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>380</td>
<td>$50,200+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AVERAGE GIFT</th>
<th>DONATIONS IN 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$146</td>
<td>$17,679</td>
</tr>
</tbody>
</table>
Reep Green Solutions returned to a balanced budget this year, as programs in development came to fruition, and as opportunities arose to pursue transformational projects for our community.

The diversity of our initiatives also contributed to a strong bottom line, along with an increase in donor support.
THANK YOU TO OUR PARTNERS AND FUNDERS

Our Core Funders

Urban Forest + Tree Stewardship

Stormwater Management + Water Conservation

ClimateActionWR

Energy Programs | Home Energy + Project Neutral

Depave Projects

Community Outreach | FRESH AIR FEAST
Tree Planting & Stewardship Partnership: 2020 City of Cambridge Summary Report

Date: 8 December 2020

Prepared by: Patrick Gilbride, Associate Executive Director, Reep Green Solutions
Sara Clark, Customer Service Lead, Reep Green Solutions

Submitted to: City of Cambridge
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1. Executive Summary

1.1 Introduction

This report provides an overview of the results from the 2020 activities of the Tree Planting and Stewardship Partnership between Reep Green Solutions and the City of Cambridge – the second year in a 3 year agreement. The project activities laid out in the workplan for 2020 are intended to align with the goals for educating citizens as articulated in the City of Cambridge’s Urban Forest Plan.

In addition to purely educational opportunities, citizens were encouraged to plant native trees on their own property as part of a Subsidized Tree Planting program on single-family residential homes. The Backyard Tree Planting program is a model developed in Toronto by Local Enhancement & Appreciation of Forests (LEAF) which emphasizes education at every step of engagement with homeowners. Reep Green Solutions partnered with LEAF to use their methodology in City of Kitchener and Cambridge. As part of the partnership, homeowners could receive a Backyard Tree Planting consultation with a Reep arborist to select a tree for their yard and have it delivered and planted for the subsidized price of between $150-$220 per tree. Property consultations for plantings in the fall of 2020 took place between July and October, with additional consultations being held throughout November for plantings that are scheduled to occur in spring 2021.

1.2 Key Accomplishments

- 37 Residential Tree Planting consultations were provided to City of Cambridge homeowners
- A total of 47 trees were planted on private land throughout the City of Cambridge, and an additional 11 have been sited to be planted in the spring of 2021
- 106 participants attended online webinars and training to enhance their knowledge of tree stewardship

According to the survey circulated following the planting season, 58.2% of respondents indicated that they would not have purchased any trees this year without the program (see figure 1; see Appendix II: Participant Survey Results & Analysis).

![Figure 1 Post-Planting Survey: Would you have purchased any trees this year without this program?](image)
2. Education and Events
A total of 3 tree-themed workshops were offered throughout the year, including an intermediate training course to educate participants on tree health with a focus on practical actions. All courses were delivered online which reduced barriers to participation although it also made it more difficult to target audience members that came from within the City boundaries. This was mitigated to the extent it could be by partnering with local organizations in the hosting and promotion of the events.

The Fundamentals of Tree Health (Jun 13) intermediate training was partnered with rare Charitable Research Reserve with guest speaker, rare ecologist Tom Woodcock. The Finding the Tree for Me (July 16) and Trees and Our Shared Heritage (Nov 18) webinars were both presented as part of a series in partnership with the Idea Exchange.

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Date</th>
<th>Registrants</th>
<th>Attendees</th>
<th>Archive Recording</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding the Tree for Me</td>
<td>07/16/2020</td>
<td>72</td>
<td>33</td>
<td><a href="https://youtu.be/x48-34Wfeyo">https://youtu.be/x48-34Wfeyo</a></td>
</tr>
</tbody>
</table>

In addition, there were two more tree workshops offered in partnership with the Kitchener Public Library that residents of Cambridge were free to attend.

3. Residential Tree Planting
Through referrals to Reep’s website, interested homeowners in the City of Cambridge are first directed to submit a detailed application form to request an on-site tree planting consultation with a professional arborist. This application collects property-specific information required to assess program eligibility (see “Minimum Site Requirements” in Appendix I) and to create a ‘first-come, first-served’ list of residents to contact for booking consultations.

Since the program began in 2019, there have been 143 application submissions from residents within the City of Cambridge. Within the 2020 season:

- 37 of applicants had 47 trees planted (Refer to Appendix III for the full list)
- 34 of applications did not meet the site requirements to have a tree planted in their yard
- 14 applicants requested to defer their participation to the 2021 season for various reasons
- 9 consultations were conducted throughout October and November that resulted in homeowners ordering 11 tree plantings for spring of 2021.

3.1 Limitations
Just as consultations and plantings were getting ready to begin in spring of 2020, the COVID-19 pandemic instigated provincial-wide lockdowns. As a result, all plantings that had been coordinated for the spring of 2020 from the previous year had to be deferred to the fall of 2020. Six (6) of these customers ended up cancelling their orders as a result of the impacts of the pandemic.
Reep Green Solutions implemented a number of protocols and procedures to ensure that the risk of transmission of the COVID-19 virus was satisfactorily mitigated to allow for the return of on-site services in July. This included:

- Digitizing of paperwork to allow for contactless visits (order forms, tree planting diagrams)
- Equipping field staff with a supply of face masks and sanitizer
- Implementing guidelines to conduct visits exclusively outdoors and maintaining 2 metres of physical distance between staff and participants at all times
- Implementing daily screening checks for field staff
- Developing COVID-19 Assumption of Risk & Release of Liability Waiver
- Implementing COVID-19 screening procedures at the time of the booking and screening by phone upon arrival for services

Other limitations were documented for the 34 applications that did not result in plantings:

- 23 applicants did not meet the site and/or spacing requirements of the program. **Note that six (6) of these applications were submitted for properties zoned as multi-unit residential**
- Eight (8) applicants opted out of the program for various reasons such as a change in residence, constraints on financial resources, or insufficient spacing in their ideal planting location
- Three (3) applicants that had conducted an on-site consultations were determined to not be suitable for planting at the time of the visit as a result of poor drainage or uncertainty around their future landscaping plans. Ideally, we will be able to conduct plantings for these three applicants at some point in the future once these issues are resolved

### 3.2 Customer Feedback

After their tree(s) were planted, program participants were sent a survey to feedback on their experience. When asked what most appealed to them about this program, the largest factor cited for participation was the subsidized cost. The availability of native species and the opportunity to consult with a professional arborist tied for second most appealing factors (see figure 2; see Appendix II: Participant Survey Results & Analysis).

![Figure 2 Post-Planting Survey: What was most appealing about the program?](image-url)
Many participants found the opportunity to speak with a certified arborist to be a valuable service in not only discussing the most suitable conditions for their new tree(s), but also took advantage of the experience to discuss the health and longevity of existing trees on their property.

“I had wanted to plant a tree in our front yard since moving here 4 years ago, but was reluctant to do it without professional advice... [T]he arborist very generously answered all my other questions about my yard - another tree that needs to be moved, my decision to plant clover instead of grass, etc. This entire experience was excellent from start to finish.”

When survey participants were asked about their motivation for participation, the highest motivating factor was the opportunity to consult with a certified arborist. Selection of trees was not ranked as highly which is consistent with feedback heard from applicants as several respondents indicated that they wished a greater selection was available (see figure 3; see Appendix II: Participant Survey Results & Analysis).

Some feedback in the comments that will be taken into consideration include:

“More selection of species would be nice.”

“It would be nice to include larger trees at a higher price, or be able to pay the difference to have a more mature tree. But overall, I’m glad this program is helping people realize the importance of trees.”

---

Figure 3 Post-Planting Survey: Which of the following motivated you the most to participate?

<table>
<thead>
<tr>
<th>Motivation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidized price</td>
<td>41.18%</td>
</tr>
<tr>
<td>Selection of tree(s)</td>
<td>2.94%</td>
</tr>
<tr>
<td>Planting of tree(s)</td>
<td>32.35%</td>
</tr>
<tr>
<td>Delivery of tree(s)</td>
<td>5.88%</td>
</tr>
<tr>
<td>Arborist consultation and advice</td>
<td>50.00%</td>
</tr>
</tbody>
</table>
4. Summary of Recommendations

4.1 Key Findings
The general conclusion from the Tree Planting & Stewardship Partnership is that there is significant interest from the public to access information and support around trees, both new and mature. A number of interested homeowners were unable to participate in tree plantings as their properties failed to meet the program’s spacing requirements which is why it is important to continue to offer other avenues for people to engage with tree stewardship such as workshops and volunteer activities.

4.2 Recommendations
- Increase tree species selection to include more small and medium stature trees, as well as a broader selection of evergreens. Options for smaller trees will help to accommodate those with smaller available yard space and better serve customers. Reep is looking at sourcing tree-form pagoda dogwoods as one such option for spring 2021.
- There has been significant interest in this service from owners within multi-unit residential properties, especially condo developments. Understanding the unique characteristics of these types of properties and developing a service that would meet the needs of these residents should be explored.
Appendices

Appendix I: Residential Tree Planting Program Minimum Site Requirements

Minimum Site Requirements

I acknowledge that trees will only be planted if the available space in my yard meets with the following conditions:

- 5 feet from property lines or fences
- 7 feet from hard surfaces (paving, interlocking, decks)
- 10 feet from buildings with foundations
- 20 feet from existing trees (or more depending on species), including trees in neighbouring yards
- 8 feet from stumps
- 5 feet from swales
- Medium trees require at least 15 x 15 feet of soft ground surface (free of paving, stone, interlocking, etc.). Large trees may require more. Small trees require at least 10 x 10 feet of soft ground surface.
### Appendix II: Participant Survey Results & Analysis

1. **What was most appealing about the program?**

The largest appeal for participation in the program is the subsidized cost. The availability of native species and the opportunity to consult with a professional arborist tied for the second largest appeal for participation.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership with city</td>
<td>35.29%</td>
</tr>
<tr>
<td>Provide a face-to-face service</td>
<td>17.65%</td>
</tr>
<tr>
<td>Professional arborist</td>
<td>52.94%</td>
</tr>
<tr>
<td>Provide subsidized prices</td>
<td>58.82%</td>
</tr>
<tr>
<td>Community-oriented organization</td>
<td>26.47%</td>
</tr>
<tr>
<td>Environmental organization</td>
<td>35.29%</td>
</tr>
<tr>
<td>Non profit organization</td>
<td>0.00%</td>
</tr>
<tr>
<td>Selection of native species</td>
<td>52.94%</td>
</tr>
</tbody>
</table>

2. **Which of the following motivated you the most to participate?**

The highest motivating factor for participation was the opportunity to consult with an arborist. Selection of trees is likely appearing as the least motivating factor as a result of the limited species available.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidized price</td>
<td>41.18%</td>
</tr>
<tr>
<td>Selection of tree(s)</td>
<td>2.94%</td>
</tr>
<tr>
<td>Planting of tree(s)</td>
<td>32.35%</td>
</tr>
<tr>
<td>Delivery of tree(s)</td>
<td>5.88%</td>
</tr>
<tr>
<td>Arborist consultation and advice</td>
<td>50.00%</td>
</tr>
</tbody>
</table>
3. Would you have purchased any trees this year without this program?

The majority of survey respondents would not have purchased any trees this year without the program.

4. Would you have purchased the same number of trees this year without this tree planting program?

The majority of respondents would have purchased less trees this year without this program. Only one respondent indicated that they would have probably purchased more trees if it were not for this program. This is due to spacing requirements of the program.

5. Was your choice of tree species influenced by participating in this tree planting program?

The majority of respondents indicated that their choice of tree species was influenced by the program. At the time of the consultation, the arborist is able to make recommendations for the species that best suit the specific characteristics of the property and planting location. Most participants are seeking professional advice on this while others (17.65% of survey respondents) are looking for a specific species.
## Appendix III: Fall tree planting by address

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>Postal Code</th>
<th>Appointment Date</th>
<th>Date_Planted</th>
<th>Planting Season</th>
<th>Planting Season Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1550 Blair Road</td>
<td>Cambridge</td>
<td>N3H 4R8</td>
<td>29-Oct-19</td>
<td>05-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>296 Chilligo Rd</td>
<td>Cambridge</td>
<td>N3C 2V3</td>
<td>01-Nov-19</td>
<td>05-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>90 Blenheim Road</td>
<td>Cambridge</td>
<td>N1S 1E8</td>
<td>01-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>151 Stirling MacGregor Dr</td>
<td>Cambridge</td>
<td>N1S 4Z9</td>
<td>13-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>22 Hilcrest Dr</td>
<td>Cambridge</td>
<td>N1S 3L8</td>
<td>13-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>199 Riverbank Dr</td>
<td>Cambridge</td>
<td>N3H 4R6</td>
<td>15-Nov-19</td>
<td>05-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>138 Chipman St</td>
<td>Cambridge</td>
<td>N3C 3R3</td>
<td>15-Nov-19</td>
<td>05-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>17 Dale Ave</td>
<td>Cambridge</td>
<td>N1S 3M7</td>
<td>19-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>157 Glenmorris St.</td>
<td>Cambridge</td>
<td>N1S 2Z4</td>
<td>20-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>259 Sekura street</td>
<td>Cambridge</td>
<td>N1R 3R4</td>
<td>20-Nov-19</td>
<td>05-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>5 Elgin St. S</td>
<td>Cambridge</td>
<td>N1R 5G1</td>
<td>20-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>180 Johanna Dr.</td>
<td>Cambridge</td>
<td>N1S 4C3</td>
<td>27-Nov-19</td>
<td>06-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>2110 Beaverdale Rd</td>
<td>Cambridge</td>
<td>N3H 4R6</td>
<td>24-Jun-20</td>
<td>05-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>83 Bayne Cres</td>
<td>Cambridge</td>
<td>N1T 1C9</td>
<td>29-Jul-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>929 Vine St</td>
<td>Cambridge</td>
<td>N3H 2Z7</td>
<td>29-Jul-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>23 Vimy St</td>
<td>Cambridge</td>
<td>N1R 4N5</td>
<td>17-Aug-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>96 Timber Creek Cres</td>
<td>Cambridge</td>
<td>N1T 0B5</td>
<td>17-Aug-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>1254 Dunbar Rd</td>
<td>Cambridge</td>
<td>N3H 4W6</td>
<td>19-Aug-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>2 Day St</td>
<td>Cambridge</td>
<td>N1S 3P9</td>
<td>25-Aug-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>35 Jardine St</td>
<td>Cambridge</td>
<td>N3C 1P9</td>
<td>25-Aug-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>644 Langlaw Dr</td>
<td>Cambridge</td>
<td>N1P 1H4</td>
<td>02-Sep-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>71 Woodland Dr</td>
<td>Cambridge</td>
<td>N1R 2X7</td>
<td>02-Sep-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>129 Wedgewood Dr</td>
<td>Cambridge</td>
<td>N1S 2A8</td>
<td>02-Sep-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>106 Chalmers St N</td>
<td>Cambridge</td>
<td>N1R 5C2</td>
<td>02-Sep-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>979 Mary Ave</td>
<td>Cambridge</td>
<td>N2H 4N6</td>
<td>10-Sep-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>1904 Coronation Blvd</td>
<td>Cambridge</td>
<td>N3H 3S3</td>
<td>14-Sep-20</td>
<td>30-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>14 Pacific Crt</td>
<td>Cambridge</td>
<td>N1S 3T2</td>
<td>14-Sep-20</td>
<td>30-Sep-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>22 Fatima Cres</td>
<td>Cambridge</td>
<td>N1R 7Z6</td>
<td>14-Sep-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>32 Gunn Ave</td>
<td>Cambridge</td>
<td>N3C 3V9</td>
<td>14-Sep-20</td>
<td>19-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>14 Selkirk St</td>
<td>Cambridge</td>
<td>N1S 1Z1</td>
<td>24-Sep-20</td>
<td>30-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>163 Bailey Dr</td>
<td>Cambridge</td>
<td>N1S 3G7</td>
<td>17-Oct-20</td>
<td>30-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>102 Berkley Rd</td>
<td>Cambridge</td>
<td>N1S 3G7</td>
<td>19-Oct-20</td>
<td>30-Oct-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>171 Wheatland Dr</td>
<td>Cambridge</td>
<td>N1P 1E2</td>
<td>28-Oct-20</td>
<td>12-Nov-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>666 Hamilton St</td>
<td>Cambridge</td>
<td>N3H 3E2</td>
<td>29-Oct-20</td>
<td>12-Nov-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>14 Lester Pl</td>
<td>Cambridge</td>
<td>N1R 2P9</td>
<td>11-Nov-20</td>
<td>26-Nov-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>128 Forest Rd</td>
<td>Cambridge</td>
<td>N1S 3B7</td>
<td>11-Nov-20</td>
<td>26-Nov-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
<tr>
<td>24 Cindy Ave</td>
<td>Cambridge</td>
<td>N3C 3J2</td>
<td>18-Nov-20</td>
<td>26-Nov-20</td>
<td>Fall</td>
<td>2020</td>
</tr>
</tbody>
</table>
Appendix IV: COVID-19 Assumption of Risk & Liability Waiver

COVID-19 Assumption of Risk & Release of Liability Waiver

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact. The Government of Canada, Ontario Public Health and Ontario Ministry of Health continue to recommend practicing social/physical distancing.

Reep Green Solutions has put in place preventative measures to reduce the spread of COVID-19; however, accepting services from Reep Green at this time could increase the risk of contracting COVID-19. Reep Green cannot guarantee that you or members of your household will not become infected with COVID-19.

PLEASE READ THROUGH THIS AGREEMENT CAREFULLY. If you have any further questions or concerns please contact Customer Service: Phone: 519-744-9799 x1; Email: customerservice@reepgreen.ca

For further information on our preventative measures please call Customer Service or refer to our website: reepgreen.ca/covid

1. I acknowledge the contagious nature of COVID-19 and that COVID-19 may cause personal injury, illness, permanent disability, and death.
2. I acknowledge it is impossible to avoid all risks of exposure to or infection from COVID-19.
3. I acknowledge that I and members of my household may be increasing the risk of exposure to and infection from COVID-19 through accepting services provided by Reep Green Solutions at this time.
4. I acknowledge that the risk of becoming exposed to or infected by COVID-19 during an audit may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Reep Green Solutions employees, volunteers, service participants and their families.
5. I acknowledge that all members of the household present at the time of the audit must wear a mask and/or remain at least 2 meters/6 feet from Reep staff.
6. I understand that by signing this waiver I voluntarily agree to assume all of the foregoing risks associated with COVID-19 and accept sole responsibility on behalf of myself and members of my household for any expense, injury, illness, disability, and/or death due to COVID-19 that I or any members of my household may incur by accepting services at this time.
7. By agreeing to all of the above, you will be able to receive full services from Reep Green at this time.
   If you do not understand and agree with all of the above statements, Reep Green Solutions must decline services for your household at this time and will reschedule your services when the aforementioned risks are no longer present.
   On my behalf, and on behalf of my household, I hereby release and discharge Reep Green Solutions, its employees, agents, and representatives, of and from any and all claims related to COVID-19, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Reep Green Solutions, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after services rendered.

