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

Presentations

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

2. 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. Patrick Melady re: 21-081(CD) ROP Review – Major Transit Station Areas – City of Cambridge Opportunity to Respond

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, April 6, 2021 Council Agenda be adopted as recommended.

Items #

1. Special Council Minutes- March 16, 2021 PP.27

2. Council Information Package- March 19, 2021 PP.41

3. Cambridge Cycling Trails Advisory Committee Minutes – January 14, 2021 PP.62

4. Committee of Adjustment Minutes – February 3, 2021 PP.71

6. 21-062(CD) Noise Exemption – Wesley Boulevard Moffat Creek Crossing Construction PP.90

7. 21-076 (CD) Request for Revision of Loan Agreement – Kinbridge Community Association PP.94

8. 21-091 (CRS) Appointment of Municipal Officers and Servants report PP.100

Note: all consent items as listed above have been referred from the March 30th, 2021 Special Council meeting.

Consideration of Reports
Note: all reports on the regular agenda have been referred from the March 30th, 2021 Special Council meeting.

Community Development

9. 21-106(CD) Minister’s Zoning Order – 0, 128, 134, 140, and 228 Old Mill Rd PP.104


11. 21-081(CD) ROP Review – Major Transit Station Areas – City of Cambridge Opportunity to Respond PP.184

12. 21-123 (CD) 2021 Spring / Summer Programs and Services Update PP.193

Corporate Enterprise

Corporate Services

11. 21-121(CRS) Cambridge Consumption and Treatment Services Community Consultation and Site Identification PP.205

Note: delegations for this item were previously heard on March 30th, 2021. No further delegations will be heard, written submissions can be submitted to clerks@cambridge.ca

Infrastructure Services

Unfinished Business

Correspondence

Notice of Motion- Councillor Hamilton

WHEREAS there have been ongoing problems for more than nine years concerning safe pedestrian crossings at Holy Spirit school, and insufficient parking spaces provided for parents and their children at Moffat Creek Public School on Myers Road;
WHEREAS, despite more than 80 cars now parking on Myers Road twice daily to get their children to school, the Region of Waterloo is planning to rebuild Myers Road with no parking spaces whatsoever, resulting in, twice a day, cars parking on distant residential streets, and making parents with young children walk in potentially adverse conditions;

WHEREAS Cambridge and Waterloo Region face an acute need for parking on this road at this specific location and a general and increasing need for parking as this area of the city, Southeast Galt, grows and intensifies substantially;

THERE IT BE RESOLVED that Cambridge Council request Regional Council to direct Region staff to work in consultation with parents and residents of Cambridge, to evaluate options for parking spaces on Myer’s Road at Moffat Creek Public School, and that correspondence be sent on behalf of Cambridge Council requesting Regional Council to consider that parking on Myers Road is essential for the overall safety and wellbeing of its parents, children, and residents of today, and the future.

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.249

Confirmatory By-law

21-027 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 6th of April, 2021. PP. 256

Close of Meeting
Old Mill Road Limited Partnership
0, 128, 134, 140 & 228 Old Mill Road
Request for Minister’s Zoning Order
March 30, 2021
Outline of Presentation

1. Introduction of Owner & Project Team
2. Overview of Proposed Development
3. Previous Development Approvals by City of Cambridge and Region of Waterloo
4. Technical Studies Completed / Underway
5. Timeline
Introductions

Delis Lus – Vice President Real Estate Development Group

“We develop and build remarkable buildings and foster enduring relationships with our people, partners and clients”

**BROCCOLINI** IS A THIRD-GENERATION FAMILY COMPANY CELEBRATING ITS 70TH YEAR IN BUSINESS

BASED IN MONTREAL WITH OFFICES IN TORONTO AND OTTAWA

SPECIALIZES IN INDUSTRIAL, COMMERCIAL AND HIGH-RISE RESIDENTIAL

**WHAT WE DO**

- REAL ESTATE DEVELOPMENT
- GENERAL CONTRACTOR
- CONSTRUCTION MANAGER
Sample Projects
Project Team

Project Architect
Civil Engineering, Ontario
Land Surveying

Ecological Services

Transportation Planning

Land Use Compatibility, Acoustical Engineering

Cultural Heritage

Archaeology

Land Use Planning, Landscape Architecture
Proposed Development

A Warehouse Distribution Centre to include:

- A single building having an overall Gross Floor Area of 100,000 sq. m. (1,080,000 sq. ft) comprised of warehouse with mezzanine (1,045,000 sq. ft.) and office (35,000 sq. ft.)
- Maximum building height of 15 m (50 ft.)
- 110 loading docks
- 825 automobile parking spaces
- 350 transport trailer parking spaces
Proposed Development

INDUSTRIAL BLDG
WAREHOUSE: 1,044,862 SF (97,070.9 m²)
OFFICE: 35,318 SF (3,281.15 m²)
TOTAL GFA: 1,080,180 SF (100,352.05 m²)
Proposed Development
Previous Development Approvals *(140 Old Mill Road only)*

- Draft approved and rezoned in 2015
- Proposed 14 Industrial Blocks to yield +/- 750,000 sq. ft.
- Conserved the Blair Creek Provincially Significant Wetland
- Accesses approved to Old Mill Road and Fountain Street
Previous Development Approvals (140 Old Mill Road only)

• Previous approvals excluded 128, 134 and 228 Old Mill Road
Previous Development Approvals

Previous approvals based on:

- Ecological and Tree Management Studies
- Heritage Impact Study
- Traffic Impact Study
- Land Use Compatibility Report
- Functional Servicing and Stormwater Management Report
- Hydrogeological Assessment
- Planning Justification Report
Existing Official Plan Designation (All Properties)

- Designated “Employment Corridor” and “Natural Open Space System”
Existing Zoning (140 Old Mill Road only)

- Industrial Business Park (M1) with Holding (H) provisions subject to:
  - Traffic Study
  - Land Use Compatibility/Noise Study
  - Connection to Blair Sanitary Pumping Station
- Prohibition on “Stamping Plant”
- Open Space (OS1) was former Stormwater Management Facility to support proposed subdivision
Request for Minister’s Zoning Order (for All Properties)

Permitted Uses:
- All uses permitted in the M1 zone except stamping operations
- Warehouse Distribution/Logistics Operation/Fulfillment Centre
- Office

Regulations:
- All regulations of the M1 Zone except:
  - Maximum building height = 15 m
  - Planting Strip along Old Mill Road of 1.0 m
  - Parking equivalent to 10% of lot area
Technical Studies Completed / Underway

(1) Verification of Provincially Significant Wetland with GRCA
(2) Planning Justification Report in support of Request for MZO
(3) Land Use Compatibility preliminary review / opinion
(4) Traffic Impact Study and Functional Design for road improvements
(5) Geotechnical Investigation
(6) Scoped Environmental Impact Study
(7) Heritage Impact Assessment
(8) Acoustical Study for Truck and Stationary Noise
(9) Functional Servicing and Stormwater Management Report
(10) Cultural Heritage Report
Economic Development Benefits

JOBS:
• 700 employees in regular season, with the majority full-time positions
• 1,400 employees in peak season (early November to February)
• Short-term employment =1,000s construction and professional jobs

INVESTMENT:
• Construction estimate of $150 million, plus $10 million in road improvements and infrastructure

DEVELOPMENT CHARGES:
• Regional DC estimate +/- $7 million
• City DC estimate +/- $6 million
• WRDSB estimate +/- $1.5 million
• WCDSB estimate +/- $0.35 million
Timeline

PRE-GRADING:
- Tree protection fencing, Erosion and Siltation Control, topsoil and fill removals (300,000 cu.m.) (Early April 2021)

SITE PLAN APPLICATION:
- April submission to July to execute Site Plan Agreement

CONSTRUCTION & SERVICING:
- July 2021 commencement

OCCUPANCY:
- August 2022
Questions and Answers
Regional Official Plan Review Project – Major Transit Station Areas
March 30, 2021
Special Council
Regional Official Plan Review

- Region of Waterloo 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.

