Corporation of the City of Cambridge
Council Meeting
Agenda

Date: Tuesday, April 16, 2024, 6:30 p.m. (Immediately following the Public Meeting)
Location: Council Chambers

To increase delegate accessibility, this meeting will be held as a hybrid meeting with both in-person and virtual attendance options. Register to appear as a delegation by visiting: https://forms.cambridge.ca/Delegation-Request-Form. Members of the public can choose to delegate in-person or by telephone. Alternative formats and communication supports are available upon request.

Members of the public wishing to speak at Council may complete the Delegation Request Form no later than 12:00 p.m. on the day of the meeting for Council Meetings occurring at 6:30 p.m.

All written delegation submissions will form part of the public record.

1. Meeting Called to Order
2. Indigenous Territory Acknowledgement
3. Disclosure of Pecuniary Interest
4. Rise from Closed Sessions
5. Presentations
   5.1 Rob Martin, Fire Chief re: 24-012-CRS Cambridge Fire Department Annual Report – 2023
   5.2 Jenna Brown-Jowett, Director of Corporate Strategy re: 24-003-CRE 2024-2026 Strategic Plan Approval
   5.3 Sancy Sebastian re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North
6. Delegations and Consideration of Related Reports
7. 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.
However, Staff may not be in attendance to respond to queries on items contained in the Consent Agenda. 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.

7.1 Council Meeting Minutes - March 19, 2024
7.2 Council Workshop Meeting Minutes - March 21, 2024
7.3 Statutory Public Meeting Minutes - April 2, 2024
7.4 Council Information Package - March 22, 2024
7.5 24-003-CRS Asset Retirement Obligation and Contaminated Sites Policies
7.6 24-004-IFS – 2023 Drinking Water System Performance Report
7.7 24-022-CRS Watermain CIPP Rehabilitation - Holiday Inn Drive
7.8 24-062-CD – 49 Queen Street East – Assignment of Tax Increment Grant (TIG)
7.9 24-004-Planning By-law Memo - Pt Lt Control Exemption, Pt of Block 191, 58M-684

8. Consideration of Reports

8.1 Corporate Services
8.1.1 24-011-CRS Citizen Appointments to Advisory Committees
8.1.2 24-012-CRS Cambridge Fire Department Annual Report – 2023

8.2 Corporate Enterprise
8.2.1 24-003-CRE 2024-2026 Strategic Plan Approval

8.3 Community Development
8.3.1 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North
8.3.2 24-060-CD Recommendation Report for Draft Plan of Subdivision 30T-20103 – 285 Limerick Road
8.3.3 24-040-CD 50th Public Art Recommendation

8.4 Infrastructure Services
8.5 Office of the City Manager

9. Other Business

10. Motions

10.1 Motion re: Carbon Tax

This Motion was introduced at the February 27, 2024, Council Meeting and will be discussed at the April 16, 2024 Council Meeting.

11. Notices of Motion

11.1 Notice of Motion re: Water Billing
11.2 Notice of Motion re: Leasing & Licensing Review

This Motion will be introduced at the April 16, 2024 Council Meeting but will not be discussed until the April 23, 2024, Council Meeting.

12. Correspondence

13. Motion to Receive and File

14. Consideration of By-laws

By-Laws 24-033 and 24-034 are presented here without an accompanying staff report. Council directed the City Clerk to bring the corresponding amended by-laws to the April 16th Council meeting without a staff report on March 19th, 2024.

The accompanying staff report is 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment.

- 24-033 Being a by-law to adopt Amendment No. 77 of the City of Cambridge Official Plan (2012), as amended, with respect to land municipally known as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North and 144 Fountain Street North

- 24-034 Being a by-law to amend Zoning By-law 150-85, as amended, with respect to land municipally known as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North, and 144 Fountain Street North

- 24-035 Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Part of Block 191 on Registered Plan 58M-684

- 24-036 Being a By-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 84 Chalmers Street North.

15. Confirmatory By-law

16. Adjournment
Community Risk Reduction

- 2 new Fire & Life Safety Educators delivered 2106 educational Activities

- C.R.R. inspected 100% (89 of 89) vulnerable occupancies in the City to protect our most vulnerable residents.
Suppression

- Responded to 9667 incidents in 2023, an increase of 22% compared to 2022

- 98 structure fires representing an approximate 5% reduction from 2022
Each firefighter completed **200+ hours of Professional Qualifications skills training.**

Issued **39 N.F.P.A. Certifications.**
Environmental Initiatives

• 2 hybrid technology fire trucks were added to the fleet, the first of their kind for the Cambridge Fire Department.

• Battery Operated Extrication Tools to replace outgoing gasoline powered hydraulic systems.
Developed and delivered a joint emergency exercise with the Township of Woolwich.

- Approximately 95 participants.
- 15 agencies and organizations were involved.
Benevolence Activity

In collaboration with the Cambridge Professional Fire Fighters’ Association (C.P.F.F.A.):

• 1660+ hours of volunteer time donated to organize, plan, and operate events that support the residents of Cambridge
CONTACT INFORMATION

Name  Rob Martin
Title  Fire Chief
Phone  519 – 621- 6001 x 2219
Email  martinr@cambridge.ca
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Overview of the Development Journey
The Strategic Planning Process:

• The process of setting goals and creating a blueprint for an organization's future

The Strategic Plan is important because it:

• Reflects the voices of the people who live, work and play in Cambridge
• Helps direct tax dollars to community priorities
• Guides decision-making and allocation of resources
• Allows the community to measure and understand progress
Strategic Plan Development Road Map

Phase 1: Understand and Align
1. Understand current Strategic Plan performance
2. Council workshop #1
   - Orientation to our current plan
3. Council report
4. Finalize scope of update
5. Engagement strategy

Phase 2: Collaborate & Create
1. Project kick-off
2. Council workshop #2
   - Gap analysis
3. Council Focus Groups
4. Council #3 - report
   - Endorsement of key components
5. Staff leadership consultation
   - Requirements gathering to create education and resources for Strat Plan adoption

Phase 3: Build for Success
1. Measurement/reporting framework
   - Success measures and targets
2. Council #4
   - Implementation Strategy
3. Implementation plan
4. Communication plan
5. Launch & education plans
6. Strategic Plan document update and Strategy on a page visual
7. Council report and approval

Phase 4: Enable
1. Internal/external launch
2. Communications Plan launch
3. Training roll-out
4. Measurement Framework finalization

Key Milestones
- Jan 2023
- Feb 2023
- Mar 2023
- Apr 2023
- May 2023
- Jun 2023
- Jul 2023
- Aug 2023
- Sep 2023
- Oct 2023
- Nov 2023
- Dec 2023
- Jan 2024
- Feb 2024
- Mar 2024
- Apr 2024
- May 2024

Council #1
Council #2
Council #3
CLT final review
Council Approval
Launch, implementation & education begins

Measurement/reporting framework
- Success measures and targets

Council #4
- Implementation Strategy

Implementation plan
- Communication plan

Launch & education plans
- Strategic Plan document update and Strategy on a page visual

Council report and approval
- Council #3

Engagement strategy
- Council report

Orientation to our current plan
- Council workshop #1

Gap analysis
- Council workshop #2

Endorsement of key components
- Council #3 - report

Requirements gathering to create education and resources for Strat Plan adoption
- Staff leadership consultation

Strategic Plan Development Road Map

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Our Strategy
The Strategic Plan Cascade

Driven by our commitment to Public Value:
Sustainability, Leadership, Collaboration, Transparency & Engagement

- Mission
- Vision
- Goals
- Objectives
- Strategic Actions
- Initiatives

Guided by our Values:
Respect, Service, Integrity and Inclusiveness
Our Vision, Mission and Values

VISION
A place for people to prosper - alive with opportunity

MISSION
Working together
Committed to our values
Serving our community

VALUES
INTEGRITY
RESPECT
INCLUSIVENESS
SERVICE
Goals and Objectives

**GOALS**
What we want to achieve

- People
  Foster a community with heart, where everyone belongs and is cared for equitably

- Place
  Embrace and celebrate our City’s unique character while enhancing the spaces where people connect

- Prosperity
  Build a vibrant and resilient City where current and future generations will live well

**OBJECTIVES**
How we will achieve the goals

- Wellbeing
- Belonging
- Vibrant Neighbourhoods
- Inclusion
- Placemaking
- Green Spaces
- Strong cores
- Getting around
- Resiliency
We lead on the following Strategic Actions:

- Recreation Complex
- Placemaking Study and Pilot Project
- Growth Management Study
- Parks Master Plan
- Older Adult Strategy
- Equity Diversity Inclusion Action Strategy
We Collaborate on the following Strategic Actions:

- Active Transportation Trail Connections
- Green Development Standards
- Take action to combat climate change.
- Increase housing options.
- Enable small business to succeed.
- Improve access to social supports.
- Economic Development Action Plan Implementation
- Housing Strategy
- Activities for Less Subsidy Program Page 25 of 378
- Continuity of Operations Program
- Snow Removal Assistance Program
- Encourage safe and healthy neighbourhoods.
Implementation: Bringing the Plan to Life
What is a Strategic Plan implementation strategy?

• The actions taken to enhance adoption, implementation, and sustainability of a Strategic Plan

Why is it important?

• Establishes common goals/ alignment
  ▪ Communications, staff/ committee presentations

• Bridges the gap between planning and operational execution
  ▪ Measurement framework, education

• Enhances understanding to improve performance
  ▪ Staff/ committee presentations, education and tools

• Demonstrates the role staff play in the big picture
  ▪ Communications, staff presentations, education and tools

• Enables development opportunities
  ▪ Champions program and leader’s toolkit

• Builds engagement and celebration
  ▪ Storytelling, monitoring and reporting
Implementation Strategy Framework

- Year in Review
- Leadership Forum
- Leader’s toolkit
- Measurement framework

- Internal/external launch
- Champions program
- Educational/visual tools
- Strategy staff road show
- Advisory Committee Presentations
- Participation at public events

- Educational/visual tools
- Participation at public events
- Storytelling

- Educational/visual tools
- Participation at public events
- Celebration of milestones/ storytelling
- Monitoring and Reporting
Closing Remarks & Next Steps
## Next Steps

<table>
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<tr>
<th>Activity</th>
<th>Timeline</th>
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<tr>
<td>Launch Begins (pending Council approval)</td>
<td>April 17th and ongoing</td>
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<tr>
<td>Enablement and reinforcement:</td>
<td>July</td>
</tr>
<tr>
<td>• Educational/visual tools</td>
<td></td>
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<tr>
<td>• Participation at public events</td>
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<tr>
<td>• Storytelling</td>
<td></td>
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<tr>
<td>• Finalization of measurement framework</td>
<td></td>
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<tr>
<td>Monitoring and Reporting begin</td>
<td>September</td>
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</table>
What questions do you have?
Thank you

Jenna Brown-Jowett
Director, Corporate Strategy
(519) 740-4680, 4356
brownjowettj@cambridge.ca
Subject Lands

- One lot with area of 870.68 sqm and lot frontage of 20.46m
- Existing Single Detached Dwelling (proposed to be demolished)
- The subject site is surrounded by single and semi-detached dwellings
- The neighboring property at 78 Chalmers St N is identified as Heritage Listed
Development Proposal

Proposal:
• The proposal is to build a semi-detached dwelling
• An additional residential unit (ARU) is also proposed on the second floor of each semi-detached dwelling

Zoning By-law Amendment Application:
• To rezone the lands from R4 to RS1, to permit semi-detached dwellings. No site-specific regulations requested.
• In the future, a Consent application to sever the property into 2 separate lots (one semi-detached unit per lot), will be submitted.
Official Plan Designation:
- Low / Medium Density Residential
- Built up Area

Existing Zoning:
- Residential – R4
Existing Zoning: R4

Proposed Zoning: RS1 s.4.1.476
- The site-specific provision to the zoning is to prohibit geothermal wells on site.

Additional Info:
The subject site without severance can have only one ARU however post severance the subject property can have one ARU on each part of the semi-detached dwelling. Further to have up to two ARU’s in each part of the semi-detached dwelling unit, the applicant would have to meet the parking requirements, including 45% minimum landscaped open space in the front yard.
Staff Recommendation

- In accordance with Official Plan policy 4.10.5, a Cultural Heritage Impact Assessment (CHIA) was submitted to the Municipal Heritage Advisory Committee (MHAC) on April 4th 2024. Heritage Planning staff and MHAC have no concerns with the proposed development.

- Planning Staff is of the opinion that the proposed development is compatible with the existing residential development on Chalmers Street North which includes a variety of two storey single detached and semi-detached dwellings.

- Planning staff recommend approval of the official plan amendment and zoning by-law amendment applications as they are consistent with the Provincial Policy Statement, conform with the policies of the Provincial Growth Plan, the Regional Official Plan, and the City of Cambridge Official Plan and meets the general intent and purpose of the City of Cambridge Zoning By-law 150-85.
285 Limerick Road
Plan of Subdivision 30T-20103

April 16, 2024 - Council Meeting

Name: Vincent Wen
Title: Planner
Phone: 519-623-1340 x4358
Email: wenv@cambridge.ca
Applicant is requesting approval for a draft plan of subdivision consisting of seven (7) street-fronting townhouse lots and one (1) future development block.

A Zoning By-law Amendment application (R07/20) was approved in 2022 to amend the zoning from R2 (Residential) to RM4 (Multiple Residential) with site-specific provisions and holding provision.
Response to Public Comments

- Concerns received during the public consultation process regarding increased traffic, safety, noise, and potential decrease of surrounding property values were considered as part of the approved Zoning By-law Amendment for this development:
  - Significant traffic impacts are not anticipated from the proposed 7 residential lots;
  - A pedestrian sidewalk will be provided as part of the proposed development on Limerick Road;
  - Regional and City staff have no concerns with respect to noise from the proposed development; and
  - Property values are not a consideration in land use planning recommendations.
- The proposed plan of subdivision implements the approved Zoning By-law Amendment
Location

- West of Limerick Road, south of Knotty Pine Avenue, and east of Plumridge Crescent.
- Development Area: 1,790.39 m² (19,271.6 ft²).
- Official Plan Designation: Designated Greenfield Area & Low/Medium Density Residential.
- Zoning: RM4 – Multiple Residential with site-specific provisions and (H)RM4 for Block 8.
Proposed Draft Plan of Subdivision

Block 8
Future Development Block
(~1,521.61m²)

7 Townhouse Lots

Block 9 Road Widening
(~5.3m)
Recommendation

- Comments received from Council, the public as well as staff and circulated agencies were addressed as part of the zoning by-law amendment application as approved by Council in 2022.
- The proposed plan of subdivision implements the approved site-specific zoning by-law amendment and conforms to Provincial, Regional, and City policies.
- Staff recommend approval of the proposed plan of subdivision subject to the City’s draft plan conditions.
1. **Meeting Called to Order**

   The meeting of the Council of the Corporation of the City of Cambridge is held in Council Chambers and is live streamed to the City of Cambridge website. Mayor Liggett welcomes everyone present and calls the meeting to order at 7:11 p.m.

2. **Indigenous Territory Acknowledgement**
3. Disclosure of Pecuniary Interest

3.1 Councillor Hamilton - 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220-222 Blair Road

Councillor Hamilton declared a potential indirect pecuniary interest on this item as his residence is within the 120-metre notification radius for the proposed development.

4. Presentations

4.1 GrandBridge Energy Presentation

4.2 Idea Exchange Presentation re: Capital Project A/01536-40: Library window replacement

Moved by Councillor Kimpson
Seconded by Councillor Devine

THAT Council approve capital project A/01536-40 Library Window Replacement in the amount of $350,000 funded from the Canada Building Fund.

In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

4.3 Rob Martin, Fire Chief re: 24-012-CRS Cambridge Fire Department Annual Report – 2023

4.4 Jenna Brown-Jowett, Director of Corporate Strategy re: 24-003-CRE 2024-2026 Strategic Plan Approval

4.5 Laura Dewar, Supervisor of Development Planning re: 24-019-CD Recommendation Report-102 Fountain Street South - Official Plan and Zoning By-law Amendment

4.6 Kristen Barisdale, GSP Group re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

4.8 Jacqueline Hannemann, Senior Planner re: 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220-222 Blair Road

4.9 Brandon Flewwelling, GSP Group re: 24-010-CD - Recommendation Report for Official Plan Amendment and Zoning By-law Amendment - 932 Eagle Street North

4.10 Mark Stone re: 24-010-CD - Recommendation Report for Official Plan Amendment and Zoning By-law Amendment - 932 Eagle Street North

5. **Delegations and Consideration of Related Reports**

5.1 Nina Deeb re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.2 Karen Scott Booth re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.3 Michelle Goodridge re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.4 Glen Nyhus re: re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.5 Nadine Nyhus re: re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.6 Bill Curran, CGS Architects re: 24-019-CD Recommendation Report - 102 Fountain Street South - Official Plan and Zoning By-law Amendment

5.7 Carol Thorman re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.8 Danna Ferrarese re: 24-019-CD Recommendation Report-102 Fountain Street South - Official Plan and Zoning By-law Amendment

5.9 Bruce Proctor re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.10 Neil Palmer re: 24-019-CD Recommendation Report - 102 Fountain Street South-Official Plan and Zoning By-law Amendment

5.11 Michelle LaRiviere re: 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220-222 Blair Road

5.12 Resa Heagle re: 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220-222 Blair Road
5.13 Martin Wiens re: 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220-222 Blair Road

5.14 Martin Wiens re: 24-010-CD - Recommendation Report for Official Plan Amendment and Zoning By-law Amendment - 932 Eagle Street North

5.15 Connie Cody re: Motion re: Carbon Tax

Note: The delegation did not delegate to Council as this item was deferred to the April 16th, 2024, Council Meeting.

6. **Closed Session**

Motion: 24-068

Moved by Councillor Earnshaw
Seconded by Councillor Kimpson

That in accordance with section 239 (2) (b), (e), (f), and (k) of the Municipal Act, 2001, Council to convene in Closed Session at 4:30 p.m. to consider the following subject matters:

(b) personal matters about an identifiable individual, including municipal or local board employees (Citizen Advisory Committee Appointments) (Confidential Verbal Update re: HR Matter);

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Confidential Litigation Update) (Confidential Legal Opinion);

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Confidential Litigation Update) (Confidential Legal Opinion);

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Confidential Litigation Update).

In Favour (8): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Ermeta, and Mayor Liggett

Absent (1): Councillor Hamilton

Carried (8 to 0)

7. **Rise from Closed**
Motion: 24-069

Moved by Councillor Devine
Seconded by Councillor Earnshaw

THAT Council rise from Closed Session and reconvene in Open Session at 7:12 p.m.

In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

8. Consent Agenda

Motion: 24-070

Moved by Councillor Earnshaw
Seconded by Councillor Roberts

THAT all items listed under the heading of Consent Agenda for March 19, 2024, be adopted as recommended.

In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

8.1 Council Meeting Minutes - February 13 and February 27, 2024
8.2 Council Workshop Meeting Minutes - February 1, 2024
8.3 Council Information Package - February 23, 2024 and March 8, 2024
8.4 24-013-CRS Goods and Services Awarded under Delegated Authority in Accordance with Purchasing By-law 19-187
8.5 24-014-CRS Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2023
8.6 24-044-CD Noise By-law Exemption – Region of Waterloo Operational Biosolids Storage at the Galt Wastewater Treatment Plant
8.7 24-017-CRS Administrative Penalty System Update
9. Consideration of Reports

9.1 Community Development

9.1.1 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

Motion: 24-071

Moved by Councillor Shwery
Seconded by Councillor Kimpson

The following alternative motion was moved and seconded:

THAT Report 24-019-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 102 Fountain Street South be received;

AND THAT Council refuse the proposed Official Plan Amendment to expand the Preston Towne Centre with site specific policies, and the Zoning By-law Amendment to rezone the lands to C1 RM1 ‘Commercial One Mixed-Use Multiple Residential One’ with site specific provisions to facilitate a phased mixed-use development with a maximum permitted height of 26 storeys;

AND THAT Council adopts Official Plan Amendment No.77, as amended, to redesignate a portion of the Subject Lands from Low/Medium Density Residential to High Density Residential and to add Site-Specific 8.10.113 to the Subject Lands with new site-specific policies. The maximum building height shall be 15 storeys not to exceed 60m with the implementing zoning by-law to include further restrictions on height for buildings adjacent to low rise residential areas and that the adopted Official Plan Amendment be submitted to the Regional Municipality of Waterloo for approval and that the following additional policy provisions be added:

• That the dry stone wall be incorporated into the garden design as dry stone walls;
• The existing dry stone walls be incorporated into the Preston Historical Garden design; and
• The building design be architecturally sympathetic to the original building and Part IV designated building located at 138 Fountain Street South.
AND THAT Council approves the Zoning By-law Amendment, **as amended**, to rezone the subject lands from R3 / N3RM3 ‘Residential Three / Institutional Mixed-Use Multiple Residential Three’ to (H) R3 / RM2 ‘(Holding) Residential Three / Mixed-Use Multiple Residential Two’ S. 4.1.448 to facilitate a phased mixed-use development with a maximum permitted height of **15** storeys not to exceed 60 m and **that the following additional provision be included**:

- A maximum Tower Footprint of 2,000 square metres and the maximum number of towers on the whole of the Lands in Schedule A of the by-law shall be two (2).

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsections 17(15) and 34(17) of the Planning Act have been met;

AND THAT the lifting of any hold provisions be brought back to Council for its decision;

AND FURTHER THAT that the City Clerk be directed to bring the corresponding amended by-laws to the April 16th Council meeting without a staff report.

In Favour (8): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Ermeta, and Mayor Liggett

Opposed (1): Councillor Hamilton

Carried (8 to 1)

9.1.2 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220-222 Blair Road

Councillor Hamilton declared a conflict on this item.

Motion: 24-072

Moved by Councillor Roberts
Seconded by Councillor Cooper
THAT Report 24-041-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 220 and 222 Blair Road be received;

AND THAT Council approves the proposed Official Plan Amendment No. 78 to establish a site-specific policy 8.10.114 for the subject property to permit a maximum density of 83 units per hectare and that the adopted Official Plan Amendment be submitted to the Regional Municipality of Waterloo for approval;

AND THAT Council approves the proposed Zoning By-law Amendment to rezone the subject lands from RM4 to (H)RM4 s.4.1.446 with site-specific provisions to permit the development of 32 stacked townhouse units;

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsections 17(15) and 34(17) of the Planning Act have been met;

AND FURTHER THAT the By-laws attached to report 24-041-CD be passed.