Pursuant to Ontario’s Electronic Commerce Act, 2000, this Waiver may be executed electronically and in several counterparts via facsimile or electronic signature or original signature, each of which shall be deemed to be an original.
To: COUNCIL

Meeting Date: 03/30/21

Subject: Broccolini Real Estate Group’s Request for a Minister’s Zoning Order for 0, 128, 134, 140 and 228 Old Mill Road, Cambridge

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

Prepared By: Malcolm Duncan, Planner 1, MCIP, RPP

Report No.: 21-106(CD)

File No.: A16.04.18

Recommendations

THAT Report 20-106(CD) Broccolini Real Estate Group’s Request for a Minister’s Zoning Order for 0, 128, 134, 140 and 228 Old Mill Road, Cambridge be received;

AND THAT Council supports the application of a Minister’s Zoning Order as requested by Broccolini Real Estate Group for an industrial development on the lands located at 0, 128, 134, 140 and 228 Old Mill Road;

AND FURTHER THAT Council direct City Staff to work with Broccolini Real Estate Group to implement the Minister’s Zoning Order through future Planning Act applications, including Site Plan approval as generally depicted on the concept plans and renderings attached to Report 21-106(CD).

Executive Summary

Purpose

- Broccolini Real Estate Group is interested in proceeding to develop their properties located on the at the southwest corner Fountain St South and Dickie Settlement Road, also fronting onto Old Mill Road for a Warehouse Distribution Centre/logistics operation/fulfillment centre.

- In a letter dated March 12, 2021, Broccolini Real Estate Group has requested the City’s support for a future MZO to set out the permissions for development of this site without having to proceed through normal planning applications and public
consultation process, and not have the resulting zoning regulations subject to potential appeals to the Local Planning Appeal Tribunal.

- The Minister of Municipal Affairs and Housing has been enacting Zoning Orders in order to stimulate the economy during the pandemic.
- The Zoning Order would enable redevelopment of the land in an expedited manner.

Key Findings

- The Minister of Municipal Affairs and Housing is not required by legislation to give notice or consult with a municipality prior to enacting a Minister’s Zoning Order (MZO). In this case Broccolini Real Estate Group has contacted the City requesting Council support its application for an MZO.

- Broccolini Real Estate Group is interested in having an MZO enacted on their property so that they aim to proceed with their development in July 2021 with occupancy by September 2022. The proposed timing would not be possible without an MZO.

- The proposed development is a single building with an overall gross floor area of 100,352 m² (1,080,180 ft²) comprised of a warehouse/logistics operation/fulfillment centre with a mezzanine and office. The proposal also includes approximately 110 loading docks, 825 automobile parking spaces, and approximately 300 transport trailer parking spaces.

- Based on the concept plan, the office portion of this development will be oriented towards Fountain Street South and Dickie Settlement Road to minimize impact on the adjacent community (Highgrove Court). The loading spaces are oriented towards Old Mill Road and the western side of the building, with no loading docks on either the north or east elevations facing the Blair community.

- The proposed development will have 700 employees (>350 full time employees) during the regular season (between March and October) and 1,400 employees during the peak season (between November and February)

- The proposed industrial development of this site aligns with the objectives and policy framework in the City’s Official Plan and City’s Strategic Plan.

Financial Implications

A formal Official Plan and Zoning amendment application would not be required if Council supports proceeding with this initiative, City revenue in the amount of $22,000 would not be received. If a Minister’s Zoning Order is eventually enacted for these properties, site plan and building permit applications will be required. A site plan
application for this type of proposal currently costs $13,460, building permit fees for the building as proposed will be approximately $1,090,982 and development charges for the amount of $5,968,742 based on the City’s current rates.

**Background**

In a letter dated March 12, 2021 (Attachment 1) Broccolini Real Estate Group has requested the City’s support for a future Minister’s Zoning Order to set out the permissions for the development of the site without having to proceed through the normal planning application and public consultation process. By going through a Minister’s Zoning order, the resulting zoning regulations will not be subject to appeals to the Local Planning Appeal Tribunal and allows the developer to commence their project sooner.

Broccolini Real Estate Group is interested in proceeding to develop their properties located at the southwest corner of Fountain St S and Dickie Settlement Rd, fronting onto the north side of Old Mill Road for an industrial use. They are proposing a Warehouse Distribution Centre/logistics operation/fulfillment centre with an overall gross floor area of 100,352 m² (1,080,180 ft²) comprised of warehouse with a mezzanine (97,071 m²/1,044,862 ft²) and office (3,281 m²/35,318 ft²), with a maximum height of 15 m (49.21ft). The proposal also includes approximately 110 loading docks, approximately 825 parking spaces and 300 transport trailer parking spaces. A copy of their concept plan is included as Attachment 2. No loading docks will be provided on either the north or east elevations facing the Blair community.

The facility would employ 700 people (>350 full time) during the regular season (between March and October) and 1,400 employees during the peak season (between November and February).

140 Old Mill Road was previously approved by Regional Council for an Industrial Business Park Subdivision (Millgate) in 2015. Also the zoning was changed to accommodate industrial uses (M1) and stormwater management ponds (OS1). The draft approved subdivision has a total lot area of 25.61 hectare (63.3 ac) (40.6 ac) and consists of 14 industrial lots with a total area of 16.45 hectare (1,770,700ft²). The remaining lot area is intended to be used for open space, stormwater management, future development, road widenings and roads. This current proposal consists of developing the entire subdivision for one building.

Some of the currently zoned Open Space Type 1 (OS1) on the property is proposed to be used for the new building and parking area. A scoped environmental impact study will be required to assess potential impacts on, and define environmental buffers contiguous to the natural heritage system associated with Blair Creek and Fountain Street and particularly, managing the water budget, stormwater management and any
modifications to the Fountain Street Swale. The MZO is to rezone 0, 128, 134, 140 and 228 Old Mill Road to Industrial (M1) with exceptions to permit the following:

- A minimum of 10% of the site to be available for automobile parking
- A minimum 1 metre (3.28ft) wide planting strip along Old Mill Road

The current zoning by-law requires 20% of the lot be provided as a parking lot for industrial uses. A 3m (9.84ft) landscape strip is required adjacent to a street line (i.e. Old Mill Road). Relief from these requirements have been included as part of the MZO in order to accommodate the proposed development as shown in Attachment 2.

The existing residential homes at 128, 134 and 228 Old Mill Road are to be demolished in order to accommodate the proposed development. Further breakdown of the current and proposed zoning for each of the affected properties can be found in the Existing Policy/By-law section of this report.

Broccolini Real Estate Group describes the proposal as a signature business park use at the northwest gateway to the City. They have also advised that their tenant will execute a long-term lease if the MZO is approved.

![Aerial Photo of 0, 128, 134, 140 and 228 Old Mill Rd](image)

**Figure 1 Aerial Photo of 0, 128, 134, 140 and 228 Old Mill Rd**

The purpose of this report is to seek Council support for Broccolini Real Estate Group’s desire for an MZO.

The Minister of Municipal Affairs and Housing is not required by legislation to give notice or consult with a municipality prior to enacting a Minister’s Zoning Order (MZO). Recent practice by the Province is to request a municipal Council resolution of support before considering proceeding with an MZO request.
Broccolini Real Estate Group is requesting City Council endorsement of the Draft MZO regulations attached to this report at this time, because their tenant requires the approval of an MZO in order to avoid any public process and appeal risk, which would delay the site’s development.

**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 #6 - Economic Development and Tourism

Objective 6.1 Support the creation and retention of high quality and diverse employment opportunities by becoming the destination of choice for business and entrepreneurship, including helping existing firms thrive and grow.

The redevelopment of these properties for a warehouse distribution centre/logistics operation/fulfillment centre supports the creation of employment opportunities within the City of Cambridge. This site has been planned for employment/industrial uses since 2015. The proposal further supports the objective that Cambridge is destination of choice for businesses.

**Comments**

The subject properties are designated as Employment Corridor and Natural Open Space System in the City’s Official Plan. The Employment Corridor designation is intended to provide prime locations for prestige employment uses and are expected to display a high standard of site design. The Natural Open Space System designated portion of the property is not subject to the MZO. These designations generally support the proposal, screening the loading spaces from the properties along the south side of Old Mill Road and screening the transport trailer parking from Highway 401 are to be refined at the site plan stage; however a Minister’s Zoning Order is not required to conform to the City’s Official Plan.

Without a Minister’s Zoning Order, this property would require submission of an Official Plan and Zoning amendment with public consultation.

If Council supports a MZO for this property, the property owner will need to submit a future site plan application, including supporting studies such as:

- Scoped Environmental Impact Study to assess potential impacts on and to define environmental buffers contiguous to the natural heritage system associated with
Blair Creek and Fountain Street and particularly, managing the water budget, stormwater management and any modifications to the Fountain Street Swale

- Traffic Impact Study
- Urban Design Brief
- Scoped Heritage Impact Assessment due to this properties’ location within the Blair Heritage Conservation District.
- Stormwater Management Analysis and Implementation Plan
- Noise study

The conclusion from the planning justification report that was submitted for consideration is included as Attachment 3, and a graphic showing the land use compatibility following the Provincial D-6 guidelines regarding separation of new industrial uses from existing sensitive residential uses has been included as Attachment 4.

Processing the official plan and zoning amendments with the additional required public consultation could take more than one year. If an MZO is in place, the studies, reports and necessary plans will be submitted with the site plan application, expediting the process that could allow building permits to be issued sooner. Also, site plan applications are not subject to public consultation.

If Council does not accept staff’s recommendations Broccolini Real Estate Group would have to apply for an Official Plan and Zoning By-law amendment, possibly losing out on this prospective tenant.

**Existing Policy/By-Law**

**Planning Act**

Section 47(1) of the Planning Act permits the Minister to exercise any of the powers granted to Councils by sections 34 (zoning), 38 (interim control) or 39 (temporary use) without the requirement to carry out public consultation and the zoning order subject is not subject to appeal to the Local Planning Appeal Tribunal.

The Minister of Municipal Affairs and Housing is not required by legislation to give notice or consult with a municipality prior to enacting a Minister’s Zoning Order (MZO). Broccolini Real Estate Group is requesting Council endorsement of their MZO as part of their application to the Ministry.

The following is a summary of Minister’s Zoning Orders (MZO) based upon information in a frequently asked questions document prepared by the Ministry of Municipal Affairs and Housing:
A Minister’s zoning order controls the use of land and sets specific requirements for new development, such as minimum lot sizes, frontages, access and servicing requirements. A zoning order may also restrict certain types of development. Zoning Orders are common in areas without municipal organization and within areas covered by the Parkway Belt West Plan. An MZO could potentially be used to control land use in any area of the province.

**Bill 197 COVID-19 Economic Recovery Act, 2020**

This Bill received Royal Assent on July 21, 2020 and included amendments in relation to Minister’s Zoning Orders. The amendments gave the Minister enhanced order-making powers related to specified land, being lands located outside of the Greenbelt. The City of Cambridge is located outside of the Greenbelt and therefore the Minister could apply a Zoning Order and other enhanced powers in this municipality. The legislation also permits these enhanced powers to apply to Ministerial approval of site plans to implement the Minister’s Zoning Order. Broccolini Real Estate Group is not requesting the Minister to approve related site plans for their proposed development of this site.

**Region of Waterloo Official Plan**

The subject lands are designated Greenfield Area within the Urban Area Boundary of the Regional Official Plan. The site is required to be planned and developed to achieve an employment density of 40 jobs per hectare and provide linkages within 450 metres of transit stops. Based on the size of the properties (29.8 hectares) 1,192 jobs would need to be provided to achieve the planned employment density. Between 700 and 1400 jobs are anticipated to be created depending on the season, and many jobs will be created throughout the development and construction of this site.

**City of Cambridge Official Plan**

Section 2.13.3 of the City’s Official Plan includes the following policies related to Lands designated as Employment Corridor within the Blair Business Park:

a) A scoped Environmental Impact Statement to assess potential impacts on and to define environmental buffers contiguous to the natural heritage system associated with Blair Creek and Fountain Street and particularly, managing the water budget, stormwater management and any modifications to the Fountain Street Swale;

b) A Stormwater Management Analysis and Implementation Plan to address the findings of the Blair, Bechtel and Bauman Subwatershed Plan including the impervious Cover Limits (ICLs) to provide at-source stormwater management to address water quality and quantity, while minimizing end-of-pipe solutions. This
analysis should examine the maximization of infiltration, including dry wells, infiltration galleries, and perforated pipe alternatives;

c) A Traffic Impact Analysis identifying how the development of these lands will impact the local and Regional road network. This impact analysis must address the issue of traffic impacts to the Blair Village Area, whereby no significant increases in the volume of traffic on Blair Road will be permitted as a result of the development. The traffic impact analysis is approved by Council;

d) A detailed site plan analysis specifying the coverage of the lands, whereby the total will not exceed 35% coverage for the lands bounded by Highway 401, Morningside Drive and Fountain Street; and will not exceed 25% lot coverage for the lands bounded by Highway 401, Old Mill Road, Dickie Settlement Road and Fountain Street. Coverage shall include all hard surface areas, including but not limited to roads, sidewalks, walkways, parking area, driveways, and buildings. The maximum Impervious Cover Limits may be increased through innovative and proved (quantity and quality) techniques to the satisfaction of the City and the GRCA; and

e) Buffers shall be incorporated into developments for future business park land uses where possible, particularly for those lands located on the west side of Morningside Drive, the north side of Fountain Street, the north side of Old Mill Road, and the west side of Dickie Settlement Road north of Old Mill Road. These buffers are to provide a visual and sound screen between the future business park land uses, particularly respecting the residences on Morningside Drive, Highgrove Court and Old Mill Road. It is anticipated that these buffers will constitute a combination of berms and landscaping and not be in the form of walls or barriers to ensure a natural buffer between potentially incompatible land uses.

A Minister’s Zoning Order is not required to conform to the Regional Official Plan or City’s Official Plan. City staff would continue to work with the developer on implementing the above policies.

City of Cambridge Zoning By-law

128 and 134 Old Mill Rd

The above-mentioned properties are currently zoned RR1 (Rural Residential), which allow a single detached dwelling, limited farming activities and accessory buildings (i.e. sheds, garages, etc.). The zoning of these properties would change from RR1 to M1 (General Industrial) with site specifics for parking and planting strip reductions under the Minister’s Zoning Order. The existing dwellings and accessory buildings would be demolished in order for the site to be developed.
This property was subject to the Millgate subdivision in 2015. The subdivision had a total lot area of 25.61 hectare (63.28 acres) and consisted of 14 industrial lots with a total area of 16.45 hectare (40.65 acres). The remaining lot area was used for open space, stormwater management, future development, road widenings and roads. The property is currently zoned OS1 (Open Space), (H)(H1) M1 S.4.1.296 (Site Specific
General Industrial with two Holding provisions) and (H)(H1)(H2)M1 S.4.1.296 (Site Specific General Industrial with three Holding provisions).

The OS1 zoned sections of the property at the corner of Fountain St S and Dickie Settlement Rd is to be rezoned through the MZO to M1 (general industrial) with the site specifics for parking and planting strip reductions in order to accommodate the proposed development.

The subject property is primarily zoned (H)(H1) M1 S.4.1.296, which prohibits a stamping operation, allows daycare subject to the submission of traffic and noise studies, and requires that the lands have secured access and connected to the Blair Pumping Station for sanitary services. As mentioned the property would be rezoned to M1 with a site specific for parking and planting strip reductions under the MZO. If the holdings were removed under the current zoning, 20% of the lot area would need to be provided as a parking lot, and a 3m (9.84ft) planting strip would need to be provided along Old Mill Rd. The site specifics requested would reduce these requirements to 10% of the lot area and allow a 1m (3.28ft) planting strip along Old Mill Rd.
A section of the property adjacent to the RR1 zoned properties at 128 and 134 Old Mill Rd is zoned (H) (H1) (H2) M1 S.4.1.296. In addition to prohibiting a stamping operation, allowing a daycare subject to studies and requiring connection to the Blair Pumping Station, an acoustical noise study was also required due to its proximity to the abutting residential uses at 128 and 135 Old Mill Rd. This section would also be rezoned to the M1 site specific requested through the MZO. This noise study will still be required for the latest development proposal.
0 Old Mill Rd is located to the west of 140 Old Mill Rd and is directly behind (to the north) 228 Old Mill Road. The property is currently zoned A1 S.4.1.63 (Agricultural) with a site specific that prohibits dwellings on the property. The majority of this property would also be rezoned to the M1 site specific requested through the MZO. A portion of
the property to the north would remain unaffected in order to continue the open space buffer.

228 Old Mill Rd

228 Old Mill Rd is currently zoned RR1 (Rural Residential), which allow a single detached dwelling, limited farming activities and accessory buildings (i.e. sheds, garages, etc.). The zoning would change from RR1 to M1 (General Industrial) with the above-mentioned site specifics under the Minister’s Zoning Order. The existing dwelling and accessory buildings would be demolished in order for the site to be developed.

Financial Impact

MZO requests are new for Cambridge and the City does not have an approved fee for the City’s involvement in the next steps for this request. A formal application would not be required if Council supports proceeding with this initiative, City revenue in the amount of $22,000 would not be received. If a Minister’s Zoning Order is eventually enacted for these properties, site plan and building permit applications will be required. Site Plan applications for this type of proposal currently cost $13,460, building permit fees for the building as proposed will cost $1,090,982 and development charges for the amount of $5,968,742 based on the City’s current rates.

Public Input

Posted publicly as part of the report process.
Internal/External Consultation

The draft MZO attached to this report has been shared with Legal Services, Development Engineering, Transportation, Economic Development, Public Works, Planning Services, and Parks Operations business units. External agencies will be informed about the regulations in the draft MZO attached to this report as part of the next steps if Council agrees with proceeding with a Minister’s Zoning Order for this property.

Conclusion

If directed by Council, City staff will work with Broccolini Real Estate Group to implement the Minister’s Zoning Order through a future Site Plan application as generally depicted on the concept plans attached to this report. This approach would result in an expedited process for the future development of this site.

The development of this site for a Warehouse and Distribution Centre/logistics operation/fulfillment centre aligns with the objectives and policy framework in the City’s Official Plan, Strategic Plan and the zoning currently in place. The proposed warehouse will employ between 700 people during the regular season (between March and October), 1,400 people during the peak season (between November and February) and many jobs in construction and professional services.