- One component currently under review is the Intensification Strategy which includes:
  - Delineating Major Transit Station Areas (MTSAs).

- Regional Council will receive this information on April 20, 2021.
Major Transit Station Areas (MTSAs)

• The area within an approximate 500 to 800 metre (1640 to 2624 feet) radius of a transit station (ION LRT stop), representing about a 10-minute walk.

• MTSAs are planned to achieve:
  - higher densities to provide opportunities for living and working close to higher-order transit; and
  - a mix of residential, office, institutional and commercial development where appropriate.
Major Transit Station Areas (MTSAs) Delineation

• Each MTSA has a unique boundary 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;
  ➢ Remove areas inaccessible by pedestrians from the boundary;
  ➢ Vacant parcels and lands designated for high density land uses are included in the boundary;
  ➢ Avoid overlapping between MTSAs.

• Larger MTSAs are preferred to maximize the number of potential riders within walking distance to a stop.

• Seven MTSAs are proposed in Cambridge.
Major Transit Station Areas (MTSAs) Density Targets

- MTSAs on the ION LRT route are planned to achieve a minimum density of 160 people and jobs/hectare at build out.

- All MTSAs in Cambridge, except Delta Station, are anticipated to be able to meet the minimum density target.

- A request to the Province has been made for an alternative density target for Delta Station of 120 people and jobs/hectare.

- Delta MTSA has restrictions related to the protection of existing employment uses, an existing established residential neighbourhood, and the presence of natural heritage features.

- A lower density target in one MTSA does not result in an increase to another MTSA.
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.
CONTACT INFORMATION

Kathy Padgett
Senior Planner - Environment
(519) 623-1340 ext. 4826
PadgettK@cambridge.ca
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

Deferral

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, 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

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, Liggett, 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
Opposed: None

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
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
# COUNCIL INFORMATION PACKAGE

**March 19, 2021**

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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/00432-40 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>
</tr>
</thead>
<tbody>
<tr>
<td>A/00431-30 Intermarket Road and Boychuk Road Design</td>
<td>$1,265,000</td>
</tr>
<tr>
<td>A/00304-30 Interim Sanitary Pumping Station &amp; FM Design</td>
<td>$242,000</td>
</tr>
<tr>
<td>A/00449-30 Allendale Road Design</td>
<td>$758,000</td>
</tr>
<tr>
<td>Sub-total Projects Completed</td>
<td>$2,265,000</td>
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</table>

<table>
<thead>
<tr>
<th>Projects Underway</th>
<th>Budget</th>
</tr>
</thead>
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<tr>
<td>A/00432-40 Intermarket Road Construction</td>
<td>$15,628,000</td>
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<tr>
<td>A/00433-40 Interim Sanitary Pumping Station &amp; FM Construction</td>
<td>$3,978,000</td>
</tr>
<tr>
<td>A/00449-40 Allendale Road Construction</td>
<td>$7,000,000</td>
</tr>
<tr>
<td>Sub-total Projects Underway</td>
<td>$26,606,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planned Projects</th>
<th>Budget</th>
</tr>
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<tbody>
<tr>
<td>A/00431-40 Boychuk Road Construction (2021)</td>
<td>$2,692,000</td>
</tr>
<tr>
<td>A/00431-42 Railway Grade Separation (2021)</td>
<td>$11,607,000</td>
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<tr>
<td>A/00481-30 Intermarket Road Design (2021)</td>
<td>$350,000</td>
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<tr>
<td>A/00481-40 Intermarket Road Construction (2022)</td>
<td>$8,488,000</td>
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<tr>
<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>
</tr>
</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 B – East Side Lands and Key Infrastructure

Legend

Stage 1 Lands
Stage 2 Lands
North Cambridge Business Park
IP Park
iPort
Intermarket Road
Boychuk Drive
Pumping Station
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 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 increase in our insurance premiums due to Joint and Several Liability. Our last 5 years of insurance premiums have been:

<table>
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<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>
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<tr>
<td>2019</td>
<td>$171,649.20</td>
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<tr>
<td>2020</td>
<td>$213,466.36</td>
</tr>
<tr>
<td>2021</td>
<td>$265,170.24</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 By The Warden RESOLUTION NO 75-2021
SECONDED BY Sam McDonell 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
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
o Asphalt surfacing, benches, new service gates
o Chain-link safety fencing was installed at the east end of the trail

- North Boxwood Trail Phase 1
  o Completed October 2020
  o New stonedust and asphalt trail, benches, signage, service gates

- Mill Run Trail at Hwy 401 underpass
  o Completed September 2020
  o Stonedust resurfacing/regrading south of Hwy 401
  o Asphalt paving to solve washout issue north of Hwy 401
  o Painted lines and arrows on surface of asphalt

- Dan Spring Way – Trail Bridge Replacement
  o Completed October 2020
  o 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
  o Completed and endorsed by Council on October 20, 2020.

- Dunbar Rd Multi-Use Trail
  o Design is complete and construction will begin in March 2021 for Phase 1 (Concession to Industrial)

- Reconstruction Projects
  o King St bike lanes got painted a few months ago
  o Elgin St Design is being looked at to include a multi-use trail instead of bike lanes
  o Beverly St reconstruction CP underpass had a PIC

- Bicycle Shelters and Bike Repair Stands
  o Bike shelters installed in Preston (King St Lot), Galt (Water St N parking lot) and Hespeler (Queens St S, outside parking lot).
  o 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
  o 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                      Recording Secretary

Stephanie Bangarth              Lisa Chominiec
Kornel Mucsi, Manager

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

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

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

Churchill Park

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

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

Coffee shop, Ice cream, Food, Washrooms etc.

Schools, neighbourhoods, Cambridge Sport Complex. How do they access the trail?
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
Committee of Adjustment  
Wednesday, February 3rd, 2021  
Page 2

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 George 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 \, \text{m}^2 \, (0 \, \text{ft}^2) \, \text{per dwelling unit for Block 19 whereas the by-law permits} \, 30 \, \text{m}^2 \, (322.92 \, \text{ft}^2) \, \text{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.
Committee of Adjustment  
Wednesday, February 3rd, 2021  
Page 11

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: 03/02/21

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 $125,00 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.

Public Input
Posted publicly as part of the report process.
No formal public consultation was undertaken in the development of this report.

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

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: Appointment of Municipal Officers and Servants  
Submitted By: Danielle Manton, City Clerk  
Prepared By: Jennifer Shaw, Manager of Council & Committee Services / Deputy City Clerk  
Report No.: 21-091(CRS)  
File No.: C1101

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
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.

![Figure 1 Aerial Photo of 0, 128, 134, 140 and 228 Old Mill Rd](image)

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 1,400 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

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

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 glazing. 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.