Note: Following the vote on this item, the Mayor indicated for the record that she had voted in support of the staff recommendation when she meant to vote against it.

In Favour (2): Councillor Earnshaw, and Mayor Liggett

Opposed (6): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Roberts, Councillor Cooper, and Councillor Ermeta

Conflict (1): Councillor Hamilton

Defeated (2 to 6)

9.1.3 24-010-CD - Recommendation Report for Official Plan Amendment and Zoning By-law Amendment - 932 Eagle Street North

Motion: 24-073

Moved by Councillor Earnshaw
Seconded by Councillor Kimpson

THAT the provisions of the Procedure By-law be waived to extend past the hour of 11:00 p.m.
In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

Moved by Councillor Shwery
Seconded by Councillor Ermeta

THAT Report 24-010-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 932 Eagle Street North be received;

AND THAT Council adopts proposed Official Plan Amendment No. 76 to establish a Site Specific Policy 8.10.112 for the subject property to permit a maximum density of 65 units per hectare and that the adopted Official Plan Amendment be submitted to the Regional Municipality of Waterloo for approval;

AND THAT Council approves the proposed Zoning By-law Amendment to rezone the subject lands from R5 to RM3 s.4.1.474 to facilitate the development of a two and a half storey (10.5 m) stacked townhouse building containing 12 dwelling units;

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsections 17(15) and 34(12) of the Planning Act have been met;

AND FURTHER THAT that the by-laws attached to Report 24-010-CD be passed.

Amendment:
Motion: 24-074

Moved by Councillor Kimpson
Seconded by Councillor Ermeta

AND THAT the developer contributes $1,000 per unit towards the Affordable Housing Fund

In Favour (8): Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Opposed (1): Councillor Shwery
Carried (8 to 1)

Main Motion, as Amended:
Motion: 24-075

Moved by Councillor Shwery
Seconded by Councillor Ermeta

THAT Report 24-010-CD – Recommendation Report for Official Plan Amendment and Zoning By-law Amendment – 932 Eagle Street North be received;

AND THAT Council adopts proposed Official Plan Amendment No. 76 to establish a Site Specific Policy 8.10.112 for the subject property to permit a maximum density of 65 units per hectare and that the adopted Official Plan Amendment be submitted to the Regional Municipality of Waterloo for approval;

AND THAT Council approves the proposed Zoning By-law Amendment to rezone the subject lands from R5 to RM3 s.4.1.474 to facilitate the development of a two and a half storey (10.5 m) stacked townhouse building containing 12 dwelling units;

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsections 17(15) and 34(12) of the Planning Act have been met;

AND THAT the developer contribute $1,000 per unit towards the Affordable Housing Fund;

AND FURTHER THAT that the by-laws attached to Report 24-010-CD be passed.

In Favour (8): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Opposed (1): Councillor Devine

Carried (8 to 1)
9.2.2 24-011-CRS Citizen Appointments to Advisory Committees

Note: This item was deferred to the April 16th, 2024, Council meeting.

9.3 Corporate Enterprise

9.3.1 24-003-CRE 2024-2026 Strategic Plan Approval

Note: This item was deferred to the April 16th, 2024, Council meeting.

9.4 Infrastructure Services

9.5 Office of the City Manager

10. Other Business

11. Motions

11.1 Motion re: Carbon Tax

Note: This item was deferred to the April 16th, 2024, Council Meeting.

12. Notices of Motion

12.1 Motion re: Water Billing

Note: This Motion will be presented on April 16th, 2024, and will be discussed on April 30th, 2024.

13. Correspondence


13.2 John Cann re: Motion re: Carbon Tax

13.3 Jessica Sheff re: 24-019-CD Recommendation Report-102 Fountain Street South-Official Plan and Zoning By-law Amendment

14. Motion to Receive and File

Motion: 24-076

Moved by Councillor Devine
Seconded by Councillor Hamilton
THAT all presentations and correspondence from the March 19th, 2024, Council Meeting be received.

In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

15. Consideration of By-laws

Motion: 24-077

Moved by Councillor Roberts
Seconded by Councillor Shwery

THAT the following by-laws listed under the heading of Introduction and Consideration of By-laws be enacted and passed:

24-024 Being a by-law to amend By-law 23-050 to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge

24-025 Being a by-law to adopt Amendment No. 76 of the City of Cambridge Official Plan (2012), as amended with respect to land municipally known as 932 Eagle Street North

24-026 Being a by-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 932 Eagle Street North

In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

15.1 Updated Version of By-Law 24-030

16. Confirmatory By-law

Motion: 24-078

Moved by Councillor Hamilton
Seconded by Councillor Ermeta

THAT by-law 24-031 being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge be passed.
In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

17. **Adjournment**

Motion: 24-079

Moved by Councillor Devine
Seconded by Councillor Cooper

THAT the Council meeting does now adjourn at 11:32 p.m.

In Favour (9): Councillor Shwery, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Carried (9 to 0)

__________________________________________

Mayor

__________________________________________

Clerk
MINUTES
Corporation of the City of Cambridge
Council Meeting - Workshop

Date: March 21, 2024, 5:00 p.m.
Location: Council Chambers

Council Members In Attendance:
- Councillor Kimpson - Ward 3
- Councillor Roberts - Ward 5
- Councillor Cooper - Ward 6
- Councillor Hamilton - Ward 7
- Councillor Ermeta - Ward 8
- Mayor Liggett (Arrived at 5:21 p.m.)

Regrets:
- Councillor Shwery - Ward 1
- Councillor Devine - Ward 2
- Councillor Earnshaw - Ward 4

Staff Members in Attendance:
- Hardy Bromberg, Deputy City Manager - Community Development
- Bryan Boodhoo - City Solicitor
- Danielle Manton - City Clerk
- Maria Barrantes Barreto - Council Committee Services Coordinator
- Rachel Latour - Administrative Assistant

Others in Attendance:
- Lesley Head - Director of Recreation and Culture
- Rachel Fraser - Manager of Recreation, Culture and Sport
- Wanda Schaefer-Stilling - Supervisor of Recreation - Arts, Culture and Events

1. Meeting Called to Order
   Mayor Liggett called this meeting to order at 5:05 P.M.

2. Disclosures of Pecuniary Interest
   None.

3. Presentations
   3.1 Arts and Culture Master Plan Workshop

4. Motion to Receive
   Motion: 24-080
Moved By Councillor Hamilton
Seconded By Councillor Cooper

THAT all presentations and correspondence from the March 21, 2024, Council Workshop be received.

In Favour (5): Councillor Kimpson, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Absent (4): Councillor Shwery, Councillor Devine, Councillor Earnshaw, and Councillor Roberts

Carried (5 to 0)

5. Adjournment

Motion: 24-081

Moved By Councillor Kimpson
Seconded By Councillor Hamilton

THAT the Council meeting does now adjourn at 6:34 P.M.

In Favour (5): Councillor Kimpson, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Absent (4): Councillor Shwery, Councillor Devine, Councillor Earnshaw, and Councillor Roberts

Carried (5 to 0)

_________________________
Mayor

_________________________
Clerk
1. **Meeting Called to Order**

   The meeting of the Council of the Corporation of the City of Cambridge is held in the Cambridge Room. Chair Ermeta welcomes everyone present and calls the meeting to order at 6:44 p.m.

2. **Disclosures of Pecuniary Interest**

   *No disclosures of pecuniary interest were declared during the Statutory Public meeting.*

3. **Closed Session**

   Motion: 24-083
Moved by Councillor Earnshaw
Seconded by Councillor Roberts

That in accordance with section 239 (2)(b) of the Municipal Act, 2001, Council to convene in Closed Session at 5 p.m. to consider the following subject matters:

(b) personal matters about an identifiable individual, including municipal or local board employees (Presentation re: Human Resources Matter).

In Favour (8): Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Absent (1): Councillor Shwery

Carried (8 to 0)

4. Rise from Closed Session

Council will rise from Closed Session during the Council meeting on April 16th, 2024.

5. Public Meeting Notice

6. Presentations

6.1 Mary Lou Tanner and Cynthia Zahoruk, NPG Planning Solutions re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

6.2 Sancy Sebastian, Planner re: Public Meeting - City initiated Zoning By-law Amendment – 214 and 216 Union Street, and 229 and 231 Anne Street

7. Public Meetings

7.1 Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

7.2 Public Meeting - City initiated Zoning By-law Amendment – 214 and 216 Union Street, and 229 and 231 Anne Street

Note: This public meeting was removed from the agenda and will come forward at a future meeting date.

8. Delegations
8.1 Marjorie Siertsema re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

8.2 David Comeau re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

8.3 Gary Kirkham re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

8.4 Kristen Barisdale re: Public Meeting - City initiated Zoning By-law Amendment – 214 and 216 Union Street, and 229 and 231 Anne Street

Note: This pre-registered delegation did not delegate because the item will come forward at a future date.

8.5 Meghan Harrison re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

8.6 Scott Corbett re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

8.7 David Comeau re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

9. Correspondence

9.1 Marjorie Siertsema re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

9.2 David Comeau re: Public Meeting – Proposed Official Plan Amendment and Zoning By-law Amendment – 201 Water Street South and 66 Highman Avenue

10. Motion to Receive Correspondence and Presentations

Motion: 24-084

Moved by Councillor Roberts
Seconded by Councillor Kimpson
THAT all presentations and correspondence from the April 2, 2024, Planning - Statutory Public Meeting Committee be received.

In Favour (8): Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Absent (1): Councillor Shwery

Carried (8 to 0)

11. Adjournment

Motion: 24-085

Moved by Councillor Devine
Seconded by Councillor Earnshaw

THAT the Planning - Statutory Public Meeting Committee does now adjourn at 8:12 p.m.

In Favour (8): Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, and Mayor Liggett

Absent (1): Councillor Shwery

Carried (8 to 0)

________________________________
Mayor

________________________________
Clerk
COUNCIL INFORMATION PACKAGE

March 22, 2024

City of Cambridge Correspondence
*includes City of Cambridge memos and meeting minutes

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Jurisdictional Motions
* means a matter that lies within the scope of Council’s powers

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Non-Jurisdictional Motions

*means a matter that lies with another level of government and is outside the scope of Council’s powers as set out in Section 11, of the *Municipal Act*, 2001, S.O. 2001, c. 25, this includes matters that fall under Regional, Provincial or Federal responsibility or that lie with another municipality

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<td>Municipality of Wawa</td>
<td>Pause Advancement on Highway 413</td>
<td>95</td>
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In December 2021, Council endorsed the transition of Stormwater Management Funding from the tax base to a dedicated rate structure (Council Report 21-267(CD), December 2, 2021). At the same time, Council directed staff to initiate an Implementation Study for the transition to a dedicated rate structure.

Capital Project A/00909-40, Stormwater Funding Study - Implementation Plan, was approved through the 2022 capital budget and was initiated in late 2022. Work on the study continues, and the project steering committee anticipates the final recommendations, along with associated by-laws and policies, will be presented to Council in Spring 2024.

In advance of this and recognizing that many current members of Council were not on Council when the endorsement to transition funding to a dedicated rate structure was approved, the material below is presented as background information on both the City’s stormwater management system and the recommended dedicated rate structure.

A copy of Council report 21-267(CD), which expands upon the information below, is appended.

Additional information, including the Final Report from the Stormwater Management Funding Study which recommended the transition to a dedicated rate structure can be found on the project’s EngageCambridge page (https://www.engagewr.ca/stormwater-management-funding-study)
Stormwater Management Infrastructure

The City of Cambridge’s stormwater management system consists of approximately 395 km of storm sewers, 7,600 manholes, 10,450 catch basins, 43 km of ditches, 3 dams, 47 water quality treatment structures (OGS) and 125 end-of-pipe facilities. The City also maintains watercourses, drainage channels and culverts. The total replacement value of the stormwater management system was approximately $846 million as of 2023.

The City has the equivalent of 4-5 full-time employees who perform stormwater related services. Those staff are primarily in Engineering and Environmental Services, with assistance from Operations, Asset Management and Finance, as well as contracted services.

Asset Management Plan

In January 2020, Council approved the City’s Asset Management Plan. At the time the plan was approved, it identified that over the next 10 years (2020 to 2030) there was an estimated funding gap of $15.6M (2020$) for stormwater management assets based on current funding levels.

The Asset Management Plan identified alternative funding sources, including user fees as a method to developing a sustainable funding model for stormwater management assets.

Goals and Objectives of the Stormwater Management Program

One of the components of the Stormwater Management Funding Study was to define the City’s Stormwater Management Program in order to establish the sustainable funding requirements. Through the study, the following goal statement and key objectives for the stormwater management program were established:

Goal Statement:

The goal of the Stormwater Management Program is to protect public health and safety and the City’s valuable natural and man-made resources by minimizing the impacts of stormwater runoff through on-going system assessments, proactive maintenance and operation of the City’s assets, and well-considered investment in system upgrades and expansion.

Key Objectives:

- Services provided by the City should be clearly defined, be based on an assessment of actual need, and be provided as efficiently as possible,
- The City should seek to move from reactive management of stormwater system components to a proactive, priority-based asset management approach,
- The program should be realistic and achievable and establish clear lines of accountability and decision making.
The stormwater program plan should be coordinated with on-going planning and growth initiatives to identify efficiencies and should include public participation as a fundamental component.

Program funding strategies should be a balanced approach, fair and equitable, and tied to level of service and sustainable financial program goals.

**Current Stormwater Management Program**

The City’s current stormwater management program includes the following activities, grouped into four main themes:

- Operation and Maintenance – cleaning, repairs, minor replacements, street sweeping and leaf pickup
- Asset Management – inventory, mapping and assessment
- Planning and Management – long term planning, engineering review and approvals
- Capital Projects – engineering design and construction

The current program is primarily delivered by the Environmental Services and Engineering and Transportation Services divisions, along with Asset Management.

**Gap Identification**

Through a review of the current program and interviews with staff delivering the program, several gaps, issues, and areas that require focus were identified:

- Keeping the system in a state of good repair
- Staffing
- Flooding, erosion, and water quality
- Financial system support and billing support
- Up to date policies, guidelines, and Master Plan, consistent with current legislation and best management practices
- Public Education
- Sustainability

**Recommended Stormwater Management Program**

Building on the current program and looking to address the gaps and issues identified above, a recommended stormwater management program was developed that includes the following needs, grouped within four (4) key themes. The themes and activities include:

- Stormwater Operations and Maintenance – inspections, assessment, routine maintenance, street sweeping, leaf pick-up
- Stormwater Planning and Engineering – stormwater management staff, studies, guidelines and policies
• Capital Improvements – annual renewal program, clearing renewal backlog, stormwater management pond cleaning/rehabilitation
• Stormwater Program Administration – education and outreach, financial administration

Level of Service

Development of the recommended program also included identification of corresponding service levels. The level of service options were categorized as Basic, Medium or High defined by:

• Basic: meets the basic needs, with less frequent maintenance and less staff, meets minimum legislated requirements
• Medium: addition of staff/resources to increase capability to address service needs in a moderate approach
• High: addition of further staff/resources to address service needs as the highest priority in an aggressive approach

The recommended program includes services levels of basic to medium for each of the identified activities/needs.

Funding Frameworks

There are many approaches to funding stormwater management programs, and many of these are being used by municipalities across Ontario. The approaches include:

• Property Taxes – current City of Cambridge model
• Utility Rate – this approach charges a property based on the amount of water a property consumes as measured by their water meter.
• Flat Rates – total cost for the service divided by the number of properties.
• Land Area – This approach uses a “per hectare” charge, so cost would depend on size of property.
• Runoff Co-efficient - This approach uses runoff coefficients, which are a factor used to calculated how much rainfall migrates from a property (or surface) and becomes stormwater runoff (as opposed to infiltrating or evaporating).
• Impervious Area – This approach includes a custom charge for each individual property that reflects the actual amount of hard surface found on the property.

In general, there is no relationship between cost and level of service for the frameworks at the top of the above list (property taxes, utility rates). The relationships between cost and level of service become more direct with the frameworks at the bottom of the list, however the cost and ease of administration also becomes more complex.

In considering alternative frameworks for Cambridge, the following criteria were used:
• Ease of calculation
• Relationship between cost to a property and level of service received
• Cost and ease of administration
• Users control over charging mechanism

Property Categories

The analysis of the various options listed above were completed based on the identification of the following property categories:

• Agricultural Properties
• Residential Properties:
  o Small: less than or equal to 0.2 acres (0.0809 hectares).
  o Medium: greater than 0.2 acres and less than 1 acre (0.405 hectares).
  o Large: greater than or equal to 1 acre.
• Non-Residential Properties:
  o Small & Medium – Flat rate for properties less than 1 acre.
  o Large – Imperviousness for properties greater than or equal to 1 acre.

Exemptions

Through discussions on funding mechanisms, it was noted that there are properties that are exempt from other municipal charges and/or property taxes, and the concept of exemptions for the stormwater funding alternatives was included in the analysis.

Two exemption scenarios were identified:

Alternative 1: Government lands, Special Use properties and Legislated Exemptions:

Under this alternative a number of properties are excluded from the calculations including those on government lands, special use properties and legislated exemptions (e.g. schools).

Alternative 2: Legislated Exemptions:

Under this alternative, the only properties excluded from the calculations are legislated exemptions, which are properties associated with schools (i.e. elementary, secondary, post-secondary, etc.).

Exempting properties has an impact on the charge for other properties, as the costs assigned to the exempted property are redistributed amongst all other properties.

Stormwater Management Study Recommendations

The Stormwater Management Funding Study recommended that funding the maintenance and operation of the municipal stormwater management system transition from the tax base
to a dedicated rate structure and that the rate structure be based on the size of the property multiplied by an average runoff coefficient. This is a combination of the flat rate option, with consideration for the size of the property, and the inclusion of the runoff coefficient to reflect the amount of runoff leaving a site.

The Study also recommended only properties that are legislated exemptions be excluded from the calculations.

**Potential Stormwater Charges**

Based on the recommendations above, Table 1 provides a comparison of the current stormwater funding charged through property taxes and the recommended rate for the various property types. It is noted the rates shown are from the Final Report from the study which was based on 2022 values. Both the current funding and the recommended rates will have changed with the passage of time, and updated information will be included with the Implementation Study.

**Table 1: Potential Stormwater Charges**

<table>
<thead>
<tr>
<th>Type of Property</th>
<th>Current Funding through Property Taxes</th>
<th>Recommended Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural (per acre)</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td>Small Residential</td>
<td>$106</td>
<td>$41</td>
</tr>
<tr>
<td>Medium Residential</td>
<td>$125</td>
<td>$134</td>
</tr>
<tr>
<td>Large Residential</td>
<td>$221</td>
<td>$446</td>
</tr>
<tr>
<td>Small/Medium Non-residential</td>
<td>$306</td>
<td>$198</td>
</tr>
<tr>
<td>Large Non-residential</td>
<td>$1,303</td>
<td>$1,777</td>
</tr>
</tbody>
</table>

The rates above are based on the recommendation that only properties that are legislated exemptions be excluded. Should the final rate include exemptions for additional properties, the rates above would increase slightly as there would be less properties sharing in the overall program costs.

**Credit and/or Incentive Program**

Other municipalities that have implemented a stormwater management fee have included a credit and/or incentive program to reduce the fee charged in recognition of private, on-site stormwater management practices.
As part of the Implementation Study, the steering committee is reviewing the options for credits and incentives for all the property types, as well as the impacts to the rates, as these types of programs can add administrative costs to the overall stormwater management program. Recommendations for a credit and/or incentive program will be included when the Implementation Program is presented to Council.

**Internal/External Consultation**

Consultation, both internal and external, was a key component of the Stormwater Management Funding Study and include two public consultations/information centres, both completed virtually due to pandemic conditions and a Citizen Stormwater Advisory Committee, as well as a Project Steering Committee comprised of staff from numerous divisions.

Additional details on the consultation are included in the appended Council report and on the EngageCambridge project site.

The steering committee is reviewing the options for further public engagement, however, at a minimum, public delegations on the Implementation Program could be made when the program is presented to Council.

**Next Steps**

As noted above, work on the Implementation Study continues, and the project steering committee anticipates the final recommendations, along with associated by-laws and policies, will be presented to Council in Spring 2024.

**Attachments**


| Approvals: |
| Manager/Supervisor | Deputy City Manager | City Manager |
To: COUNCIL

Meeting Date: 12/02/2021

Subject: Stormwater Management Funding Study - Recommendations

Submitted By: Kevin De Leebeeck, Director of Engineering

Prepared By: Sarah Austin, Manager of Development Engineering

Report No.: 21-267 (CD)

File No.: A/00909-20

Recommendations

THAT Report 21-267 (CD) Stormwater Funding Study be received;

AND THAT Council endorse the transition of stormwater funding from the tax base to a dedicated rate structure as detailed in Report 21-267(CD);

AND THAT Council direct staff to initiate an Implementation Study for the transition to a dedicated rate structure, pending approval of the 2022 Capital Budget;

AND FURTHER THAT Council endorse the further review of property exemptions and a credit program as part of the Implementation Study, as detailed in Report 21-267(CD).

Executive Summary

Purpose

- In 2018, through Report 18-037 (CFO), Council directed staff to explore the benefits of alternative stormwater user fees and approved a capital project (A00909-20) to retain a consultant to complete a stormwater rate funding study.

- The Stormwater Management Funding Study is now complete, and the recommendations are being presented to Council for endorsement and to receive direction to proceed with an implementation study, pending 2022 capital budget approval.

Key Findings

- Through the completion of the Stormwater Management Funding Study, it is recommended that funding for the maintenance and operation of the municipal...
stormwater management system transition from being tax based to a dedicated rate structure.

- It is recommended that rate structure Option 2 (run-off coefficient based) be implemented in conjunction with Alternative 2 for exemptions. The combination of Option 2 and Alternative 2 provides an equitable distribution of costs across all properties for the level of service received and limits exemptions to properties that are legislatively required to be exempted.

- It is also recommended that staff be directed to initiate an implementation study that will confirm all data, finalize rates and exemptions, formalize credits and/or incentive policies, establish a billing system and develop associated policies and bylaws.

- Council involvement will continue throughout the implementation study, including at key points related to finalizing the rate, exemptions and approval of associated bylaws.

Financial Implications

- There are no financial impacts to receiving this report and approving the recommendations.

- One of the recommendations is to direct staff to initiate an implementation study, pending 2022 capital budget approval. A capital project for an implementation study has been proposed in the 2022 capital budget, and will be presented to Council for approval as part of their budget review process.