Without a Minister’s Zoning Order, Broccolini Real Estate Group would be required to submit Official Plan and zoning by-law amendments and carry our required public consultation. Processing those applications could take more than one year. The MZO would expedite this process, and the required studies and reports will be assessed at the site plan stage.

The redevelopment of these properties for a warehouse distribution centre/logistics operation/fulfillment centre supports the creation of employment opportunities within the City of Cambridge. This site has been planned for employment/industrial uses since 2015. The proposal further supports the objective that Cambridge is destination of choice for businesses.
Signature

Division Approval

Reviewed by the CFO

Name: Elaine Brunn Shaw
Title: Chief Planner

Departmental Approval

Reviewed by Legal Services

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

City Manager Approval

Name: David Calder
Title: City Manager

Attachments

1. Letter from Broccolini Real Estate Group
2. Site Concept and Elevations
3. Planning Justification Report - Conclusion
4. Guideline D-6 Setbacks
5. Draft Minister’s Zoning Order
6. Sample list of Minister’s Zoning Orders
March 12th, 2021

City of Cambridge
50 Dickson Street, PO Box 669
Cambridge, ON
N1R 5W8

Attn: Mayor Kathryn McGarry and Members of City Council

Dear Mayor McGarry and Member of Council:

Re: Request for Support for Minister’s Zoning Order
Broccolini Real Estate Group Inc.
128 - 228 Old Mill Road

Broccolini Real Estate Group Inc. is the Owner of 140 Old Mill Road Limited Partnership who has acquired 128, 134, 140 and 228 Old Mill Road in the City of Cambridge. We are proposing to develop the Site for a blue-chip Tenant into a large format Warehouse Distribution Centre that will employ 700 persons in regular season and 1,400 persons in peak season, plus thousands of jobs in construction and professional services.

Our tenant will execute a long-term lease subject to the approval of a Minister’s Zoning Order (“MZO”). In that regard, we are seeking City Council’s endorsement by resolution to support our request for the MZO. We have enclosed a Conceptual Site Plan and Building Elevation drawing that illustrate the development proposal which includes a single building having:

- an overall Gross Floor Area of 100,352 sq.m (1,080,180 sq.ft.), comprised of warehouse with a mezzanine (97,071 sq.m./1,044,862 sq.ft.) and office (3,281 sq.m./35,318 sq.ft.);
- a maximum building height of 15 metres;
- approximately 110 loading docks;
- approximately 825 automobile parking spaces; and
- approximately 300 transport trailer parking spaces.
The proposed development will orient the 35,000 square foot office component to the interchange with no loading docks on either the north or east elevations facing the Blair community. The building materials will be a neutral colour palette and be high-quality ribbed and smooth precast panels, insulated metal panels and anti-glare glassing. This will be a signature business park use at the northwest gateway to Cambridge.

140 Old Mill Road was approved by City Council for an Industrial Business Park subdivision and accompanying Business Park (M1) zoning in 2015. We have now acquired the balance of the lands north of Old Mill Road and west of Dickie Settlement Road to round out the site. The MZO is to rezone those lands to align with the City of Cambridge Official Plan that anticipates Industrial Business Park uses. The MZO is identical to the City’s M1 zoning with the exception that we will be requesting the Minister to permit:

- A minimum of 10% of the Site to be available for automobile parking, where the Cambridge M1 zone requires 20%; and
- A minimum 1.0 metre wide planting strip along Old Mill Road, where the ZB requires 3.0 metres.

The previous development approvals included supporting technical studies, including ecological, traffic, servicing, land use planning, tree management, cultural heritage, archaeological and soils investigations. We are supplementing those reports with new studies and will submit those to the City and agencies to support the Site Plan Application following the MZO Order. It is our intent to preserve the Core Environmental Feature (i.e. Provincially Significant Wetland) at the north edge of the site and will convey it to the City to conserve it in perpetuity.

The locational attributes of this gateway to the City of Cambridge include its immediate accessibility to a newly reconstructed interchange with Highway 401 at Fountain Street/Horner Watson Boulevard, direct access to the regional arterial road network and municipal sanitary and water services, public transit, and access to a large population for employment opportunities.

In support of this request to City Council, we have submitted a Planning Justification Report prepared by GSP Group, and a Land Use Compatibility brief by GHD to City Planning Staff.

Thank you for your consideration of this request. We look forward to continuing to work with your staff to realize this exceptional investment and economic development opportunity, and would be pleased to appear before you to answer any questions that you may have about the project.

Yours truly,

Broccolini Real Estate Group Inc.

[Signature]

Dells Lus, Vice-President Real Estate

Enclosures include Conceptual Site Plan, Building Elevation, Draft MZO
Attachment 2 - Site Concept and Elevations
6. Conclusion

140 Old Mill Road Limited Partnership (the “Owner”) is committed to constructing a prestige industrial business park use on the lands commonly referred to as the Blair Industrial Business Park at the northwest gateway to the City of Cambridge within the Highway 401 corridor. 140 Old Mill Road was previously zoned and received draft approval of an industrial business park plan of subdivision in 2015 but was never constructed. 128, 134 and 228 Old Mill Road are small adjacent properties that are being added to round out the Subject Lands to be developed into a single, large-scale Warehouse Distribution Centre that will employ 700 to 1,400 persons, plus hundreds of immediate jobs in construction and professional services.

To accommodate the tenant’s needs, the Owner is requesting a Minister’s Zoning Order to expedite the construction program that requires lead times for site preparation, foundation construction and steel frame ordering and erection to meet the tenant’s occupancy target.

Based on the review of the existing and planned land use planning framework and the context of the Site, it is my opinion that the proposed MZO request is based on good planning and design principles, that has been anticipated in the Region of Waterloo and City of Cambridge for the Subject Lands. The Proposed Development will promote:

- significant investment and job creation;
- preserve the core environmental feature on site to be conveyed to Cambridge;
- promote transit ridership;
- utilize existing and planned infrastructure in the form of readily available municipal water and sanitary services, and roads;
- integrate into the existing Blair community without adverse impacts; and
- provide a signature industrial business park use at a gateway to the City of Cambridge and Region of Waterloo.

It is my opinion that the proposed MZO request should proceed through the process prescribed by the Planning Act. A draft of the MZO is provided in Appendix A to this report.
Attachment 4 - Guideline D-6 Setbacks
Attachment 5 - Draft Minister’s Zoning Order

Application:

1. This Order applies to lands in the City of Cambridge, in the Regional Municipality of Waterloo, in the Province of Ontario, being:
   
   128 Old Mill Road – PIN 03771-0023, Part Lot 6, Beasley’s Old Survey, Township of Waterloo, Cambridge
   
   134 Old Mill Road – PIN 03771-0022, Part Lot 6, Beasley’s Old Survey, Township of Waterloo, Cambridge
   
   140 Old Mill Road – PIN 03771-0100, Part Lot 6, Beasley’s Old Survey, Being Part 1 on 58R-17586, City of Cambridge
   
   228 Old Mill Road – PIN 03771-0020, Part Lot 7, Beasley’s Old Survey, Township of Waterloo, Being Part 2, 67R-2307, Cambridge
   
   0 Old Mill Road – PIN 03771-0091, Part Lots 6 and 7, Beasley’s Old Survey, Township of Waterloo, Parts 1 and 3, 67R-2307, Cambridge.

Use of Land:

2. (1) Every use of land and every erection, location or use of any building or structure is permitted on the lands referred to in section 1, as follows:

   (a) All uses permitted in the M1 zone, excluding stamping operations in accordance with By-law 112-15;
   
   (b) Warehouse Distribution Centre/logistics operation/fulfillment centre which means a building, structure or part thereof, for the storage and/or distribution of goods and may include and the temporary on-site storage of commercial motor vehicles (i.e. trucks, tractors and/or trailers) for freight handling including the pick-up, delivery and transitory storage of goods incidental to motor freight shipment directly related to the permitted use; and
   
   (c) Office which means a building, structure or part thereof, used for the executive or administrative business operations of the Warehouse Distribution Centre/logistics operation/fulfillment centre.

(2) Only the following regulations shall apply to the Subject Land for the Warehouse Distribution Centre/logistics operation/fulfillment centre and
office use, whereby Dickie Settlement Road is the Front Yard, and Fountain Street and Old Mill Road are Exterior Side Yards:

1. Minimum Lot Frontage: 50 metres
2. Minimum Lot Area: 5,000 square metres
3. Minimum front yard: 12 metres
4. Minimum Exterior Side Yard: 12
5. Minimum Yard abutting Highway 401: 14 metres
6. Maximum Building Height: 15 metres
7. Minimum Planting Strip for Exterior Lot Lines Abutting a Municipal Road Allowance: 3 metres, except the Minimum Planting Strip along Old Mill Road: 1 metre
8. Minimum Parking Areas: an area equivalent to 10% of the lot area shall be provided as a parking lot and shall be provided in addition to any parking spaces or parking lot used or reserved for the purpose of commercial motor vehicles (i.e. trucks, tractors and/or trailers)
9. Minimum Loading Areas: 1 loading space for each 2,000 square metres of gross floor area or part thereof

Effect of Order:

3. (1) Every use of land and every erection, location or use of any building or structure shall be in accordance with this Order.

(2) Nothing in this Order prevents the use of any land, building or structure for any use prohibited by this Order if the land, building or structure is lawfully so used on the day this Order comes into force.

(3) Nothing in this Order prevents the reconstruction of any building or structure that is damaged or destroyed by causes beyond the control of the owner if the dimensions of the original building or structure are not increased and its original use is not altered.

(4) Nothing in this Order prevents the strengthening or restoration to a safe condition of any building or structure.

Deemed By-law:
4. This Order is deemed for all purposes, except for the purposes of section 24 of the Act, to be a by-law by the council of the municipality in which the land to which that portion of the Order applies is situated, and to be in force in that municipality.
THIS IS SCHEDULE "A"
MINISTER'S ZONING ORDER

LANDS SUBJECT TO AMENDMENT
BY ONTARIO REGULATION

APPLICANT: OLD MILL ROAD LIMITED PARTNERSHIP
BROCCOLINI REAL ESTATE GROUP INC.

LOCATION: 6, 128, 134, 140, 220 OLD MILL ROAD
PART LOTS 6 & 7, BEASLEY'S OLD SURVEY,
AND PART 1, SRI-17566, AND PARTS 1 TO 3,
675-2207,
FORMER TOWNSHIP OF WATERLOO
CITY OF CAMBRIDGE
<table>
<thead>
<tr>
<th>Zoning Order No.</th>
<th>Municipality</th>
<th>Zoning Order Permitted Use</th>
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<td>O. Reg. 355/20</td>
<td>City of Kawartha Lakes</td>
<td>Low/Medium Density Residential and Institutional Uses</td>
</tr>
</tbody>
</table>
| O. Reg. 172/20  | Town of Whitchurch-Stouffville and City of Markham, Regional Municipality of York | Whitchurch-Stouffville  
- Townhouses, Apartments, Mixed-Use Commercial/Residential  
- Markham  
- Townhouses, Apartments and Retirement Homes |
<p>| O. Reg. 362/20  | Town of Caledon, Regional Municipality of Peel | Townhouses, Stormwater Management facility, Apartments, Mixed-Use Commercial/Residential |
| O. Reg. 446/20  | Town of Oakville, Regional Municipality of Halton | One or more long-term care homes and accessory uses |
| O. Reg. 449/20  | Town of Aurora, Regional Municipality of York | Permit detached dwelling uses in R5 zone with accessory uses and buildings |
| O. Reg. 171/20  | City of Brampton, Regional Municipality of Peel | Permit an office, Research and Development facility, Hotel or Conference Centre |
| O. Reg. 354/20  | City of Toronto | Apartments |
| O. Reg. 450/20  | City of Toronto | One or more long-term care homes and accessory uses, Low/Medium Density Residential, Apartments |
| O. Reg. 448/20  | City of Mississauga, Regional Municipality of | A long-term care home and accessory uses, Low/Medium Density Residential, |</p>
<table>
<thead>
<tr>
<th>Zoning Order No.</th>
<th>Municipality</th>
<th>Zoning Order Permitted Use</th>
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</thead>
<tbody>
<tr>
<td>O. Reg. 447/20</td>
<td>City of Hamilton</td>
<td>Low/Medium Density Residential</td>
</tr>
<tr>
<td>O. Reg. 445/20</td>
<td>City of Vaughan, Regional Municipality of York</td>
<td>One or more long-term care homes and accessory uses</td>
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<tr>
<td>O. Reg. 438/20</td>
<td>Town of Ajax, Regional Municipality of Durham</td>
<td>A long-term care home and accessory uses and a retirement home and accessory uses</td>
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<td>O. Reg. 358/20</td>
<td>City of Toronto</td>
<td>Outdoor Patios</td>
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<td>O. Reg. 343/20</td>
<td>City of Toronto</td>
<td>Apartments</td>
</tr>
<tr>
<td>O. Reg. 336/19</td>
<td>Municipality of Clarington, Regional Municipality of Durham</td>
<td>A long-term care home and accessory uses</td>
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To: COUNCIL

Meeting Date: 03/30/21

Subject: Regional Official Plan Review Project – Major Transit Station Areas – 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.: 21-081(CD)

File No.: D08.07.25

Recommendations


AND THAT Cambridge Council endorse the draft Major Transit Station Areas in Cambridge as outlined in Report 21-081(CD) and recommended by Regional staff;

AND FURTHER THAT Report 21-081(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 Major Transit Station Areas (MTSAs) which are defined as the area within an approximate 500 to 800 metre (1640 to 2624 feet) radius of a transit station, representing about a 10-minute walk.

- Major Transit Station Areas on Priority Transit Corridors (ION LRT route) are planned to achieve a minimum density of 160 people and jobs per hectare at build out.
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**

- There are seven MTSAs proposed in Cambridge that have been draft delineated based on the Stage 2 ION LRT stops. All of the MTSAs, except Delta Station, are able to meet the minimum density target of 160 people and jobs per hectare. The Region will be submitting a request to the Province for an alternative density target at this location in late Spring 2021.

- The inclusion of a property in an MTSA does not necessarily signify that the property is intended for major change and/or intensification. Cambridge Official Plan and Secondary Plan policies within MTSAs will provide land use designations and further policy direction regarding which lands are and are not the focus for major change and/or intensification.

- City staff are supportive of the MTSA draft delineations and minimum density targets in Cambridge.

**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.

One component of the Growth Plan currently under review by the Region is related to developing an Intensification Strategy to identify the amount of growth that can be accommodated within the Built-Up Area of the Region and to assess historic trends and current market conditions to guide the identification of an appropriate intensification target for the Region. The Intensification Strategy must demonstrate how the Region will meet or exceed the minimum intensification target by:

- **Delineating Major Transit Station Areas (MTSAs)** – MTSAs are to be planned to achieve higher densities that provide opportunities for living and working close
to higher-order transit, and to support transit investment across the Region. They are to also be planned to achieve a mix of residential, office, institutional and commercial development wherever appropriate.

The Growth Plan defines MTSAs as “the area including and around any existing or planned higher order transit station or stop within a settlement area; or the area including and around a major bus depot in an urban core. Major Transit Station Areas generally are defined as the area within an approximate 500 to 800 metre (1640 to 2624 feet) radius of a transition station, representing about a 10-minute walk”. Major Transit Station Areas are not perfect circles around an ION LRT stop, but are refined to include whole blocks by using streets, highways, rail corridors and natural features to define the MTSA boundaries. This is explained in more detail below.

Major Transit Station Areas on Priority Transit Corridors are required to be delineated by upper- or single-tier municipalities and are planned to achieve a minimum density of 160 people and jobs per hectare for areas served by light rail transit (LRT) at build out. Priority Transit Corridors are defined by the Province and include a conceptual outline of the ION LRT route through Waterloo, Kitchener and Cambridge. A request to the Province can be made for an alternative density target if an MTSA cannot meet the minimum density target of 160 people and jobs per hectare. If a lower density target is required in one MTSA, the difference does not need to be added to another MTSA (see Attachment No. 1 for MTSA draft delineations).

- **Establishing a policy framework** to support Area Municipal planning efforts to achieve the density targets and guide growth within the MTSAs. This work will take place later in the ROP Review Project process.

The Draft Intensification Strategy identifies Strategic Growth Areas (areas to focus intensification) including the 24 existing or planned MTSAs in the Region and six proposed Regional intensification corridors and associated density targets. The purpose of an intensification corridor is to increase densities in close proximity to existing and planned transit. There are no Regional intensification corridors proposed for Cambridge because the City is already working on the Hespeler Road Corridor Secondary Plan and the majority of the City’s MTSAs are also located along Hespeler Road, which will achieve the same results for intensification along this route and an additional policy layer is not required.

There are three MTSAs in the Region that require a lower alternative density target. This impacts the Delta Station MTSA in Cambridge. Alternative density targets will require Regional Council endorsement and Provincial approval.

The planning for MTSAs within the Region are at different stages of implementation within each of the Area Municipal official plans due to the different stages of the ION
LRT route through the Region. For Stage 2 ION LRT, the City of Cambridge has begun to assess capacity of growth within the lands surrounding several of the MTSAs; however, given that the Stage 2 ION LRT route and stations were only endorsed by Regional Council in 2018, the major transit stations have not been included within the Cambridge Official Plan to date.

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 Major Transit Station Area draft delineations and alternative density target for the Delta Station MTSA.

Comments

Seven Major Transit Station Areas (MTSAs) in Cambridge have been draft delineated based on the future Stage 2 ION LRT stops (see Attachment No. 1 for MTSA draft delineations which can also be viewed on the EngageWR website as an interactive map at https://www.engagewr.ca/regional-official-plan/maps/proposed-boundaries-around-ION-rapid-transit-station-areas):

1) Preston Station
2) Pinebush Station
3) Cambridge Centre Mall Station
4) Can-Amera Station
5) Delta Station
6) Main Station
7) Cambridge Terminal Station – Bruce Street

Each MTSA has a unique boundary which are refined based on the following criteria:

- include whole blocks and avoid cutting/dissecting blocks;
- use streets, highways, rail corridors and natural features to define the boundaries;
removed areas inaccessible by pedestrians from the boundaries;
vacant parcels and lands designated for high density land uses are included in the boundaries; and
avoid any overlapping between MTSAs.

In general, a larger MTSA is preferred to maximize the number of potential riders within walking distance of the station or stop. It is important to note that the inclusion of a property in an MTSA does not necessarily signify that the property is intended for major change and/or intensification. Cambridge Official Plan and Secondary Plan policies within MTSAs will provide land use designations and further policy direction regarding which lands are and are not the focus for major change and/or intensification.