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, 228 OLD MILL ROAD
PART LOTS 6 & 7, BEASLEY'S OLD SURVEY,
AND PART 1, 59R+1-1756, AND PARTS 1 TO 3,
675-2397,
FORMER TOWNSHIP OF WATERLOO
CITY OF CAMBRIDGE
## Attachment 3 – Sample List of Minister’s Zoning Orders

<table>
<thead>
<tr>
<th>Zoning Order No.</th>
<th>Municipality</th>
<th>Zoning Order Permitted Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>O. Reg. 355/20</td>
<td>City of Kawartha Lakes</td>
<td>Low/Medium Density Residential and Institutional Uses</td>
</tr>
<tr>
<td>O. Reg. 172/20</td>
<td>Town of Whitchurch-Stouffville and City of Markham, Regional Municipality of York</td>
<td>Whitchurch-Stouffville&lt;br&gt;• Townhouses, Apartments, Mixed-Use Commercial/Residential&lt;br&gt;Markham&lt;br&gt;• Townhouses, Apartments and Retirement Homes</td>
</tr>
<tr>
<td>O. Reg. 362/20</td>
<td>Town of Caledon, Regional Municipality of Peel</td>
<td>Townhouses, Stormwater Management facility, Apartments, Mixed-Use Commercial/Residential</td>
</tr>
<tr>
<td>O. Reg. 446/20</td>
<td>Town of Oakville, Regional Municipality of Halton</td>
<td>One or more long-term care homes and accessory uses</td>
</tr>
<tr>
<td>O. Reg. 449/20</td>
<td>Town of Aurora, Regional Municipality of York</td>
<td>Permit detached dwelling uses in R5 zone with accessory uses and buildings</td>
</tr>
<tr>
<td>O. Reg. 171/20</td>
<td>City of Brampton, Regional Municipality of Peel</td>
<td>Permit an office, Research and Development facility, Hotel or Conference Centre</td>
</tr>
<tr>
<td>O. Reg. 354/20</td>
<td>City of Toronto</td>
<td>Apartments</td>
</tr>
<tr>
<td>O. Reg. 450/20</td>
<td>City of Toronto</td>
<td>One or more long-term care homes and accessory uses, Low/Medium Density Residential, Apartments</td>
</tr>
<tr>
<td>O. Reg. 448/20</td>
<td>City of Mississauga, Regional Municipality of</td>
<td>A long-term care home and accessory uses, Low/Medium Density Residential,</td>
</tr>
<tr>
<td>Zoning Order No.</td>
<td>Municipality</td>
<td>Zoning Order Permitted Use</td>
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<td>Peel</td>
<td>Apartments</td>
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<tr>
<td>O. Reg. 447/20</td>
<td>City of Hamilton</td>
<td>Low/Medium Density Residential</td>
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<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>
</tr>
<tr>
<td>O. Reg. 358/20</td>
<td>City of Toronto</td>
<td>Outdoor Patios</td>
</tr>
<tr>
<td>O. Reg. 343/20</td>
<td>City of Toronto</td>
<td>Apartments</td>
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<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>
</tr>
</tbody>
</table>
To: COUNCIL

Meeting Date: 03/16/21

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

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

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

Report No.: 21-065(CD)

File No.: D08.07.25

Recommendations


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

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

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

Executive Summary

Purpose

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

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

Key Findings

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

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

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

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

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

Financial Implications

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

Background

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

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

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

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

**Analysis**

**Strategic Alignment**

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

Goal #2 - Governance and Leadership

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

**Comments**

**Draft Regional Employment Area**

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

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

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

**Employment Land Conversion Requests**

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

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

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

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

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

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

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

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

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

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

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

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

**Existing Policy/By-Law**

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

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

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

Financial Impact

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

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

Public Input

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

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

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

Internal/External Consultation

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

Conclusion

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

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

Signature

Division Approval

Reviewed by the CFO
Reviewed by Legal Services

Name: Elaine Brunn Shaw
Title: Chief Planner

Departmental Approval

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

City Manager Approval

Name: David Calder
Title: City Manager
Attachments

Attachment No. 1 – Draft Regional Employment Area

Attachment No. 2 – Employment Land Conversion Requests Key Map

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

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

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

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

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

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

Attachment No. 6 – Public Submission Received on the Employment Land Conversion Requests
Attachment No. 2 – Employment Land Conversion Requests Key Map
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is not required: Regeneration Areas in the Cambridge Official Plan (Delta, Preston, Hespeler)
1) Regeneration Areas in the Cambridge Official Plan (Delta, Preston, Hespeler)

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

<table>
<thead>
<tr>
<th>2) 112 Pinebush Road</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
<tr>
<td><strong>Proposed use:</strong></td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria not met:</strong></td>
</tr>
<tr>
<td><strong>City staff comments:</strong></td>
</tr>
</tbody>
</table>
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: 122 Pinebush Road

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

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Textile manufacturing and commercial retail</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Conversion is not required because the subject site is located within a Regeneration Area which are not being included within the draft Regional Employment Area boundary</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>City staff comments:</td>
<td>City staff support the recommendation</td>
</tr>
</tbody>
</table>
Attachment No. 3 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not required**: 218-222 Samuelson Street and 225-231 Elgin Street North

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

### Groh Avenue Area (City) and 180 Groh Avenue (Private)

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

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

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

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Warehouse with surface parking (Schembri building)</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Mixed use, residential and prestige employment</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Criteria 1, 2, 3, 4, 5, 6, 7, 8, 9</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>City staff comments:</td>
<td>City staff support the recommendation. The site is physically isolated from employment uses located north of Highway 401 and does not have access to Highway 401, only visibility. Due to the width of the road and the traffic on Fountain Street North, the site is not conducive to employment uses as it can’t support truck traffic and truck turning.</td>
</tr>
</tbody>
</table>
Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is recommended: 486 Main Street (and adjacent vacant parcels)

<table>
<thead>
<tr>
<th>9) 486 Main Street (and adjacent vacant parcels)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by: Private landowner</td>
</tr>
<tr>
<td>Current use: Feed mill, commercial uses and vacant parcels</td>
</tr>
<tr>
<td>Proposed use: None specified</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
</tr>
<tr>
<td>Recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
</tr>
<tr>
<td>Criteria 1, 2, 3, 4, 5, 6, 7, 8, 9</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
</tr>
<tr>
<td>Not applicable</td>
</tr>
<tr>
<td>City staff comments: City staff support the recommendation. These lands are proximate to the Main-Dundas Secondary Plan Area and should be part of the comprehensive redevelopment plan for this area.</td>
</tr>
</tbody>
</table>
Attachment No. 4 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is recommended: 840-940 Main Street (Private landowner) and 600-940 Main Street (City staff)

10) 840-940 Main Street (Private landowner)

11) 600-940 Main Street (City staff)

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

<table>
<thead>
<tr>
<th>12) Elgin Street (between 291 and 311 Elgin Street)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by: Private landowner</td>
</tr>
<tr>
<td>Current use: Vacant</td>
</tr>
<tr>
<td>Proposed use: Low to mid residential</td>
</tr>
<tr>
<td>Recommendation by Regional staff: Not recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met: Criteria 3, 5, 7, 8, 9</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met: <strong>Criteria 1</strong>: proposed use does not fit the area; the proposed use would create additional development constraints on the remainder of the site. <strong>Criteria 2</strong>: no oversupply of Business Industrial land in Cambridge. <strong>Criteria 4</strong>: site is surrounded on three sides by employment uses; introducing residential uses adjacent to existing employment has the potential to create conflict. Provincial</td>
</tr>
</tbody>
</table>
Guidelines stipulate a 1000 metre area of influence from the existing heavy industrial use to the north which encompasses the entire subject site.