Background

Stormwater Management Infrastructure and Funding

The City of Cambridge’s stormwater management system consists of approximately 370 km of storm sewers, 6,900 manholes, 9,680 catch basins, 43 km of ditches, 3 dams, 27 water quality treatment structures (OGS) and 90 end-of-pipe facilities. The City also maintains watercourses, drainage channels and culverts. The total replacement value of the stormwater management system was approximately $530 million as of 2019.

The City has the equivalent of 4-5 full-time employees who perform stormwater related services. Those staff are primarily in Engineering and Environmental Services, with assistance from Operations, Asset Management and Finance, as well as contracted services.

The current stormwater management program includes approximately $2.74M in operations and $3.4M in capital costs, for an approximate annual budget of $6.14M. The City currently funds stormwater management primarily through property taxes. The
current annual stormwater management program represents approximately 6.9% of the
total budget collected from property taxes (based on 2019 budget, when this project
was initiated).

**Stormwater Management Master Plan**

In 2007, the City completed a City-Wide Stormwater Management Master Plan. The
Master Plan was completed and adopted by Council in August 2011.

The Master Plan included an inventory of all City-owned stormwater management
facilities, developed hydrologic models of the City’s trunk storm sewer system, updated
the City’s stormwater management policy and summarized, at a high level, the funds
required to undertake maintenance of existing end-of-pipe stormwater management
facilities.

One of the recommendations from this Master Plan was to investigate sustainable
sources of funding to maintain the complete municipal stormwater management system.

**Asset Management Plan**

In January 2020, Council approved the City’s Asset Management Plan. The Asset
Management Plan identified that over the next 10 years, there is an estimated funding
gap of $15.6M for stormwater management assets based on current funding levels.

The Asset Management Plan identified alternative funding sources, including user fees
as a method to developing a sustainable funding model for stormwater management
assets.

**A/00909-20 Stormwater Management Funding Study**

In 2018, through Report 18-037 (CFO), Council directed staff to explore the benefits of
alternative stormwater user fees and approved a capital project (A00909-20) to retain a
consultant to complete a stormwater management funding study.

Wood Environment & Infrastructure Solutions (Wood) and Watson & Associates
Economists (Watson) were retained in January 2019 to undertake the funding study.

**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 7.3 Provide innovative leadership in the management of city assets to help
plan, fund and maintain city assets in a sustainable way.
Stormwater management is one of the major challenges faced by many municipalities, with both funding and environmental implications. The completion of the Stormwater Management Funding Study has provided the City with an opportunity to identify a sustainable funding mechanism for the stormwater management program by transferring the burden from the tax base to a dedicated rate structure that is more equitable and fairly distributed among properties that generate stormwater runoff.

The recommended sustainable funding mechanism and credit/incentive program for stormwater management also supports Goal #4: Environment and Rivers, through Objectives 4.2 (Encourage innovative approaches to address environmental challenges) and 4.3 (Work with other partners to educate the public and help make changes to improve and protect our natural heritage features).

Comments

The City retained Wood Environment & Infrastructure Solutions (Wood) and Watson & Associates Economists (Watson) to complete the funding study. Staff have received their final report, which is summarized below.

The Final Report, including appendices, has been posted to the project’s EngageCambridge page (https://www.engagewr.ca/stormwater-management-funding-study)

Goals and Objectives of the Stormwater Management Program

The Stormwater Management Funding Study established a goal statement and key objectives for the stormwater management program in consultation with the Steering Committee and citizen advisory committee.

Goal Statement: The goal of the Stormwater Management Program is to protect public health and safety and the City’s valuable natural and man-made resources by minimizing the impacts of stormwater runoff through on-going system assessments, proactive maintenance and operation of the City’s assets, and well-considered investment in system upgrades and expansion.

Key Objectives:

- Services provided by the City should be clearly defined, be based on an assessment of actual need, and be provided as efficiently as possible
- The City should seek to move from reactive management of stormwater system components to a proactive, priority-based asset management program
- The program should be realistic and achievable and establish clear lines of accountability and decision making.
The stormwater program plan should be coordinated with on-going planning and growth initiatives to identify efficiencies and should include public participation as a fundamental component.

Program funding strategies should be a balanced approach, fair and equitable, and tied to level of service and sustainable financial program goals.

Current Program Review and Gap Identification

The City’s current stormwater management program includes:

- Operation and Maintenance – cleaning, repairs, minor replacements, street sweeping and leaf pickup
- Asset Management – inventory, mapping and assessment
- Planning and Management – long term planning, engineering review and approvals
- Capital Projects – engineering design and construction

The current program is primarily delivered by the Environmental Services and Engineering and Transportation Services divisions, along with Asset Management.

The costs of the current program, based on average annual costs between 2016 and 2019, has an approximate annual budget of $6.14M and is summarized in Table 1 and further detailed in Section 3.2 (Page 7) of the Final Report. The current program does not have defined levels of service.

### Table 1: Current Stormwater Management Program

<table>
<thead>
<tr>
<th>Service</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Pond Maintenance</td>
<td>$75,000</td>
</tr>
<tr>
<td>Catch basin cleaning</td>
<td>$170,000</td>
</tr>
<tr>
<td>Condition Assessment</td>
<td>$213,277</td>
</tr>
<tr>
<td>CCTV program</td>
<td>$100,000</td>
</tr>
<tr>
<td>Street Sweeping</td>
<td>$231,200</td>
</tr>
<tr>
<td>Leaf pickup</td>
<td>$371,925</td>
</tr>
<tr>
<td>Current Operations Staff</td>
<td>$590,980</td>
</tr>
<tr>
<td>Costs</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Drainage and Storm Cost Centre</td>
<td>$528,225</td>
</tr>
<tr>
<td>Indirect Costs (Overhead)</td>
<td>$462,800</td>
</tr>
<tr>
<td>Invest in storm sewer system improvements - annual program</td>
<td>$1,985,000</td>
</tr>
<tr>
<td>Invest in clearing the current storm sewer improvement backlog</td>
<td>$300,000</td>
</tr>
<tr>
<td>SWM Pond Cleaning</td>
<td>$500,000</td>
</tr>
<tr>
<td>Hydraulic structure upgrades/replacement</td>
<td>$300,000</td>
</tr>
<tr>
<td>Infrastructure Improvements</td>
<td>$319,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,147,407</strong></td>
</tr>
</tbody>
</table>

Through a review of the current program and interviews with staff delivering the program, several gaps, issues and areas that require focus were identified:

- Keeping the system in a state of good repair
- Staffing
- Flooding, erosion, and water quality
- Financial system support and billing support
- Policies and Guidelines, Master Plan
- Public Education
- Sustainability

**Recommended Program, Level of Service and Costs**

Building on the current program and looking to address the gaps and issues identified above, a recommended stormwater management program was developed that includes twenty-four needs within four (4) key themes. The themes include:

- Stormwater Operations and Maintenance
- Stormwater Planning and Engineering
- Capital Improvements
- Stormwater Program Administration

The program needs are listed in **Table 2**. Additional details can be found in Section 3.4 (Page 13) of the Final Report.
Development of the recommended program also included identification of corresponding service levels. The level of service options were categorized as Basic, Medium or High defined by:

- **Basic**: meets the basic needs, with less frequent maintenance and less staff, meets minimum legislated requirements
- **Medium**: addition of staff/resources to increase capability to address service needs in a moderate approach
- **High**: addition of further staff/resources to address service needs as the highest priority in an aggressive approach

The development of the program needs and associated levels of service was completed with the Project Steering Committee, and included consultation with the citizen advisory committee. Through an iterative discussion process, consideration was given to both legislative requirements and best management practices. The recommended level of service for each program need is included in **Table 2** with further details found in Section 4.0 (Page 15) of the Final Report. The recommended program has an annual budget of $8.55M.

**Table 2: Recommended Stormwater Management Program**

<table>
<thead>
<tr>
<th>Program Need</th>
<th>Recommended Level of Service</th>
<th>Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Operations &amp; Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular inspections of stormwater infrastructure</td>
<td>Medium</td>
<td>$ 65,000</td>
</tr>
<tr>
<td>SWM Pond Condition Assessments</td>
<td>Medium</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>Routine Pond Maintenance</td>
<td>Medium</td>
<td>$ 75,000</td>
</tr>
<tr>
<td>Catch basin cleaning</td>
<td>Medium</td>
<td>$ 320,000</td>
</tr>
<tr>
<td>Condition Assessments</td>
<td>Basic</td>
<td>$ 60,000</td>
</tr>
<tr>
<td>CCTV program</td>
<td>Basic</td>
<td>$ 111,900</td>
</tr>
<tr>
<td>Zoom Camera program</td>
<td>Basic</td>
<td>$ 42,600</td>
</tr>
<tr>
<td>Street Sweeping</td>
<td>Basic</td>
<td>$ 230,000</td>
</tr>
<tr>
<td>Program Need</td>
<td>Recommended Level of Service</td>
<td>Program Costs</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Leaf pickup</td>
<td>Medium</td>
<td>$ 380,000</td>
</tr>
<tr>
<td>Current Operations Staff</td>
<td>Basic</td>
<td>$ 700,000</td>
</tr>
<tr>
<td>Indirect Costs (Overhead)</td>
<td></td>
<td>Included in above items</td>
</tr>
</tbody>
</table>

**Stormwater Planning and Engineering**

<table>
<thead>
<tr>
<th>Program Need</th>
<th>Recommended Level of Service</th>
<th>Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add dedicated Water Resources Engineering Staff</td>
<td>Medium</td>
<td>$ 260,000</td>
</tr>
<tr>
<td>Train existing staff in stormwater management</td>
<td>Basic</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>Stormwater Management Studies (incl. Master Plan)</td>
<td>Medium</td>
<td>$ 75,000</td>
</tr>
<tr>
<td>Update municipal stormwater management guidelines</td>
<td>Medium</td>
<td>Incl. with studies</td>
</tr>
<tr>
<td>Update guidelines for climate change</td>
<td>Medium</td>
<td>Incl. with studies</td>
</tr>
<tr>
<td>Invest in proactive SWM research/Green Infrastructure</td>
<td>Basic</td>
<td>$ 50,000</td>
</tr>
</tbody>
</table>

**Capital Improvements**

<table>
<thead>
<tr>
<th>Program Need</th>
<th>Recommended Level of Service</th>
<th>Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invest in storm sewer system improvements - annual program</td>
<td>Basic</td>
<td>$1,253,000</td>
</tr>
<tr>
<td>Invest in clearing the current storm sewer improvement backlog</td>
<td>Medium</td>
<td>$3,047,000</td>
</tr>
<tr>
<td>SWM Pond Cleaning</td>
<td>Basic</td>
<td>$ 650,000</td>
</tr>
<tr>
<td>Hydraulic structure upgrades/replacement</td>
<td>Medium</td>
<td>$ 600,000</td>
</tr>
<tr>
<td>Program Need</td>
<td>Recommended Level of Service</td>
<td>Program Costs</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Repair/replace inlet/outfalls</td>
<td>Medium</td>
<td>$310,000</td>
</tr>
<tr>
<td>Infrastructure Improvements</td>
<td></td>
<td>Included in items above</td>
</tr>
</tbody>
</table>

**Stormwater Program Financial Administration**

<table>
<thead>
<tr>
<th>Program</th>
<th>Level of Service</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Education and Outreach</td>
<td>Medium</td>
<td>$60,000</td>
</tr>
<tr>
<td>Stormwater Program Financial Administrator</td>
<td>Basic</td>
<td>$120,000</td>
</tr>
<tr>
<td>Financial Framework</td>
<td>Basic</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$8,549,500</strong></td>
</tr>
</tbody>
</table>

**Funding Frameworks**

There are many approaches to funding stormwater management programs, and many of these are being used by municipalities across Ontario. A brief summary of each approach is provided below:

**Property Taxes:** The dominant approach remains property taxes, where the costs for the service are added to the tax levy and are charged based on the assessed value of a property. There is no correlation between stormwater runoff generated by a property and the cost being assessed to the lot.

**Utility Rate:** This approach charges a property based on the amount of water it consumes as registered through their water meter. This method does not correlate with the runoff generated and is often used where there is a combined sanitary and storm sewer system.

**Flat Rates:** This approach is a “per property” charge, where the total cost for the service is divided by the number of properties. There are variations to this approach which can differentiate the flat rate based on the type of property (residential, industrial, agricultural, etc.). Recognizing the type of property begins to correlate the level of service received to the cost assigned to a property.

**Land Area:** A land area approach uses a “per hectare” charge, where the total cost for the service depends on the size of a property. This approach also begins to correlate the level of service to cost, however does not consider the surface type of a site (grass, asphalt, building, etc.).
Runoff Co-efficient: A runoff coefficient is used by engineers to determine the amount of rainfall that will leave a site as runoff. The higher the coefficient, the more runoff is generated. A runoff coefficient approach is generally used in conjunction with a flat rate or land area approach to improve the relationship between the cost assigned to a property and the level of service to better reflect actual site conditions.

Impervious Area: This approach results in a custom charge for each property based on the actual amount of hard surface found on the property. While this is the most accurate method of calculation, it also requires the most resources to calculate an initial charge as well as to complete ongoing updates.

In general, there is no relationship between cost and level of service for the frameworks at the top of the above list (property taxes, utility rates). The relationships between cost and level of service become more direct with the frameworks at the bottom of the list, however the cost and ease of administration also becomes more complex.

In considering alternative frameworks for Cambridge, the following criteria were used:

- Ease of calculation
- Relationship between cost to a property and level of service received
- Cost and ease of administration
- Users control over charging mechanism

The funding frameworks were assessed by the Steering Committee and were a key component of the consultation with the citizen advisory committee. From these discussions, two funding models were identified for further analysis:

Option 1: A flat rate basis with the land area of each property being considered and grouped into the categories.

Option 2: A rate based on the size of the property multiplied by an average runoff coefficient. The runoff coefficient is a factor used to calculated how much rainfall migrates from a property (or surface) and becomes stormwater runoff (as opposed to infiltrating or evaporating).

Exemptions

Through discussions on funding mechanisms, it was noted that there are properties that are exempt from other municipal charges and/or property taxes, and the concept of exemptions for the stormwater funding alternatives was included in the analysis.

Two exemption scenarios were identified:

Alternative 1: Government lands, Special Use properties and Legislated Exemptions:
Under this alternative a number of properties are excluded from the calculations including those on government lands, special use properties and legislated exemptions (e.g. schools).

Alternative 2: Legislated Exemptions:

Under this alternative, the only properties excluded from the calculations are legislated exemptions, which are properties associated with schools (i.e. elementary, secondary, post-secondary, etc.).

Exempting properties has an impact on the charge for other properties, as the costs assigned to the exempted property are redistributed amongst all other properties.

**Rate Analysis**

Preliminary analysis for Options 1 and 2 were completed to understand the potential costs that would be applicable to properties.

For both options, the following property categories were identified:

- Agricultural Properties
- Residential Properties:
  - Small: less than or equal to 0.2 acres (0.0809 hectares).
  - Medium: greater than 0.2 acres and less than 1 acre (0.405 hectares).
  - Large: greater than or equal to 1 acre.
- Non-Residential Properties:
  - Small & Medium – Flat rate for properties less than 1 acre.
  - Large – Imperviousness for properties greater than or equal to 1 acre.

**Table 3** provides a summary of the potential charges under Option 1 and 2 as compared against the current tax rate allocated to the current stormwater management program.

**Table 3: Potential Stormwater Charges**

<table>
<thead>
<tr>
<th>Type of Property</th>
<th>Current Tax Rate</th>
<th>Option 1 (property size)</th>
<th>Option 2 (runoff coefficient)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural (per acre)</td>
<td>$2</td>
<td>$12</td>
<td>$3</td>
</tr>
<tr>
<td>Small Residential</td>
<td>$106</td>
<td>$72</td>
<td>$54</td>
</tr>
<tr>
<td>Medium Residential</td>
<td>$125</td>
<td>$215</td>
<td>$162</td>
</tr>
<tr>
<td>Large Residential</td>
<td>$221</td>
<td>$718</td>
<td>$538</td>
</tr>
<tr>
<td>Type of Property</td>
<td>Current Tax Rate</td>
<td>Option 1 (property size)</td>
<td>Option 2 (runoff coefficient)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------</td>
<td>--------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Small/Medium Non-residential</td>
<td>$306</td>
<td>$189</td>
<td>$240</td>
</tr>
<tr>
<td>Large Non-residential</td>
<td>$1,303</td>
<td>$1,843</td>
<td>$2,345</td>
</tr>
</tbody>
</table>

The rates above are based on Alternative 1 for exemptions. Under Alternative 2 for exemptions, the rates above would decrease slightly, as more properties would be sharing in the overall program costs.

Due to variation of large non-residential properties, the actual rates would also vary.

The rates shown in Table 3 are based on the average large, non-residential property.

**Phased approach**

The rates in Table 3 are based on implementing the full recommended program. Moving from the current program to the recommended program will likely take a phased approach as resources are added and inspection, maintenance and capital programs are developed and/or expanded. As such, the transition to a dedicated rate structure could also be phased. The initial phase could consist of transitioning the current program to a dedicated structure and then increasing over 3 to 5 years to the full recommended program and budget.

**Comparison to other municipalities**

At this time, there are sixteen (16) municipalities in Ontario that have a dedicated stormwater management funding mechanism, including Aurora, Brampton, Guelph, Hamilton, Kitchener, London, Markham, Middlesex Centre, Mississauga, Newmarket, Ottawa, Richmond Hill, St. Thomas, Vaughan, Waterloo, and Whitchurch-Stouffville. The City of Windsor is currently completing a similar study as Cambridge.

The majority use some variation of a flat rate charge, several use a charge based on measured impervious area, one uses runoff coefficients and only one imposes a utility rate. Most municipalities further divide into categories based on land type and size.

The mechanisms for local municipalities include:

- City of Waterloo
  - Flat rate charge per property (by property type and size)
  - Three residential categories and three multi-residential categories
  - Three institutional and four industrial/commercial categories
- City of Kitchener
  - Tiered Flat Rate (based on property type and size of impervious area)
Ten residential categories
Six non-residential categories

- City of Guelph
  - Flat Rate Charge for all residential properties (detached home, townhouse, apartment and condo unit)
  - Rate per Equivalent Residential Unit based on impervious area for Industrial, commercial and institutional properties

- Recommended City of Cambridge (Option 2)
  - Tiered Flat Rate (based on property type and runoff coefficient)
  - Rate based on impervious area for large non-residential
  - Three residential categories
  - Two non-residential categories

Each local municipality has a different approach and while the recommended approach for Cambridge (Option 2) is not identical to any, it is similar to Kitchener and Waterloo with inclusion of several categories based on land type and recognition of property size and/or surface coverage.

Table 4 provides a comparison of local rates and Options 1 and 2 for Cambridge. The rates noted below are based on Alternative 1 for exemptions.

**Table 4: Comparison of Local Municipal Rates**

<table>
<thead>
<tr>
<th></th>
<th>Residential (small)</th>
<th>Non-residential (small)</th>
<th>Non-residential (large)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterloo</td>
<td>$109</td>
<td>$420</td>
<td>$6,326</td>
</tr>
<tr>
<td>Kitchener</td>
<td>$197</td>
<td>$1,005</td>
<td>$18,644</td>
</tr>
<tr>
<td>Guelph</td>
<td>$77</td>
<td>$245</td>
<td>$15,639</td>
</tr>
<tr>
<td>Cambridge Option 1</td>
<td>$72</td>
<td>$189</td>
<td>$1,843</td>
</tr>
<tr>
<td>Cambridge Option 2</td>
<td>$54</td>
<td>$240</td>
<td>$2,345</td>
</tr>
</tbody>
</table>

When reviewing the rates for all municipalities, the rates for residential (small) range from $24 to $211/year, the rates for non-residential (small) range from $48 to $1,399/year and the rates for non-residential (large) range from $96 to $18,644/year. The City of Windsor is currently undertaking a similar study, and if approved, the recommended rates would be the highest of all municipalities at $220 for small residential, $2,356 for small non-residential and $35,713 for large non-residential.

For all categories, Cambridge is in the middle to lower end of the range.
Credit and/or Incentive Program

Other municipalities that have implemented a stormwater management fee have included a credit and/or incentive program to reduce the fee charged in recognition of private, on-site stormwater management practices. While a credit program would recognize the investment a property owner has made in those practices there are generally caps on the amount of credits a property can receive given that the site will ultimately still connect to a municipal stormwater system.

A review of other municipalities’ stormwater management programs indicates that many include a credit program, however most are focused on the non-residential properties. Some programs include credits for residential properties, while others offer one-time incentives to help homeowners (i.e. subsidized rain barrels).

Credit and/or incentive programs can add administration costs to the overall stormwater management program. For the analysis completed in the Final Report, credits were not included, however, a credit program with typical response rates, could potentially result in an increase to the rates for all other properties in the range of 2% to 5% on the annual bill.

There are properties within the City that have implemented stormwater management practices and it is recommended that a credit and/or incentive program be further reviewed through the Implementation Study.

Recommendations

With the completion of the Stormwater Management Funding Study, it is recommended that funding the maintenance and operation of the municipal stormwater management system transition from the tax base to a dedicated rate structure.

It is recommended that rate structure Option 2 (run-off coefficient basis) be implemented in conjunction with Alternative 2 for exemptions. The combination of Option 2 and Alternative 2 provides an equitable distribution of costs across all properties for the level of service received, and limits exemptions to the properties that are legislatively required to be exempted.

A credit and/or incentive program for both residential and non-residential properties should continue to be reviewed through the next steps of an implementation study.

It is further recommended that staff be directed to initiate an implementation study that will confirm all data, finalize rates and exemptions, formalize credits and/or incentives policies, establish a billing system and develop associated policies and bylaws.

Next Steps

The recommendations from the final report are being presented for Council endorsement to transition stormwater management from tax base funding to a rate
Staff are seeking direction to initiate an Implementation Study for the transition. The Implementation Study, subject to 2022 capital budget approval, will include review and finalization of all data and calculations. It will also include formalization of rates and exemptions, credits and/or incentives policies, establishment of a billing system and development of associated policies and bylaws.

Council involvement would continue through the implementation stage, including at key points related to finalizing the rate and exemptions and approval of associated bylaws.

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**Existing Policy/By-Law**

**Stormwater Management Policy**

The City’s 1997 Stormwater Management Policy provides information to direct practitioners in the design of stormwater management facilities and directs City staff on matters such as maintenance and the planning of stormwater management facilities. As part of the 2011 Stormwater Management Master Plan, the policy was updated to reflect current standards of practice and Regional/Provincial guidelines.