Each MTSA was analyzed to assess the potential capacity for growth at full build out and to 2041 (the Region is currently updating the Intensification Strategy to 2051 to align with the Growth Plan). The following analysis was undertaken in the Draft Intensification Strategy to identify if the Growth Plan minimum density target is achievable, is too conservative, or if an alternative lower target is required. This information is based on data collected by the Region (based on Statistics Canada and other supporting data sets) in order to estimate the existing number of people and jobs within the MTSA. The Growth Plan directs that MTSAs associated with the ION LRT are to be planned to achieve a minimum density target of 160 people and jobs per hectare.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Preston</td>
<td>64.2</td>
<td>2,492</td>
<td>1,061</td>
<td>55</td>
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<tr>
<td>Pinebush</td>
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<td>17</td>
<td>3,682</td>
<td>30</td>
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<tr>
<td>Cambridge Centre Mall</td>
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<td>736</td>
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<td>58</td>
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<tr>
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<td>989</td>
<td>789</td>
<td>48</td>
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<tr>
<td>Delta</td>
<td>96.3</td>
<td>2,103</td>
<td>1,123</td>
<td>33</td>
<td>28%</td>
<td>No</td>
</tr>
<tr>
<td>Main</td>
<td>70.4</td>
<td>2,020</td>
<td>2,367</td>
<td>62</td>
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<tr>
<td>Cambridge Terminus</td>
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<td>2,935</td>
<td>2,134</td>
<td>69</td>
<td>35%</td>
<td>Yes</td>
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</tbody>
</table>
All of the MTSAs, except Delta Station, are anticipated to be able to meet the minimum density target of 160 people and jobs per hectare. Recognizing that not all MTSAs are the same, the Growth Plan allows the Minister of Municipal Affairs and Housing to approve a target that is lower than the applicable target, where it has been demonstrated that this target cannot be achieved because development is prohibited by provincial policy or severely restricted on a significant portion of the lands and there are a limited number of residents and jobs associated with the built form, but there will still be high ridership at the station.

Regional staff will be submitting a request to the Province for an alternative target for Delta Station. Delta Station has restrictions related to the protection of existing employment uses, an existing established residential neighbourhood with limited potential for intensification, and the presence of natural heritage features (Grand River) and associated floodplain.

Regional staff will be providing their recommendations to Regional Council on the MTSA delineations 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 on the Draft Intensification Strategy on the EngageWR website from November to December 2020. The Draft Intensification Strategy is currently being updated to reflect recommendations and comments from the public, various committees, and the Area Municipalities, as well as the revised provincial growth forecast to 2051.

Posted publicly as part of the report process.

Internal/External Consultation

City staff in Planning Services, Transportation, Engineering and Economic Development have been involved in the review of the Major Transit Station Areas. 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 Major Transit Station Areas draft delineations in Cambridge. 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.
Name: Elaine Brunn Shaw  
Title: Chief Planner  

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

Name: David Calder  
Title: City Manager  

Attachments  
Attachment No. 1 – Draft Major Transit Station Areas in Cambridge
Attachment No. 1 – Draft Major Transit Station Areas in Cambridge
To: COUNCIL  
Meeting Date: 03/30/2021  
Subject: Cambridge Consumption and Treatment Services Community Consultation and Site Identification  
Submitted By: Danielle Manton, City Clerk  
Prepared By: Danielle Manton, City Clerk, Paul Kan, Manager of Realty Services  
Report No.: 21-121(CRS)  
File No.: C1101

Recommendation(s)

THAT Cambridge Council receive Report 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification – for information;

AND THAT Council direct City staff to complete community consultation based on the site identification as described in Report Number 21-121(CRS) – Cambridge Consumption and Treatment Services Community Consultation and Site Identification;

AND THAT Council direct staff to report back with a summary report of the feedback collected in the Community Consultation;

AND FURTHER THAT prior to a potential future operator (s) moving forward with applications to the Federal and Provincial governments for a Consumption and Treatment Services site in Cambridge that Council receive a comprehensive workplan and provide endorsement of the site.

Executive Summary

Purpose

- Provide Council with an overview of sites identified as candidate locations for Consumption and Treatment Services (CTS) facility in Cambridge.
- Provide Council with an overview of the community consultation framework developed by the external facilitator with input from the Community Wellbeing
Advisory Committee. The community consultation framework identifies audiences, methods and approaches for consulting with the community on the alternative candidate sites.

**Key Findings**

- A Community Consultation Framework has been designed to engage the greater Cambridge community greater, service providers and potential CTS clients for two candidate sites as outlined in this report;

- The community consultation will be completed in a virtual manner using online survey tools, virtual meetings and other formats to collect feedback from participants and is designed to enable all audiences to provide input and reflect that input for Council’s consideration following review of the feedback collected.

- Once the community consultation process has concluded staff will report back with recommendations to assist council with decisions with identifying a potential site(s) for a potential future operator to pursue next steps.

**Financial Implications**

- Consumption and Treatment Services are funded by the Ministry of Health as part of a provincial response to the opioid crisis, in a model that provides harm reduction services and connects people with addiction treatment and other health and social services

- Provincially approved Consumption and Treatment Services are also partially funded by the Ministry of Health and Long-Term Care: capital and operating costs associated with the consumption component are funded 100%; costs of wrap-around services (treatment component) will not be covered by the Province.

- On June 19, 2019 Council approved costs to an upset limit of $35,000 plus HST from the Operating Budget for the retention of a professional facilitator to design and implement a community consultation for the identified CTS candidate sites (once these are determined) and to consult with the Community Wellbeing Advisory Committee on the development of the community consultation approach. Based on the plan outlined in this report there are no additional funds required to complete the community consultation.

**Background**

On April 10, 2018, Cambridge Council passed a one-year interim control by-law affecting the three core areas and adjacent lands within 500 metres and directed staff to undertake a Planning Study (Study) to examine the Official Plan land use policies and Zoning By-law regulations to be used in regulating Supervised Consumption Services
Council passed a resolution on June 19, 2019, in support of proceeding with the identification of candidate sites for Consumption and Treatment Services with wrap around services in Cambridge, outside of the core areas; and in an area of need as per the requirements of the provincial Consumption and Treatment Services Program.

Further Council approved for staff to move forward with hiring a facilitator to design and implement a community consultation for identified CTS candidate sites, based on criteria and once these are determined) and to consult with the Community Wellbeing Advisory Committee (CWAC) on the development of the community consultation approach. Sue Cumming (Cumming+Company) (facilitator) was selected as the external facilitator to develop and carryout the public consultation for the consideration of CTS sites.

As directed by Council, the facilitator has met with the CWAC four (4) times since October 24, 2019. In October of 2019, CWAC participated in a discussion of preliminary ideas on what makes a good consultation process, goals of consultation and who should be engaged. Input received was reflected in key considerations and objectives and identification of audiences.

CWAC also met on November 7, 2019, where the committee participated in a working session on consultation discussing what type of methods would committee members like to see considered for different audiences. Including benefits and disadvantages of different methods and key information needs. Input reflected in consultation methods and approaches. Identification of information need for communicating with different audiences.

The facilitator presented the draft community consultation framework to CWAC on February 6, 2020. Following the discussion, the community consultation framework was refined to better reflect the audience classification and the proposed methods and tools were confirmed.

On February 11, 2020 Council deferred the Consumption and Treatment Services Study Options report following the Ward 7 By-Election initially intended for March 2020.

The study was initially intended to come to Council in August 2018, however the new Provincial government announced it would be reviewing the supervised consumption services funding program in Ontario. The study was restarted in March 2019, after the Provincial government announced it would continue, with a new funding program called Consumption and Treatment Services (CTS).

Council extended the interim control by-law until March 26, 2020. As a result of the pandemic, the Ward 7 by-election was postponed from March 2020 until October 2020, following the Ward 7 By-election, on November 18, 2020 Council approved the Consumption and Treatment Services Planning Study Options.

Council approved Option Number 5 – CTS Permit Anywhere as a Public Use – with no Official Plan Amendment and/or no Zoning By-law Amendment required to establish a
CTS, as it would be considered a public use conducted by a government body or agency.

This option also recognizes that Council has the opportunity to withhold or refuse support for a CTS site application for the Provincial program if they do not support the site.

Most recently on December 9, 2020 CWAC received an update to the Community Consultation Framework as a result of the COVID-19 pandemic and taking into consideration safe options for future community engagement.

Proposed Community Consultation Process

The Community Consultation Framework has been developed through discussions at four meetings with the Community Wellbeing Committee. The goal of the community consultation is to provide opportunities for residents and business owners located in the area surrounding the proposed locations, as well as the general public and other stakeholders, to provide input regarding the perceived benefits and concerns or risks about the proposed location.

The process will be guided by the following objectives:

1. To ensure that the community is aware of what the project is about, what is being considered, the timeline for its consideration and the City decision-making process.
2. To provide purposeful, plain language and accessible information on the site selection process including the criteria for shortlisting sites.
3. To strive for an exchange of views and perspectives through online and in-person opportunities for community.
4. To directly involve near neighbours (including abutting property owners), Service Providers and CTS Potential Clients to seek input on the shortlisted alternative sites.
5. To report back to the community and City Council on what was heard and how the feedback was reflected in the recommendations to Council on a preferred site.

Additional key considerations for the community consultation are:

- It will be important to inform the public that the community consultation process is about getting input on specific alternative CTS sites.
- The consultation process will not be recommending a site. The input received will be considered by City Staff in their recommendation to Council and by Council in their decision-making.
The community consultation process is designed to enable all audiences to be comfortable to provide input and to reflect that input for Council’s consideration.

- Participating does not mean that an individual agrees or disagrees with the proposal to consider a CTS Site for Cambridge.
- Recognizing that people participate in different ways it is Important to provide a variety of ways of providing input.
  - CTS Potential Clients to be consulted with the assistance of Service Providers and Outreach Workers.
  - The community consultation process needs to be flexible and adaptable.

The goal of the consultation is not to recommend a specific site but to collect input from participants across the community.

Consultation sessions will be provided using a variety of virtual methods of engagement and organized by audience. The proposed methods are shown below. Advertisements for all opportunities to offer feedback will be communicated on the City’s website, the newspaper, Engage Cambridge and through the City’s social media platforms. Any local neighbours around sites identified will be contacted by direct mail.

<table>
<thead>
<tr>
<th>Audience</th>
<th>Information Needs</th>
<th>Consultation Activities (Methods and Approaches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Public</td>
<td>Purpose of the consultation, How sites were identified, Details on what a CTS site is, Location and details about the sites under consideration, Examples for types of services that could be provided at a site, Examples of how a site would function</td>
<td>Online Survey, Kitchen Table Guide/Feedback Forms (downloadable from City website) for neighbourhood associations, community groups and other stakeholders.</td>
</tr>
<tr>
<td>Near Neighbours</td>
<td>Information about the site nearby under consideration: Services provided, Example of how a site would function, Potential hours of operation, How clients access a site, Client travel patterns, What supports/ resources will be available within the community, How concerns could be addressed</td>
<td>Postcard by direct mail with contact info for setting up telephone interview or virtual meeting, Kitchen Table Guide/Feedback Forms, Telephone interview and, or virtual meetings.</td>
</tr>
<tr>
<td>Service</td>
<td>Location, size, proximity to other services and space needs, Potential client profile</td>
<td>Interviews (telephone/virtual), Individual and Small Group</td>
</tr>
</tbody>
</table>
The facilitator will prepare a feedback report on what was heard from all community consultation activities. The feedback report will include the pros and cons identified for different sites. Verbatim feedback from the online survey and kitchen table guides and input from interviews and discussions with near neighbours, potential CTS Clients and service providers will be included in the report to Council. Identifying information including names will not be shared in the feedback report.

The consultation feedback will be collected and provided to City staff and Council. The facilitator will not be making a recommendation with respect to site selection. Next steps following the community consultations will be to analyze the data from the consultation sessions and share the data with staff and Council at a future meeting. Council may determine that one site is preferential over another based-on feedback collected, may determine that no site is preferential or they may also request staff to provide additional sites.

### Consultation on Future Applications for CTS Site by Future Potential Operator (s)

Any potential sites identified by Council would be offered to a future potential operator (s), potential future operators are responsible for meeting the required Provincial and Federal exemptions as outlined in Appendix A. As part of the application and funding conditions future operator (s) will be required to support ongoing community engagement and liaison initiatives to address local community and neighbourhood concerns.

It is the future operator’s responsibility to ensure that the proposal for a CTS received by the Province ensures:

- Provincial program criteria are met; and
- Receives endorsement from Council; and
• Proposed costs are valid, reasonable, and within program funding levels based on proposed hours and service capacity.

These requirements and others are outlined in Appendix A – Ministry of Health and Long-Term Care Consumption and Treatment Services Application Guide

Site Identification

Background
On June 19, 2019, Cambridge Council passed a resolution in support of proceeding with the identification of candidate sites for Consumption and Treatment Services with wrap around services in Cambridge, outside of the core areas; and in an area of need as per the requirements of the provincial Consumption and Treatment Services Program.

The Cambridge Consumption and Treatment Services Site Selection Process report (Report 19-184 (OCM)) was presented to Council which included the following recommendations:

“AND THAT Council proceed with identifying candidate sites and one preferred site for a Consumption and Treatment Service with wraparound services in Cambridge, outside the core areas, and in an area of need as per the requirements of the provincial Consumption and Treatment Services program;
AND THAT the proposed Community Wellbeing Advisory Committee be consulted to develop the community consultation approach to be used for the site(s) identified for potential Consumption and Treatment Services;”.

The search for candidate sites would commence upon the completion of the Consumption Treatment Services Planning Study, and on February 11, 2020, the Consumption and Treatment Services Planning Study Options report (Report 20-024 (CD)) was presented to Council. The report outlined options with respect to Official Plan land use policies and Zoning By-law regulations to be used in regulating the location of CTS sites.

A follow-up report (Report 20-279 (CD) – Consumption Treatment Services Planning Study) was presented to Council on November 18, 2020 following the Ward 7 By-election whereby Council directed City staff to implement Option Number 5 (CTS Permit Anywhere as a Public Use) which considered a CTS site to be a public use conducted by a government body or agency, and therefore would not require an Official Plan Amendment and/or Zoning By-law Amendment.

Criteria
A list of criteria was developed for the purposes of evaluating and screening candidate sites to be considered for the CTS facility. The list was developed through the review of the provincial Consumption and Treatment Services Application Guide attached as Appendix A, the Meridian Consumption and Treatment Services Planning Study, and input from internal and external stakeholders.

The list of criteria for site evaluation and screening followed the general guiding principles:

1) **Accessibility** - That the facility be easily accessible to the people in need of the services.

The criteria used were:

a. The CTS site must be within the area of greatest need based on the following:

   i. Mortality data:
      - Number of opioid-related deaths
      - Rate of opioid-related deaths

   ii. Morbidity data:
      - Rate of opioid-related emergency department visits
      - Rate of opioid-related hospitalizations

   iii. Proxy measures for drug use:
      - Needle distribution
      - Naloxone distribution and oxygen

   A Region of Waterloo Public Health and Emergency Services heat map identifying the highest concentration of opioid overdose calls was used to identify areas of highest need within the City of Cambridge.

b. The CTS site must be within walking distance from where open drug use is known to occur. A 10-minute walking distance or approximately 800 metres is generally considered to be a reasonable walking distance.

c. The CTS site must be easily accessible by public transit.

d. The CTS facility must be compliant with the Accessibility for Ontarians with Disabilities Act (AODA). Consideration was given to those sites which currently were not AODA compliant however were deemed economically feasible to be made AODA compliant. Furthermore, preference was given
to those sites situated at ground level with multiple entrances/exits, multiple washrooms, and floor plans that allowed for easy re-configuration.

2) **Capacity** - That the CTS facility has the capacity to support integrated, wrap-around, and mandatory services.

The criteria used were:

a. The available gross floor area should not be less than 2,000 sf in order to effectively support ministry design standards for a consumption service, to include wrap-around services, and to effectively include physical safety and security measures.

3) **Community Considerations** - That consideration be given to the CTS site’s proximity to certain community services and features.

The criteria used were:

a. The CTS site must be outside of the downtown core areas.

b. The CTS site should be outside of the 500 m buffer zone for the downtown core areas.

   The By-law pertaining to this buffer zone expired on March 26, 2020 and was not extended.

c. The CTS site should be at least 200 m away from the following:
   i. Child Care Centres
   ii. Schools
   iii. Parks
   iv. Residential Areas

Child care centres, schools, and parks are identified in the province’s application guide where if a CTS site is located within close proximity (100m to 200m), then community concerns must be addressed through community consultation, and through ongoing community engagement. The province’s application guide does not identify proximity to residential areas as criteria for assessing a site however this has been included in the checklist for consideration.

**A checklist was developed to help evaluate over 25 potential candidate sites.**
### Candidate Site Evaluation Checklist

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments/Reference Maps</th>
<th>Meets Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Within Area of Need.</td>
<td>Proximity to Area of Need map (Heat Map).</td>
<td></td>
</tr>
<tr>
<td>2. 10 minutes walking distance between Site and Area of Need.</td>
<td>Travel Time from Area of Need map.</td>
<td></td>
</tr>
<tr>
<td>3. Accessible by public transit.</td>
<td>Travel Time from Area of Need map.</td>
<td></td>
</tr>
<tr>
<td>4. AODA compliant or easy conversion.</td>
<td>Facility should be at ground floor level or have elevators. Existing floor plan should allow for ease of reconfiguration, and should have multiple washrooms, and entrance/exports.</td>
<td></td>
</tr>
<tr>
<td>5. Facility is large enough to accommodate wrap-around services.</td>
<td>Gross floor area of the space should be at least 2,000 sf.</td>
<td></td>
</tr>
<tr>
<td>6. Outside of Core Areas.</td>
<td>Proximity to Downtown Galt Core Area and Buffer Zone Map.</td>
<td></td>
</tr>
<tr>
<td>7. Outside of Buffer Zones.</td>
<td>Proximity to Downtown Galt Core Area and Buffer Zone Map.</td>
<td></td>
</tr>
<tr>
<td>8. 200m from child care centres.</td>
<td>Proximity to Child Care Centres Map.</td>
<td></td>
</tr>
<tr>
<td>9. 200m from schools.</td>
<td>Proximity to Schools Map.</td>
<td></td>
</tr>
<tr>
<td>10. 200m from parks.</td>
<td>Proximity to Parks Map.</td>
<td></td>
</tr>
<tr>
<td>11. 200m from residential areas.</td>
<td>Proximity to Residential Areas Map.</td>
<td></td>
</tr>
<tr>
<td>12. Property owner is agreeable to use.</td>
<td>The property owner has confirmed that he/she is agreeable for the property to be used as a CTS facility subject to lease terms being finalized.</td>
<td></td>
</tr>
</tbody>
</table>
Candidate Sites

Over 25 locations were identified and evaluated using the Candidate Site Evaluation Checklist. The two sites that met the most criteria on the checklist were selected to be recommended as candidate sites for next steps in the site selection process.