**Criteria: 6:** limited connections for transportation and active transportation; limited public services in the area to support the proposed use.

| City staff comments: | City staff support the recommendation. City staff have met with the private landowner and understand that the site poses challenges for development; however, introducing new sensitive residential uses in an area that is predominately industrial has the potential to create conflict. |
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is not recommended: 875 Speedsville Road

<table>
<thead>
<tr>
<th>13) 875 Speedsville Road</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
<tr>
<td><strong>Proposed use:</strong></td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong></td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria not met:</strong></td>
</tr>
<tr>
<td><strong>City staff comments:</strong></td>
</tr>
</tbody>
</table>
### 14) 1001 Franklin Boulevard

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>City staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Cambridge Sports Park</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Cambridge Sports Park</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Not recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Criteria 3, 5, 6, 7, 8, 9</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td><strong>Criteria 1</strong>: conversion does not support the Area Municipal urban structure of a large employment area in this area and could lead to further conversions along the periphery of the employment area. <strong>Criteria 2</strong>: no oversupply of Employment Corridor designation in Cambridge; current employment designation fits with the surrounding employment uses. <strong>Criteria 4</strong>: conversion could adversely impact adjacent employment uses; surrounded on three sides by employment uses.</td>
</tr>
<tr>
<td>City staff comments:</td>
<td>After further discussion with Regional staff, City staff support the recommendation to not convert the subject site. The subject site will be used a Sports Park over the long-term and is permitted to continue under its current employment designation.</td>
</tr>
</tbody>
</table>

uses and the conversion would cause non-employment uses to protrude into the employment area.
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is **not recommended**: 1140 Main Street

<table>
<thead>
<tr>
<th>15) 1140 Main Street (Private landowner)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong></td>
</tr>
<tr>
<td><strong>Current use:</strong></td>
</tr>
</tbody>
</table>
| **Proposed use:** | Residential (Private landowner)  
                          Mixed use – residential and commercial (City staff) |
| **Recommendation by Regional staff:** | Not recommended for conversion |
| **Regional Conversion Criteria met:** | Criteria 5, 7, 9 |

<table>
<thead>
<tr>
<th>11) 1140 Main Street (City staff)</th>
</tr>
</thead>
</table>
| **Regional Conversion Criteria not met:** | **Criteria 1:** conversion could create compatibility issues by locating residential adjacent to the Cambridge Waste Management Centre.  
                                                 **Criteria 2:** there is no oversupply of Industrial designation in Cambridge. |
<table>
<thead>
<tr>
<th>Criteria 3</th>
<th>one of the largest vacant employment lands designated Industrial in Cambridge at 17.8 hectares (43.98 acres).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria 4</td>
<td>the site is adjacent to the Cambridge Waste Management Centre which continues to operate as a waste transfer site and process compost. Sensitive land uses on the subject site would create adverse impacts between the waste facility and the subject site. The boundary of the Main and Dundas Secondary Plan area was based on avoiding the 500 metre area of influence from the waste management facility, as determined by Provincial Guidelines.</td>
</tr>
<tr>
<td>Criteria 6</td>
<td>isolation from active transportation and transit.</td>
</tr>
<tr>
<td>Criteria 8</td>
<td>future East Boundary Road will support employment access to Highways 401 and 8 and provide linkage to the larger employment area along Clyde Road.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Private landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
<td>Vacant</td>
</tr>
<tr>
<td>Proposed use:</td>
<td>Hotel, conference centre, standalone restaurants, gas station</td>
</tr>
<tr>
<td>Recommendation by Regional staff:</td>
<td>Not recommended for conversion</td>
</tr>
<tr>
<td>Regional Conversion Criteria met:</td>
<td>Criteria 3, 5, 7, 9</td>
</tr>
<tr>
<td>Regional Conversion Criteria not met:</td>
<td><strong>Criteria 1</strong>: commercial is provided to the north; the proposed uses are permitted under Cambridge’s Employment Corridor designation, therefore there is no need to convert/remove the lands from the Regional Employment Area. <strong>Criteria 2</strong>: great location for employment with direct access to Highway 401. <strong>Criteria 4</strong>: planned function is as a large employment area; no other sensitive uses in the area.</td>
</tr>
<tr>
<td>Criteria 6:</td>
<td>no sidewalks; no GRT bus route; limited public services.</td>
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<tr>
<td>Criteria 8:</td>
<td>immediately adjacent to Highway 401 interchange.</td>
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**City staff comments:**
City staff support the recommendation. The proposed uses are generally already permitted under the current M1 zoning, except restaurant uses would not be permitted as standalone uses. The Region is also exploring a potential gateway commercial policy that may also be able to support the uses as proposed by the landowner.
Attachment No. 5 – Employment Land Conversion Requests – Recommendations by Regional staff where a conversion is not recommended: 4050 and 4070 Fountain Street North

<table>
<thead>
<tr>
<th>17) 4050 and 4070 Fountain Street North</th>
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</thead>
<tbody>
<tr>
<td><strong>Submitted by:</strong> Private landowner</td>
</tr>
<tr>
<td><strong>Current use:</strong> Vacant</td>
</tr>
<tr>
<td><strong>Proposed use:</strong> Mixed use, commercial, medium and high density residential, and employment</td>
</tr>
<tr>
<td><strong>Recommendation by Regional staff:</strong> Not recommended for conversion</td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria met:</strong> Criteria 5, 7</td>
</tr>
<tr>
<td><strong>Regional Conversion Criteria not met:</strong></td>
</tr>
<tr>
<td><strong>Criteria 1:</strong> these lands are identified for large lot employment (8 ha/20 ac) uses in Regional and City Official Plans; there is potential land to the north for the proposed mixed use and residential uses.</td>
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<tr>
<td><strong>Criteria 2:</strong> there isn’t an oversupply of Prime Industrial Strategic Reserve designated lands; conversion is premature until the area has developed as intended.</td>
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<td>Criteria 3:</td>
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<td>Criteria 4:</td>
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<td>Criteria 6:</td>
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<td>Criteria 8:</td>
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<td>Criteria 9:</td>
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City staff comments: City staff support the recommendation for these lands to remain in the Regional Employment Area boundary and be used for employment and limited commercial uses to serve employees and residents in the area. The subject lands are designated as Prime Industrial Strategic Reserve in the Cambridge Official Plan and are intended for industrial uses as part of the North Cambridge Business Park. Permitting residential uses on the subject lands could have impacts on adjacent parcels that are already designated and zoned for business industrial uses to the east (owned by the Province), south and west (owned by HOOPP) of the subject lands. These adjacent industrial parcels would be required to provide mitigation measures on their land to reduce impacts to new residential uses, if residential uses were permitted. This could include separation distances, screening measures, noise mitigation measures, etc. on the adjacent industrial parcels, which could add limitations to the industrial parcels and reduce the amount of land available for industrial development.

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

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

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

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

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

MHBC Planning, Urban Design & Landscape Architecture

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Part 1: Legal Authority and Reasons

Legal Authority

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

Reasons

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

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

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

Part 2: Work Ordered

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<thead>
<tr>
<th>Item No. 1</th>
<th>Compliance Date</th>
<th>2010/06/07</th>
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<tbody>
<tr>
<td>Certificate on Title</td>
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<tr>
<td>a. Rauscher Investments Limited and any other person with an interest in the Site, before dealing with the Site in any way, to give a copy of this order, including any amendments thereto, to every person who will acquire an interest in the Site as a result of the dealing.</td>
<td></td>
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<tr>
<td>b. Within fifteen (15) days of receipt of a signed certificate of requirement issued under subsection 197(2) of the EPA, register the certificate on title to the Site in the appropriate Land Registry Office.</td>
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<tr>
<td>c. Immediately after registration of the certificate of requirement, provide a duplicate copy of the registered document, with registration particulars, to the signing Provincial Officer of the Ministry of the Environment at the address below.</td>
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<tr>
<th>Item No. 2</th>
<th>Compliance Date</th>
<th>2010/07/05</th>
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<tr>
<td>Consultant and Laboratory</td>
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<tr>
<td>a. Retain a competent and qualified consultant (&quot;the Consultant&quot;) and certified laboratory (&quot;the Laboratory&quot;) to prepare and complete all work specified in this Order. The Consultant and Laboratory must be acceptable to the Ministry. The Consultant shall possess hydrogeological expertise and have expertise in the delineation of contaminated soil and groundwater. The Consultant shall also be experienced in recommending appropriate measures for site remediation and evaluating adverse effects resulting from the contaminants and related contamination.</td>
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<tr>
<td>b. The Consultant must be a licensed member of the Professional Engineers of Ontario, as required by the Professional Engineers Act, R.S.O. 1990 and its regulations and/or the Association of Professional Geoscientists of Ontario, as required by the Professional Geoscientists Act, S.O. 2000, c.13 and its regulations.</td>
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<tr>
<td>c. The Laboratory must be accredited by a Ministry approved accreditation body and compliant with the International Standard ISO/IEC 17025. The Laboratory’s accreditation must include accreditation for the samples collected as part of the Phase One and Phase Two Environmental Site Assessments as identified in Item No. 4 and 5 of this Order. The Laboratory must also adhere to the Ministry’s Protocol for Analytical Methods Used in the Assessment of Properties under Part XV.1 of the Environmental Protection Act, March 9, 2004, as it may be amended from time to time.</td>
<td></td>
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<tr>
<td>d. Provide written confirmation to the Ministry that the Consultant and Laboratory have been retained.</td>
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<th>Item No. 3</th>
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**Phase One Environmental Site Assessment**