**Strategic Asset Management Policy**

The City’s 2019 Strategic Asset Management Policy provides a vision for proactive management of City assets to enable the achievement of the Strategic Plan by:

- Delivering to the community, in the most efficient way possible through asset lifecycle management, levels of service so that its people may prosper;
- Balancing stakeholder expectations, sustainable development, and the actual needs of existing and future assets; and
- Maintaining prudent financial planning and decision making that align with the means of the City’s stakeholders and its values.

**Drainage Act R.S.O. 1990, c. D.17 s. 74.**

Municipalities are responsible for construction, improvement, maintenance and repair of drainage infrastructure that is within their municipality.

**Future Policies and By-laws**

As part of the recommended Implementation Study, a by-law for the dedicated rate structure and policies for the credit program (if applicable) will be prepared for Council consideration and approval.
Financial Impact

There are no financial impacts to receiving this report and approving the report recommendations.

One of the recommendations is to direct staff to initiate an implementation study, pending 2022 capital budget approval. Capital project A/00909-40 SWM Funding Study – Implementation Plan in the amount of $200,000 has been proposed in the 2022 capital budget, and will be presented to Council for approval as part of their budget review process.

Public Input

Communication and Engagement Plan

A Communication and Engagement Plan (CEP) was developed for the project and was updated throughout the process, including to accommodate the challenges presented by the pandemic and the need to transition to virtual consultation. The CEP identified four steps of consultation, including:

1. Planning and Relationship Building
2. Existing Stormwater Management Program and Study Introduction
3. Recommended Future Stormwater Management Program
4. Follow-up

Stakeholder consultation aligned with these steps and are detailed further below.

The CEP originally included for two in-person Public Information Centres. Due to pandemic restrictions, these engagement activities were transitioned to be completed through a project site on the EngageCambridge website (https://www.engagewr.ca/stormwater-management-funding-study)

Advertisements for the public consultation were published in the City Pages of the Cambridge Times, and coordinated with social media postings through the City’s various accounts.

Initial Public Consultation

The initial consultation on the project’s website included information on the study and the City’s current stormwater management program. It also included a survey to understand concerns about stormwater and identify initial preferences for a funding mechanism. The information and survey were available from April to June 2021.
During this first consultation, the website received 69 visitors and the survey received 12 responses. All survey responses were from Cambridge residents that indicated managing increased runoff and pollution from urban growth and development was their main concern, followed by the repair and replacement of aging infrastructure. Respondents ranked property taxes with a variable flat rate based on property class/category as the preferred method of funding the municipal stormwater management system.

Public Information Centre

A virtual Public Information Centre consisting of an online video presentation and survey was posted to the project’s website from September 1 to September 20, 2021. During this time, there were 265 visits to the site. There were 39 informed participants (visited more than one page, participated in a survey, etc.). The online video was viewed 27 times and there 24 survey responses.

Based on the survey results, the top concern was repairing and replacing aging infrastructure, followed by managing increased runoff and pollution from urban growth and development and active maintenance of stormwater management facilities. Proactive and routine maintenance of facilities is ranked as the most important component of the recommended stormwater management program.

A majority of the respondents supported, in principle, the improvement of the stormwater management program and increasing the average annual funding to $11.5M. Approximately half of the respondents indicated they would support more improvements costing more than $11.5M.

Approximately half of the respondents support shifting funding of the stormwater management program away from the current tax-based method to a rate structure based on the total area of property; while almost two-thirds support shifting the funding from the current tax-based method to a rate structure based on a combination of the total area and the total hard surfaces.

All survey responses are included in Appendix C of the final report.

Internal/External Consultation

Project Steering Committee

The Project Manager for the Stormwater Management Funding Study is Sarah Austin, Manager of Development Engineering. The Project Steering Committee included the following staff:

- Kevin De Leebeeck, Director of Engineering
- James Etienne, City Engineer (former)
- Jason Alexander, Manager of Wastewater
• Usama Seraj, Budget Analyst
• Katie Fischer, Deputy Treasurer
• Sheryl Ayres, Chief Financial Officer
• Johan Krijnen, Manager of Asset Management

The Steering Committee met throughout the project to review data, provide input on current stormwater management operations, provide feedback on current and desired levels of operation and gaps within the stormwater management operation and to provide feedback on the proposed rate structures.

Staff in other divisions, including Planning and Operations, were consulted as deemed necessary throughout the project. Consultation with Communications staff was included as part of the overall public engagement and consultation program.

**Citizen Stormwater Advisory Committee**

A citizen advisory committee, composed of external stakeholders, was formed to provide input to the funding study. To support the committee, a Terms of Reference was developed to define the roles and responsibilities of the members and to identify the level of involvement required. The committee included members from the public, businesses, industry, institutions and conservation authorities. The committee included representatives from the following:

• Chamber of Commerce (Business)
• Toyota (Business)
• Triovest (Business/Industrial Development)
• Waterloo Region Home Builders Association (Residential Development)
• Grand River Conservation Authority
• Conestoga College (Institution/Business)
• Waterloo District School Board (Institution)
• Fiddlesticks Community Centre (Residents)
• Kinbridge Neighbourhood Association (Residents)

Additional invitees to participate in the committee included Cambridge Memorial Hospital, Preston Towne Centre BIA, Downtown Cambridge BIA and Loblaw Companies. These invitees either declined or did not reply.

The advisory committee met four times throughout the project. Due to the pandemic, all advisory committee meetings were held virtually.

The initial meeting was held on September 29, 2020 and provided an overview of the Study purpose, goals and objectives. It also provided background on the City’s current stormwater management program. This meeting aligned with Step One of the CEP.
The advisory committee met again on November 10, 2020, with a focus on establishing objectives and priorities, reviewing the City’s current stormwater management program in detail and discussing levels of service and options for addressing program needs. The members of the committee were asked to complete a survey to rate the importance of each program need. This meeting aligned with Step Two of the CEP.

A third committee meeting was held on February 23, 2021 to discuss the recommended level of service options of the future stormwater management program. An overview of revenue and funding approaches was also provided. Members of the committee were asked to rank the funding approaches in order of preference for residential and non-residential properties. They were also asked to provide input on desired levels of service for the various components of the stormwater management program.

A final committee meeting was held on June 15, 2021 to discuss the preliminary financial framework under the proposed program, review potential credits and exemptions and compare the program and rate structure to other local municipalities. The third and fourth committee meetings aligned with Step Three of the CEP.

**Conclusion**

With the completion of the Stormwater Management Funding study, it is being recommended that funding the municipal stormwater management system transition from the tax base to a dedicated rate structure.

It is recommended that an Implementation Study be initiated based on rate structure Option 2 (runoff coefficient based) with Alternative 2 for exemptions. This combination provides an equitable distribution of costs across all properties for the level of service received, and limits exemptions to the properties that are legislatively required to be exempted.

Transitioning to a dedicated rate structure also provides a sustainable funding source to address the funding gap in municipal stormwater management infrastructure and to fund the recommended stormwater management program.

**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
Committee Members in Attendance: Andrew Cann, Julie Graham, Matt Rogers, Mike Jeans, Renee Billiau, Sarah Purdy, Selwyn Langlois, and Stephanie Bangarth

Staff Members in Attendance: Abbey Poser, Events Assistant, Claire McLoughlin, Landscape Architect, Jason Leach, Active Transportation Coordinator, Mohamed Juuda, Sustainable Transportation Coordinator, Shannon Smith, Administrative Service Representative, and Steven Huckabone, Senior Civil Engineering Technologist II

Others in Attendance: Councillor R. Earnshaw, Mark Longo, Alternate Committee Member; and Patrick Connor, Executive Director - Ontario Trails Council

Meeting Called to Order

The regular meeting of the Cambridge Trails Advisory Committee of the City of Cambridge was held in a hybrid format in person at Cambridge City Hall, 50 Dickson St, Cambridge, ON N1R 8S1, Secord Room, 2nd floor; and virtually via Zoom. S. Bangarth, Chair, welcomed everyone present and called the meeting to order at 7:02 p.m.

Roll Call

Indigenous Territory Acknowledgment

Disclosure of Interest

No disclosures of interest

Approval of November 2023 Advisory Committee Minutes

Moved by: M. Jeans

Seconded by: S. Purdy

THAT the minutes listed under the heading of Approval of Minutes be approved.

1. Cambridge Cycling and Trails Advisory Committee Meeting Minutes – November 9, 2023, be approved.

In Favour (8): A. Cann, J. Graham, M. Rogers, M. Jeans, R. Billiau S. Purdy, S. Langlois , and S. Bangarth
CARRIED (8-0)

Agenda Items

a) 2024 Bike Month – Events Discussion with City Staff

A round table discussion was facilitated by the Recreation and Cultures Special Events Assistant. The discussion provided the Bike Month committee with information on how to run a City event and the requirements needed to get started.

A. Poser left the meeting: 7:20 p.m.

b) Transportation Project Updates

J. Leach, Active Transportation Coordinator, Transportation Services provided the committee with a presentation with the following project updates:

1. **Dunbar Rd. Phase 2 Multi-Use Trail** – Will be completing the end phase from Industrial road connecting to Hespeler Rd. Construction is expected to commence early spring 2024.

2. **Bismark Drive Multi-Use Trail** – To replace the existing 1.2 meter concrete sidewalk with a 3 meter asphalt trail.

3. **Christopher Drive Multi-Use Trail** – To replace the existing 1.2 meter concrete sidewalk with a 3 meter asphalt trail that will connect the Moffat Creek Trail. Pavement markings will be placed on the trail to indicate that it is a multi-use trail. Feedback of pavement arrow markings will be taken into consideration regarding wayfinding.

4. **Riverside Drive to Linear Trail Connection** – There are currently trail connections at Westminster Drive South and Rose Street. A recommendation is being made to add an additional connection from the trail to Riverside Drive. Option B is being considered which would include a 102 meter long connection.

J. Leach let the meeting at: 7:38 p.m.

c) Mill Race Park Bridges Presentation

S. Huckabone, Civil Engineering Technologist, Infrastructure Engineering, gave a presentation on the Mill Race Park Bridges.

In 2022, Bridges 2 and 3 located nearest to Park Hill Road were closed due to the structures being deemed unsafe. The bridges were originally constructed in approximately 1990.
A survey was conducted through the Engage Cambridge website to receive feedback on preferred options of the bridges. The feedback from the survey indicated that option 3 was preferred. This option included to replace bridge number 3 and to permanently close and remove bridge number 2. The construction of bridge 3 will be the same design as the bridge that was replaced in 2019. The existing stone retaining wall part of bridge 2 will be preserved. It is anticipated that the proposed galvanized steel will have a long life span of up to 50 years. A report along with recommendations and considerations will be provided to Council.

S. Huckabone left the meeting at: 7:55 p.m.

**d) Bike Storage Solutions**

The Cycle Sitter is a weatherproofed storage locker that is 42 inches wide, 76 inches in length, and 50 inches tall. The bike locker is designed to store two bicycles per unit with the opportunity to park 6 bicycles total at start across three locations at City Hall, Mill Street and Water Street. The bike storage units can accommodate standard bikes and some e-bikes. The ability to accommodate cargo bikes is not present at this time. There would be no costs associated with the use of a locker with the exception of the requirement of cyclists to bring their own lock to secure the unit.

**e) Ontario Trails Council – Guest Speaker**

Guest Speaker P. Conner, Executive Director at the Ontario Trails Council gave a presentation on what the Ontario Trails Council does and provided information on the Ontario Trails Act and recent changes.

Committee members are encouraged to utilize the Ontario Trails Council website as a resource. The Ontario Trails Council can also aid in getting information out to the public and recognize other committee efforts.

P. Conner left the meeting at: 8:57 p.m.

**f) Expression of Interest – 50th Anniversary of ’74 Flood**

The Firehall Museum Board of Directors were seeking interest and participation from the committee for the 50th Anniversary of ’74 flood event on Saturday, May 4th, 2024. The committee will have a kiosk located at City Hall or Market Square where they can promote bike month and discuss the development of the City’s trails system. An expression of the committees interest in participating in the event will be communicated to the Firehall Museum.
Councillor’s Report

- Active Transportation trail connection projects including Dunbar Road Phase 2, Bismark Drive, Churchill Park, and the Linear Trail, are projects going forward this year as part of the 2024 Capital Budget, subject to review and approval by Council, that would be of interest to the committee.

- Upon review of the 2024 Capital Budget, questions were raised regarding the scope of a few projects and if they included trail systems. Claire McLoughlin will plan to follow up with more information on Blenheim Road, Southpoint/Bosdale, and 204 Trail Bridges.

- Blair Pedestrian Bridge and Trail – Council received a presentation advising that the project is recommended to be paused and voted in favour. The committee discussed whether there were other considerations that could be investigated for the safety of cyclists along Fountain Street in the narrow section between Preston Heights area and multi-use trail connections on King Street towards Riverside Park.

Other Business

- Nothing was discussed.

Next Meeting

Date & Time: Thursday, February 8th, 2024, at 7:00 p.m. - Hybrid Meeting (Cambridge City Hall, 50 Dickson St, Cambridge, ON N1R 8S1, in the Secord Room [2nd Floor]; and via Zoom Link)

Close of Meeting

Moved by: M. Jeans

Seconded by: S. Purdy

THAT the Advisory Committee meeting does now adjourn at 9:19 p.m.

In Favour (8): A. Cann, J. Graham, M. Rogers, M. Jeans, R. Billiau S. Purdy, S. Langlois, and S. Bangarth

CARRIED (8-0)
MINUTES
Corporation of the City of Cambridge
Cambridge Cycling and Trails Advisory Committee
Meeting Number #2-24
Hybrid Meeting – February 8, 2024

Committee Members in Attendance: Andrew Cann, Julie Graham, Matt Rogers, Mike Jeans, Renee Billiau, Sarah Purdy, Selwyn Langlois, and Stephanie Bangarth

Staff Members in Attendance: Claire McLoughlin, Landscape Architect, Melissa Lachance, Transportation Engineering Technologist, Mohamed Juuda, Senior Transportation Engineering Technologist, Shannon Smith, Administrative Service Representative, and Yesenia Torres, Accessibility Coordinator

Others in Attendance: Councillor R. Earnshaw, Councillor S. Roberts, Boris Latkovic, Project Manager, Region of Waterloo, Devin Sisak, CAAC Committee Member, Gary Racine, CAAC Vice Chair, Mark Longo, Alternate Committee Member, Steve Taylor, Chief Executive Officer, BT Engineering, Sue Ricketts, CAAC Committee Member, and Tom Strickland, Cycle WR board member

Meeting Called to Order

The regular meeting of the Cambridge Trails Advisory Committee of the City of Cambridge was held in a hybrid format in person at Cambridge City Hall, 50 Dickson St, Cambridge, ON N1R 8S1, Secord Room, 2nd floor; and virtually via Zoom. S. Bangarth, Chair, welcomed everyone present and called the meeting to order at 7:04 p.m.

Roll Call

Indigenous Territory Acknowledgment

Disclosure of Interest

No disclosures of interest

Approval of January 2024 Advisory Committee Minutes

Moved by: S. Langlois
Seconded by: M. Jeans

THAT the minutes listed under the heading of Approval of Minutes be approved.
1. Cambridge Cycling and Trails Advisory Committee Meeting Minutes – January 11, 2024, be approved.

In Favour (8): A. Cann, J. Graham, M. Rogers, M. Jeans, R. Billiau, S. Purdy, S. Langlois, and S. Bangarth

CARRIED (8-0)

Agenda Items

a) Accessibility Advisory Committee Guests and Group Discussion

The Cambridge Accessibility Advisory Committee provided a presentation on Making Trails and Cycling Paths Accessible. A group discussion was facilitated after the presentation. The presentation and the Facility and Accessibility Design Standard document will be provided to members of the Cambridge Cycling and Trails Advisory Committee.

Another meeting will be scheduled with the Cambridge Accessibility Advisory Committee to return in spring 2024.

T. Strickland joined the meeting at 7:18 p.m.

Councillor S. Roberts, D. Sisak, G. Racine, S. Ricketts, and Y. Torres left the meeting at 7:59 p.m.

b) Franklin Blvd. Reconstruction – Region of Waterloo Presentation

Boris Latkovic, Project Manager, Region of Waterloo and Steve Taylor, BT Engineering gave a presentation on the Franklin Boulevard reconstruction concept.

After several alternatives were evaluated, alternative 3a was identified as the preferred alternative.

Alternative 3a included roundabouts at both Green Vista Drive and at the Franklin Boulevard and Saginaw Parkway intersection. A pedestrian pathway underpass to run on the north side of Franklin between St. Benedicts and the plaza.

The concept is still to go before the public and Council. It is anticipated that the project will start in 2027-2028 if approved.

B. Latkovic and S. Taylor left the meeting at 8:59 p.m.
c) Cambridge Wayfinding Routes – Cycle WR Presentation

T. Strickland provided a presentation on Cycle WR wayfinding routes in Cambridge. The concepts included seven options are ready to move forward and two that are not approved for all ages and abilities (AAA) as of yet.

A motion to approve the presented concepts will take place at the next Cambridge Cycling and Trails Advisory Committee meeting.

T. Strickland left the meeting at 9:31 p.m.

The meeting adjourned at 9:32 p.m.

d) June 2024 Bike Month Planning

- Nothing was discussed.

e) Operational Updates – Standing Item

- Nothing was discussed.

Councillor’s Report

- Nothing was discussed.

Other Business

- Nothing was discussed.

Next Meeting

Date & Time: Thursday, March 14th, 2024, at 7:00 p.m. - Hybrid Meeting (Cambridge City Hall, 50 Dickson St, Cambridge, ON N1R 8S1, in the Secord Room [2nd Floor]; and via Zoom Link)

Close of Meeting

Moved by: S. Langlois

Seconded by: M. Jeans

THAT the Advisory Committee meeting does now adjourn at 9:32 p.m.

In Favour (8): A. Cann, J. Graham, M. Rogers, M. Jeans, R. Billiau, S. Purdy, S. Langlois, and S. Bangarth

CARRIED (8-0)
Chair
Stephanie Bangarth
Chairs Name

Committee Liaison
Claire McLoughlin
Name of Staff Member
March 6, 2024

The Honourable Doug Ford, Premier of Ontario
Premier’s Office, Room 281
Legislative Building, Queen’s Park
Toronto, ON  M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier Ford:

Re: Town of Aurora Council Resolution of February 27, 2024

Member Motion 8.2.7 - Mayor Mrakas; Re: Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

Please be advised that this matter was considered by Council at its meeting held on February 27, 2024, and in this regard, Council adopted the following resolution:

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making school board facilities available to local municipalities on a priority, at a cost recovery rate; and

2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and

3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and
4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and

5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and

6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and

7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.

The above is for your consideration and any attention deemed necessary.

Sincerely,

Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: York Region District School Board
         York Catholic District School Board
         Conseil scolaire catholique MonAvenir
         Hon. Paul Calandra, Minister of Municipal Affairs and Housing
         Hon. Stephen Lecce, Minister of Education
         Marit Stiles, Leader of the Ontario New Democratic Party
         Bonnie Crombie, Leader of the Ontario Liberal Party
         All Ontario Members of Provincial Parliament (MPPs)
         Association of Municipalities of Ontario (AMO)
         All Ontario municipalities
8. **Standing Committee Reports**

**Moved by** Councillor Thompson  
**Seconded by** Councillor Gaertner

That the Standing Committee Reports, items 8.1 and 8.2, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.1.7, 8.1.8, 8.2.1, 8.2.4, 8.2.6, and 8.2.8, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.2 **General Committee Meeting Report of February 20, 2024**

8.2.7 **Member Motion - Mayor Mrakas; Re: Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use**

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making
school board facilities available to local municipalities on a priority, at a cost recovery rate; and

2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and

3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and

4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and

5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and

6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and

7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.

Carried
RE: 9.3.1 Report ADM-2024-010 Enbridge Gas Follow-Up

Please be advised that Township of Puslinch Council, at its meeting held on February 28, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-072: Moved by Councillor Goyda and Seconded by Councillor Sepulis

That Council receives report ADM-2024-010 regarding the follow-up to the Enbridge Gas Presentation on February 7, 2024; and

Whereas access to natural gas is important to residents and businesses in our community for affordability and reliability; and

Whereas the Ontario Energy Board’s (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Township of Puslinch; and

Whereas Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, and is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk; and

Whereas delivery rates for electricity in rural areas are significantly more costly than delivery rates in urban centres creating an inequity for those living in rural areas; and
Whereas Bill 165: Keeping Energy Costs Down Act, 2024, if passed, would reverse a December 2023 decision by the OEB that requires consumers to pay the cost of connecting a new home to natural gas infrastructure up front instead of over a period of 40 years; and

Whereas Bill 165: Keeping Energy Costs Down Act, 2024, if passed, would increase the OEB’s Leave to Consult threshold from $2 million to $10 million, requiring that fewer energy projects would need OEB orders to construct a new pipeline resulting in project streamlining and focusing OEB approvals on larger, more complex projects;

Therefore be it resolved:

1. That the Township of Puslinch supports Bill 165: Keeping Energy Costs Down Act, 2024; and

2. That the Township of Puslinch supports a measured approach to Ontario’s energy transition; and

3. That the Township of Puslinch recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification; and

4. That Natural gas must continue to play an integral role in meeting the energy needs of Ontario; and

5. That the Township of Puslinch supports the need for equitable electricity delivery rates in rural areas and natural gas offers an affordable option for these rural areas at this time; and

6. That the Township of Puslinch supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel’s call for a clear policy on the role of natural gas to secure access to affordable energy; and

7. That this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Hon. MPP Arnott, Hon. MPP Rae, all Ontario municipalities as significant actors to ensuring the need for natural gas in
Ontario as part of a measured approach towards energy transition, and submitted to municipalaffairs@enbridge.com; and further

That Council direct staff to consult with Enbridge Gas on the next steps associated with commencing the Community Natural Gas Expansion Program in Puslinch subject to the passing of Bill 165: Keeping Energy Costs Down Act, 2024.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC:
Premier of Ontario, Hon. Doug Ford,
Minister of Energy, Hon. Todd Smith
Hon. MPP Arnott,
Hon. MPP Rae,
All Ontario municipalities
To: City of Cambridge  
Chair and Members, Municipal Heritage Advisory Committee

From: Architectural Conservancy Ontario  
Cambridge and North Dumfries Branch

Date: 26 February 2024

Subject: Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from municipal heritage registers

Architectural Conservancy Ontario (ACO) is a provincial charitable organization, with branches throughout the province. Its members have been dedicated to advocacy and direct action to preserve Ontario’s architectural and environmental heritage since 1933.