Site #1 – 15 Easton Street

15 Easton Street is located one block east of the intersection at Dundas Street N and Hespeler Road in the area known as the Delta. The property is zoned M2 and is improved with a freestanding building of approximately 6,500 sf of which approximately 4,800 sf is currently available on the ground floor. The current floor plan of the available space allows for easier buildout to the specifications of a CTS facility.

15 Easton Street checks all the boxes on the checklist with the exception of walking distance to the “centre” of the Area of Need. The walking time from the “centre” of the Area of Need to 15 Easton Street is approximately 14 minutes whereas the recommended walking time is approximately 10 minutes. The property however is still located within the red zone of the Heat Map.

Street View

![Street View Image](image1)

Aerial View

![Aerial View Image](image2)
Site #2 – 8 Oxford Street

8 Oxford Street is located at the corner of Roseview Avenue and Oxford Street. The property is zoned CS5 and is improved with a freestanding building of approximately 3,000 sf. The current floor plan of the available space allows for easier buildout to the specifications of a CTS facility and is located on the ground floor.

8 Oxford Street checks all the boxes on the checklist with the exception of proximity to residential areas, and is located within the Buffer Zone. It is however located outside of the Downtown Core Area. It should be noted that the Proximity to Residential Areas criteria was not identified in the province’s Consumption and Treatment Services Application Guide but was included in the checklist for consideration. It should also be noted that the By-law pertaining to the Buffer Zone expired on March 26, 2020, however the criteria was included in the checklist for consideration.

Street View

Aerial View
The two candidate sites were evaluated based on the criteria checklist and the results are summarized in the table below.

Please refer to Maps #1 to #7 which follow the table for additional context.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments/Reference</th>
<th>Meets Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Within Area of Need.</td>
<td>See Map 1 – Proximity to Area of Need</td>
<td>✓</td>
</tr>
<tr>
<td>2. 10 minutes walking distance between Site and Area of Need.</td>
<td>See Map 2 – Travel Time to Area of Need</td>
<td>X (walking time is 14 minutes)</td>
</tr>
<tr>
<td>3. Public transit nearby.</td>
<td>See Map 2 – Travel Time to Area of Need</td>
<td>✓</td>
</tr>
<tr>
<td>4. AODA compliant OR easy for conversion.</td>
<td>Spaces are located on ground floor with open floor space plans for easier re-configuration. However, should be confirmed by SME.</td>
<td>✓ (to be assessed further)</td>
</tr>
<tr>
<td>5. Facility is large enough for expanded services</td>
<td>Gross floor areas are greater than 2,000 sf.</td>
<td>✓</td>
</tr>
<tr>
<td>6. Outside of Core Areas.</td>
<td>See Map 3 – Proximity to Galt Downtown Core and 500 m Buffer Zone</td>
<td>✓</td>
</tr>
<tr>
<td>7. Outside of Buffer Zones.</td>
<td>See Map 3 – Proximity to Galt Downtown Core and 500 m Buffer Zone</td>
<td>✓ (By-law expired)</td>
</tr>
<tr>
<td>8. 200m from child care centres</td>
<td>See Map 4 – Proximity to Child Care Centres</td>
<td>✓</td>
</tr>
<tr>
<td>9. 200m from schools.</td>
<td>See Map 5 – Proximity to Schools</td>
<td>✓</td>
</tr>
<tr>
<td>10. 200m from parks.</td>
<td>See Map 6 – Proximity to Parks</td>
<td>✓</td>
</tr>
<tr>
<td>11. 200m from residential areas.</td>
<td>See Map 7 – Proximity to Residential Areas</td>
<td>✓</td>
</tr>
<tr>
<td>12. Property owner is agreeable to CTS use.</td>
<td>Note that there are no binding agreements in place between property owners and the City.</td>
<td>✓</td>
</tr>
</tbody>
</table>
The following are maps referenced in the Candidate Sites Evaluation Summary Table.

Map #1

Map #2
**Map #3**

Proximity to Downtown Galt Core Area And 500 m Buffer Zone

Legend

Candidate Sites
Site #1: 15 Easton Street  
Site #2: 8 Oxford Street  

Proximity to Areas
- Downtown Galt Perimetre
- 500 m Buffer Zone

**Map #4**

Proximity to Child Care Centres

Legend

Candidate Sites
Site #1: 15 Easton Street  
Site #2: 8 Oxford Street

Proximity to Child Care Centres
- 200 m buffer
- 100 m buffer
- 0 m buffer
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 1.2 Support and facilitate community access to services related to health, wellness and personal development.

This report outlines the community consultation process for seeking input on candidate sites in the City of Cambridge, staff will provide a future report to Council with the feedback collected through this process.
Comments

Based on Council passing a resolution in support of proceeding with identification of candidate sites for CTS with wrap around services and the direction to have a facilitator design and implement community consultation for identified sites once determined this report is presented to begin that direction.

Since June of 2019, as directed by Council, CWAC has been consulted four (4) times October 2019 through to December 2020. On February 11, 2020 Council deferred the Consumption and Treatment Services Planning Study Options report following the Ward 7 By-Election and on November 18, 2020 Council approved the Consumption and Treatment Services Planning Study Options and approved option Number 5 – CTS Permit Anywhere as a Public Use – with no Official Plan Amendment and/or no Zoning By-law Amendment required to establish a CTS, as it would be considered a public use conducted by a government body or agency.

Following Council’s receipt and approval of the Planning Study the Community Consultation framework has been modified to incorporate refined methods of community consultation as a result of the COVID-19 Pandemic and taking into consideration safe options for future community engagement.

The approved option through the Planning Study also recognizes that Council has the opportunity to withhold or refuse support for a CTS site application from a potential future operator for the Provincial program if they do not support the site.

Staff recommend direction from Council to proceed with community consultation of the two (2) candidate sites identified in this report. Feedback collected on the sites as identified in this report will be provided back to Council and at that point Council may determine that one site is preferential over another based-on feedback collected, may determine that no site is preferential or they may also request staff to provide additional sites.

Existing Policy/By-Law

There is no existing policy/by-law within the City’s Official Plan or Zoning By-law that deals directly with Consumption and Treatment Services (CTS) as a specific use.

Financial Impact

Provincially approved consumption and treatment services are funded 100% by the Ministry of Health and Long-Term Care. The on-site service provided by an agency that will operate the program (s) offered. Adjunct support services by community partners’ is covered within those agencies’ own operating budgets. No financial support from the City of Cambridge is being requested.
If the City’s site search finds an appropriate location with a building already on it, any application to the Province for funding would be to set up and operate the consumption site. It is unknown at this time if a CTS Client and partners can be found to fund set up and operation of the wrap-around services (treatment component). If a site without a building was to be identified, it is not likely the Province would completely fund new building construction and this would require further consultation with the Province and the City.

**Public Input**

**Next Steps for Public Input**

The community consultation will be initiated following Council’s direction to consult on the identified candidate sites as outlined in this report. The Community Consultation Framework has been refined to incorporate various methods of engagement such as the on-line surveys, direct mail, virtual meetings. Use of Engage Cambridge and the City’s social media channels as well as newspaper advertisements will be some of the methods of engagement with the Cambridge community. Further outreach to different audiences will be explored, collected and delivered. The consultation process will be undertaken over several months (April-July, 2021). The consultation will include near neighbors, general public, potential service providers and potential CTS clients.

A report of the feedback collected will be provided to Council following completion of all consultation initiatives. This report will provide further recommendations based on the feedback collected through the community consultation and provide Council with options to determine how they wish to move forward.

**Internal/External Consultation**

The Community Wellbeing Committee was consulted on the establishment of the community consultation framework. The Facilitator will work with staff on the consultation materials and delivery of all aspects of the community consultation.

**Conclusion**

Staff have provided identification of two (2) candidate sites based on required criteria, these sites are being presented to Council for their direction to proceed with the Community Consultation Framework to engage with the general public, near neighbors, potential future service providers and potential CTS clients to better understand the suitability of the two candidate sites and the need in the community.

Following receipt of the feedback collected throughout the consultation Council may determine that one site is preferential over another, may determine that no site is preferential or may also request staff to provide additional sites.
In terms of next steps following the community consultation and collection of all feedback received, Council is required to provide endorsement of any identified sites as part of the future operator’s application process. Once key stakeholders and potential future operators have been identified and engaged with and it is determined what services are suitable for the identified site, the intention is for that operator to submit the federal exemption application and the provincial application. This phase also requires additional community consultation, and once established, requires ongoing consultation with neighboring communities.

With Council’s approval of the candidate sites identified in this report, the community consultation will commence to collect input on the identified sites and the benefits and concerns from participants and report back to Council.

Signature

Division Approval

[Signature]

Name: Danielle Manton
Title: City Clerk

Departmental Approval

Reviewed by the CFO

Reviewed by Legal Services

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

City Manager Approval

[Signature]

Name: David Calder
Title: City Manager
Attachments

- Appendix A – Ministry of Health and Long-Term Care Consumption and Treatment Services Application Guide
The federal government (Health Canada) remains responsible for granting exemptions to Section 56.1 of the *Controlled Drugs and Substances Act* (CDSA) to operate Supervised Consumption Services (SCS). Ontario is augmenting Health Canada’s SCS program to include requirements for treatment and support services (herein referred to as Consumption and Treatment Services [CTS]). In order to receive provincial funding for CTS, applicants must demonstrate their proposed service meets federal requirements, as well as additional requirements under Ontario’s CTS program. The *Consumption and Treatment Services: Application Guide* provides guidance on the provincial CTS program requirements and the application process.

For information on Health Canada’s SCS program please visit their website.
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OVERVIEW OF CONSUMPTION AND TREATMENT SERVICES

In October 2018, Ontario’s Deputy Premier and Minister of Health and Long-Term Care announced a new program to help people who are struggling with addiction receive health care and other supports. Consumption and Treatment Services (CTS) will provide integrated, wrap-around services that connect clients who use drugs to primary care, treatment, and other health and social services. The new program will also include requirements to address community concerns, and ensure ongoing community engagement and liaison where CTS are established.

Consumption and Treatment Services will be located in communities in need based on ministry-defined criteria\(^1\). They will be established in Community Health Centres, Aboriginal Health Access Centres or similar incorporated\(^2\) health care or community-based organizations that offer integrated, wrap-around services.

Mandatory services include:

- Supervised consumption (injection, intranasal, oral) and overdose prevention services
- Onsite or defined pathways\(^3\) to addictions treatment services
- Onsite or defined pathways to wrap-around services including: primary care, mental health, housing and/or other social supports
- Harm reduction services:
  - Education
  - Distribution and disposal of harm reduction supplies
  - Provision of naloxone and oxygen

\(^1\) Includes opioid-related morbidity, mortality, and proxy measures for drug use.

\(^2\) Refers to a legal entity capable of entering into contracts.

\(^3\) Defined pathways are mechanisms to ensure clients access the intended service(s), which can be measured. They may vary by site and/or community. The services should be within proximity to the CTS (walking or transit distance).
• Removal of inappropriately discarded harm reduction supplies (e.g. potentially contaminated needles and other drug use equipment) surrounding the CTS area

Based on the findings from the Minister’s review of these services:

• CTS will not be concentrated in one area or neighbourhood, and proximity to child care centres, parks and/or schools (including post-secondary institutions) will be considered

• CTS operators will be required to support ongoing community engagement and liaison initiatives to address local community and neighbourhood concerns on an ongoing basis
APPLICATION REQUIREMENTS

All proposals for a Consumption and Treatment Service (CTS) that are received by the ministry will be reviewed to ensure that:

- Provincial program criteria are met; and
- Proposed costs are valid, reasonable, and within program funding levels based on proposed hours and service capacity.

Applicants which meet the provincial program criteria, and receive an exemption from Health Canada to establish a supervised consumption service (SCS), may be considered by the ministry for provincial CTS funding.

PROGRAM CRITERIA

CTS will be assessed based on the following program criteria:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Local conditions</td>
</tr>
<tr>
<td>2</td>
<td>Capacity (to provide treatment and consumption services)</td>
</tr>
<tr>
<td>3</td>
<td>Proximity (to similar services, and to child care centres, parks and schools, including post-secondary institutions)</td>
</tr>
<tr>
<td>4</td>
<td>Community support and ongoing community engagement</td>
</tr>
<tr>
<td>5</td>
<td>Accessibility</td>
</tr>
</tbody>
</table>
1. LOCAL CONDITIONS

The ministry will identify communities demonstrating need for CTS based on the following:

- Mortality data:
  - Number of opioid-related deaths (i.e. cases)
  - Rate of opioid-related deaths

- Morbidity data:
  - Rate of opioid-related emergency department visits
  - Rate of opioid-related hospitalizations

- Proxy measures for drug use:
  - Needle distribution
  - Naloxone distribution and oxygen

CTS site selection will also need to consider the local context. Applicants should include, if applicable:

- Any local or neighborhood data to support the choice of the proposed CTS site
- A description of how the proposed service delivery model is best suited to local conditions
2. CAPACITY TO PROVIDE CONSUMPTION AND TREATMENT SERVICES

Eligible applicants include Community Health Centres (CHC), Aboriginal Health Access Centres or similar incorporated health care or community based organizations that can offer the full range of mandatory services. Preference will be given to organizations that currently offer, or have the capacity to offer in partnership, onsite access to services.

☐ The applicant must either be the proprietor of the site or submit a letter of permission from the proprietor with the application.

2.1 INTEGRATED, WRAP-AROUND, MANDATORY SERVICES

The applicant must demonstrate an ability to provide the following services:

☐ Supervised consumption (injection, intranasal, oral) and overdose prevention services

☐ Onsite or defined pathways to:
  o Addictions treatment services
  o Mental health services
  o Primary care services
  o Social services (e.g. housing, food, employment, other)

☐ Harm reduction services:
  o Education (on harm reduction, safe drug use practices, safe disposal of equipment)
  o First aid/wound care
  o Distribution and disposal of harm reduction supplies
  o Provision of naloxone and oxygen

☐ Removal of inappropriately discarded harm reduction supplies (e.g. potentially contaminated needles and other drug use equipment) surrounding the CTS area using appropriate equipment (i.e. needle-resistant safety gloves)

---

4 The CTS program does not include supervised inhalation services.
Public education

The applicant should include:

- The types of services (e.g. what types of addictions treatment services will be offered) and how each will be delivered;
- Which services will be offered onsite, or define the pathways to the services; and
- Wait times for services.

Applicants may provide additional optional services based on capacity and local conditions. These should be described in the application. Please note optional services may require approval from Health Canada and/or the ministry based on the type of service.

2.2 SERVICE DELIVERY MODEL

Preference will be given to sites that offer consistent hours of operation, seven (7) days per week. Proposed hours should be based on local context and consultation with community stakeholders, local community groups, and persons with lived experience.

- Applicants will identify the hours of operation
- Applicants will identify the site’s capacity (e.g. number of consumption booths)

Applicants should also submit a proposed staffing model to demonstrate how the CTS meets operational and program requirements:

- A designated health professional must be present at all times
- The staffing model must include peers / persons with lived experience
- The applicant has the capacity within the proposed staffing model to:
  - Provide immediate overdose response
  - Prevent and manage security incidents
2.3 SITE REQUIREMENTS

Applicants must meet minimum site requirements:

- Provide a floor plan indicating where:
  - Service intake, consumption, and post-consumption care (i.e. aftercare room) will be located
  - Other mandatory services will occur
  - Hand hygiene sink and foot wash station will be located
  - Accessible washrooms will be located

- Verify the facility meets municipal bylaws and provincial regulations for accessibility

- Verify the site meets ministry design standards for a consumption service (see Appendix A)

- Verify physical safety and security measures are in place to ensure client, staff and community safety including:
  - Provincial and municipal safety requirements
  - Fire safety plan
  - Security plan
  - Paramedics and other first responders have access to the consumption and post-consumption (i.e. aftercare) rooms.
  - Occupational health and safety requirements
  - Infection prevention and control requirements
3. PROXIMITY

3.1 PROXIMITY TO SIMILAR SERVICES

The ministry will assess each applicant’s proximity to other Consumption and Treatment Services or similar services:

- Applicants should outline the site’s distance, in metres or kilometres, from their site to other local CTS (or similar services). CTS should be located at least 600m (i.e. two large city blocks) from each other.

3.2 PROXIMITY TO PARKS, SCHOOLS AND CHILD CARE CENTRES

The ministry will also assess the applicant’s proximity to licensed child care centers, parks, and schools (including post-secondary institutions):

- Applicants should outline the site’s distance, in metres or kilometres, to the closest licensed child care centre, park and schools
  - If the proposed site is within close proximity (e.g. 100m - 200m) to any of these, the applicant must specify how community concerns will be addressed through community consultation, and through ongoing community engagement.

- Applicants will require evidence of support by local stakeholders, including residents.
4. COMMUNITY SUPPORT AND ONGOING ENGAGEMENT

Community consultation is a requirement of the federal CDSA exemption application and does not have to be carried out separately for the Ontario program application, provided the consultation meets provincial requirements.

The consultation should allow the ministry to understand the efforts that have been taken to engage with stakeholders to inform them of the potential CTS, and to learn about potential impacts to people who use drugs and the local community, and how those can be mitigated.

The application must include a description of consultation activities that were undertaken for the proposed CTS site. Results from the consultations, including all feedback and comments that were received, should be provided in a summary report. Examples of consultation tools include, but are not limited to:

- Door-to-door or other canvassing (e.g. flyers)
- General email account (to receive feedback and respond to inquiries)
- Information meetings / open houses
- Presenting at community associations or other meetings
- Survey
- Website, including opportunities for individuals to submit feedback

At a minimum, the following stakeholders should be consulted on the CTS:

- Health and social service stakeholders (i.e. addictions treatment, mental health, housing)
- Local businesses and/or business associations;
- Local citizens and/or community groups;
- Local municipality;
- Police and other emergency services;
- Public health (local board of health); and
- Persons with lived experience.

Applicants may include additional stakeholders in their consultation process.
As part of their application, applicants:

- Must submit a **consultation report** that provides:
  - Who was consulted;
  - A summary of feedback from each stakeholder group;
  - Concerns raised by stakeholder groups, if any; and,
  - How concerns will be addressed.