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

**Item No. 4 Compliance Date 2010/09/13**

**Phase Two Environmental Site Assessment**

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

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

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

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

**Item No. 5 Compliance Date 2010/06/07**

**Access to Any Property**

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

**Item No. 6 Compliance Date 2010/06/07**

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

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

Failure to Comply

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

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

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

Part 3: Definitions

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

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

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

Part 4: General

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

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

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

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

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

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

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

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

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

i. the Director does not grant approval; or

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

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

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

ii. strikes, lockouts or other labour disturbances; or

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

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

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

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

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

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

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

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

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

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

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

Industrial contamination is not conducive to safe residential development.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.1.1 Complete Communities: The 2017/2019 Growth Plan promotes development of more complete communities, which, as stated in Section 2.2.1.4:

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

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

c) provide a mix of housing options.

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

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

f) mitigate and adapt to climate change impacts and,

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

2.1.2 Greenfield - Urban Areas for Development:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Having attended, participated and learned from the ongoing LPAT procedure we believe our request for mixed-use is endorsed not only by the Minister Steve Clark, as he does not say that PSEZ lands can only be used for strategic industrial land uses, but the Regions MESP Rationale Report contains numerous references to acceptability of conversion request. Minister Clark's letter provides for the actions that have been taken in the Regions adoption for ROPA2. Our intentions are within the Province's commitment to a continuing review of the maps based on requests. More important, the Regions ROPA2 request is exactly what Minister Clark is talking about for the growth of the Region that is necessary to plan for next 20 years and longer. Please keep in mind the S/W corner of Fountain and Middle Block Rd have the same criteria that is deemed non compatible with industrial development...in fact, more so, with the Region designating the PSW as a wetland and an ESPA. In the Provincial documents it is stated that
industrial development is not compatible with ESPA. Special considerations must be adhered to.

Thank you very much.

Respectfully Yours,

The Hammer Family/Cathy Murphy
December 20, 2019

Susan Rosenthal
Davies Howe LLP

Dear Susan Rosenthal:

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

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

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

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

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

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

Sincerely,

Steve Clark
Minister of Municipal Affairs and Housing

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

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

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

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

4.10 This order has no expiry date.

4.11

**Part 5: Hearing Before The Environmental Review Tribunal**

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

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

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

The Secretary 
Environmental Review Tribunal 
655 Bay Street, 15th Floor 
Toronto ON 
M5G 1E5

and

Director 
Ministry of the Environment

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

Unless stayed by application to the Environment Review Tribunal under Section 143 of the EPA (102(2) OWRA), this order is effective from the date of issue.
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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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preston</td>
<td>64.2</td>
<td>2,492</td>
<td>1,061</td>
<td>55</td>
<td>30%</td>
<td>Yes</td>
</tr>
<tr>
<td>Pinebush</td>
<td>123.0</td>
<td>17</td>
<td>3,682</td>
<td>30</td>
<td>68%</td>
<td>Yes</td>
</tr>
<tr>
<td>Cambridge Centre Mall</td>
<td>76.7</td>
<td>736</td>
<td>3,681</td>
<td>58</td>
<td>78%</td>
<td>Yes</td>
</tr>
<tr>
<td>Can-Amera</td>
<td>37.0</td>
<td>989</td>
<td>789</td>
<td>48</td>
<td>40%</td>
<td>Yes</td>
</tr>
<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>
<td>41%</td>
<td>Yes</td>
</tr>
<tr>
<td>Cambridge Terminus</td>
<td>73.6</td>
<td>2,935</td>
<td>2,134</td>
<td>69</td>
<td>35%</td>
<td>Yes</td>
</tr>
</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.
Signature

Division Approval

[Signature]

Name: Elaine Brunn Shaw
Title: Chief Planner

Departmental Approval

[Signature]

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

City Manager Approval

[Signature]

Name: David Calder
Title: City Manager

Attachments

Attachment No. 1 – Draft Major Transit Station Areas in Cambridge
Attachment No. 1 – Draft Major Transit Station Areas in Cambridge
Recommendations

THAT Report 21-123(CD) – 2021 Spring / Summer Program and Service Update – be received;

AND THAT Council endorse the modified program and service delivery as outlined in this report to provide sports, recreation trails and outdoor services under pandemic conditions, including additional by-law enforcement and operational needs;

AND FURTHER THAT Council approve a transfer from the Rate Stabilization Reserve of up to $862,000 from provincial 2021 COVID-19 Recovery Funding for Municipalities, for modified program and service delivery to meet COVID-19 operational and programming requirements as outlined this report.

Executive Summary

Purpose

- To inform Council of the impacts of the COVID-19 pandemic on the planned program and service delivery in a number of priority areas for the 2021 spring/summer season.

- To recommend program and service levels which have been informed by, and will be guided by, the following:
  - Provincial regulations;
  - Public health orders;
  - Health and safety considerations;
• Input and feedback provided by the public;
  • Council-approved 2021 Budget, including cost-containment measures;
  and
• Alignment with proposed Regional service levels.

• To seek approval from Council for anticipated expenditures related to COVID-19 mitigation measures to enable the delivery of sports, recreation, trails and outdoor services, to the extent permitted under Provincial Legislation and Public Health Regulations.

Key Findings

• The majority of recreation services can be offered by the City under the current Provincial Legislation and Public Health Regulations. Most, if not all, sports and recreation facilities and bookable spaces are planned to be provided, however, some at reduced levels of operation.

• Staff are preparing to service all public outdoor facilities and sports fields in anticipation of strong demand and usage by the public. The delivery of sports and recreation programs will be dependent on the City’s colour placement within the Provincial Response Framework. At present the City remains in the Red – Control level.

• Staff are preparing all bookable facilities and sports fields to accommodate groups and activities permissible under Provincial Regulations and under Public Health Regulations, with City-approved service levels.

• 2021 approved budgets are providing regular staffing levels and expenses to deliver these programs and services, however, there are additional expenses related to COVID-19 that are required to support the plan to offer the services outlined in this report.

• The Government of Ontario has provided 2021 COVID-19 Recovery Funding for Municipalities for the purposes of supporting COVID-19 operating costs and pressures.