Our local Cambridge branch board and members are very concerned that the provincial government, without consultation and an understanding of its consequences and practical impacts, has imposed an arbitrary and unrealistic deadline for Ontario municipalities to review their municipal heritage registers — and decide whether their listed (non-designated) properties should be designated. In the absence of warranted designation, these properties would be deleted from the register, thus losing any and all protection.

Countless municipalities across Ontario have been scrambling to meet the deadline of January 1, 2025, now fewer than 11 months away. Considerably more time is needed to comply. The government could easily accommodate an extension of this deadline.

ACO is asking that Subsection 27(16) of the Ontario Heritage Act be amended in the spring session of the Legislature, to extend the deadline in the Act for five years, to January 1, 2030. This early certainty of an additional five years for implementation would give municipalities the opportunity to better plan, resource, and undertake this complex exercise.

ACO Cambridge requests that members of the City of Cambridge council review and endorse the following motion and join other municipalities across the province to request such a reasonable extension.
Proposed Motion:

WHEREAS:
(1) Subsection 27(16) of the *Ontario Heritage Act* stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the *Ontario Heritage Act* on or before January 1, 2025;

(2) Since January 1, 2023, municipal staff and members of this Municipal Heritage Advisory Committee have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the *Ontario Heritage Act*; and take all required steps to designate such properties; and

(3) The above-noted work involving 656 listed properties in this municipality is extremely time-consuming and cannot be completed by December 31, 2024 with the limited municipal resources available.

NOW THEREFORE BE IT RESOLVED THAT:
The Municipal Heritage Advisory Committee shall request Council to authorize the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the *Ontario Heritage Act* be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030.

Thank you on behalf of ACO Cambridge and North Dumfries
DEVLIVERED VIA EMAIL

February 26, 2024

RE: National Fire Fighting Strategy

Dear Premier Ford,

Please be advised that at the Regular Council Meeting of February 26, 2024, the Township of Limerick Council passed the following motion, supporting the resolution from the Council of the Municipality of Calvin regarding a review of the National Fire Fighting Strategy.

Motion024-2024
Moved by Councillor Jan MacKillican
Seconded by Councillor Glenn Locke
That Council direct staff to issue a letter of support for the National Fire Fighting Strategy.

Carried

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at clerk@township.limerick.on.ca.

Best Regards,

Victoria Tisdale
Clerk-Treasurer
Township of Limerick

cc.
Ric Bresee – MPP, Hastings-Lennox and Addington
All Ontario Municipalities

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478
Corporation of the Municipality of Calvin
Council Resolution

Date: January 30, 2024

Resolution Number: 2024-31

Moved By: Councillor Moreton

Seconded By: Councillor Manson

Background: Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: "The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: "But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland
firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity.” He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, “We’re really starting to see the effect of the aging fleet.”

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, “It’s not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector.”

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

**WHEREAS** Forest fires are a very real threat to rural municipalities.
AND WHEREAS smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

AND WHEREAS forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

AND WHEREAS according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

AND WHEREAS carbon emissions from forest fires are not counted against Canada’s Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada’s economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

AND WHEREAS that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

AND WHEREAS the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

AND WHEREAS as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.
NOW THEREFORE BE IT RESOLVED THAT the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made water bombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

AND THAT this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fidel, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

AND THAT this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

Results: Carried

Recorded Vote:

<table>
<thead>
<tr>
<th>Member of Council</th>
<th>In Favour</th>
<th>Opposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Gould</td>
<td></td>
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<td>Councillor Moreton</td>
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<td>Councillor Latimer</td>
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<td>Councillor Grant</td>
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<tr>
<td>Councillor Manson</td>
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</table>
March 8, 2024

Re: Catch and Release

At the regular Council meeting held on March 7, 2024 the Woodstock City Council supported the following resolution.

“That Woodstock City Council support the resolution from the City of Cambridge regarding additional funding in Ontario’s legal system to support a meaningful resistance to the current “catch and release” practice;

And further that this resolution be circulated to the City of Cambridge; Woodstock Police Chief Rod Wilkinson; the Honourable Arpan Khanna Oxford MP; and the Honourable Ernie Hardeman, Oxford MPP.”

Yours Truly,

Amelia Humphries, City Clerk
Deputy Chief Administrative Officer/ City Clerk
City of Woodstock

Cc. City of Cambridge, Danielle Manton, City Clerk - mantond@cambridge.ca
City of Cambridge, Rachel Latour, Administrative to the City Clerk – latourr@cambridge.ca
Woodstock Police Chief Rod Wilkinson - rwilkinson@woodstockpolice.ca
The Honourable Arpan Khanna, Oxford MP - arpan.khanna@parl.gc.ca
The Honourable Ernie Hardeman, Oxford MPP - ernie.hardemanco@pc.ola.org
RE: Correspondence from the Architectural Conservancy Ontario regarding Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from municipal heritage registers

Please be advised that the Town of Cobourg Council, at its meeting held on February 28, 2024, passed the following resolution:

WHEREAS subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and

WHEREAS since January 1, 2023, municipal staff and members of the municipal heritage committee in the Town of Cobourg have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and take all required steps to designate such properties; and

WHEREAS the above-noted work involving 213 listed properties in the Town of Cobourg is extremely time-consuming and cannot be completed by December 31, 2024 with the limited municipal resources available.
NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Cobourg authorize the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the Ontario Heritage Act be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and

FURTHER THAT Council direct staff to forward this resolution to all 443 municipalities in Ontario seeking support of the ACO correspondence.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services
RE: Correspondence from the County of Renfrew regarding the affordability of water and wastewater systems in rural and small urban municipalities

Please be advised that the Town of Cobourg Council, at its meeting held on February 28, 2024, passed the following resolution:

THAT Council support the correspondence from the County of Renfrew regarding the affordability of water and wastewater systems in rural and small urban municipalities; and

FURTHER THAT Council advocate to the Provincial and Federal levels of government to make them aware that rural and small urban water and wastewater systems are financially unsustainable; and

FURTHER THAT Council advocate to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally; and

FURTHER THAT Council direct Staff to forward a copy of this resolution to the Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario); Philip Lawrence, MP, Northumberland-Peterborough South; David Piccini, MPP,
The Corporation of the Town of Cobourg

Resolution

Northumberland-Peterborough South; AMO; ROMA; FCM; and all Municipalities in Ontario.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

cc. the Honourable Kinga Surma, Minister of Infrastructure (Ontario);
the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada);
the Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario);
Philip Lawrence, MP, Northumberland-Peterborough South;
David Piccini, MPP, Northumberland-Peterborough South;
AMO;
ROMA;
FCM; and
all Ontario Municipalities
March 12, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Sent by email to: Paul.Calandra@pc.ola.org

Re: Operational Budget Funding

At its regular meeting of Council held on March 6, 2024, the Township of Amaranth Council passed the following resolution.

Resolution #: 4
Moved by: G Little
Seconded by: A. Stirk
Whereas all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;
Whereas all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;
Whereas the City of Toronto has recently received Provincial funding to cover a $1.2 billion dollar operating shortfall and approximately $12 million in Federal and Provincial funding for their Police operating budget, and;
Whereas the City of Toronto has the lowest tax rates in the Province, approximately 40% less than the average Dufferin rural municipal tax rate.

Be it Resolved That the Township of Amaranth call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk
C: Premier of Ontario; AMO; Ontario Municipalities
March 13, 2024

Hon. Todd McCarthy                             Jim Cassimatis, BAO Interim
Minister of Public and                          CEO/Registrar
Business Service Delivery                      100 Sheppard Avenue East,
5th Floor 777 Bay St.                           Suite 500
Toronto, ON M7A 2J3                             Toronto ON M2N 6N5
VIA EMAIL: Todd.McCarthy@pc.ola.org             VIA EMAIL: info@thebao.ca

MPP Graydon Smith
Constituency office
230 Manitoba St.
Bracebridge, ON P1L 2E1
VIA EMAIL: Graydon.Smith@pc.ola.org

Re: 9.1 Township of Puslinch Council Resolution 2024-003 regarding Cemetery Administration Management

Please be advised that the Council of the Corporation of the Town of Kearney, at its meeting held on March 7, 2024, considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution 2024-82: Moved by: Councillor Sharer, Seconded by: Councillor Pateman

WHEREAS the Council of the Corporation of the Town of Kearney supports the Resolutions of Puslinch Council, Tay Township and Clearview Township regarding Cemetery Administration Management, that staff be directed to send a support resolution accordingly.

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Cindy Filmore
Deputy Clerk

cc: Ontario Municipalities
RE 6.2 Clearview Township Support Resolution Cemetery Administration Management & 6.3 Tay Township Support Resolution Cemetery Administration Management Support

Please be advised that Township of Puslinch Council, at its meeting held on January 10, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2024-003:** Moved by Councillor Hurst and Seconded by Councillor Sepulis

That the Consent Agenda item 6.2 and 6.3 listed for January 10, 2023 Council meeting be received for information; and

Whereas Puslinch Council supports the Resolutions from Tay Township and Clearview Township regarding Cemetery Administration Management, that staff be directed to send a support resolution accordingly.

CARRIED
As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: Ontario Municipalities
December 12, 2023

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;
And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Sasha Helmkay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
    MPP Simcoe Grey, Brian Saunderson
    Ontario Municipalities
To: Mayor and Council

From: Sasha Helmkay, Clerk/Director of Legislative Services

Date: December 11, 2023

Subject: Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

**Background**

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery
• increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

<table>
<thead>
<tr>
<th>Cemetery Name</th>
<th>Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteau Hill Cemetery</td>
<td>2670 County Road 124, Duntroon</td>
<td>Inactive</td>
</tr>
<tr>
<td>Bethel Union Cemetery</td>
<td>2249 Creemore Avenue, New Lowell</td>
<td>Inactive</td>
</tr>
<tr>
<td>Dunedin Union Cemetery</td>
<td>9 Turkeyroost Lane, Dunedin</td>
<td>Active</td>
</tr>
<tr>
<td>Duntroon Pioneer Cemetery</td>
<td>2870 County Road 124, Duntroon</td>
<td>Inactive</td>
</tr>
<tr>
<td>Lavender Cemetery</td>
<td>827103 Mulmur/Nottawasaga Townline, Creemore</td>
<td>Active</td>
</tr>
<tr>
<td>Old Zion Presbyterian Church Cemetery</td>
<td>6130 Highway 26, Sunnidale Corners</td>
<td>Inactive</td>
</tr>
<tr>
<td>Second Line Nottawasaga Cemetery</td>
<td>2279 County Road 42, Stayner</td>
<td>Active</td>
</tr>
<tr>
<td>Stayner Union Cemetery</td>
<td>7661 Highway 26, Stayner</td>
<td>Active</td>
</tr>
<tr>
<td>Zion Presbyterian Church Cemetery</td>
<td>12358 County Road 10, Sunnidale Corners</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.
Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- Incomplete records

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- Lack of human resources

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.
• Increased regulatory processes
Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

• Inconsistent cemetery regulations
Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

Operational Impact
Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

• High maintenance costs
As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn’t been provided in the past and there are many deteriorating monuments.

• Cost of cemetery management software
Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.
However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from $5,000 to $100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- Inadequate Care and Maintenance funds

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it’s required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

Support Request

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it’s vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
• Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
• Provide free training opportunities for municipalities regarding cemetery administration; and,
• Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it’s important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

**Clearview’s Strategic Plan**

The above initiative supports the following strategic pillars:

• Governance

**Financial Implications**

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

**Report Appendices**

Not applicable.

**Approvals**

Submitted by: Sasha Helmkay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services

Reviewed by: Krista Pascoe, Deputy Clerk

Financial Implications Reviewed by: Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO
December 21, 2023

Hon. Todd McCarthy
Minister of Public and Business Service Delivery
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

sent via email Todd.McCarthy@pc.ola.org

Dear Hon. Todd McCarthy,

Re: Provincial Cemetery Management Support Request – Tay Township

Tay Township Council passed the following resolution during the December 20, 2023 Council Meeting regarding the Provincial Cemetery Management Support Request:

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;
And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Tay requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;

- Provide free training opportunities for municipalities regarding cemetery administration; and,

- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop and all Ontario municipalities.

Sent on behalf of Tay Township Council.

Yours truly,

Katelyn Johns, MPPA
Municipal Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar, Hon. Jill Dunlop, Minister of Colleges and Universities/MPP, and all Ontario municipalities.
March 14, 2024

Re: Item for Discussion – Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework

At its meeting of March 13, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-053, regarding Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework, as follows:

"WHEREAS the current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly $4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE, BE IT RESOLVED THAT the Town of Bracebridge calls on the Province of Ontario commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;"
AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities."

In accordance with Council’s direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

Lori McDonald
Director of Corporate Services/Clerk
March 14, 2024

RE: 6.6 Municipality of Powassan resolution regarding Association of Ontario Roads Supervisors Training

Please be advised that Township of Puslinch Council, at its meeting held on February 28, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2024-066:**

Moved by Councillor Bailey and Seconded by Councillor Sepulis

That the Consent Agenda item 6.1.6 and 6.6 listed for FEBRUARY 28, 2024 Council meeting be received for information; and

Whereas the Township recognizes that public works departments are responsible for a number of skilled tasks such as proper forestry techniques, welding and metal fabrication, heavy equipment mechanics, and general carpentry skills;

That The Township of Puslinch Council supports the resolution by the Municipality of Powassan resolution regarding the Association of Ontario Roads Supervisors Training and in addition, it would be ideal to consider all aspects of a public works department when advocating for government funded training opportunities.
CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk
February 13, 2024

The Honourable David Piccini
Minister of Labour, Immigration, Training and Skills Development
Minister.MLITSD@ontario.ca

DELIVERED VIA EMAIL

RE: Municipal Equipment Operator Course

Dear Minister Piccini,

Please be advised that at the Regular Council Meeting of February 6, 2024, the council of the Municipality of Powassan passed the following resolution:

WHEREAS municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE, IT BE RESOLVED, that the Municipality of Powassan supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, the Council of the Municipality of Powassan calls on the Province of Ontario’s Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator
Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, Municipality of Powassan’s Member of Provincial Parliament Honourable Vic Fedeli, and the Association of Ontario Road Supervisors.

If you have any questions regarding Resolution 2024-43, please feel free to contact me.

Sincerely,

Allison Quinn  
Clerk  
Municipality of Powassan

Cc: Municipality of Powassan’s Member of Provincial Parliament Honourable Vic Fedeli  
    Association of Ontario Road Supervisors  
    AMO  
    All Municipalities in Ontario
March 18, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

Re: Motion regarding solutions to resolve significant financial and budgetary pressures relating to infrastructure development, maintenance and repairs

Please be advised that at its regular meeting of March 12, 2024, Loyalist Township Council passed the following resolution:

Resolution 2024-49
Moved by Councillor Budarick
Seconded by Councillor Parks

WHEREAS the Province of Ontario has agreed to assume responsibility for the Gardiner Expressway and the Don Valley Parkway from the City of Toronto, which will be uploaded to the Province of Ontario;

AND WHEREAS like the City of Toronto, The Corporation of Loyalist Township and all municipalities in the Province of Ontario are experiencing significant financial and budgetary pressures including those related to infrastructure development, maintenance and repairs, and are seeking reasonable solutions to address the same while balancing their financial books;

AND WHEREAS the uploading of municipal highway infrastructure to the Province of Ontario or, alternatively, appropriately increasing the Ontario Community Infrastructure Fund to Ontario municipalities will assist municipalities in addressing such financial challenges;

AND BE IT RESOLVED THAT:

a. The Province of Ontario:
o upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province of Ontario to the Ontario Ministry of Transportation; or
o alternatively, if uploading is not the preferred option of the Province and/or local municipality, to appropriately increase the Ontario Community Infrastructure Fund to municipalities so as to fairly and equitably allocate resources to Ontario municipalities.

b. A copy of this resolution be circulated the Honourable Prabmeet Singh Sarkaria, the Ontario Minister of Transportation; MPP Ric Bresee, Hastings, Lennox & Addington; the Association of Municipalities of Ontario; all municipalities in Ontario.

Kind Regards,

Anne Kantharajah
Township Clerk

Cc: the Hon. Prabmeet Singh Sarkaria, the Ontario Minister of Transportation
Ric Bresee, M.P.P., Hastings, Lennox & Addington
Association of Municipalities
All municipalities in Ontario
Jim Hegadorn, Mayor, Loyalist Township
Rebecca Murphy, CAO, Loyalist Township
Councillor Budarick, Loyalist Township
Councillor Parks, Loyalist Township
Tuesday, March 19, 2024

Resolution # RC24067  Meeting Order: 10

Moved by:  Seconded by:

RESOLVED THAT Council of the Municipality of Wawa does hereby support the Resolution passed by the Municipality of St-Charles passed on February 21, 2024, regarding Guaranteed Livable Income attached hereto and;

FURTHERMORE, BE IT RESOLVED THAT a copy of this Resolution be sent to Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Children, Community and Social Service, Ryan Williams; the Association of Municipalities of Ontario (AMO); our local Member of Parliament, Carol Hughes, our local Member of Provincial Parliament, Michael Mantha and all Ontario Municipalities.

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: ________________________________

MAYOR – MELANIE PILON  CLERK – MAURU O’NEILL
March 18, 2024

The Honourable Doug Ford, Premier of Ontario  
Premier's Office  
Room 281, Legislative Building,  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford,

RE: Request to the Province to Amend Blue Box Regulation for ‘Ineligible’ Sources

At our regular meeting on March 12, 2024, the Council of the Corporation of the Township of Loyalist passed the following:

Resolution 2024-48  
Moved by Councillor Willis  
Seconded by Councillor Parks

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for ‘eligible’ sources only;

AND WHEREAS ‘ineligible’ sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, commercial farms and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS should a municipality continue to provide services to the ‘ineligible’ sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

AND BE IT RESOLVED THAT the Council of the Corporation of the Township of Loyalist hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;
AND THAT Council of The Corporation of Loyalist Township hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable Ric Bresee, MPP Hastings – Lennox & Addington, and to all Ontario municipalities.

Your attention to this matter is greatly appreciated.

Sincerely,

Anne Kantharajah
Township Clerk

AK/ch

cc: Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks
Ric Bresee, MPP Hastings – Lennox & Addington
All Ontario Municipalities
Jim Hegadorn, Mayor, Loyalist Township
Rebecca Murphy, CAO, Loyalist Township
Councillor Willis, Loyalist Township
Councillor Parks, Loyalist Township
March 8, 2024

Municipality of Wawa
Office of the Clerk
Municipal Office
40 Broadway Avenue
PO Box 500
Wawa, ON P0S 1K0

Email: slord@swawa.cc

Re: Support Bill C-310 and Enact Amendments to Subsections 118.06 (2) and 118.07 (2) of the Income Tax Act

Further to correspondence received from the Municipality Wawa calling on the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax, the Council of the Town of Hanover passed the following resolution;

Moved by COUNCILLOR KOEBEL | Seconded by COUNCILLOR SAKAL

That the Council of the Town of Hanover support the recommendation of the Municipality of Wawa calling upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from $3,000 to $10,000.

CARRIED

Respectfully,

Tanya Patterson
Deputy Clerk

cc: Honourable Alex Ruff, MP Bruce-Grey-Owen Sound
    Association of Fire Chiefs of Ontario
    The Association of Municipalities of Ontario (AMO)
    All Ontario Municipalities
MOTION:

WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

WHEREAS many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and

WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and

WHEREAS these essential volunteers not only put their lives on the line and give their time, training, and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required; and

WHEREAS in 2013, the federal government initiated a tax credit recognizing these volunteer firefighters and search and rescue volunteers;

THEREFORE, BE IT RESOLVED that the Corporation of the Town of Moosonee Council request the Government of Canada to increase the tax credit from $3,000 to $10,000 for volunteer firefighters and search and rescue volunteers.
February 26, 2024

RE: Comprehensive Review of Social and Economic Prosperity

Dear Premier Ford,

Please be advised that at the Regular Council Meeting of February 26, 2024, the Township of Limerick Council passed the following motion, supporting the resolution from the Council of the Hanover regarding a Social and Economic Prosperity Review.

Motion023-2024
Moved by Councillor Jan MacKillican
Seconded by Councillor Grace Hamm
That Council direct staff to issue a letter of support for the Comprehensive Review of Social and Economic Prosperity.

CARRIED

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at clerk@township.limerick.on.ca.

Best Regards,

Victoria Tisdale
Clerk-Treasurer
Township of Limerick

cc.  Hon. Paul Calandra, Minister of Municipal Affairs and Housing
     Ric Bresee – MPP, Hastings-Lennox and Addington
     Association of Municipalities of Ontario
     All Ontario Municipalities

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478
February 1, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen’s Park
Toronto, ON M7A 1A1

Via Email: premier@ontario.ca

Dear Premier Ford:

Re: Social and Economic Prosperity Review

Please be advised that the Council of the Town of Hanover adopted the following resolution at their meeting of January 15, 2024 regarding the above noted matter;

Moved by COUNCILLOR KOEBEL      Seconded by COUNCILLOR HOCKING

Whereas current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;
Whereas nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly $4 billion a year;
Whereas municipal revenues, such as property taxes, do not grow with the economy or inflation;
Whereas unprecedented population and housing growth will require significant investments in municipal infrastructure;
Whereas municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;
Whereas inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;
Whereas property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need;
Whereas the province can, and should, invest more in the prosperity of communities;
Whereas municipalities and the provincial government have a strong history of collaboration;

Therefore be it resolved that the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;
And further that a copy of this motion be sent to the Minister of Municipal Affairs and Housing, and to the Association of Municipalities of Ontario.

CARRIED

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Respectfully,

Tanya Patterson
Deputy Clerk

/cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
Honourable Rick Byers, MPP Bruce-Grey-Owen Sound
Association of Municipalities of Ontario
Ontario Municipalities
February 27, 2024


Please be advised that Township of Puslinch Council, at its meeting held on February 7, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-037: Moved by Councillor Bailey and Seconded by Councillor Sepulis

That the Consent Agenda item 6.3 listed for February 7, 2024 Council meeting be received for information; and

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life; and

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly $4 billion a year; and
WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need; and

WHEREAS the province can, and should, invest more in the prosperity of communities; and

WHEREAS municipalities and the provincial government have a strong history of collaboration; and

THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and further

THAT a copy of this motion be sent to the Premier of Ontario (premier@ontario.ca); Minister of Municipal Affairs and Housing (minister.mah@ontario.ca); the Minister of Finance (minister.fin@ontario.ca); the County Clerk, MPP Arnott, MPP Rae, and to the Association of Municipalities of Ontario (amo@amo.on.ca).