- Must obtain and submit local municipal council support (i.e. council resolution) endorsing the CTS

- Should submit other evidence of support for the CTS. This can include, but is not limited to:
  - Letters of support from partnering organizations, local businesses and/or other stakeholders
  - Board of health resolution

- Applicants must also submit a **community engagement and liaison plan** which outlines how the community will be engaged on an ongoing basis. The plan may include:
  - Follow-up(s) after initial consultations
  - Public education about CTS
  - Engagement mechanisms to identify and address community concerns on an ongoing basis
5. ACCESSIBILITY

5.1 FULLY ACCESSIBLE

- Applicants must verify the CTS is compliant with the Accessibility for Ontarians with Disabilities Act.

- Applicants must also demonstrate how the services offered are culturally, demographically, and gender appropriate.

- Applicants must also demonstrate how the CTS is:
  - Strategically located (i.e. walking distance from where open drug use is known to occur);
  - Easily accessible by public transit.
PROGRAM FUNDING

OPERATIONAL BUDGET REQUESTS

Applicants must submit a budget which provides a breakdown of all the operational costs, including a brief description and rationale for the quantity and cost for each item requested (e.g. how the item would be used, by whom, and an explanation in the rare case where existing staffing or equipment cannot be leveraged).  

ELIGIBLE COSTS

Only Full-Time Equivalent employees (FTEs) and supplies directly associated with the consumption service, post consumption space, referrals, and/or addressing community concerns will be eligible for funding. The program funding will not cover direct costs of wrap-around services.

Operational cost items can include:

- Salaries and benefits;
- Supplies and services; and
- Program, administrative, phone and IT expenses.
  - The program will fund up to a maximum of 10% of total operating budget for administrative and IT expenses.  

Operating costs will be assessed against comparative provincial services of similar size and scale.

Once the Minister has approved final operational costs, an official funding letter will be issued.

Funding must not be used for physician funding to deliver clinical services.

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5 A budget template can be provided by the ministry upon request.

6 Admissible administrative expenses include: audit, accounting and payroll cost. Costs associated with job postings and staffing recruitment for CTS, travel, and conferences are not covered. IT equipment is considered an operational expense; however, furniture expenses are considered a capital expenditure.
CAPITAL BUDGET REQUESTS

Applicants with one-time funding requests for capital infrastructure, renovations, and retrofits of facilities to plan, establish and operate CTS must indicate the need for capital funding in their application.

The ministry will work with applicants to determine capital funding requirements immediately following a notification of the Minister’s approval of a site. The ministry will provide an overview of the capital funding process, the application form, and the ministry’s funding guide.

Applicants are encouraged to contact the Ministry’s Addiction and Substances Policy and Programs Unit (see Submitting an Application/Requesting Information Section) early on in the planning process to discuss capital funding requests.

TRANSFER PAYMENT AGREEMENT(S)

All applicants approved for provincial funding must agree to and sign a transfer payment agreement with the MOHLTC prior to receiving any funds. Agreements will outline the roles and responsibility of each party and the accountability and reporting requirements which the CTS provider must adhere to, including financial reporting and reporting on program indicators and outcomes.

All providers will be required to provide quarterly financial reports and annual audited financial statements to the MOHLTC. All providers will also be required to submit monthly and annual program reports (see Monitoring, Reporting and Evaluation Section).
ACCOUNTABILITY

REPORTING AND EVALUATION

As part of the monitoring and reporting requirements, CTS will be required to report on the following indicators on a monthly basis:

- **Site data:**
  - # of visits and # of unique clients (i.e. individuals)

- **Provision of wrap-around services and treatment uptake:**

  **Access/Uptake**
  - # of clients initiating onsite addictions treatment services\(^7\):
    - Opioid agonist treatment (e.g. methadone, suboxone)
    - Other (e.g. detox, residential or community treatment)
  - # of clients accessing onsite mental health services
  - # of clients accessing onsite primary care services
  - # of visits where clients received counselling services in CTS
  - # of times first aid or basic care (i.e. abscess, foot, wound) was provided
  - # of clients accessing onsite social services:
    - Housing
    - Other

  **Referral**
  - # of clients referred to addictions treatment services
  - # of clients referred to mental health services
  - # of clients referred to social services:
    - Housing
    - Other

---

\(^7\) Additional data on initiation to Rapid Access Addiction Medicine Clinics (RAAMs) through CTS will be collected through RAAM quarterly reporting and provided to the ministry by the Local Health Integration Networks.
• Safety and security:
  o # of times security staff assisted with an incident in the CTS
  o # of times security staff addressed a security event in the immediate perimeter of the CTS
  o # of times police were called to the CTS

• Visits:
  o Visits by time of day (morning, afternoon, evening, overnight)
  o Visits by mode of consumption (injection, intranasal, oral)
  o Where injection was peer-assisted (if applicable)
  o Non-identifiable client demographics (male/female/other clients, clients under 25 years, clients 25 to 64 years, clients 65 and over)
  o Drugs consumed by clients (as reported at intake)

• Overdose events:
  o # of overdoses
  o # of overdoses treated solely with oxygen/rescue breathing and stimulation
  o # of overdoses treated with naloxone
  o # of doses of naloxone administered (for overdoses treated with naloxone)
  o # of deaths occurring in the CTS

• Emergency service calls:
  o # of 911 calls related to an overdose:
    ▪ # of clients transported to an emergency department related to an overdose
  o # of 911 calls for other reasons (by reason)
    ▪ # of clients transported to an emergency department for other reasons (by reason)

• Provision of basic care and education:
  o # of visits where client received harm reduction education or information
  o # of visits where needle exchange/syringe services were provided for non-CTS use
- Frequency of needle pick-ups in the surrounding area of the CTS
- # of needles removed (i.e. picked up) in the surrounding area of the CTS

- **Community engagement and liaison:**
  - Description of community engagement and liaison efforts, including issues raised and how they have been mitigated

- **Other:**
  - Drug checking usage data, if applicable
  - Additional comments (at discretion of CTS provider)

To ensure that the CTS programs are efficacious and are achieving provincial objectives, each CTS provider will need to complete an annual report, subject to the criteria provided by the ministry. The ministry will also complete an evaluation of all provincially funded CTS operations.

---

**SAFETY AND SECURITY**

CTS must have mechanisms (i.e. policies and procedures) around security, access, and removal of used harm reduction equipment. CTS will:

- Control CTS site access (only those intending to use the services will be allowed to enter the CTS);
- Discourage loitering outside the CTS;
- Ensure staff are trained on instances in which law enforcement should be contacted (i.e. substances left at a CTS);
- Ensure staff are trained on Infection Prevention and Control (IPAC) procedures including needle handling and disposal policy and/or procedures; and
- Comply with Health Canada rules related to possession, production, trafficking/sharing, and administering of substances within the CTS
ENFORCEMENT

The Ministry of Health and Long-Term Care, or any authorized representative, will inspect the organization’s operations and compliance with CTS program requirements, which may include, but is not limited to: safety and security provisions, and frequency of needle removal/pick-ups.

The ministry or any authorized representative may also audit or review CTS documentation and reports to ensure compliance with other program requirements (i.e. onsite or defined pathways to addictions treatment, and wrap-around services).

A progressive enforcement approach will be used for any inspection or review.

CTS may also be subject to inspections by the Ministry of Labour and Health Canada.
SUBMITTING AN APPLICATION / REQUESTING INFORMATION

Completed Consumption and Treatment Service application forms and accompanying documents should be submitted to:

Addiction and Substances Policy and Programs Unit
Health Improvement Policy and Programs Branch
Population and Public Health Division
Ministry of Health and Long-Term Care
Email: addictionandsubstances@ontario.ca

Questions about the application process may be forwarded to:
addictionandsubstances@ontario.ca
APPENDIX A: CONSUMPTION AND TREATMENT SERVICE DESIGN STANDARDS

Below are room/space types and square foot sizing, based on international best practices for three to six consumption booths and potential operational models.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Description</th>
<th>Size</th>
<th>For Six Booths</th>
<th>For Three Booths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumption booth</td>
<td>Partitioned desk/table with chair</td>
<td>40sf per person</td>
<td>240sf</td>
<td>120sf</td>
</tr>
<tr>
<td>Assessment Room</td>
<td>Accommodates interviewer workstation/chair and client/chair (two chairs if needed)</td>
<td>100sf</td>
<td>100sf</td>
<td>100sf</td>
</tr>
<tr>
<td>Observation area</td>
<td>Workstations for supervisor staff (workstation and chair)</td>
<td>65sf</td>
<td>130sf</td>
<td>65sf</td>
</tr>
<tr>
<td>Post-consumption (aftercare) area</td>
<td>Space for at least six client chairs and one small desk/chair for supervisory staff</td>
<td>120sf</td>
<td>120sf</td>
<td>100sf</td>
</tr>
</tbody>
</table>

(Three to four client chairs and a desk/chair for supervisor)
CHCs are typically Class D occupancy buildings (under the Ontario Building Code) and built to the OBC standard of the year of construction.

The nature of the CTS self-administered “treatment” will likely define this group as individuals potentially needing more time and assistance for evacuation in the event of fire (due to potential degree of incapacitation). Therefore, this space will likely be considered a B2 occupancy under the Ontario Building Code and if so, will require additional physical renovations to upgrade fire separations, upgrades to the HVAC system, fire alarm systems and doors to these areas. The use of “cookers” may also prompt some other directions from the Ontario Fire Marshal’s office.

As a best practice the injection area should include:

- Counter space of ±3 linear feet per client;
- The counter space should be, non-porous, hygienic and easily cleanable (stainless steel is typical for most CTS sites);
- Appropriate biohazard waste disposal should be available for each client;
- Fixed mirrors should be provided for each client;
- Appropriate lighting should be provided to promote safe injection practice;
- Finish surfaces (i.e. wall, floor) should be non-porous and easily cleanable;
- A staff monitoring area should be provided in the post-consumption room with an emergency communication system;
- Lockable supply cabinets should be provided in the room;
- A hand hygiene sink and foot wash station should be provided in the CTS facility;
- Security and access control should be considered as part of the model of care;
- CSA Class-C ventilation should be provided in the space. Consideration should be given to the unique ventilation needs dependent on the permitted uses of the site; specifically, enhanced ventilation should be considered if “cooking” is permitted.
- Other space(s) for clients to relax and/or access care while observation continues, and to provide wrap-around services.
To: COUNCIL  
Meeting Date: 03/30/2021  
Subject: Appointment of Deputy Mayor and Alternate at Regional Council  
Submitted By: Danielle Manton, City Clerk  
Prepared By: Danielle Manton, City Clerk  
Report No.: 21-125(CRS)  
File No.: C1101  

Recommendation(s)

THAT Council receive Report No. 21-125(CRS) Appointment of Deputy Mayor and Alternate at Regional Council for information;

AND THAT Councillor Mike Mann be appointed as Deputy Mayor for the remainder of the 2018-2022 term of Council;

AND THAT Councillor Mike Mann be appointed as an alternate to Regional Council pursuant to the Regional Policy for alternate members;

AND THAT staff be directed to incorporate the Deputy Mayor role, as well as the Acting Mayor structure into the Procedure Bylaw once it is revised;

AND THAT staff be directed to complete a review of the structure for Acting and Deputy Mayors with Mayor and Council at the start of each term of Council;

AND FURTHER THAT Council direct the City Clerk to notify the Regional Clerk once Council appoints the alternate member of Regional Council.

Executive Summary

Purpose

- At the request of the Mayor and in an effort to facilitate continuity of service to the community and the Organization the role of Deputy Mayor has been requested for Appointment.
Key Findings

- The City of Cambridge does not currently have a formal Deputy Mayor position, having selected a rotational Acting Mayor structure at the start of the 2018-2022 term of Council that provides all members of Council with the opportunity to act as Mayor throughout the term of Council.

- In the interest of business continuity and Emergency Management due to the Pandemic at the consent of the Mayor, staff recommend appointing a Deputy Mayor in addition to appointing the Deputy Mayor to act as the alternate to Regional Council pursuant to the Regional policy for alternate members.

- The appointment of the role of Deputy Mayor for the remainder of the 2018-2022 term of Council requires resolution out of courtesy and for openness and transparency purposes to Council as a whole.

- The appointment of a Deputy Mayor roles does not impact the currently Acting Mayor structure for the remainder of the 2018-2022 Council term.

Financial Implications

- The appointment of a Deputy Mayor has no financial corporate impact. The role of Deputy Mayor does not provide for additional salary benefits. From a risk management and continuity of service perspective, it is beneficial to appoint a Deputy Mayor to act in the capacity of Mayor when required.

Background

Historically, the City of Cambridge has established an Acting Mayor structure at the start of each term of Council that rotates every three months.

Municipalities across Ontario vary in this structure as outlined below.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Process for Selection</th>
<th>Additional Renumeration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brampton</td>
<td>Acting Mayor role rotates amongst each Member of Council on a pre-determined monthly schedule.</td>
<td>No</td>
</tr>
<tr>
<td>Burlington</td>
<td>Deputy Mayor role rotates amongst each Member of Council on a pre-determined monthly schedule.</td>
<td>No</td>
</tr>
<tr>
<td>Oakville</td>
<td>Deputy Mayor role rotates amongst each Member of Council on a pre-determined monthly schedule.</td>
<td>No</td>
</tr>
<tr>
<td>Oshawa</td>
<td>Deputy Mayor is appointed on an annual basis by the Mayor.</td>
<td>No</td>
</tr>
<tr>
<td>Location</td>
<td>Description</td>
<td>Appointment?</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Toronto</td>
<td>Four Deputy Mayors are appointed for the term of Council – one has the power and authority to act for the Mayor in his absence, three act as the Mayors representatives at events.</td>
<td>No</td>
</tr>
<tr>
<td>Aurora</td>
<td>Member of Council who receives the most votes</td>
<td>No</td>
</tr>
<tr>
<td>East Gwillumbury</td>
<td>Roster of Council Members</td>
<td>No</td>
</tr>
<tr>
<td>Georgina</td>
<td>The 1 Regional Councillor</td>
<td>No</td>
</tr>
<tr>
<td>King</td>
<td>Roster of Council Members appointed on a monthly basis.</td>
<td>No</td>
</tr>
<tr>
<td>Newmarket</td>
<td>The 1 Regional Councillor</td>
<td>No</td>
</tr>
<tr>
<td>Richmond Hill</td>
<td>Regional Councillor who receives the most votes</td>
<td>No</td>
</tr>
<tr>
<td>Vaughan</td>
<td>Regional Councillor who receives the most votes</td>
<td>Yes</td>
</tr>
<tr>
<td>Whitchurch-Stouffville</td>
<td>At the beginning of each term of Council, Council determines a schedule and appoints Deputy Mayor(s) and Vice-Deputy Mayor(s) for all or part of the term of Council</td>
<td>No</td>
</tr>
</tbody>
</table>

The *Municipal Act, 2001*, (the Act) Section 226, Substitution states

“a municipality may, with the consent of the head of Council, appoint a member of Council to act in the place of the head of Council on any body, other than on the council of another municipality, of which the head of Council is a member by virtue of being head of Council.”

Although the Act outlines the authorization to substitute it is silent on the appointment of a Deputy Mayor however at the Head of Council’s consent for this appointment is for the purpose of substitution when required.

Section 242 of the Act identifies how municipalities conduct meetings in the absence of the Head, which includes designating someone to act on the Head’s behalf if the Head is absent, with respect to the role of presiding over meetings.

This shall include general business continuity in the absence of, or refusal to act by, the Mayor; attendance at meetings/events on behalf of the Mayor; participation/representation on civic committees, local boards, commissions or agencies and other related organizations including the Region.
The appointment by-law in Appendix A outlines the role of the substitute Deputy Mayor. This by-law outlines that the Deputy Mayor will fulfill all obligations of the Mayor set out in the *Municipal Act, 2001, the Emergency Management and Civil Protection Act*, any other applicable legislation that requires the Head to act. While acting in place of the Mayor, the Deputy Mayor has all the powers and duties of the Mayor save for and except the Regional Policy attached as Appendix B.

**Regional Council**

The Region of Waterloo has a policy for Alternate Appointments to Regional Council.

Subsection 268 of the “Act” Temporary replacement, member of upper-tier Council states:

“(1) Subject to subsection (2), the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. “

The Region’s policy permits a local municipality to appoint one alternate to Regional Council when they are required to attend Council and identified Standing Committee meetings and ensures that each municipality is appropriately represented at meetings.

The policy allows for short term substitutions only and does not permit longer term vacancies of a local council where a seat has been declared vacant. Further the policy only permits one alternate member appointment per municipality for the term of Council.

Appointment of one member as an alternate, does not then permit an alternate member for that appointed alternate. Should the seat of the alternate become vacant at any point throughout the term of Council, the municipality may then appoint another member as alternate.

In the absence of the Mayor, the alternate (Deputy Mayor) may attend Regional Council meetings and selected Standing Committee meetings as outlined in Appendix B. Alternate members must only be used when the Regional Council Member (Mayor) is unable to attend an entire meeting.

Staff will work to ensure there are no conflicts between Cambridge Council Schedules and Regional Council Schedules.

If a Regional Council member is unable to attend a Region meeting due to a conflict of interest or other legislative reason, they are not able to have the alternate attend in their place.
Upon the alternate attending in place of the Regional Council member, the alternate will have all of the same powers and duties as a Regional Council member. The alternate is responsible for following all policies and procedures as Regional Council members and as outlined in the Regional Council Procedure By-law 00-031, as amended. Alternates at Regional Council meetings will have the same entitlement to vote and make motions, but are restricted from submitting agenda items such as notices of motion. The alternate member’s powers and duties as a Regional Council member extend only to the time they are present at the meeting in the place of Regional Council member.

**Regional Pandemic Control Group**

The Region’s Community Pandemic Influenza Plan also outlines the role and membership composition of the Regional Pandemic Control Group that was established initially in March 2020 under these guiding principles.

4.2.5 The Regional Pandemic Control Group

As a pandemic will be a sustained event that will impact the entire community, it is essential there be one central body that guides the overall response and recovery efforts. In Waterloo Region this will be the Regional Pandemic Control Group.

As per the concept of operations, the Regional Pandemic Control Group would:

Serve as the master coordination and control point that guides and oversees the broader response and recovery efforts in Waterloo Region;

Be responsible for decision-making and communications for functions that are common to all municipalities, or regional in scale; and,

Be responsible for services or functions carried out by municipalities once a municipality declares it is unable to maintain that function.