Financial Implications

• 2021 budget supports staff and expenses for normal operations of core services, facilities, sports fields, trails, and open spaces/parks. This will provide the City with the ability to receive revenue for community use of facilities and services.
However, in order to deliver services to the extent possible under pandemic conditions, additional funding is required as outlined in this report and summarized as follows:

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Expense details</th>
<th>Estimates:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staffing Costs</strong></td>
<td>By-law enforcement</td>
<td>$311,000</td>
</tr>
<tr>
<td></td>
<td>Temporary staffing for additional washroom cleaning</td>
<td>$140,000</td>
</tr>
<tr>
<td></td>
<td>Shelter/covered space for physical distancing</td>
<td>$18,000</td>
</tr>
<tr>
<td><strong>Vehicle Costs:</strong></td>
<td>Additional vehicle leases</td>
<td>$40,000</td>
</tr>
<tr>
<td></td>
<td>Commissioning off-season vehicles</td>
<td>$30,000</td>
</tr>
<tr>
<td></td>
<td>Extended use of fleet vehicles (deferred surplus)</td>
<td>$140,000</td>
</tr>
<tr>
<td></td>
<td>Mileage reimbursement for personal vehicle use</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Personal protective equipment for additional staff:</strong></td>
<td>Masks, face shields, googles, gloves, gowns, etc.</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Signage:</strong></td>
<td>For 10 city splashpads and other facilities</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Access control:</strong></td>
<td>Fencing</td>
<td>$18,000</td>
</tr>
<tr>
<td><strong>Parking Costs:</strong></td>
<td>Additional parking spaces required at Bishop Operations Centre</td>
<td>$125,000</td>
</tr>
<tr>
<td><strong>Total Estimated Value</strong></td>
<td></td>
<td>$862,000</td>
</tr>
</tbody>
</table>

- It is anticipated that by-law enforcement demands will continue to be very high to respond to concerns raised by the public regarding provincial regulations related to congregate limits, masking, and physical distancing. As Cambridge is operating and supporting most programs and facilities, it is likely that there is an additional need for by-law enforcement to respond to issues observed by staff at our facilities and public spaces. Estimated cost is $311,000.

- Public Health has expressed the need for municipalities to open public washrooms and provide portable washroom units. The 2021 budget supports the provision and operation of washrooms and portable units; however, Public Health is recommending the implementation of additional sanitation requirements which is beyond the capacity of existing staffing and operating budgets. The cost to provide enhanced sanitation requirements at Public Health-recommended levels (twice daily) is estimated at $140,000 for the season for students and temporary staffing.

- Physical distancing and occupancy limits have created a need to provide some form of additional sheltered/covered space for operations staff in areas such as horticulture, parks & trails maintenance, sports fields and sport facility support and maintenance. It is proposed that, where space permits, event tents are provided to accommodate space for staff. The estimated cost is $18,000 for approximately ten (10) units.
• A reduction in occupancy of staff within vehicles to a maximum of two (2) individuals has introduced a need for use of additional vehicles to transport staff to/from job sites instead of having up to four (4) occupants under normal operating conditions. Estimated costs are outlined as follows:

  o Additional (7) leased vehicles to support summer programs and construction season at a cost of $40,000 including leasing, fuel, and cleaning costs.

  o Use of existing vehicles within the fleet normally used to transport equipment and materials through winter months but not normally in the summer (i.e. single axle dump trucks to transport staff). This is estimated at $30,000 in vehicle utilization costs including fuel and cleaning supplies.

  o Use of surplus vehicles that would normally be auctioned off after a replacement unit has been commissioned. This will provide up to (14) units for use by staff over and above normal fleet compliment and is estimated to cost $140,000 including internal equipment monthly recovery costs, fuel, and cleaning costs.

  o If all required vehicles are not available through lease, other vehicles, or surplus vehicles, staff may be asked to use their own vehicles to transport themselves to the job site and expense mileage as per normal Corporate Policy. The cost is estimated to be $10,000.

• PPE supplies are an additional expense and affect almost all services in Cambridge. These costs are anticipated to be an additional $25,000 for seasonal operations.

• Many of the programs offered at City Facilities have participant limits as per Provincial Regulations. Public access to open programs offered at our recreation facilities including outdoor pools will need to continue to be monitored by “COVID Entry Greeters”. In response to the City's current placement within the Provincial Framework recreation programs at our various facilities have been reduced or adapted to meet the public health regulations for safe operation. There is no additional cost impact related to program service delivery anticipated at this time.

• Staff have been working in collaboration with our regional partners to deliver a consistent service for Splashpad operations. At the time in consultation with Public Health staff plan to open (10) of the City's splashpads, with signage and social distancing markers. Signage costs are estimated at $5,000.
• Additional fencing is required for controlled access at select City facilities to support crowd control and physical distancing. Fencing costs are estimated to be $18,000.

• Additional parking spaces are required Bishop Street Operations Centre (BOC) to support the additional vehicle need required to meet Covid-19 requirements this is at an estimated cost of $125,000.

• The Government of Ontario will be providing the City of Cambridge $2,491,652 in 2021 COVID-19 Recovery Funding for Municipalities through two equal installments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

• This funding is provided to assist municipalities recover from COVID-19 by providing funds to safely reopen and deliver programs, services and capital projects and to help ensure the City does not carry operating deficits in 2021.

Background

The COVID-19 pandemic has been disruptive in all sectors of business, industry, education, commerce, and municipal services. Cambridge Sports, Recreation, Events, and Public Spaces were no exception in that disruption as it resulted in cancellation of facility rentals, wedding ceremonies, sports events, and significant reduction in maintenance of all public spaces. Staff have worked hard to balance the demand for services and the need to contain costs in anticipation of general revenue shortfalls.

The City is currently in the Red Level of the Provincial Reopening Framework and as we move towards the 2021 spring and summer season in pandemic conditions, the demand and public expectations to return to use of public parks, trails, sports fields, play spaces and equipment, and other recreation facilities remains very strong.

Working closely with our regional partners we continue to operate under Emergency Orders with Provincial Regulations and Public Health directives. Cambridge continues to re-instate service levels for recreation services to the extent possible abiding by physical distancing, occupancy limits, public health guidelines.

Staff have prepared the 2021 budget in anticipation of returning to full service capacity to the extent permitted by both Provincial Legislation and Public Health Guidelines. Various protocols have been implemented through our Emergency Management Division to support the reinstatement of various programs and services across the corporation which includes the return of full compliment of seasonal staff, contracted services, supplies, and equipment supported by the approved 2021 budget.

The Province of Ontario has recognized the need for additional funding in many sectors to continue operating and supporting economic activity. The City of Cambridge will
receive 2021 COVID-19 Recovery Funding for Municipalities to provide funding to offset additional operating expenses due to COVID-19 impacts while continuing to provide public services.

Decision-making in spring/summer 2020 was necessarily reactive in the face of the global health pandemic. Program and service delivery decisions were made in response to rapidly changing direction from the federal, provincial and regional governments and were prioritized to protect health and life safety. 2021 provides an opportunity for a more proactive, coordinated and intentional planning, coordination and budgeting.

It is noted that not all the City’s programs and services are captured in this report. Those programs and services which will be run in ways similar to 2019 levels or with modified approaches as approved by Waterloo Regional Public Health, and / or have financial implications already captured in the Council-approved 2021 budget are not included.

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

Objective 1.2 Support and facilitate community access to services related to health, wellness and personal development.

Public health and safety remain the City’s top priority during COVID-19. The City is committed to deliver program and services to residents in a way that is responsible and responsive to community needs.

The City also recognizes the importance of public programs and services for the overall health of the City, including its residents, our health and wellness, and our economy.

Delivering public services in modified formats, and resourcing them appropriately, demonstrates the City’s commitment to residents needs, desires, health, safety and well-being.

Goal #5 - Parks and Recreation
Objective 5.3 Develop a strategic approach to programs and services that tie investments/resources to community outcomes.

By developing a strategic and collaborative approach to the return of pre-pandemic service levels, the City is able to better identify and properly resource to address community need. Working closely with our regional public health we have identified opportunities to ensure the safe and cost-effective ways to provides safe work places for both staff and the community.