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.
Sincerely,

Justine Brotherston
Municipal Clerk

CC: Association of Municipalities of Ontario (amo@amo.on.ca), MPP Matthew Rae Matthew.Rae@pc.ola.org, the Minister of Finance (minister.fin@ontario.ca)
January 26, 2024

Re: Social and Economic Prosperity Review

Please be advised that the Council of the Corporation of the Town of Orangeville, at its Regular Council Meeting held on January 22, 2024, approved the following resolution:

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life; and

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly $4 billion a year; and

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income redistribution programs for those most in need; and

WHEREAS the province can, and should, invest more in the prosperity of communities; and
WHEREAS municipalities and the provincial government have a strong history of collaboration; now

THEREFORE, BE IT RESOLVED THAT the Town of Orangeville requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and

FURTHER THAT a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, Sylvia Jones; and all municipalities in Ontario.

Carried.

Yours truly,

Raylene Martell
Town Clerk
February 23, 2024

Hon. Doug Ford, Premier of Ontario
Hon. Prabmeet Sarkaria, Minister of Transportation

Sent by email to: Premier@ontario.ca; Minister.mto@ontario.ca

Re: Resolution on Highway 413

At its regular meeting of Council held on February 21, 2024, the Township of Amaranth Council passed the following resolution:

Resolution #: 3
Moved by: G Little
Seconded by: A. Stirk

Whereas the Township of Amaranth recognizes the importance for efficient and effective transportation networks in the Province and;
Whereas, the Province has committed to getting 1.5 millions home built within the next 10 years or less.

BE IT RESOLVED THAT:
The Township of Amaranth request that the Province of Ontario pause advancement on proposed highway 413 and redirect the approximate $8 billion cost for highway 413 to support municipal infrastructure costs and housing construction initiatives and;
Further be it resolved that at least 50% of those funds be allocated for small urban and rural Ontario with populations less than 50,000. CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

Copy: Hon. Sylvia Jones, MPP Dufferin-Caledon sylvia.jones@pc.ola.org
Hon. Kinga Surma, MPP Etobicoke Centre kinga.surmaco@pc.ola.org
Dufferin County Municipalities
RESOLUTION

Tuesday, March 19, 2024

Resolution # RC24069  Meeting Order: 12

Moved by:  

Meeting Order: 12

Moved by:  

Seconded by:  

RESOLVED THAT Council of the Municipality of Wawa does hereby support the Resolution passed by the Township of Amaranth passed on February 23, 2024, regarding pausing advancement on proposed highway 413 and redirect the appropriate $8 billion cost for Highway 413 to support municipal infrastructure costs and housing construction initiatives, a copy of which is attached hereto and;

FURTHERMORE, BE IT RESOLVED THAT a copy of this Resolution be circulated to Premier Doug Ford, Minister of Infrastructure, Kinga Surma, Association of Municipalities of Ontario (AMO), and all municipalities on Ontario.

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk:

MAYOR – MELANIE PILON  CLERK – MAURY O’NEILL
To: COUNCIL
Meeting Date: 4/16/2024
Subject: Asset Retirement Obligation and Contaminated Sites Policies
Submitted By: Sheryl Ayres, Chief Financial Officer
Prepared By: Mirna Raponi, Manager of Accounting and Financial Reporting
Report No.: 24-003-CRS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 24-003-CRS Asset Retirement Obligation and Contaminated Sites Policies be received;
AND THAT the Asset Retirement Obligation Policy, included as Appendix A, be approved;
AND FURTHER THAT the Liability for Contaminated Sites Policy, included as Appendix B, be approved.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to establish a policy for the new public sector accounting standard PS 3280 – Asset Retirement Obligations and existing standard PS 3260 – Liability for Contaminated Sites.

Key Findings

- City staff have drafted an Asset Retirement Obligation (ARO) Policy (Appendix A) that establishes guidelines to ensure our compliance with the new Public Sector Accounting standard PS 3280 – Asset Retirement Obligations. City staff have also drafted a Liability for Contaminated Sites Policy (Appendix B) to ensure compliance with an existing PS 3260 – Liability for Contaminated Sites accounting standard. These two draft policies have been prepared for Council’s approval.
Finance staff have worked collaboratively with KPMG LLP Ottawa and other municipal staff throughout 2023 and 2024, reviewing all assets owned and controlled by the municipality to identify applicable future liabilities.

AROs are legal obligation liabilities associated with the retirement of a tangible capital asset. Those identified at the City include buildings with asbestos, underground fuel tanks, an abandoned bridge, and underground fuel storage tanks. These ARO disclosures are required commencing with the City’s 2023 Audited Financial Statements which are anticipated to be brought forward to Council in late spring following the annual external audit.

Financial Implications

The recognition of an ARO or liability for contaminated sites are non-cash transactions and do not directly impact the City’s operating budget. However, the eventual costs, such as those for asbestos removal at the end of the asset's life may have a financial impact to be funded in a future period.

STRATEGIC ALIGNMENT:

☐ Strategic Action
☒ Core Service

Program: Finance

Core Service: Financial Accounting and Reporting

Ensuring compliance with PS 3280 – Asset Retirement Obligation and PS 3260 – Liability for Contaminated Sites supports the Financial Accounting core function of the City. The City is required to incorporate the new accounting standard associated with AROs in its audited 2023 Consolidated Financial Statements.

BACKGROUND:

The City’s annual audited financial statements are required to follow the PSAS as set out by the Public Sector Accounting Board (PSAB). PSAB approved a new standard covering AROs, which has come into effect for years beginning on or after April 1, 2022. The standard, referenced as PS 3280, must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities.

An ARO arises when there is a legal obligation to retire tangible capital assets. Retirement is defined as removing a capital asset from service and includes asset abandonment and asset disposal. These costs may include (but are not limited to) dismantling and remediation of a tangible capital asset. Existing laws, regulations, and contractual agreements within the City may require the City to take specific actions to
retire certain tangible capital assets at the end of their useful lives. The exercise of identifying, assessing, and estimating AROs has taken place throughout 2023 and into 2024, which required considerable effort across the City, with assistance from external consultants to complete.

As section PS 3280 – Asset Retirement Obligations is a new requirement set out by PSAB, the City has prepared an ARO Policy that establishes guidelines to ensure compliance with the new standard. Although PS 3260 – Liability for Contaminated Sites is not a new standard, the City did not have an existing policy in place to ensure compliance with PSAS. In conjunction with the new ARO standard, the City has also prepared a Liability for Contaminated Sites Policy to ensure compliance with this existing standard. These two draft policies have been prepared for Council approval.

**ANALYSIS:**

**Accounting Standards**

The PSAB, an independent body created to develop accounting standards for municipalities, has further strengthened municipal asset management practices with the development of a new standard. This new standard, *PS 3280 – Asset Retirement Obligations* is effective for fiscal years beginning on or after April 1, 2022, and requires municipalities across Canada to recognize costs associated with the retirement of assets.

*PS 3260 – Liability for Contaminated Sites* is effective for fiscal years beginning on or after April 1, 2014, and was adopted by all public sector entities applying PSAS in preparing their financial statements. However, the implementation of PS 3280 brings to light the need to differentiate between an ARO and a liability related to contaminated sites.

**ARO**

PSAB defines an ARO as a legal obligation associated with the retirement of a tangible capital asset. In general, it is applicable when a municipality is responsible for removing or dismantling an asset at a future date. Asset retirement is defined as removing a capital asset from service and includes asset abandonment and asset disposal. These costs may include, but are not limited to decommissioning, dismantling, and remediation of tangible capital assets and meeting any legislative mandates around environmental cleanup and/or restoring assets to their original condition.

Some examples of when a legal obligation may exist include:

- Assets that require compliance with standards and regulations that, if sold, disposed of, or no longer in use, would require remediation, such as asbestos in
buildings and in-ground piping, fuel storage tank removal, wells, firewater holding tanks, and septic beds;

- Leases that require removal of leasehold improvements or other remediation at the end of the lease, such as the reforestation of land subject to a timber lease;
- Land covenants that require removal at the end of their useful life; and
- Assets that need to be returned to their natural state at the end of their useful life, such as mining activities and landfills.

The City of Cambridge is impacted by City buildings with asbestos, fuel storage tank removals, and an abandoned bridge.

Contaminated Sites

PSAB defines contamination as the introduction into air, soil, water, or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard.

Some examples of contaminated sites include:

- Operations that are no longer in productive use such as an abandoned military installation;
- Operations outside the reporting entity that is no longer in productive use for which the City accepts responsibility such as an abandoned gas stations;
- Changes to environmental standards relating to operations that are no longer in productive use. For example new regulations requiring the destruction of certain stored chemicals; and
- An unexpected event resulting in contamination such as natural disasters.

Most often a liability for remediation of a contaminated site results from a site that is no longer in productive use or from an unexpected event that causes contamination to occur.

The City of Cambridge is mostly impacted by properties owned by the City where there are known levels of environmental standard exceedances.
Contaminated Site vs. ARO

The table below summarizes the difference between contaminated sites and AROs:

<table>
<thead>
<tr>
<th>Description</th>
<th>Contaminated Sites</th>
<th>Asset Retirement Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAB Section</td>
<td>PS 3260</td>
<td>PS 3280</td>
</tr>
<tr>
<td>Cause of retirement or remediation obligation</td>
<td>Arises from unexpected event or improper use and contamination must exist.</td>
<td>Arises from acquisition, construction, development, and normal use of an asset. Does not need to be associated with contamination.</td>
</tr>
<tr>
<td>Type of obligation</td>
<td>All liabilities, including those arising from both direct responsibility and assumed responsibility.</td>
<td>Restricted to legal obligations related to tangible capital assets controlled by the entity.</td>
</tr>
<tr>
<td>Extent of contamination</td>
<td>Must exceed an environmental standard.</td>
<td>Does not need to exceed an environmental standard.</td>
</tr>
</tbody>
</table>

Implementation of Policy Standards

Finance staff engaged with external consultants, KPMG LLP Ottawa, to advise on and provide strategic support to identify all ARO and liability for contaminated sites that fall within the scope of PSAS. The work involved for the City to comply with the two standards involved the following:

- Facilitating knowledge transfer and educational training to internal stakeholders on the impact and implementation of PSAS;
- Development of accounting policies and procedures;
- Identification of which assets are affected by the two standards, which involves reviewing the City’s entire inventory of capital assets;
- Preparing, compiling, and/or reviewing supporting documentation associated with the City’s assets to substantiate the determination of in- and out-of-scope assets;
- Determining if in-scope assets meet the recognition criteria per ARO and Liability for Contaminated Sites standards;
- Determining necessary inputs and developing the calculations needed to measure the ARO and Contaminated Sites;
- Obtaining sufficient audit evidence to support the measurement of the obligation, such as valid third-party estimates or verifiable inputs into calculations;
• Evaluating and selecting the appropriate transition method for PS 3280 (retroactive, modified retroactive, or prospective);

• Identification of the necessary accounting entries required to record the ARO or liability for contaminated sites in the City’s financial statements, as well as the necessary disclosures;

• Developing tools and systems to maintain the cost estimates and manage remeasurements, asset additions, and changes due to new legislation.

The work required to adhere to the new regulations has taken place throughout 2023 and into 2024. City staff have created a new ARO policy and liability for contaminated sites policy to establish the steps to be followed regarding recognition, subsequent measurement, and staff responsibilities. The valuation, recognition, and disclosure for the City’s AROs and Liability for Contaminated Sites will be presented in the financial statements for the year ended December 31, 2023, with comparatives for 2022.

EXISTING POLICY / BY-LAW(S):

The Municipal Act, 2001, Subsection 294 (1) states: A municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. 2006, c. 32, Sched. A, s. 123; 2017, c. 10, Sched. 1, s. 38.

FINANCIAL IMPACT:

Once an ARO liability has been estimated, a liability and an asset of equal value are recorded on City’s audited financial statement on the Statement of Financial Position. This effectively increases the carrying cost of the existing asset at the same time as registering the liability. Once a liability for contaminated sites has been identified, recognized, and estimated, a liability will be recorded on the City’s audited financial statements on the Statement of Financial Position.

The recognition of an ARO or liability for contaminated sites are non-cash transactions and do not directly impact the City’s operating budget. However, the eventual costs, such as those for asbestos removal at the end of the asset’s life, must be considered for future funding, addressing how these expenses will be managed financially when they arise. Based on the review, new reserve funds may be presented for Councils’ consideration in the future to manage these potential retirement costs from a cash basis.
PUBLIC VALUE:

This report and the work associated with reporting the City’s ARO in its audited financial statements supports both the sustainability of the City’s finances and the transparency of its public reporting. The underlying principle associated with AROs is that the City will be required to rehabilitate certain assets during or at the end of their lives, leading to a future financial obligation to be funded by taxpayers or other funding sources. Recognizing this obligation will work towards long-term sustainability of the City’s finances, as well as transparency to the public on the City’s future financial obligations.

ADVISORY COMMITTEE INPUT:

Not Applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

The City has been engaged with external consultants, KPMG LLP Ottawa, with specialized expertise in providing advice on complex accounting issues and strategic support with the implementation of PS 3280 – Asset Retirement Obligations, as issued by the PSAB, including the estimation of retirement obligations. Finance staff worked collaboratively with staff throughout the City including Engineering, Realty, Legal, Risk, Facilities, Fleet, Fire, Building Design & Construction, Information Technology, Asset Management, Operations, and Environmental Services.

In conjunction with the implementation of PS 3280 – Asset Retirement Obligations, KPMG LLP Ottawa provided advice on and strategic support to identify all contaminated sites that fall within the scope of PS 3260 – Liability for Contaminated Sites, as issued by the PSAB.

CONCLUSION:

Under the PSAS, the City is required to identify and recognize AROs as part of its 2023 audited financial statements. City staff have drafted two new policies that establish guidelines to ensure compliance with the standards PS 3280 – Asset Retirement Obligations and PS 3260 – Liability for Contaminated Sites. These two draft policies have been prepared for Council’s approval.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No
Policy: Yes

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-003-CRS Appendix A –Asset Retirement Obligations Draft Policy
2. 24-003-CRS Appendix B –Liability for Contaminated Sites Draft Policy
POLICY TITLE  Asset Retirement Obligations Policy
CATEGORY  Financial
POLICY NUMBER  Leave Blank – Clerk’s team will input once finalized/approved
DEPARTMENT  Corporate Services
POLICY AUTHOR  Financial Services
POLICY TYPE  Departmental Policy
APPROVED BY  Council
EFFECTIVE DATE  04/01/2024
REVIEW DATE  04/01/2029

POLICY STATEMENT
The City of Cambridge ("City") shall account for and report on Asset Retirement Obligations (ARO) in accordance with Public Sector Accounting Standards (PSAS) as set out by the Public Sector Accounting Standards Board (PSAB) Handbook, section PS 3280 – Asset Retirement Obligations.

PURPOSE
The objective of this policy is to stipulate the accounting treatment for AROs so that users of the financial statements can discern information about these assets and their end of life obligations. This policy outlines the principles and procedures for the recognition and measurement of AROs associated with a tangible capital assets (TCA) within the City. This policy ensures compliance with PS 3280 and the Municipal Act s. 294.1, which requires that municipalities prepare financial statements in accordance with the standards of the PSAB.

DEFINITIONS
Accretion expense: is the increase in carrying amount of a liability for AROs due to the passage of time.

Asset retirement activities: All activities related to an ARO. This may include, but are not limited to:

- decommissioning or dismantling of a TCA that was acquired, constructed, developed, or leased;
• remediation of contamination of a TCA created by its normal use;
• post-retirement activities such as monitoring; and
• constructing other TCAs to perform post-retirement activities.

**Asset retirement cost:** the estimated amount required to retire a TCA.

**Asset retirement obligation (ARO):** A legal obligation associated with the retirement of a TCA. Examples of AROs include, but are not limited to:

- asbestos;
- lead;
- landfill closure and post-closure care.

**Productive use:** means the TCA is held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other TCA.

**Retirement of a TCA:** is the permanent removal of a TCA from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

**Tangible Capital Asset (TCA):** non-financial assets having physical substance that;

• are held for use in the production or supply of goods and services; for rental to others, for administrative purposes, or for the development, construction, maintenance, or repair of other municipal TCAs;
• have useful economic lives extending beyond an accounting period;
• are to be used on a continuing basis in the City’s operations; and
• are not for sale in the ordinary course of operations.

**AUTHORITY**

This policy operates under the *Municipal Act, 2001, as amended* and Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.

**SCOPE**

This policy applies to all departments, branches, boards and agencies falling within the reporting entity of the City, that possess AROs including assets:

• with legal title held by the City;
• controlled by the City;
• reported in any entities that are consolidated with the City for financial statement purposes; and
• that have not been capitalized or recorded as a TCA for financial statement purposes.

Scope of applicability (decision tree) is attached to this policy as Schedule A.

POLICY

Guiding Principles
Existing laws and regulations require public sector entities to take specific actions to retire certain TCAs at the end of their useful lives. This includes activities such as removal of asbestos, and retirement of landfills. Other obligations to retire TCAs may arise from contracts or court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of TCAs controlled by the City, will be recognized as liability in the books of the City, in accordance with PS 3280 which the City will adopt in its financial statement reporting effective January 1, 2023.

AROs result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. AROs are separate and distinct from contaminated site liabilities (PS 3260). The liability for contaminated sites normally results from unexpected contamination exceeding the environmental standards. AROs are not necessarily associated with contamination.

Operating Principles
1. Recognition
An asset is considered within the scope of this policy if it meets the following criteria:

• the asset is a TCA;
• the City controls the asset, including leased TCAs;
• a legal or contractual obligation exists for the City to perform retirement activities for the TCA; and

A liability is recognized when all the criteria below are present as at the financial reporting date:

• there is a legal obligation to incur retirement costs related to a TCA;
the past transaction or event resulting in this obligation has already occurred;
• it is expected that the City will have to give up future economic benefits; and
• a reasonable estimate of the amount can be made.
A liability for an ARO cannot be recognized unless all of the criteria above are satisfied.

2. Legal Obligation
A legal obligation establishes a clear duty or responsibility to another party that the City must fulfill. An obligation can result from:
• agreements or contracts;
• legislation of another government;
• government’s own legislation; or
• a promise made to another party that could be legally enforced.

3. Exclusions
Certain retirement and disposal activities not directly attributable to fulfilling required, and predictable costs are excluded from the cost of the ARO. These exclusions include but are not limited to:

• **Acquisition:** Original costs to acquire, construct or develop the related TCA.

• **Replacement:** Costs relating to routine replacement of TCAs. For example, infrastructure such as roads and bridges are typically subject to maintenance rather than permanent removal from service due to a legal requirement.

• **Maintenance:** Costs relating to routine maintenance of TCAs. These costs shall be expensed as incurred.

• **Remediation of contamination:** Remediation of contamination that is not a predictable result of the normal use of the TCAs, such as contamination from accidents or spills. Contamination that is beyond the threshold set by environmental regulations is accounted for separately and not within the scope of this policy.

• **Catastrophic events:** Costs resulting from catastrophic events such as flooding or fires.

• **Repurposing:** Costs relating to the preparation of a TCA for an alternate use.

• **Clean-up and by-products:** Costs related to clean-up of waste or by-products produced by the TCA’s normal use. These costs represent routine operations and are not associated with the retirement of the asset.
Improper use: Costs caused by improper use of an asset.

Sale or disposal: Costs to prepare a TCA for sale or disposal that arises from the plan to sell or dispose of the TCA rather than a legal or contractual requirement.

4. Measurement

The estimate of the ARO would be based on requirements in existing agreements, contracts, legislation, or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of the ARO must reflect all costs directly attributable to required retirement activities as best estimated at the financial reporting date including:

- materials and equipment;
- payroll and benefits;
- directly attributable overhead costs;
- legal and professional fees;
- post-retirement operation, maintenance, and monitoring required to fulfil the ARO; and
- cost of new TCAs acquired solely for asset retirement activities. For example, as part of retiring a landfill, new water monitoring wells might be constructed.

Sources of cost information to estimate the ARO may include:

- third party proposals and quotes for the required activities;
- external quotes and market data on costs of similar activities; or
- historical costing information on similar activities completed by the City.

When the cash flows and timing required to fulfil the retirement obligation can be reasonably estimated, a present value technique may be used to account for the obligation. The liability is discounted to its present value upon initial recognition and adjusted yearly for accretion expense.

When there is uncertainty about the amount or timing of cash flows to settle the ARO, the present value technique may not be used. Uncertainties about timing and amount to settle an ARO does not remove the obligation but will affect its measurement. Any such uncertainty must be identified and disclosed in the notes to the financial statements.

Upon initial recognition of a liability of an ARO, the City will recognize an asset retirement cost by increasing the carrying amount of the related TCA (or a component thereof) by
the same amount as the liability. Where the obligation relates to an asset which is no
longer in service, and not providing economic benefit, or to an item not recorded by the
City as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to different asset categories will also be applied
to the AROs to be recognized within each of those TCA categories.

The ARO asset must be amortized in a systematic manner over the useful life of the TCA
it relates to. The amortization of ARO assets for the City will be done in a manner
consistent with the City’s treatment of the TCA it relates to.

5. Subsequent Measurement

The estimate of the ARO is to be based on the best available information on the financial
reporting date.

On an annual basis, the existing AROs will be assessed for any changes in expected
cost, term to retirement, or any other changes that may impact the estimated obligation.
In addition, any new obligations identified will also be assessed.

Over time, as new information becomes available, estimates used to calculate the ARO
are likely to change. Estimates (including the amount and timing of retirement costs and,
if applicable, the discount rate used) must be reviewed every fiscal year and
appropriately reflected in the financial statements. Examples of new information that will
impact the estimate include:

- revisions to the useful life of the TCA;
- new information on the cost of the ARO activities;
- changes in expectations of market inputs, such as discount and inflation rates
- new, more cost-effective technologies; and
- changes to the legal requirements.

Accretion due to passage of time must be accounted for first, prior to applying any
changes in estimates. Any change in estimate will be applied prospectively as a revision
to the ARO liability, with a corresponding adjustment to the TCA asset if it is in a
recognized TCA in productive use.

When a TCA is no longer in productive use, all subsequent changes in the estimate of
the related ARO liability will be recognized as an expense in the fiscal year it is incurred.