Membership

The Regional Pandemic Control Group will be comprised of persons holding the following positions, or their appropriate alternates:

- Regional Chief Administrative Officer (Chair)
- Regional Chair
- Chief Administrative Officers (or equivalent) of the local municipalities
- Heads of Council/Mayors of the local municipalities
• Chief of Police
• Director of Emergency Medical Services
• Regional Fire Coordinator
• Chair, Health Sector Control Group
• Chair, Critical Infrastructure Control Group
• Chair, Community Support Sector Control Group
• Chair, Communications Control Group

In addition, the following personnel may be added to the Control Group in a support/ex-officio capacity as required:

• Region of Waterloo Manager of Emergency Measures
• Fire Chiefs and/or Community Emergency Management Coordinators of the local municipalities
• Region of Waterloo communications officials
• Region of Waterloo Public Health officials

Additional personnel called or added to the Regional Pandemic Control Group may include:

• Representatives from the School Boards
• Representatives from the Universities/Conestoga College
• Any other officials, experts or representatives deemed necessary by the Regional Pandemic Control Group.

Roles and Responsibilities

• To act as a liaison between organizations and sectors;
• To define key priorities during the response and recovery efforts;
• To disseminate pertinent information to the general public;
• To promote and direct the pooling and sharing of resources, potentially between organizations, to meet these key priorities; and,
• To make the necessary decisions to protect the welfare, health and safety of the citizens of Waterloo Region.

Given these aforementioned responsibilities, the Regional Pandemic Control Group will:

• Receive direction from the Ministry of Community Safety and Correctional Services (MCSCS)/Emergency Management Ontario (via the Provincial Emergency Operations Centre).
• Coordinate the sharing of information between sector control groups;
• Make decisions regarding recommendations from the sector control groups; and,
• Receive and process requests from the sector control groups.
Supporting Bodies

The Regional Pandemic Control Group may establish advisory groups, sub-committees, and/or sector control groups as required.

Deputy Mayor

As a result of the current pandemic, and for the care and concern of the community, to provide for continuity of operations, Mayor McGarry is opting to appoint one member as Deputy Mayor as outlined above for Councillor Mann to fill the role of Deputy Mayor for the balance of the Term effective April 1, 2021.

Mayor McGarry recommends the continuation of the Acting Mayor rotating schedule which further provides business continuity, experience and exposure for all Council Members who serve in the Acting Mayor role.

A resolution appointing the Deputy Mayor and as an alternate member on Regional Council is presented for adoption by Council and provides the resolution out of courtesy and for openness and transparency purposes to Council as a whole.

This resolution does not impact the current Acting Mayor structure for the remainder of the 2018-2022 Council term, however with the recent addition of Councillor Scott Hamilton to Council, Mayor McGarry recommends the addition of the Ward 7 Council Member to the rotation.

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 #2 - Governance and Leadership

Objective 2.2  Communicate often and make sure messages are clear, timely and delivered in a variety of ways.

The appointment of a Deputy Mayor structure is recommended to remain in place until the end of the 2018-2022 term of Council. The next term of Council will provide opportunity for the Mayor to determine which structure is suitable. Whichever structure is determined for the next term, an appointment bylaw and schedule may be required.
Comments

To ensure the continuity of business in the absence of the Mayor, some municipal Council’s adopt an Acting Mayor structure that provides a rotation for Members of Council to fulfil duties of the Mayor as required in the absence of the Mayor, other municipalities have established a Deputy Mayor or Mayor’s to assist with defined duties in the absence of the Mayor, such as Chairing Council meetings, representing the Mayor under the Emergency Operation Centre and to provide for continuity of operations in the absence of the Mayor.

Role of the Mayor
As defined in the Act, section 225.
It is the role of the head of council,
- a. to act as chief executive officer of the municipality;
- b. to preside over council meetings so that its business can be carried out efficiently and effectively;
- c. to provide leadership to the council;
  - c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- d. to represent the municipality at official functions; and
- e. to carry out the duties of the head of council under this or any other Act.

Duties of the Acting Mayor (Rotation)
Council has approved a rotating schedule for the Acting Mayor, this rotation currently happens every three months. The role of the Acting Mayor is for each Member of Council to have an opportunity to fill the Mayor's role in the event that the Mayor is absent due to illness, unable to attend due to schedule conflicts, or if the Mayor’s seat becomes vacant. The Acting Mayor may be called upon to represent the municipality at official functions and meetings as directed by the Mayor.

It is recommended that as a result of the Ward 7 seat being filled that the current Acting Mayor schedule be updated to include the Ward 7 Councillor and be re-circulated.

The intention to appoint a Deputy Mayor is not to withhold opportunity for the Acting Mayor to attend events on Mayor’s behalf and in the Mayor’s absence.

Duties and Responsibilities of the Deputy Mayor
The Deputy Mayor is required to fulfill their normal duties as a member of council under the Act, Section 224.
The role of the Deputy Mayor shall assist the Mayor in carrying out the Mayoral responsibilities under the Act, Section 225, in the Mayor’s absence. The Deputy Mayor shall Chair Council meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under the attached appointment By-law during the absence or incapacity of the Mayor.

By appointing a Deputy Mayor to act as the alternate member on Regional Council it provides the Cambridge lens when the Mayor is absent from Regional Council meetings. This ensures the city is participating in the decision-making process at the Regional level.

The Regional Pandemic Group also provides for the Mayor, as a member to have an alternate attend in their place.

In the event the Head of Council’s seat becomes vacant, as defined in section 259 of the Act, that vacancy shall be filled in accordance with section 263 of the Act, with the Deputy Mayor to act in the place of the Head of Council until such time as the vacant seat is otherwise filled.

The Deputy Mayor role will be formally appointed through an appointment By-law attached as Appendix A. In the absence of the Mayor and Deputy Mayor, the Acting Mayor at that time would fulfill some activities on behalf of the Mayor and at the call of the Mayor, but would not have the same authorities as the Mayor and Deputy Mayor. The Acting Mayor can not become alternate at Regional Council during absences pursuant to the Region’s policy for alternates.

This substitution and appointment of Deputy Mayor provides an opportunity to ensure consistent representation throughout the pandemic and emergency operations that require the Mayor’s attendance, provide for continuity of the Role of Mayor at key meetings and act as Chair of Council meetings in the Mayor’s absence. More specifically, in the absence of the Mayor, the Deputy Mayor has signing authority, can declare a State of Emergency, and preside as Chair over Council meetings.

Prior to 2022 municipal election, Council could consider creating an elected Deputy Mayor position. The Act states that during the year of a regular election before voting day, any changes to the organization of Council will not come into force and effect until the subsequent election (2022).

**Continuity of Operations**

Should the Mayor become incapacitated for a period of time, there is no one currently who could quickly step in to fulfill the duties. Although roles are similar on constituent service and attendance at Council meetings and other boards, the Mayor is the Head of
Council and maintains a leadership role, to guide the organization and council. The Mayor represents council and the community at the Emergency Operations meetings, is a member of the Regional Pandemic Control Group; Board of Health, Waterloo Crime Prevention Council, represents the City as a shareholder at Energy Plus, sits on the Auto Mayors’ caucus and the Grand River Conservation Authority. The Mayor regularly meets with Canadian and International businesses, leads a number of initiatives across the City; engages in advocacy to other levels of government; represents the City at the Ontario Big City Mayors, and other tables; and speaks on behalf of the city to media, among other duties.

These roles constitute a significant portion of the Mayor’s time.

**Good Governance:**

The appointment of a Deputy Mayor ensures continuity for the community, and the organization. It ensures that Council meetings are Chaired consistently, that Emergency Operations are led and represented, and provides further guidance to staff.

Formalizing a Deputy Mayor role, with clear rationale and responsibilities, provides transparency, accountability and purpose. It allows the development over time of a relationship of trust and sharing of select responsibilities. With each new term of office, it also allows for regular review by staff and Council.

Staff recommend inclusion of the roles of the Acting Mayor rotation and the Deputy Mayor in the Procedure By-law and advise that the by-law address both the role and expectation of the Acting Mayor Rotation and of Deputy Mayor. Staff advise that the Mayor provide notice to the City Clerk that they will be absent from the City, or is absent through illness, or their office is vacant, to ensure the Deputy Mayor can act in the place of the Mayor, and while so acting, has and may exercise all the rights, powers and authority of the Head of Council.

**Existing Policy/By-Law**

- *Municipal Act, 2001*
- Procedure Bylaw 18-15
- Regional Policy #11 - Alternate Appointments to Regional Council

**Financial Impact**

There is no financial corporate impact to appoint a Deputy Mayor. Attendance as an alternate member at Regional Council is seen as fulfilling part of the duties as a local
municipal Council Member, and no further compensation from the Region will be provided.

Public Input

The role of Deputy Mayor and Acting Mayor will be updated in the new revision of the Procedure By-law, currently under review by Council and staff.

This report is posted publicly as part of the report process.

Internal/External Consultation

Recently Members of Council have expressed through the Procedure By-law Review process that the Acting Mayor rotation and structure is working well and provides opportunity for Members to fill the role on an as needed basis. The structure of Acting Mayor and Deputy Mayor will be further defined in the Procedure By-law revision when it comes forward to Council and will request that the structures be reviewed at the beginning of each term.

Conclusion

The Acting Mayor rotation allows all members of council to continue to serve as Acting Mayor on an as needed basis and gain exposure to events and functions to have further insights to the community at large. The opportunity to enhance the role of Deputy Mayor provides Council, the community and staff the assurance of continuity of operations and good governance.

As the selection of the Deputy Mayor is to be selected with the consent of the Mayor, the motion before Council is to appoint Councillor Mike Mann as Deputy Mayor for the remainder of the 2018 – 2022 term of Council, and as alternate at Regional Council.

Signature

Division Approval

Reviewed by the CFO
Reviewed by Legal Services
Name: Danielle Manton
Title: City Clerk

Departmental Approval

[Signature]

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

City Manager Approval

[Signature]

Name: David Calder
Title: City Manager

Attachments

- Appendix A – Appointment By-law for Alternate on Regional Council and Deputy Mayor
BY-LAW 21-XXX

of the

CITY OF CAMBRIDGE

Being a By-law to Appoint a Deputy Mayor and an Alternate on Regional Council for the Corporation of the City of Cambridge for the 2018-2022 Term of Council

WHEREAS the statutory duties of the Mayor of the Corporation of the City of Cambridge are outlined in Section 225 of the Municipal Act, 2001 and various other Acts; and,

WHEREAS the Mayor is also responsible for executing various other duties for the Corporation of the City of Cambridge as authorized by Council, including those identified in the Cambridge Emergency Management Plan; and,

WHEREAS it is prudent to establish the duties of the Deputy Mayor in the absence of the Mayor and to provide for an Acting Mayor in the absence of both the Mayor and the Deputy Mayor;

WHEREAS there shall be no remuneration appointments by the City of Cambridge for role of Acting Mayor or Deputy Mayor;

NOW THEREFORE HEREBY ENACTS AS FOLLOWS:

1. THAT the Deputy Mayor fulfill all obligations of the Mayor, as set out in the Municipal Act, 2001, as amended, the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, any other applicable legislation, and any resolution of the Council of the City of Cambridge, in the absence of the Mayor.

2. THAT Councillor Mike Mann be hereby appointed as alternate to the Mayor at Regional Council pursuant to the Region of Waterloo Policy #11 for the 2018-2022 Term of Council for the Corporation of the City of Cambridge, effective in the absence of the Mayor.

3. THAT Councillor Mike Mann be hereby appointed as the Deputy Mayor for the 2018-2022 Term of Council for the Corporation of the City of Cambridge, effective in the absence of the Mayor.

4. AND THAT This By-law shall come into force and effect on the date of its passing.
ENACTED AND PASSED this 30th day of March, 2021.

_________________________________
MAYOR

________________________________
CLERK
Recommendation(s)

THAT Council report 21-091 (CRS), re: Appointment of Municipal Officers and Servants be received;

AND THAT a by-law to amend By-law 119-08 providing for the appointment of Officers and Servants of the Corporation of the City of Cambridge, be presented for enactment.

Executive Summary

Purpose

This report is to confirm the appointment of newly hired staff as Officers and Servants of the Corporation.

Key Findings

- The Clerk’s Division is aware of several positions where the recruitment process is complete and the positions are filled, now requiring the formal appointment of individuals to these positions.

- In review of the list of appointments, it was determined that several individuals who were previously appointed as Officers and Servants of the Corporation are no longer in their positions and these names should be removed.

- It is deemed appropriate at this time to bring forward an updated Appointment By-law for Officers and Servants of the Corporation to reflect the aforementioned changes.
• Members of Council will have the opportunity to review and discuss the proposed appointments before the amending by-law is presented for enactment.

**Financial Implications**

• There are no financial implications associated with the appointment of Municipal Servants and Officers.

**Background**

The Municipal Act, 2001, authorizes the Council of a municipality to select and appoint municipal officers, namely a Chief Administrative Officer, Clerk, Treasurer and Deputy Clerks and Treasurers, as required.

Section 227 of the Municipal Act, 2001, further establishes the roles and responsibilities of municipal officers and employees to:

- implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.
- Undertake research and provide advice to Council on the policies and programs of the municipality; and
- To carry out other duties required under any Act and other duties assigned by the municipality.

On August 11, 2008, Council passed By-law 119-08 providing for the appointment of Officers and Servants of the Corporation of the City of Cambridge tasked with responsibility for carrying out and enforcing regulations in accordance with the applicable Corporation policies and by-law(s) and to perform the duties as established by the job description approved for the position(s) by the Corporation of the City of Cambridge.

**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 #2 - Governance and Leadership

Objective 2.5 Focus on the responsible management of financial resources, ensuring transparency and accountability.
The appointment of municipal officers and servants for the Corporation ensures that the decisions of Council can be implemented in a timely and fiscally prudent manner and that legislative responsibilities can be fulfilled.

**Comments**

The City of Cambridge has recently completed the recruitment process for several positions that require Council to now formally appoint these individuals to permit them to perform their respective legislative responsibilities. In review of the most recent amendment to By-law 119-08, staff determined that there were several positions that had recently become vacant and this was an appropriate time to bring these names forward for removal from the appointment by-law to ensure it is as current as possible.

**Existing Policy/By-Law**

The appointments recommended in this report will require an amendment to By-law 119-08 providing for the appointment of Officers and Servants for the Corporation to add any new staff who have joined the Corporation since the last amendment was passed by Council and to delete the names of individuals no longer in their positions. The amending by-law will be presented to Council for enactment concurrently with this report.

**Financial Impact**

There is no financial impact pertaining to the appointment of Officers and Servants for the Corporation as the recommended appointments are existing positions.

**Public Input**

Posted publicly as part of the report process.

**Internal/External Consultation**

The Clerk’s Division works with various Departments to ensure the appointment by-law is kept up-to-date and that amendments are brought forward for Council’s approval as new employees start with the Corporation and/or when appointed individuals leave their positions.

**Conclusion**

Periodic review and updates to the City’s by-law providing for the appointment of Officers and Servants ensures that newly hired staff are able to carry out their responsibilities and that they have the legislative authority to do so, where applicable.
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

- N/A
Good morning,

I am writing in regards to a CTS site that will be coming to council once again in the coming weeks.

I ask that council remember that there was overwhelming opposition to a CTS site anywhere in Cambridge during the last round of consultations.

I as well as many others have done extensive research and connected with people across the country where similar issues exist and it is clearly evident that these harm reduction policies are failing, not only those struggling with addiction but also the surrounding communities as a whole.

At this time, the definition of “need” in our community supports rehab and preventative education. I urgently request that Council respect the community as a whole and to not have a CTS allowed anywhere in Cambridge, but instead advocate for a designated centre that supports on demand mental health treatment, rehabilitation and preventative education within our schools and community.

Kind regards,

Julie Currie
I am writing to you as my elected officials regarding the decision to put a CTS in the Cambridge area. This harm reduction initiative has been proven not to work in other cities/provinces. The results speak for themselves with increased overdoses, increased deaths, crime and unsafe communities. Cambridge already has enough problems with drugs, discarded drug paraphernalia and crime and I do not feel the a CTS is a viable or compassionate solution. I am asking you to listen to the tax payers of Cambridge and vote against placing a safe injection site in Cambridge. On this very important topic I would like my voice to be heard and I look forward to your support. *Please add my email to the agenda.

Thank you,
Pauline Brittenden
Cambridge citizen for 57 years
To major of Cambridge

We moved to Hespeler over 10 years ago to make a life and settle in a fantastic caring village. Only in the last three years the city has approved numerous developments and we are rapidly losing the village community.

The more Cambridge grows the more big city issue crime and drug use homelessness. I was part of a previous group for Hespeler and we had many closed door meetings with the previous major and even had the present major join us on walks highlighting the homeless issues and illegal camps in the area. My wife runs a home daycare and we NEVER thought we would see the day we would be teaching babies not to touch discarded needles and drug paraphernalia left laying around the sidewalks and pathways. We never thought we would have to install cctv around our home to deter criminals from stealing from us.

STOP the consumption sites doesn’t allow the drug use and don’t enable people to commit crimes to feed there drug habits. Put the resources to helping rehabilitate the people give them a second chance of a good life. Don’t enable them to destroy themselves, families and many more

This is a complete insult to the honest voters that put you in the major seat not listening not understanding and not having an option what is correct for Hespeler and for Cambridge.

Think twice this is not good for anyone. !!

Steve Melia GSC
Dear elected representatives of Cambridge,

How many petitions? How many votes of NO do we need to emphasize that the citizens of Cambridge do not want a safe injection site in the struggling downtown core? Is the strategy to wear down the electorate? To keep trying until no one is looking?

Please find another solution. Perhaps fund the regional hospitals to provide these additional services in outpatient type environments. Perhaps look at alternatives such as rehabilitation and addiction counselling services.

I’ve lived in Vancouver’s downtown east side. I’ve walked through neighbourhoods in Hamilton and Kitchener with these CTS facilities. It’s not pleasant and hurts the potential for commercial development in these areas. Our downtown core is struggling with business closing faster than they’re opening. Do we want a downtown with nothing more than shuttered businesses and a CTS site? Right beside a new LRT station?

There are other options to help those with addiction issues. Safe injection sites are not the only answer. Let’s do what fits our city best and helps our downtown core get back on its feet and drive commercial and local development and growth.

Please vote NO on yet another proposal to open a CTS site in downtown Cambridge.

Nuno
I am opposed to Safe Injection Sites in Cambridge Ontario

The argument is simple: safe injection sites have not delivered on their promises and have caused a significant increase in trash, crime, and disorder. Public health experts have built safe injection facilities with little public input, creating problems for long-time residents. As Ontario Premier Doug Ford told reporters: "If I put (a safe injection site) beside your house, you'd be going ballistic."

An emerging body of evidence suggests safe injection sites may cause more harm than good. In Alberta, public health authorities released a bombshell report that showed the sites did not reduce overall overdose deaths or opioid-related emergency calls. And they led to an increase in crime, discarded needles and social disorder in surrounding neighborhoods.

Residents complained that they were not involved in the process and felt "less safe than before." After the release of the report, Alberta Premier Jason Kenney announced that the provincial government would consider closing or relocating some of the safe injection sites.