Comments

Services Offered and Impacted

The following lists parks and recreation services planned to be provided for the spring and summer of 2021, subject to approval of COVID-19 related costs noted in this report. All service levels are subject to change based on Provincial Emergency Orders and Public Health Directives.

Normal Service Levels:

- Parks, trails, open spaces, play structures, flower beds and plantings, forestry.
- Public Washrooms
- Portable washrooms
- Funeral Services and Cemetery maintenance
- Cambridge Farmers Market
- BMX Bike Park
- Skateboard Parks
- Tennis/Pickleball Courts
- Basketball Courts

Services with Reduced Operating Hours:

- Outdoor Pools
- Indoor Pools

*Ongoing review of aquatic operations for all (5) facilities will take place to evaluate program suitability and service levels

Services with Occupancy/Gathering Impacts:
• Indoor spaces limited to established long-term rental agreements
• Sports fields and arena spaces bookings limited to guidelines for City placement within the Provincial Framework- current is Red-Control Level
• Day Camp Participant Levels
• Beach Volleyball
• Outdoor Weddings
• Splashpads
• Picnic Shelters

**Special Event Impacts:**

• As per current Public Health special event guidelines, special events will be permitted to a maximum of (100) individuals in the Green through Orange Framework restrictions. If Waterloo Region moves out of the Red-Control level of the Framework, the events division is implementing two dedicated Special Events sites (Forbes Park for the month of July and Central Park for the month of August) to enable City and community groups to plan an event safely and reduce the variables, expenses and resources often experienced with outdoor events. The creation of the dedicated special event spaces will be covered under the current 2021 budget.

**Services that remain Unavailable:**

• Short-term rentals for indoor spaces
• Specific recreation programs/services – due to structural implications and requirements for shared use of equipment, programs such as pottery, cards, board games and billiards are not being offered at this time

**Logistics of Planned Service Delivery under Pandemic Conditions**

**Space for Staff:**

• Physical distancing for staff is planned to be accommodated by organizing smaller crew deployments, installation of tents as start/end shift mustering points and for breaks/lunches out of sun/weather where possible.

• Use of spaces not used (i.e. change rooms in arenas or other unallocated/un-booked spaces).
• Ad-hoc use of other spaces not frequently used by the public (i.e. the Chapel in Mount Hope Cemetery).

• Additional vehicles to transport crews (max 2 per vehicle) that otherwise would be travelling 3-4 per vehicle will be provided by use of off-season vehicles (i.e. dump-trucks not used for hauling materials), use of surplus vehicles, additional leased vehicles as outlined in the financial section of this report.

• Higher expectation of staff to have breaks/lunches at the job site – physically distanced.

**Space for Vehicles:**

• Additional vehicles will be accommodated by re-arranging existing yard spaces including moving off-season items to other city-owned spaces in the city (i.e. snow dump off Bishop St).

• Expansion of parking lot to make use of space at the Magnotta site will need to be expedited in the next few months.

**Additional Pandemic Constraints Impact:**

Should the Province or Public Health Unit direct higher levels of restrictions (i.e. reduced occupancy and/or gathering limits). City facilities, spaces, bookings will be reduced accordingly. Associated seasonal staff to support those locations will either be re-deployed to other service needs within Cambridge, or, if no other options, be laid off.

**Pandemic Constraint Reduction Impact:**

Should the Province or Public Health Unit direct lower levels of restrictions (i.e. increased occupancy and/or gathering limits). City facilities, spaces, bookings may be increased accordingly and is anticipated to be accommodated by the compliment of staff available at current budget levels. Some COVID-19 costs such as additional costs for vehicles will also be reduced accordingly.

**Existing Policy/By-Law**

Staff have been guided by the current Cost Containment Strategy in the development of this report.

**Financial Impact**

This plan is oriented towards providing as many services as possible within limits of the current Provincial Legislation and Public Health Regulations under the 2021 operating budgets. The additional costs associated with the return to pre-pandemic service levels are estimated to be at an upset limit of $426,000, plus $125,000 for parking needs, plus
$311,000 for by-law enforcement and funded from the Rate Stabilization Reserve Fund through the 2021 COVID-19 Recovery Funding for Municipalities.

Public Input

There has been a great deal of public feedback in the form of comments regarding service availability and service levels – specifically, the lack of, in 2020 when Cambridge reduced staffing levels and corresponding service levels in public spaces, sports facilities, recreation spaces. This plan has been developed based on what the public feedback was in 2020 and what staff and other municipalities have been hearing from various sports and recreation groups with respect to the demand for these services to be available along with keeping inline with our regional partners and their current service levels.

Internal/External Consultation

This report has been developed with significant consultation from the following:

- External: Region of Waterloo; municipalities and Region of Waterloo Public Health

Conclusion

With the community eager to access a pre-pandemic lifestyle, staff are ready to initiate the return of many service levels in order to safely serve and maintain our parks, facilities and programs. Following both Provincial Legislation and current Public Health Regulations staff are confident in our ability to provide safe, fun and enjoyable places and spaces for our community to recreate this season. The desire to access facilities such as fields, playgrounds and splashpads will be high for residents who will be eager to access outdoor amenities this summer.

Although costs for service are allocated as part of the 2021 operating budgets, additional costs and modifications to our service levels remain as we continue to navigate the current status of the pandemic. These costs and services levels are outlined in this report and financial implications can be accommodated through the funds received through the Provincial Pandemic Relief Fund allocation that the City of Cambridge has received.
Signature

Division Approval

Reviewed by the CFO
Reviewed by Legal Services

Name: Lesley Head
Title: Director of Recreation & Culture

Name: Michael Hausser
Title: Director of Operations

Departmental Approval

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

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

City Manager Approval

Name: David Calder
Title: City Manager
Attachments

N/A
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, 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
and/or Temporary Overdose Prevention sites.

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 carry out 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</td>
<td>Online Survey</td>
</tr>
<tr>
<td></td>
<td>How sites were identified</td>
<td>Kitchen Table</td>
</tr>
<tr>
<td></td>
<td>Details on what a CTS site is</td>
<td>Guide/Feedback Forms (downloadable from City website) for neighbourhood associations, community groups and other stakeholders.</td>
</tr>
<tr>
<td></td>
<td>Location and details about the sites under consideration</td>
<td>Postcard by direct mail with contact info for setting up telephone interview or virtual meeting.</td>
</tr>
<tr>
<td></td>
<td>Examples for types of services that could be provided at a site</td>
<td>Kitchen Table Guide/Feedback Forms Telephone interview and, or virtual meetings.</td>
</tr>
<tr>
<td></td>
<td>Examples of how a site would function</td>
<td></td>
</tr>
<tr>
<td>Near Neighbours</td>
<td>Information about the site nearby under consideration: Services provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example of how a site would function, Potential hours of operation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>How clients access a site. Client travel patterns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>What supports/ resources will be available within the community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>How concerns could be addressed</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Location, size, proximity to other services and space needs</td>
<td>Interviews (telephone/virtual)</td>
</tr>
<tr>
<td></td>
<td>Potential client profile</td>
<td>Individual and Small Group</td>
</tr>
</tbody>
</table>
Providers | Expectations of partnership and services that could be provided
Site logistics including hours of operation
How clients access site. Transportation considerations | Meetings (virtual)
Kitchen Table Guide/Feedback Form

Potential CTS Clients (individuals who may attend at the site for services) | Services available
Treatment availability
How site would function and logistics
How to retain anonymity
How to get to the site
Safety when accessing site
Proximity to other services | Meetings with outreach workers (telephone and virtual meetings)
Kitchen Table Guide/Feedback Forms administered by Service Providers

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:

- 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.

- 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.