The liability for an ARO continues to be recognized until it is settled or otherwise
extinguished.
On retirement of a TCA:

- Asset retirement costs are to be deducted from the ARO liability as the related cash flows are incurred.
- If the actual cash flows are higher than the ARO liability recognized by the City, the excess cash flows are to be expensed in the period incurred.
- If the actual cash flows are less than the ARO liability recognized by the City, the excess liability are to be offset by a prior year recovery.

Any changes to the ARO asset due to changes in estimate must be applied prospectively in the period of the change without any revision to amortization previously recorded. The revised ARO asset is amortized over the remaining useful life of the related TCA.

6. Recoveries

If a portion of the asset retirement costs are recoverable by the City from another party, the recovery must be accounted for. The amount recovered will be accounted for as revenue in the fiscal year it is received.

A recovery related to ARO should be recognized when:

- the recovery can be appropriately measured;
- a reasonable estimate of the amount can be made; and
- it is expected that future economic benefits will be obtained.

A recovery shall not be netted against the liability.

The sale of an asset on retirement may qualify as a recovery if the criteria above for a recovery are met, however a plan to sell an asset in the future would not be sufficient to confirm that future economic benefits will be received or result in a reasonable measurement of the recovery.

7. Presentation and Disclosure

The liability for AROs will be disclosed in the financial statements of the City.

Administration and Accountability

Departments

Responsible to provide cost-effective projections of AROs, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and provide the information to the Finance division for processing.
Consult with the City Treasurer on retirement obligations, and any changes in asset condition or requirement timelines.

Responsible for the preparation of cost estimates for retirement obligations; and

Inform Finance staff of any legal or contractual obligations at inception of such obligation.

**Deputy City Managers**

Accountable to implement the ARO policy in accordance with the legal obligation of Federal and Provincial legislation.

Accountable to ensure that their respective Directors, and/or direct reports, comply with this policy and all related procedures that facilitate the identification, recording and reporting of AROs.

**City Treasurer**

Accountable for the development of and adherence to policies for the accounting and reporting of AROs in accordance with PSAB section 3280 Asset Retirement Obligations.

Accountable for the accuracy and completeness in reporting of AROs in the financial statements of the City and other statutory financial documents.

Accountable for managing and maintaining the database of ARO.

Consult with departments responsible for the accuracy and integrity of site information.

Accountable for monitoring the application of this Policy.

Accountable for managing processes within the accounting systems.

Accountable for investigating issues and working with asset owners to resolve issues.

**POLICY COMMUNICATION**

This policy will be made available to staff.

**RELATED PROCEDURES**

There are no related procedures.

**RELATED DOCUMENTS/LEGISLATION**


Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.
POLICY TITLE: Liability for Contaminated Sites Policy

CATEGORY: Financial

POLICY NUMBER: Leave Blank – Clerk’s team will input once finalized/approved

DEPARTMENT: Corporate Services

POLICY AUTHOR: Financial Services

POLICY TYPE: Departmental Policy

APPROVED BY: Council

EFFECTIVE DATE: 04/01/2024

REVIEW DATE: 04/01/2029

POLICY STATEMENT

The City of Cambridge ("City") shall account for and report on liability for contaminated sites in accordance with Public Sector Accounting Standards (PSAS) as set out by the Public Sector Accounting Standards Board (PSAB) Handbook, section PS 3260 – Liability for Contaminated Sites.

PURPOSE

The objective of this policy is to stipulate the accounting treatment for contaminated sites so that users of the financial statements can discern information about these liabilities. This policy outlines the principles and procedures for the recognition, measurement, presentation, and disclosure requirements for liabilities associated with the remediation of contaminated sites. This policy ensures compliance with PS 3260 and the Municipal Act s. 294.1, which requires that municipalities prepare financial statements in accordance with the standards of the PSAB.

DEFINITIONS

Brownfield Site: abandoned or underutilized properties where development or activities have led to the presence or potential for environmental contamination. Brownfields are usually former industrial or industrial/commercial lands (e.g., closed factories, processing plants, gas stations).

Contamination: the introduction into the air, soil, water, or sediment of a chemical, organic or radioactive material or live organism that exceeds an existing environmental standard.
**Contaminated Site:** an area of land in which the soil or underlying ground water or sediment contains a hazardous waste or substance in an amount or concentration that exceeds provincial environmental quality standards. A site is contaminated if it is unsuitable for specific uses of land, water, and sediment.

**Productive use** is defined as any use of site that meets the minimum environmental standards for that site use and hence would not meet the definition of contaminated sites under PS 3260.04.

**Remediation:** refers to the cleanup and management of contaminated soil, ground water and sediment so that the site will be suitable for its future intended use.

**AUTHORITY**

This policy operates under the *Municipal Act, 2001, as amended* and Public Sector Accounting Board, Public Sector Handbook, Section PS 3260 – Liability for Contaminated Sites.

**SCOPE**

This policy provides the overview of the City’s policies and procedures on how to account for the remediation of the environmental impact, measurement of the liability, and reporting of the liability (expenses) associated with contaminated or potentially contaminated sites.

The policy’s intent is to ensure contaminated or potentially contaminated sites within the City are addressed according to the:

- Applicable Provincial statutes and regulations
- PS 3260 – Liability for Contaminated Sites

Scope of applicability (decision tree) is attached to this policy as Schedule A.

**POLICY**

**Guiding Principles**

PSAB issued specific guidance related to environmental liabilities to ensure relevant and reliable information is provided and to promote uniformity and consistency of application of existing standards. Below is a summary of the key components of this standard which are outlined in detail throughout the policy. PS 3260 addresses how to account and report a liability for remediation of contaminated sites including:

a) What activities should be included in a liability for remediation;

b) When to recognize a liability for remediation;
c) How to measure a liability for remediation; and

d) Financial statement presentation and disclosure requirements.

A liability for remediation normally results from items such as:

a) all or part of an operation of entities outside the government reporting entity that is no longer in productive use for which the government accepts responsibility (for example, an abandoned gas station); and

b) an unexpected event resulting in contamination (for example, accidental toxic chemical spills or natural disasters).

Contamination and Contaminated Sites

PS 3260 defines contamination as the introduction into the air, soil, water, or sediment of a chemical, organic or radioactive material or live organism that exceeds an existing environmental standard.

Under PS 3260, a site is considered contaminated if substances occur in concentrations that exceed maximum acceptable levels under an environmental standard. This does not include airborne contamination or contaminants in the earth’s atmosphere, unless such contaminants have been introduced into soil, water bodies or sediment.

Soil, ground water, and/or sediment quality can have a direct impact on human and ecological health. To minimize risk of health impacts, brownfield, and contaminated sites with impacted soils, ground water, and/or sediment can be restricted in terms of the uses that can occur on the lands.

Operating Principles

1. Recognition

A liability for remediation of contaminated sites is recognized when, as at the financial reporting date, all of the following conditions are met:

a) an environmental standard exists;

b) contamination exceeds the environmental standard;

c) the City is directly responsible or accepts responsibility;

d) it is expected that future economic benefits will be given up; and

e) a reasonable estimate of the amount can be made.

An obligation for remediation of contaminated sites cannot be recognized as a liability unless all criteria above are satisfied. Further explanation of the five conditions that must be met are listed below.
A) An environmental standard exists

The primary environmental standard applicable to the City is the Canadian Environmental Protection Act ("CEPA"), which governs the protection of the environment and human health with respect to hazardous waste and contamination. Standard requirements can vary depending on the use of the site and these requirements are higher when a site is to be used for residential purposes.

Although there are several statutes in Ontario to deal with the protection of the environment, the CEPA is Ontario's key legislation for environmental protection. The act grants the Ontario Ministry of the Environment (MOE) broad powers to deal with the discharge of contaminants which cause negative effects. The act specifically:

a) Prohibits the discharge of any contaminants into the environment which cause or are likely to cause negative effects - and in the case of some approved contaminants requires that they must not exceed approved and regulated limits; and
b) Requires that any spills of pollutants be reported and cleaned up in a timely fashion.

The EPA includes, among a number of items, authorization for the MOE to issue a control order where there is an adverse effect to the environment as well as prescribes the requirements for Environmental Compliance Approvals, Waste Management, and Spills.

B) Contamination exceeds the environmental standard

The assessment on whether identified contamination exceeds the environmental standard is based on independent environmental site assessments, which includes testing of contamination levels as compared to CEPA thresholds.

In accordance with PS 3260.17, the determination will depend on the probability that future site investigations will confirm that contamination that exceeds an environmental standard existed at the financial statement date. If the probability is likely that future site investigations will confirm contamination, a liability would be recognized if the amount can be reasonably estimated.

Probability is defined within PSAS as "the probability of the occurrence (or non-occurrence) of the future event(s) is high". Therefore, if the probability of the completion of further sampling confirming contamination is high, this criterion is met.

C) The City is directly responsible or accepts responsibility

The liability for the City is created if one of the following three scenarios is met:

1) City owns the land:
The City owns the land, and all other recognition criteria have been satisfied, a liability for remediation is recorded. If the City is not responsible for the contamination, and a recovery from the responsible party is likely, the recovery receivable is recorded against the liability.

2) City is directly responsible:

In some cases, the City is directly responsible for remediation because of its own past activities, or the activities on City owned land or on land that the municipality has since acquired and a responsible party cannot be identified.

A legal obligation establishes a clear duty or responsibility to another party that justifies recognition of a liability. A legal obligation can result from the following:

- Agreements or contracts;
- Another government’s own legislation (Federal & Provincial); and/or
- City’s own By-laws.

3) City accepts responsibility:

The City may voluntarily assume responsibility for remediation of contaminated sites through its own actions or promises. However, only those assumed obligations for remediation that meet the definition of a liability at the financial statement date can be recognized.

Most liabilities for remediation arise from legal obligations which can be enforced by a court of law. It is possible, in the absence of a legally enforceable agreement that the City, through its own actions or promises, may have created a valid expectation among others that it will remediate a contaminated site (e.g. promissory estoppels). The City will review each case on an individual basis. In the circumstance that the City may have little or no discretion but to take action, the City will obtain a legal opinion in order to determine if a liability will be recorded.

D) It is expected that future economic benefits will be given up

The City will be required to give up economic benefits should an environmental assessment demonstrate that the environmental standard thresholds have been exceeded, based upon future expenditures incurred for the remediation of the sites or the implementation of risk management measures. A liability is created only if there is reasonable evidence of expected loss in future economic benefit.

E) A reasonable estimate of the amount can be made
The estimate of a liability includes:

a) Costs directly attributable to remediation and mitigation activities;

b) Cost for post-remediation and mitigation operation, maintenance and monitoring; and

c) Costs of tangible capital assets acquired as part of remediation and mitigation activities to the extent those assets have no alternative use.

2. Exclusions

PS 3260 establishes standards on how to account for and report a liability associated with the remediation of contaminated sites, but excludes the following:

a) Costs for acquisition or betterment of tangible capital assets that are within the scope of Section PS 3150 – Tangible Capital Assets, to the extent that such costs do not exceed the future economic benefits related to the asset or post-remediation fair value of asset if held for sale;

b) Liabilities associated with the retirement of a long-lived tangible capital asset resulting from acquisition, construction, development, or normal operation of tangible capital asset; and

c) Liabilities associated with the disposal or sale of long-lived tangible capital assets (e.g. privatization of water utility).

3. Estimates

Unlike liabilities related to goods and services which are determined based upon contract terms and confirmed receipts of the goods or services, the contaminated sites liability is an estimate of the costs required to remediate contaminated sites.

Current cost estimation procedures and their inherent uncertainty associated with estimating remediation costs will result in significant annual fluctuations in the reported contaminated sites liability. If the site is likely contaminated, a liability is recognized only if the amount can be reasonably estimated.

4. Measurement

The estimate of a liability includes:

a) Costs directly attributable to remediation and mitigation activities;

b) Cost for post-remediation and mitigation operation, maintenance and monitoring; and

c) Costs of tangible capital assets acquired as part of remediation and mitigation
activities to the extent those assets have no alternative use.

Below are the cost principles that the City will use in determining the liability:

- The cost estimate is based on a minimum of an environmental site assessment.
- A liability for remediation is estimated based on information that is available at the financial statement date. When changes have occurred and the effect of the change is significant a new estimate will be recognized. Any revision to the amount previously recognized by the government will be accounted for in the period in which the revisions are made.
- Cost is based on existing environmental standards and technology expected to be used in the remediation activities.
- Professional judgment, management’s best estimate at the time, and any previous experience the government has had in a similar situation would be used in estimating the liability.
- Management will accrue the liability based on their best estimate, which will be the amount the government will reasonably pay to settle or otherwise extinguish the liability at the financial statement date.
- When the cash flows expected to settle/extinguish the liability occur over extended future periods, a present value technique may be used.

5. Subsequent Measurement

The estimate of the contaminated site is based on the best available information on the financial reporting date.

The carrying amount of a liability for remediation is reconsidered at each financial reporting date. Any revisions to the amount previously recognized is accounted for in the period in which revisions are made.

Events that may indicate a need to do a detailed reassessment of contaminated sites upon which the estimate of the liability is based can include, but are not limited to, consideration of the following:

a) technological developments;

b) lapsed time since the last site assessments were completed;

c) new information from detailed site assessments, site characterizations, or technical reviews done on similar contaminated sites; and

d) a change in legislation.
Given the inherent difficulty in estimating the liability for contaminated sites, and the predominant use of estimates, it is not unreasonable to expect significant swings in year to year liability amounts, at least until all sites have been assessed and are being actively remediated. This information will be provided to the users of financial statements.

6. Recoveries

If a portion of the liability for remediation of contaminated sites are recoverable by the City, the recovery must be accounted for. The amount recovered will be accounted for as revenue in the fiscal year it is received.

A recovery related to a liability for remediation of contaminated sites is recognized when:
   a) the recovery can be appropriately measured;
   b) a reasonable estimate of the amount can be made; and
   c) it is expected that future economic benefits will be obtained.

7. Presentation and Disclosure

The liability for contaminated sites will be disclosed in the financial statements of the City.

The financial statement discloses information about:
   a) The nature and source of the liability;
   b) The basis for the estimate of the liability;
   c) When a net present value technique is used, the estimated total undiscounted expenditures and discount rate;
   d) The reasons for not recognizing a liability; and
   e) The estimated recoveries.

<table>
<thead>
<tr>
<th>Future Event</th>
<th>City Responsible</th>
<th>Amount can be Estimated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likely</td>
<td>Yes</td>
<td>No</td>
<td>Disclose in the notes to Financial Statements</td>
</tr>
<tr>
<td>Likely</td>
<td>Yes</td>
<td>Yes</td>
<td>Accrue the estimated amount</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Yes</td>
<td>No</td>
<td>Disclose in the notes to Financial Statements</td>
</tr>
<tr>
<td>Unlikely</td>
<td>No</td>
<td>No</td>
<td>No disclosure is required</td>
</tr>
</tbody>
</table>
Administration and Accountability

Departments

Responsible to identify potential contaminated sites for land/buildings designated under their responsibility and report to Finance.

Responsible to provide up to date, timely and accurate contaminated site information to Finance, and any changes in remediation actions or requirement timelines.

Responsible to provide cost-effective approach to estimate the liabilities associated with contaminated sites, by consulting with engineers, technicians, and other personnel familiar with remediation activities, collecting the relevant information required to minimize service cost, and provide the information to the Finance division for processing.

Responsible for the preparation of cost estimates for liabilities for contaminated sites.

Deputy City Managers

Accountable to implement the Liability for Contaminated Sites policy in accordance with the legal obligation of Federal, Provincial and Municipal legislation.

Accountable to ensure that their respective Executive Directors, and/or direct reports, comply with this policy and all related procedures that facilitate the identification, recording and reporting of liability for contaminated sites.

City Treasurer

Accountable for the development of and adherence to policies for the accounting and reporting of liability for contaminated sites in accordance with PSAB section 3260 Liability for Contaminated Sites.

Accountable for the accuracy and completeness in reporting of ARO in the financial statements of the City and other statutory financial documents.

Accountable for managing and maintaining the database of contaminated sites.

Consult with departments responsible for the accuracy and integrity of site information.

Accountable for monitoring the application of this Policy.

Accountable for managing processes within the accounting systems.
POLICY COMMUNICATION

This policy will be made available to staff.

RELATED PROCEDURES

There are no related procedures.

RELATED DOCUMENTS/LEGISLATION

Municipal Act, 2001, as amended.

Public Sector Accounting Board, Public Sector Handbook, Section PS 3260 Liability for Contaminated Sites.
RECOMMENDATION(S):

THAT Report 24-004-IFS 2023 Drinking Water System Performance Report be received for information.

EXECUTIVE SUMMARY:

Purpose

This report provides Council with an update on the status and performance of the City's drinking water system in 2023, in conformance with the requirements of the Province’s Drinking Water Quality Management Standard, and the Safe Drinking Water Act.

Specific topics reported include status of action items from the 2022 Management Review, new action items from the 2023 Management Review, summaries of consumer feedback and system audits, as well as overviews on maintenance activities, non-revenue water use and notable future projects.

Key Findings

- The City of Cambridge operates 610 km of watermains with a total replacement value of $870.6M.
  - 520 km is City owned ($767.7M); 60 km is Region owned ($83.9M); and 31 km is shared ownership ($19.0M).
The 2023-24 Cambridge Drinking Water System inspection was completed by the Ministry of Environment, Conservation and Parks (MECP) in February 2024, resulting in zero (0) opportunities for improvement and zero (0) non-conformances, for an overall score of 100%.

The City experienced a total of 134 system leaks requiring repair in 2023, compared to the 5-year average of 149.

1501 leak detection loggers were deployed in 2023, proactively finding five (5) watermain breaks and three (3) service leaks, compared to 1580 deployments in 2022, finding three (3) main breaks and four (4) service leaks.

The fire hydrant painting project continued in 2023 resulting in a total of 838 hydrants being sanded, cleaned, and painted, with 315 receiving full strips. All 3693 hydrants in the City’s system were inspected for fire protection services.

Approximately 813 (14%) valves proactively exercised in 2023, up from 7.9% in 2022, and closer to the annual target of 20%.

Non-Revenue water use including system losses is decreased to 18.6% in 2023, down from 21.7% in 2022.

The City’s Advanced Metering Infrastructure (AMI) project was completed in 2023, with 99.7% of all meters being upgraded or renewed.

The annual Internal Audit was completed in June 2023, resulting in zero (0) non-conformances and 2 staff-suggested opportunities for improvement.

The annual External Surveillance Audit was completed in September 2023, resulting in zero (0) non-conformances and one (1) opportunity for improvement.

Nine (9) Adverse Water Quality Incidents were recorded and resolved without impact to public in 2023.

As of January 2024, the rate of compliance with the City’s cross-connection compliance program is 90%.

**Financial Implications**

The 2023 annual water budget for Environmental Services was $40,919,500 which resulting in a rate increase of 3.90% over the 2022 rate. The budget allocation for 2024 is $42,341,500, which is a rate increase of 4.21%. This increase is above the 3.9% annual increase prescribed in the City’s 2019 Long-Range Financial Plan, which was influenced by an unexpected increase in the Region of Waterloo bulk rate of 3.9% instead of its planned 2.9% increase.

The Long-Range Financial Plan for the City’s water system is currently under review, and a revised version is due to be presented to Council for endorsement in the spring of 2024.
STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Water

Core Service: Water Services

The maintenance and operation of the City’s drinking water system is a core service and supports the continued growth and health of the community. The Water Section of the Environmental Services Division oversees all annual maintenance activities related to the water system and is designated as the system’s “Operating Authority.”

BACKGROUND:

The Drinking Water Quality Management System (DWQMS) requires annual reporting to Council to encourage transparency and support informed decision making in relation to all things relating to the drinking water system. Council is considered “Owner Representatives”, and ultimate decision makers, for the City’s drinking water system. “The Owner” of the water system is the Corporation of the City of Cambridge.

Under the DWQMS framework each year a review of the water system’s performance and needs must be presented to, and discussed with, the highest-level management within the Operating Authority. A list of action items from these reviews must be shared with the Owner Representatives to inform and for transparency.

The 2023 Management Review was presented to Mike Parsons, Director of Environmental Services and Chris Whetstone, Manager of Water on Wednesday, February 14, 2024, and the action items from the 2022 and 2023 Top Management Reviews, along with their current statuses, can be found as Appendix A and B.
ANALYSIS:

System Description:

The City of Cambridge Drinking Water System contains 610 kms of watermain, including approximately 60 kms of regional transmission mains, 520 kms of city owned watermains and 30 kms of shared ownership mains. The City maintains and operates all watermains. The total asset replacement value of the drinking water network is approximately $870.6M.

In 2023 the system grew by approximately 0.7%, the equivalent of 4 kms of new watermain, with an additional 2 kms of watermain replaced or renewed. 341 new service valves and 49 new main valves were also added to support system growth.

The following charts identify the overall age and material types currently found in our water system. Chart 1 shows a majority of the watermain in the system was installed after 1970. Chart 2 shows that almost half of the watermain in the system is plastic (48.7%), with another 32.0% being ductile iron. Cast iron main constitutes approximately 12.7%.

![Chart 1: Water System Age Profile](image-url)
Within the water system there are 6,863 valves and 3,693 fire hydrants.

Additionally, there are approximately 41,000 service connections in the city with roughly 391 km of water service pipe to maintain.

**Auditing and Assessment:**

The annual DWQMS internal audit was conducted in June 2023. This audit was performed by a third-party auditor (Acclaims Environmental) with the assistance of Environmental Services staff. The goal of the audit was to determine whether the City’s Drinking Water Quality Management System conforms to the requirements of the Standard defined by the Ministry of Conservation and Parks. Through this exercise zero (0) non-conformances were found, with only two (2) staff suggested opportunities for improvement identified.

The annual DWQMS accreditation audit was performed in September 2023 as a remote documentation review. As required, this was performed by a third-party auditor (SAI Global) and follows the same objective as the internal audit. Through this exercise zero (0) non-conformances were found, with only one (1) opportunity for improvement identified.

As a final evaluation on the City’s Water Distribution System, the MECP performed its annual inspection in January and February of 2024 for the entirety of 2023. Through this 3-week inspection all documents required by Ontario Regulation 170/03 were inspected.
and tested for compliance with the regulation, finding zero (0) non-compliance and zero (0) opportunities for improvement, for a final score of 100%.

**System Maintenance Activities:**

In 2023 Water Operations responded to, and repaired, a total of 134 system leaks, which is less than the 5-year average of 149 total leaks. These included 33 watermain breaks and 103 service leaks, a slight reduction to the number responded to in 2022, which saw 36 main breaks and 127 service leaks, indicated in Chart 3 and Chart 4.