Ontario, Alberta and Manitoba are three of the five largest Canadian provinces, and home to the urban populations of Toronto, Calgary and Winnipeg. Premiers Doug Ford, Jason Kenney and Brian Pallister all challenge the ideology of "harm reduction" and have spoken on the public's frustration about safe injection sites.

Since taking office, Premier Ford cut funding for three safe injection sites, Premier Kenney froze funding for new safe injection facilities and Premier Pallister announced his intention to support law enforcement over harm reduction.

First, the activist narrative on harm reduction—that it saves lives without collateral costs—cannot be maintained. Safe injection sites have an extremely poor record of moving drug users into treatment and recovery, with some referral rates as low as 1%. As a result, neighborhoods that host safe injection sites, like the Downtown Eastside in Vancouver, often devolve into open-air drug markets, with hundreds of homeless addicts sleeping in the streets. This, of course, only compounds the problem and externalizes the social costs onto neighbors and small businesses.

Already, in some American cities that have come closest to implementing safe injection sites, there are echoes of the Canadian uprising. In 2017, five cities surrounding Seattle quickly passed local ordinances banning safe injection sites; U.S. Attorney Brian Mora warned Seattle lawmakers that any attempt to create a safe injection site would immediately be shut down by the federal government. Earlier this year, Philadelphia announced it would open the nation's first safe injection site, then quickly reversed course after working-class residents in South Philadelphia rebelled against the plan.

Moving forward, opponents of "harm reduction" must build on these successes and develop a coordinated strategy to prevent the establishment of safe injection sites. We all can learn an important lesson from cities like Vancouver and Seattle: there is no such thing as safely using heroin, fentanyl and methamphetamine.
To Whom it May Concern,

I am writing this email to voice my opinion about putting in a CTS (drug injection site) in Cambridge. I am completely against having a CTS in Cambridge. We should be using this money for services that will get people off of drugs and break the cycle for the next generation and when I say services I do not mean a safe drug supply. The government funded rehab, detox and mental services currently offered in waterloo region have long wait lists and mountains of red tape which will deter most people before they get in to a program.

So I am asking you to not put a CTS in Cambridge. I would also like this email included in the next council agenda that will be dealing with the CTS process.

Regards,
Tony D
I am writing this on behalf of myself who owns a home at 110 Winston Blvd and my
daughter who owns a home at 170 Adler. Safe injection sites are not the answer and we do
not want them in the Hespeler area. My sister is an addict and she went to BC and lived
there for 3 years taking advantage of this program. In her mind she has been off drugs for
3 years as the government paid for them and it was all legal. She returned to Ontario 4
months ago and went into withdrawal and was back to getting a hit off the street. In both
cases she still stole from people. the only thing that changed was the drugs were free, she
went back to BC, they can keep their sites, the area around these areas are terrible and
devalued and i do not want to see that in our lovely city,
sincerely two of your voters

Tabatha Dean
Good evening,

I’m writing in support of my mother’s previous email condemning the proposed safe injection site being discussed here in Cambridge. I live at 170 Adler Drive here in the Hespeler community. I am NOT in support of these drug consumption sites and fear that this will be the demise of our beautiful city. The amount of crime and harassment that has been a result of the Bridges location has been devastating, especially for our small business owners. The Shopper Drug Mart employees across from the bridges face the consequences of this every day, I urge you to go and ask their opinion on adding another avenue for this destruction here in Cambridge. Not to mention, the safety of the individuals at the local library in Galt. My fiancée used to go there to study frequently but couldn’t go anymore because so many drug addicts were frequenting to use the internet- some taking the opportunity to watch adult movies. We need to find a way to rehabilitate these individuals, not aid in progressing the addiction and homelessness in our city and surrounding areas. I agree, something must be done to help these individuals but the current strategy and the proposed strategy of safe injection sites is not it. We ourselves have a family member who’s struggled with addiction for over 3 decades. She believes she’s on the road to recovery because she’s doing drugs SAFELY at these injection sites with encouragement from the local government- this is not the way!

I am urging you to reconsider these developments by talking to locals who care about this community. Please, go speak with local businesses impacted by the Bridges Center as well as shoppers drug mart employees, local home owners and our librarians. Let’s work as a community to find a better solution with a heavy focus on rehabilitation and healthy assistance programs.

Thank you in advance for your time and I appreciate your consideration in keeping our beautiful city healthy and safe for all of its members.

Regards,
Victoria Dean
Good Day Everyone,

With meetings being held online and at times I cannot speak at, I am writing an email to express my concerns about a CTS in Cambridge.

Putting a CTS in Cambridge has been an ongoing battle/debate for the past 4 years. During those 4 years little time or money has been spent on getting people help to get off of drugs. The CTS caters to only a small group of people, where as improving our rehab, detox and mental health services would benefit so many more. I understand that you want to save lives (I do as well) but in reality a CTS does not save a life. Anytime you use illegal drugs it causes damage to your major organs, including your brain. Every time naloxone is used to revive a person it causes damage to their bodies. We all need to have compassion for anyone addicted to anything but there is a point where you are basically loving them to death. Add to that talk of a safe drug supply and we really are loving them death because those drugs are not "safe" they are still causing damage to the persons body and brain.

Kitchener has had their CTS for over a year now and fatal ODs are still going up. People are blaming that on covid but since I see groups clustered together outside the CTS and outside the shelters I do not think that is the reason. When you walk into the CTS in Kitchener there is nothing that would point someone to treatment, no signs, no pamphlets etc. and the staff are not allowed to talk about treatment unless they are asked by the client. The treatment part of the CTS is nowhere to be found in the actual CTS. If a client would by chance ask about treatment they are referred to long wait lists and lots of red tape. A lot of the rehab programs say you have to be clean for X number of days to get in so most will need to go to detox first. The wait list for detox can be anywhere from 3 to 6 months, then once you are finished with detox you then have to wait for a bed to open up in rehab (wait lists are well over 6 months) so you are basically just put back out onto the streets. By the time a bed opens up they have already gone back to drugs as that is the only life they had to go back to, so now they need to detox again. Its a wash, rinse and repeat cycle of life that needs to be broken and the only way to do that is to spend money for on demand detox, rehab and sober living so when they ask for help they can go then and there.

Cambridge needs to stand up and be the city that puts treatment first and says NO to a CTS / Safe drug supply and says YES to fighting to get people out of the addiction cycle.

Could you please include this email in the agenda of the next council meeting that deals with CTS, thank you.

Sincerely
Angie Campbell
March 24, 2021

Please add this letter to any discussions or council meetings when these sites will be discussed.

I was shocked to read a letter to the editor of a Dan who was in support of Consumption Sites. I thought council understood that the residents of Cambridge did not and will not support a site anywhere in Cambridge. Council stated that they would not support one in the downtown core and yet, that letter is trying to convince people that it will be a good thing to have a drug injection site near residents and schools. Our new councillor Scott was told that we did not want a site when he came to our door. Why do we have to keep on saying the same thing over and over again?

The location does not matter and these sites do nothing much to help those suffering addiction. We all know that this will be just one step closer to safe supply of drugs. This is wrong on so many levels that I can’t write them all down in this email. I have friends in Vancouver that volunteered in this sector and saw first hand how addicts using safe supply also end up taking street drugs to get the high that they need.

These harm reduction initiatives do not work. They are short lived, and nothing more than a band aid solution. The more that these addicts stay on drugs, either a safe supply or illegal, the more harm they do to themselves and their families. These harm reduction methods only promote harm to the addict and the surrounding community and to their children, if they have any, starting a new generation of children who are traumatized in youth and then seek drugs to numb their struggles. Approving a site will make all of council culpable of this harm being continued.

Council represents everyone in this city and not just one group or the social agencies who profit on the backs of taxpayers to grow their business. Our city needs to stop trying to sustain lives in a continuous addicted lifestyle, and wasting so much money on the expansion of failing injection sites, and start putting money to better use, with on demand and in house treatment centers for mental well being and a better quality of life.

Thank you for listening

Shelly Snyder

Cambridge Resident
BY-LAW 21-023
of the
CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law to amend By-law No. 119-08 providing for the appointment of Officers and Servants of the Corporation of the City of Cambridge

WHEREAS Council has enacted By-law No. 119-08 to provide for the appointment of Officers and Servants of the Corporation of the City of Cambridge,

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

1. THAT Schedule "A" of By-law No. 119-08 is hereby amended to add the following:
   - Michael Hausser – Director of Operations
   - Chris Adams – Municipal Compliance Officer
   - Samantha Bird – Animal Control Officer
   - Erica Miller – Animal Control Officer
   - Gemma Brown – Animal Control Officer

2. THAT Schedule “A” of By-law No. 119-08 is hereby amended by striking out “Deputy” in “Brian Arnold – Deputy Fire Chief”.

3. THAT Schedule "A" of By-law No. 119-08 is hereby amended to delete the following:
   - Alexandra Rodic - Council Committee Services Coordinator
   - Darrell Mast – Assistant City Solicitor
   - Megan Gashgarian - Animal Control Officer / Municipal By-law Compliance
   - Megan Gashgarian - Animal Services Officer
   - Laura Zehr - Animal Services Officer
   - Hailey Boyko – Animal Services Officer

4. THAT in all other respects by-law 119-08 is hereby confirmed.

5. AND THAT this by-law shall come into full force and take effect on the day it is passed.
Enacted and passed this 30\textsuperscript{th} day of March, 2021.

\underline{MAYOR}

\underline{CLERK}
SCHEDULE "A"
Amendment to Schedule "A" of By-law 119-08

<table>
<thead>
<tr>
<th>Office of the City Manager</th>
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<tbody>
<tr>
<td>David Calder</td>
<td>City Manager / Deputy City Clerk</td>
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<tr>
<th>Legal</th>
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<tr>
<td>Lisa Shields</td>
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<tr>
<td>Dave Bush</td>
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<tr>
<td>Danielle Manton</td>
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<tr>
<td>Jennifer Shaw</td>
<td>Manager of Council &amp; Committee Services / Deputy City Clerk</td>
</tr>
<tr>
<td>Chris Adams</td>
<td>Municipal Compliance Officer</td>
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<tr>
<td>Briar Allison</td>
<td>Council Committee Services Coordinator</td>
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<td>Samantha Bird</td>
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<td>Gemma Brown</td>
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<tr>
<td>Kathleen Chafe</td>
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<td>Haylee Clarke</td>
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<td>Maureen Cromwell</td>
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<td>Breanne Cruden</td>
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<tr>
<td>Chris Dewar</td>
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<td>Catherine Heathfield</td>
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<tr>
<td>Name</td>
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<tr>
<td>Elisabeth Leal</td>
<td>Senior Municipal Compliance Officer</td>
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<td>Brittany Lee</td>
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<tr>
<td>Antonia Mancuso</td>
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<td>Erica Miller</td>
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<td>Hannah Saunders-Nobbs</td>
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<tr>
<td>Dan Smith</td>
<td>Manager of By-law Compliance / Municipal By-law Compliance Officer / Property Standards Officer</td>
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<td>Dave Wiedrick</td>
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<td>Warren Ziegler</td>
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**Finance**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Sheryl Ayres</td>
<td>Chief Financial Officer / Treasurer</td>
<td>February 19, 2019    Effective January 28, 2019</td>
</tr>
<tr>
<td>Katie Fischer</td>
<td>Deputy Treasurer</td>
<td>June 18, 2019</td>
</tr>
<tr>
<td>Wade Novak</td>
<td>Manager of Service Cambridge and Revenue</td>
<td>March 28, 2017</td>
</tr>
<tr>
<td>Mirna Rapoini</td>
<td>Acting Manager of Accounting and Financial Reporting</td>
<td>November 3, 2020</td>
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**Fire**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Brian Arnold</td>
<td>Fire Chief</td>
<td>November 3, 2020</td>
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<tr>
<td>Damond Jamieson</td>
<td>Deputy Fire Chief</td>
<td>September 19, 2017</td>
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<tr>
<td>Eric Robinson</td>
<td>Assistants to the Fire Marshall</td>
<td>March 30, 2021</td>
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### Assistants to the Fire Marshall

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ralph Schmidt</td>
<td>Assists to the Fire Marshall</td>
<td>March 30, 2021</td>
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<tr>
<td>Allison Wakefield</td>
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<tr>
<td>Eric Yates</td>
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### Technology Services

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<th>Name</th>
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<tbody>
<tr>
<td>Mohammad Mamun</td>
<td>Chief Information Officer</td>
<td>September 17, 2019 Effective July 29, 2019</td>
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### Human Resources

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Andrew Martin</td>
<td>Director of Human Resources</td>
<td>November 6, 2018</td>
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### Emergency Planning

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Gina Cliffe</td>
<td>Manager of Community Emergency Planning</td>
<td>September 27, 2016</td>
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### Infrastructure Services

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Yogesh Shah</td>
<td>Director of Asset Management and Project Management Office</td>
<td>September 8, 2014</td>
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### Operations

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<tr>
<th>Name</th>
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<tr>
<td>Michael Hausser</td>
<td>Director of Operations</td>
<td>March 30, 2021 Effective February 8, 2021</td>
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<tr>
<td>Mike Hewlett</td>
<td>Manager of Fleet Services</td>
<td>June 28, 2016</td>
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<td>Nathan Lantz</td>
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<tr>
<td>Dave Lukezich</td>
<td>Manager of Road Operations</td>
<td>September 17, 2019 Effective August 19, 2019</td>
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### Environmental Services

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<tr>
<td>Mike Parsons</td>
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<td>February 18, 2020 Effective September 4, 2019</td>
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### Corporate Enterprise

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<tr>
<td>Cheryl Zahnleiter</td>
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<td>November 17, 2015</td>
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### Risk and Compliance

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<tr>
<td>Olu Ojikutu</td>
<td>Chief Risk Officer</td>
<td>August 6, 2019  Effective April 29, 2019</td>
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<tr>
<td>Community Development</td>
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<td>Hardy Bromberg</td>
<td>Dennis Purcell</td>
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<tr>
<td>Cross Connection Control Officer / Building Inspector</td>
<td>Cross Connection Control Officer / Building Inspector</td>
<td>Appointed January 8, 2001</td>
</tr>
<tr>
<td>Amended November 17, 2014</td>
<td>Appointed January 8, 2001</td>
<td></td>
</tr>
<tr>
<td>Appointed August 8, 2005</td>
<td>Appointed August 8, 2005</td>
<td></td>
</tr>
<tr>
<td>Basilio Padovani</td>
<td>Basilio Padovani</td>
<td></td>
</tr>
<tr>
<td>Building Inspector / Property Standards Officer</td>
<td>Building Inspector / Property Standards Officer</td>
<td>Appointed June 23, 1997</td>
</tr>
<tr>
<td>Larry Peterson</td>
<td>Larry Peterson</td>
<td></td>
</tr>
<tr>
<td>Building Inspector / Property Standards Officer</td>
<td>Building Inspector / Property Standards Officer</td>
<td>Appointed May 29, 1995</td>
</tr>
<tr>
<td>Mark Ryan</td>
<td>Mark Ryan</td>
<td></td>
</tr>
<tr>
<td>Building Inspector / Property Standards Inspector</td>
<td>Building Inspector / Property Standards Inspector</td>
<td>Appointed March 28, 2017</td>
</tr>
<tr>
<td>Jason Shular</td>
<td>Jason Shular</td>
<td></td>
</tr>
<tr>
<td>Building Inspector / Property Standards Officer</td>
<td>Building Inspector / Property Standards Officer</td>
<td>Appointed January 23, 2018</td>
</tr>
<tr>
<td>Sherif Taha</td>
<td>Sherif Taha</td>
<td></td>
</tr>
<tr>
<td>Building Inspector / Property Standards Officer</td>
<td>Building Inspector / Property Standards Officer</td>
<td>Appointed January 23, 2018</td>
</tr>
<tr>
<td>Thomas Weishar</td>
<td>Thomas Weishar</td>
<td></td>
</tr>
<tr>
<td>Building Inspector / Property Standards Officer</td>
<td>Building Inspector / Property Standards Officer</td>
<td>Appointed January 23, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Appointed</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Kevin De Leebeeck</td>
<td>Director of Engineering</td>
<td>Appointed November 3, 2020</td>
</tr>
<tr>
<td>Deanne Friess</td>
<td>Manager of Development Planning</td>
<td>Appointed August 11, 2008</td>
</tr>
<tr>
<td>Rachael Greene</td>
<td>Planner / Secretary-Treasurer to the Committee of Adjustment</td>
<td>Appointed September 17, 2019 Effective August 26, 2019</td>
</tr>
<tr>
<td>Maria Skara</td>
<td>Recording Secretary to Committee of Adjustment</td>
<td>Appointed February 18, 2020 Effective December 16, 2019</td>
</tr>
</tbody>
</table>
BY-LAW 21-024

of the

CITY OF CAMBRIDGE

Being a By-law to Appoint a Deputy Mayor and an Alternate on Regional Council for the Corporation of the City of Cambridge for the 2018-2022 Term of Council

WHEREAS the statutory duties of the Mayor of the Corporation of the City of Cambridge are outlined in Section 225 of the Municipal Act, 2001 and various other Acts; and,

WHEREAS the Mayor is also responsible for executing various other duties for the Corporation of the City of Cambridge as authorized by Council, including those identified in the Cambridge Emergency Management Plan; and,

WHEREAS it is prudent to establish the duties of the Deputy Mayor in the absence of the Mayor and to provide for an Acting Mayor in the absence of both the Mayor and the Deputy Mayor;

WHEREAS there shall be no remuneration appointments by the City of Cambridge for role of Acting Mayor or Deputy Mayor;

NOW THEREFORE HEREBY ENACTS AS FOLLOWS:

1. THAT the Deputy Mayor fulfill all obligations of the Mayor, as set out in the Municipal Act, 2001, as amended, the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, any other applicable legislation, and any resolution of the Council of the City of Cambridge, in the absence of the Mayor.

2. THAT Councillor Mike Mann be hereby appointed as alternate to the Mayor at Regional Council pursuant to the Region of Waterloo Policy #11 for the 2018-2022 Term of Council for the Corporation of the City of Cambridge, effective in the absence of the Mayor.

3. THAT Councillor Mike Mann be hereby appointed as the Deputy Mayor for the 2018-2022 Term of Council for the Corporation of the City of Cambridge, effective in the absence of the Mayor.

4. AND THAT This By-law shall come into force and effect on the date of its passing.
ENACTED AND PASSED this 30th day of March, 2021.

_________________________________
MAYOR

__________________________________
CLERK
BY-LAW 21-025

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 30\textsuperscript{th} day of March, 2021.

_________________________________
MAYOR

_________________________________
CLERK