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

- 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/exits.</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

Aerial View
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 (walking time is 14 minutes)</td>
<td>✓</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. (to be assessed further)</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 (By-law expired)</td>
<td>✓</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 (not identified as a provincial criteria)</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

Legend

Proximity to Area of Need

Candidate Sites
Site #1: 15 Easton Street
Site #2: 8 Oxford Street

Heat Map of Total Number of Opioid Overdose Calls
[October 2018 to September 2019]

Low to High

Map #2

Travel Time From Area of Need

Legend

Candidate Sites
Site #1: 15 Easton Street
Site #2: 8 Oxford Street
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
Map #5

Proximity to Schools

Legend

Candidate Sites
Site #1: 15 Easton Street
Site #2: 8 Oxford Street

Proximity to Schools
- 200 m buffer
- 100 m buffer
- 0 m buffer

Map #6

Proximity to Parks

Legend

Candidate Sites
Site #1: 15 Easton Street
Site #2: 8 Oxford Street

Proximity to Parks
- 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**

[Signature]

*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:

1. Local conditions
2. Capacity (to provide treatment and consumption services)
3. Proximity (to similar services, and to child care centres, parks and schools, including post-secondary institutions)
4. Community support and ongoing community engagement
5. Accessibility
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\(^4\)) 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).\(^5\)

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\(^6\).

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

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\(^7\) 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</td>
<td>240sf</td>
<td>120sf</td>
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<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 (three to four client chairs and a desk /chair for supervisor)</td>
</tr>
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</table>
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.
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 30th day of March, 2021.

_______________________________
MAYOR

_______________________________
CLERK
### SCHEDULE "A"
Amendment to Schedule "A" of By-law 119-08

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<tr>
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<tbody>
<tr>
<td>David Calder</td>
<td>City Manager / Deputy City Clerk</td>
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<td>City Solicitor</td>
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<td>Dave Bush</td>
<td>Deputy City Manager Corporate Services / Deputy City Clerk</td>
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<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>
</tr>
<tr>
<td>Briar Allison</td>
<td>Council Committee Services Coordinator</td>
</tr>
<tr>
<td>Samantha Bird</td>
<td>Animal Control Officer</td>
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<tr>
<td>Gemma Brown</td>
<td>Animal Control Officer</td>
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<tr>
<td>Kathleen Chafe</td>
<td>Business Licensing Compliance Officer</td>
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<tr>
<td>Haylee Clarke</td>
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<tr>
<td>Maureen Cromwell</td>
<td>Clerk Officer Assistant</td>
</tr>
<tr>
<td>Breanne Cruden</td>
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<tr>
<td>Chris Dewar</td>
<td>Senior Municipal Compliance Officer</td>
</tr>
<tr>
<td>Catherine Heathfield</td>
<td>Animal Services Officer</td>
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<tr>
<td>Name</td>
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<tr>
<td>Elisabeth Leal</td>
<td>Senior Municipal Compliance Officer</td>
</tr>
<tr>
<td>Brittany Lee</td>
<td>Animal Services Officer</td>
</tr>
<tr>
<td>Antonia Mancuso</td>
<td>Administrative Assistant to the City Clerk</td>
</tr>
<tr>
<td>Erica Miller</td>
<td>Animal Control Officer</td>
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<tr>
<td>Craig Murray</td>
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<td>Zach Penhorwood</td>
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<td>Christo Rebelos</td>
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<td>Amitpal Sandhu</td>
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<tr>
<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>
</tr>
<tr>
<td>Dave Wiedrick</td>
<td>Municipal Compliance Officer</td>
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<tr>
<td>Warren Ziegler</td>
<td>Senior Municipal Compliance Officer</td>
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<tr>
<td>Sheryl Ayres</td>
<td>Chief Financial Officer / Treasurer</td>
</tr>
<tr>
<td>Katie Fischer</td>
<td>Deputy Treasurer</td>
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<tr>
<td>Wade Novak</td>
<td>Manager of Service Cambridge and Revenue</td>
</tr>
<tr>
<td>Mirna Rapoini</td>
<td>Acting Manager of Accounting and Financial Reporting</td>
</tr>
<tr>
<td>Brian Arnold</td>
<td>Fire Chief</td>
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<tr>
<td>Damond Jamieson</td>
<td>Deputy Fire Chief</td>
</tr>
<tr>
<td>Eric Robinson</td>
<td>Assistants to the Fire Marshall</td>
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<td>Name</td>
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<td>Ralph Schmidt</td>
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<tr>
<td>Allison Wakefield</td>
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<td>Eric Yates</td>
<td>Assistants to the Fire Marshall</td>
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<tr>
<td>Mohammad Mamun</td>
<td>Chief Information Officer</td>
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<tr>
<td>Andrew Martin</td>
<td>Director of Human Resources</td>
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<tr>
<td>Gina Cliffe</td>
<td>Manager of Community Emergency Planning</td>
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<tr>
<td>Yogesh Shah</td>
<td>Deputy City Manager-Infrastructure Services</td>
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<tr>
<td>Michael Hausser</td>
<td>Director of Operations</td>
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<tr>
<td>Mike Hewlett</td>
<td>Manager of Fleet Services</td>
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<tr>
<td>Nathan Lantz</td>
<td>Weed Inspector</td>
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<tr>
<td>Dave Lukezich</td>
<td>Manager of Road Operations</td>
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<tr>
<td>Mike Parsons</td>
<td>Director of Environmental Services</td>
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<tr>
<td>Cheryl Zahnleiter</td>
<td>Deputy City Manager-Corporate Enterprise</td>
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<tr>
<td>Olu Ojikutu</td>
<td>Chief Risk Officer</td>
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<td>Community Development</td>
<td>Building</td>
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<tr>
<td>Hardy Bromberg</td>
<td>Deputy City Manager Community Development / Building Official</td>
</tr>
<tr>
<td>Dennis Purcell</td>
<td>Chief Building Official</td>
</tr>
<tr>
<td>Tanya Gies</td>
<td>Deputy Chief Building Official / Manager of Building</td>
</tr>
<tr>
<td>Rick Block</td>
<td>Municipal Building Inspector</td>
</tr>
<tr>
<td>Mary Caron</td>
<td>Building Inspector / Property Standards Officer</td>
</tr>
<tr>
<td>David Durnford</td>
<td>Building Inspector / Property Standards Officer/Deputy Chief Building Official</td>
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<tr>
<td>Paul Gabara</td>
<td>Building Inspector / Property Standards Officer</td>
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<tr>
<td>Kathryn MacDonald</td>
<td>Building Inspector / Property Standards Officer</td>
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<tr>
<td>Zachary Murawski</td>
<td>Municipal Building Inspector</td>
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<tr>
<td>Bert Olah</td>
<td>Cross Connection Control Officer / Building Inspector</td>
</tr>
<tr>
<td>Basilio Padovani</td>
<td>Building Inspector / Property Standards Officer</td>
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<td>Larry Peterson</td>
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<tr>
<td>Mark Ryan</td>
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<td>Jason Shular</td>
<td>Building Inspector / Property Standards Officer</td>
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<tr>
<td>Sherif Taha</td>
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<tr>
<td>Thomas Weishar</td>
<td>Building Inspector / Property Standards Officer</td>
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<tr>
<td>Name</td>
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<tr>
<td>Kevin De Leebeeck</td>
<td>Director of Engineering</td>
</tr>
<tr>
<td>Deanne Friess</td>
<td>Manager of Development Planning</td>
</tr>
<tr>
<td>Rachael Greene</td>
<td>Planner / Secretary-Treasurer to the Committee of Adjustment</td>
</tr>
<tr>
<td>Maria Skara</td>
<td>Recording Secretary to Committee of Adjustment</td>
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</table>
BY-LAW 21-027

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 6th day of April, 2021.

_________________________________
MAYOR

_________________________________
CLERK