As can be seen in Chart 4, there have been significant reductions in the number of service leaks in the city since 2012 when the number peaked at 307 for the year.

For 2023 the trend in overall system leaks continues to trend downwards and in a positive direction.

*Chart 3: Watermain Breaks 2019 – 2023*
As part of our preventative maintenance activities, staff proactively exercised 813 valves, or 14% of all water distribution valves, in comparison to 528 valves (7.9%) in 2022. This is much closer to our annual target of 20% with trending upwards for 2024.

Fire hydrant maintenance activities saw all 3,693 hydrants in the system inspected in 2023, with 838 hydrants being sanded, cleaned, and painted, and 315 receiving full rebuilds. This work improves the appearance and operation of the devices and provides improved customer satisfaction and confidence.

120 km of the water system was cleaned through swabbing or unidirectional flushing in 2023 to remove accumulated sediment and scale, and improve flow capacity in the system, for enhanced drinking water quality and better system performance.

**Water Loss:**

Proactive leak detection is a daily task being performed by our Water Operations staff. They deploy sensitive listening equipment strategically throughout the system on an ongoing basis to catch leaks proactively before they surface, to minimize expensive restorations, claims, and outages to customers.

In 2023 City staff deployed 1501 leak detection loggers, down from 1580 in 2022. These deployments found 5 watermain breaks, and 3 service leaks before they could be visibly
detected, a slight improvement to the 3 main breaks and 4 service leaks found in 2022, noted in Chart 5.

Proactive leak detection is important, as some leaks can run for a very long time without surfacing, creating very high amounts of water loss, which is expensive and possibly damaging to property and the environment.

Chart 5: Leak Detection Results 2022 – 2023

Unfortunately leaks on plastic pipe are not as easy to find using noise detection techniques. For this, the use of advanced metering is highly effective. Water staff have been creating District Metering Areas (DMAs) which allow staff to perform mass balance calculations on neighbourhoods using our now completed Advanced Metering System to find high to moderate water losses. In 2023 staff utilized 3 DMAs located in various areas of the City in an effort to detect unseen leaks.
In September 2023 the City’s Engineering Standards and Development Manual were formally updated. These updates now require new developments to install DMA meters on any new water supply to help the City identify and prevent future water loss. The continuous benefits of these projects are being assessed, and the development of a long-range DMA strategy is being considered for the future.

In early 2024 a Water Loss Audit was performed using the City’s 2023 water consumption data, Regional sales volumes, and known operational uses. The audit identified a water loss rate of 18.6% for 2023 (as non-revenue water), a decrease from the 2022 rate of 21.7%. This water loss value includes operational uses as system flushing, fire system flushing, fire-flow testing, Fire Department training use, and water used during capital reconstruction projects.

**Advanced Water Metering Infrastructure:**

2023 was a very positive year for the AMI project as the completion rate increased from 96% to 99.7%, effectively completing the project. Essentially all of the 40,500 meters in the system were installed or updated with smart meter technology by the end of 2023. Any remaining devices are either redundant or devices with operational challenges that are being addressed.

**Water Sampling:**

The City of Cambridge, with support from the Region of Waterloo Environmental Enforcement and Laboratory Services (EELS) staff collected and analyzed 2689 water samples in 2023. Amongst these samples were 1614 tests for micro bacteria, 832 for chlorine residual levels, and 8 for trihalomethanes (THMs) and haloacetic acids (HAAs).

Of the samples taken, only 9 results were identified as Adverse Water Quality Incidents (AWQI) as per O. Reg. 170/03 requiring corrective actions, such as flushing and resampling, and each were resolved without the need for further mitigation measures. Water sampling information has been taken from the 2023 Annual Summary Water Report, presented to Council on February 27, 2024.

**Cross-Connection Controls:**

At this time 90% of customers involved in our municipal cross-connection control program have complied with testing and reporting requirements. This is a large improvement from 77% in 2022 and currently 94% of files are complying, or within 3 months of compliance. Early signs in 2024 indicate even better response rates and greater compliance.
EXISTING POLICY / BY-LAW(S):

City of Cambridge Drinking Water Quality Management System Policy

As the owners and operators of the City of Cambridge’s water distribution system we are committed to:

- Providing safe sustainable drinking water to our consumers.
- Complying with applicable legislation and regulations as related to the provision of safe drinking water.
- Maintaining and continually improving our Quality Management System.

FINANCIAL IMPACT:

The 2023 annual water budget for Environmental Services was $40,919,500 which resulting in a rate increase of 3.90% over the 2022 rate. The budget allocation for 2024 is $42,341,500, which is a rate increase of 4.21%. This increase is above the 3.9% annual increase prescribed in the City’s 2019 Long-Range Financial Plan, which was influenced by an unexpected increase in the Region of Waterloo bulk rate of 3.9% instead of its planned 2.9% increase.

The Long-Range Financial Plan for the City’s water system is currently under review, and a revised version is due to be presented to Council for endorsement in the spring of 2024.

PUBLIC VALUE:

This report provides public transparency in relation to the operating status and performance of the City’s Municipal Drinking Water System for the year of 2023.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted: Not Applicable

PUBLIC INPUT:

This report has been posted to the City’s website with the agenda in advance of its submission into the Council Information Package. The City’s Drinking Water Quality Management Policy is available on the City of Cambridge website.
INTERNAL / EXTERNAL CONSULTATION:

Internal consultation was completed with Finance, Asset Management, Engineering and Building Divisions.

This report references the City of Cambridge Annual Drinking Water Distribution System Inspection report for 2023 as provided by Ministry of Environment, Conservation and Parks.

CONCLUSION:

As referenced in the Drinking Water Quality Management report, Cambridge has met and continues to meet all legislative requirements and continues to improve and sustain its drinking water system.

REPORT IMPACTS:

Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:

1. 24-004-IFS Appendix A – 2022 Top Management Review Action Items
2. 24-004-IFS Appendix B – 2023 Top Management Review Action Items
# Action Items – 2022 Top Management Review – Continuous Improvement Action Items

<table>
<thead>
<tr>
<th>Action Item #</th>
<th>Action Item Description</th>
<th>Originating Topic</th>
<th>Status</th>
</tr>
</thead>
</table>
| 1             | Manager of Water to reach out to Supervisor of Water to let him know a Lead Hand can volunteer to be part of the Risk Assessment (RA). | Internal and third-party audit results | Completed  
Lead Hand to be part of 2023 Risk Assessment. |
| 2             | QMS Representative to reach out to Manager of Building Inspectors for an explanation of why the reduction in compliance (70%) and what action items are taking place to ensure this improves. Ask if an annual report is ever issued and if public works staff can evaluate the process. | Operational performance | Completed  
Manager of Building Inspectors has provided accurate compliance rates for 2021-2022 will grow being projected for 2023. |
| 3             | Supervisor of Water / Water Technologist to get in touch with the Region of Waterloo to review contract and have the Region inspect the City owned Pressure Reducing Valves (PRVs) (13 total) as well as the shared PRVs (~30). | Follow-up on action items from previous management reviews | Completed  
City to continue inspecting City owned PRVs. Will revisit the decision in the future. |
| 4             | Interdepartmental collaboration needed between Engineering, Environmental Services, and Operations to create a policy for when contractors are hired to ensure they have a soil management plan. | Changes that could affect the Quality Management System (QMS) | Completed  
Engineering has provided policy for contractors ensuring they have a soils management plan. |
| 5             | Manager of Water to ensure staff are following soil sampling at snow dump. | Changes that could affect the QMS | Completed  
Soils management plan in place coordinating with the roads department. |
<table>
<thead>
<tr>
<th>Action Item #</th>
<th>Action Item Description</th>
<th>Originating Topic</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Supervisor of Water to ensure all specifications are completed in Dirty Water Job Tickets (JTs). Currently missing information on many JTs.</td>
<td>Consumer feedback</td>
<td>Completed Supervisor of Water having all JTs not filled in assigned to him to ensure specs are filled.</td>
</tr>
<tr>
<td>7</td>
<td>Update Drinking Water Quality Management System (DWQMS) Formatting.</td>
<td>The resources needed to maintain the QMS / Drinking Water System (DWS)</td>
<td>Completed All DWQMS Operations Manual formatting matching.</td>
</tr>
<tr>
<td>8</td>
<td>QMS Representative and Compliance Technologist to define their limitations / capacity within the compliance roles and highlight that there are additional duties now: Soils regulation, Wastewater QMS, Wastewater Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) amendments and are adding pressure.</td>
<td>The resources needed to maintain the QMS / DWS</td>
<td>Completed Additional staff slated for potentially 2024-2025.</td>
</tr>
<tr>
<td>9</td>
<td>QMS Representative to confirm with Manager of Development Engineering how the Franklin PRV project will impact Public Works Operations.</td>
<td>The results of the infrastructure review</td>
<td>Completed Franklin PRV information provided to City describing how it may impact Public Works.</td>
</tr>
<tr>
<td>10</td>
<td>Manager of Water to follow up with Supervisor of Water regarding number of valves turned and why it is so low.</td>
<td>Summary of Maintenance</td>
<td>Completed Discussion had. Valve recording methods have changed and 60-month total is lower than normal due to man-power shortages during the pandemic.</td>
</tr>
<tr>
<td>11</td>
<td>Manager of Water to provide recent quarterly locates statistics to Director of Environmental Services.</td>
<td>Summary of Maintenance</td>
<td>Completed Locate statistics collected and distributed.</td>
</tr>
</tbody>
</table>
# Action Items – 2023 Top Management Review – Continuous Improvement Action Items

<table>
<thead>
<tr>
<th>Action Item #</th>
<th>Action Item Description</th>
<th>Originating Topic</th>
<th>Status as of (2024/02/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In reference to Adverse Water Quality Incident (AWQI) #162802 at 166 Marmel Court – check residuals at the dead end on Fountain St. and investigate how far the dead end goes.</td>
<td>Incidents of Adverse Drinking Water Tests</td>
<td>In Progress</td>
</tr>
<tr>
<td>2</td>
<td>Review options for a possible lead incentive program implemented in 2024/2025.</td>
<td>Deviations from Critical Control Point Limits and Response Actions</td>
<td>In Progress</td>
</tr>
<tr>
<td>3</td>
<td>Set up a Maximo notification to managers and supervisor of Job Ticket (JT) if chlorine residuals do not meet the thresholds specified in O. Reg. 170/03 to avoid future transcription errors. Require a picture of the log book to be attached to Maximo Job Ticket (JT) for any retroactive changes.</td>
<td>Deviations from Critical Control Point Limits and Response Actions</td>
<td>In Progress</td>
</tr>
<tr>
<td>4</td>
<td>Create an administrative process to determine Frost Protocol and who is responsible for taking the next steps (Communications). Define what triggers protocol (ex. temperatures under -15 degrees for 10 days straight).</td>
<td>The effectiveness of the Risk Assessment</td>
<td>In Progress</td>
</tr>
<tr>
<td>5</td>
<td>Confirm if Regional Wells and Sample Stations can be located on the Geographic Information System (GIS). Locate the best sample stations for sampling Trihalomethanes (THMs).</td>
<td>Raw Water Supply and Drinking Water Quality Trends</td>
<td>In Progress</td>
</tr>
<tr>
<td>6</td>
<td>Follow up to ensure Franklin Blvd Pressure Reducing Valves (PRVs) are marked on site, can be located on GIS, and that operational staff are informed of their purpose and do not operate them.</td>
<td>Follow-up on Action Items from Previous Management Reviews</td>
<td>In Progress</td>
</tr>
<tr>
<td>7</td>
<td>Review valve turning and decide if the targets should be adjusted to aim for a higher completion rate.</td>
<td>Follow-up on Action Items from Previous Management Reviews</td>
<td>In Progress</td>
</tr>
<tr>
<td>8</td>
<td>Approve and sign off on all outstanding DRAFT Water Standard Operating Procedures (SOPs) and be the designated approver for Water SOPs moving forward.</td>
<td>Resource Needed to Maintain the Quality Management System (QMS) / Drinking Water System (DWS)</td>
<td>In Progress</td>
</tr>
<tr>
<td>Action Item #</td>
<td>Action Item Description</td>
<td>Originating Topic</td>
<td>Status as of (2024/02/15)</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Confirm the total number of valves in service. Numbers conflict on various reporting tools.</td>
<td>Summary of Maintenance</td>
<td>In Progress</td>
</tr>
<tr>
<td>10</td>
<td>Confirm how operators are entering specifications for each hydrant inspection. Confirm if a problem with the hydrant is logged in GIS, is a JT is auto created?</td>
<td>Summary of Maintenance</td>
<td>In Progress</td>
</tr>
<tr>
<td>11</td>
<td>Investigate the possibility of adding Specification Description as a search option on Maximo.</td>
<td>Staff Suggestions</td>
<td>In Progress</td>
</tr>
<tr>
<td>12</td>
<td>Investigate the possibility of allowing the “valve turning / exercising” field maps layer to record decimal points for number of turns.</td>
<td>Staff Suggestions</td>
<td>In Progress</td>
</tr>
<tr>
<td>13</td>
<td>Investigate adding “type of secondary disinfection” as a specification on any JT that includes disinfection.</td>
<td>Staff Suggestions</td>
<td>In Progress</td>
</tr>
<tr>
<td>14</td>
<td>Ensure Drinking Water Quality Management System (DWQMS) labeling system conforms with other environmental services QMS’s.</td>
<td>Consideration of Best Management Practices</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
To: COUNCIL
Meeting Date: 4/16/2024
Subject: Watermain CIPP Rehabilitation- Holiday Inn Drive
Submitted By: Sheryl Ayres, Chief Financial Officer
Prepared By: Andrea Geoffrey, Procurement Coordinator
Report No.: 24-022-CRS
File No.: T24-22
Wards Affected: All Wards

RECOMMENDATION(S):
THAT Report 24-022-CRS Watermain CIPP Rehabilitation – Holiday Inn Drive be received;
AND THAT Request for Tender # T24-22 – Watermain CIPP Rehabilitation – Holiday Inn Drive be awarded to FER-PAL Construction Ltd. ON in the amount of $3,798,883, excluding disbursements and applicable taxes.
AND FURTHER THAT it is recommended to draw $869,000 from the Water System Capital Reserve Fund in order to complete this project.

EXECUTIVE SUMMARY:
Purpose
This report provides information to Council on the tender for the trenchless (CIPP) rehabilitation of the 300mm water main in Holiday Inn Drive (Franklin Boulevard to Groh Avenue).

Key Findings
The City undertook a competitive process for qualified watermain lining industry specialists in order to complete the rehabilitation of water main on Holiday Inn Drive, primarily using cured-in-place-pipe (CIPP) lining, and includes lining or renewal of water services, renewal of appurtenances, and other miscellaneous works for the rehabilitation of thin-walled cast iron and ductile iron water mains.
Financial Implications

City Staff are recommending that T24-22 – Watermain CIPP Rehabilitation – Holiday Inn Drive be awarded to FER-PAL Construction Ltd. ON in the amount of $3,798,883, excluding disbursements and applicable taxes. Additional funding of $869,000 is required to award this project, to be drawn from the Water System Capital Reserve Fund.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Choose an Objective

Strategic Action: Choose a Strategic Action

OR

☒ Core Service

Program: Choose a Program

Core Service: Choose a Core Service

BACKGROUND:

The City undertook an open competitive Tender process to procure professional construction services from a qualified vendor to perform Cure-in-place-pipe (CIPP) rehabilitation to watermains on Holiday Inn Drive.

Request for Tender T24-22 – Watermain CIPP Rehabilitation – Holiday Inn Drive was issued on February 1st, 2024 and closed on February 29th, 2024.

The tender results in an overall project budget deficit of $868,770, as outlined in the Financial Impact section of this report below. The costs are considered to be an accurate reflection of current costs to complete the project.

It is recommended that the tender is approved for award and additional funding be drawn from the Water System Capital Reserve Fund.

ANALYSIS:

On February 1st, 2024 the City issued a Request for Tender on the City’s e-bidding website.

Two (2) submissions were received at the time of the submission deadline, the lowest being FER-PAL Construction Ltd. Bid Amounts are listed as follows, in order from lowest to highest:
FER-PAL Construction Ltd. – $3,798,883
North Rock Group Ltd. - $3,997,690

EXISTING POLICY / BY-LAW(S):

Under Procurement By-Law 19-187, the Manager of Procurement or their designate, who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals when all of the following conditions have been satisfied:

a) When there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.

b) When all procedures in accordance with this By-Law, have been followed; and

c) When the lowest compliant Tender bid or highest scored Proposal is accepted and recommended.

This award requires approval from Council as additional funding is required.

FINANCIAL IMPACT:

Capital project A/01308-40 Watermain Lining Citywide was approved for the trenchless rehabilitation of watermain on Holiday Inn Drive (Franklin Blvd to Groh Ave) and the scope was later increased through report 23-199-CD to include immediate rehabilitation of watermain on a section Hespeler Road (561 to 611 Hespeler Road). Report 23-199-CD approved an increase to the budget of $700,000 for the Hespeler Road watermain rehabilitation for a total approved project budget of $4,400,000. This tender results in a project budget deficit of $868,770 or 20% of the approved budget. Excluding the Hespeler Road budget deficit, the current tender for Holiday Inn Drive is 10% over the original budget estimate. It is recommended that the shortfall be funded from the Water System Capital Reserve Fund. The balance in this Reserve Fund at December 2023 was $16,835,700.

If the project were deferred, it is likely that costs would go up when this project is rebudgeted. Paving is also planned on Holiday Inn Drive in 2025, following completion of the watermain rehabilitation, due to deteriorating asphalt conditions. Therefore, if the watermain rehabilitation is delayed then the plans for paving would also need to be delayed.

Table 1 - Watermain CIPP Rehabilitation- Holiday Inn Drive
PUBLIC VALUE:

The Public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

ADVISORY COMMITTEE INPUT:

Not Applicable.

PUBLIC INPUT:

Request for Tender #T24-22 – Watermain CIPP Rehabilitation – Holiday Inn Drive was issued February 1st, 2024 and closed on February 29th, 2024.

INTERNAL / EXTERNAL CONSULTATION:

Request for Quotation (High-Score) Documents were compiled by Procurement; however, the detailed specifications contained within the documents were prepared and submitted to Procurement by Engineering.

CONCLUSION:

Staff are recommending award of Tender # T24-22 Watermain CIPP Rehabilitation – Holiday Inn Drive to FER-PAL Construction Ltd., excluding HST.

REPORT IMPACTS:

Agreement: No
By-law: No
Budget Amendment: Yes
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager

<table>
<thead>
<tr>
<th>Items of Expense</th>
<th>Reserve Fund</th>
<th>Budget</th>
<th>RFQ T24-20**</th>
<th>YTD Actual</th>
<th>Other Commitments</th>
<th>Savings / (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/01300-49 Watermain CIPP Rehabilitation</td>
<td>Water System Capital RF</td>
<td>$4,400,000</td>
<td>$3,865,751</td>
<td>$1,163,019</td>
<td>$250,000</td>
<td>$(888,770)</td>
</tr>
<tr>
<td>Total Project Savings/(Deficit)</td>
<td></td>
<td>$4,400,000</td>
<td>$3,865,751</td>
<td>$1,163,019</td>
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** Net of Applicable HST rebate
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
Not Applicable.
To: COUNCIL
Meeting Date: 4/16/2024
Subject: 24-062-CD – 49 Queen Street East – Assignment of Tax Increment Grant (TIG)

Submitted By: Lisa Prime, MCIP, RPP, Director of Planning
Prepared By: J. Matthew Blevins, MCIP, RPP, Senior Planner Reurbanization
Report No.: 24-062-CD
File No.: D1.04.04.15.02
Wards Affected: Ward 2

RECOMMENDATION(S):

THAT Report 24-062-CD – 49 Queen Street East – Assignment of Tax Increment Grant (TIG) be received;

AND THAT Council supports the assignment of the Tax Increment Grant (TIG) for Parcel B (49 Queen Street East) from D.D. 49 Queen Street Ltd. to Skyline Real Estate Holdings Inc.;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute any assignment and amending agreement with the registered owner of 49 Queen Street East and the Region of Waterloo with the form and content of such agreement to be satisfactory to both the Regional and City of Cambridge Solicitors.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to get authorization for the Mayor and Clerk to sign a new agreement to reassign the existing Tax Increment Grant (TIG) for 49 Queen Street East to the new property owner.

Key Findings

Both city and regional staff are recommending approval of the TIG assignment from D.D. 49 Queen Ltd. to Skyline Real Estate Holdings Inc.
Financial Implications

There are no new financial implications or obligations as a result of the requested assignment. The effect of the requested assignment is to transfer the existing TIG agreement to the new owner.

STRATEGIC ALIGNMENT:

☒ Strategic Action

Objective(s): WELLBEING - Connect people to services that support individual and community wellbeing

Strategic Action: Encourage safe and healthy neighbourhoods

OR

☐ Core Service

Program: Not Applicable

Core Service: Not Applicable

BACKGROUND:

The Joint Brownfield Tax Increment Grant (TIG) program was established in cooperation with the Region of Waterloo in 2008 to help incentivize redevelopment of contaminated sites.

A TIG was approved for the former American Standard site (subject lands) in 2013 to assist in redevelopment of the contaminated land. The TIG was reassigned in 2016 due to a change in ownership and then further reassigned in 2018 to accommodate different ownership of the different parcels of land.

The new property owner has now asked for the TIG agreement for ‘Parcel B’ to be reassigned to themselves.

The existing TIG agreement requires authorization from both City and Regional Council prior to assigning from one owner to another.
Figure 1: Aerial photo of 19 Guelph Ave. and 49 Queen St. E with parcels overlaid in red.

ANALYSIS:

The existing TIG agreement was executed under the terms of the Joint Brownfield Tax Increment Grant program. A change in property ownership requires a new agreement, to the satisfaction of the Regional and City of Cambridge Solicitors, to reassign the payments. Accordingly, staff have recommended that Council authorize the Mayor and Clerk to execute a new TIG agreement.

EXISTING POLICY / BY-LAW(S):

To facilitate redevelopment of the site, it was rezoned from Industrial (M3) to Commercial/Multi-residential (C1RM2) and a portion of the property was redesignated from Flood Way to Flood Fringe.

FINANCIAL IMPACT:

The TIG was initially approved in 2013 for a total of $4,161,274 with the City portion a maximum of $1,664,510. Assignment of the TIG does not impact these total amounts only who the payments are made to.
In 2018, a portion of the TIG was reassigned to the new owners of 49 Queen Street E with the remaining balance on title for 19 Guelph Avenue. The splitting of the TIG results in total City obligations of $944,860 assigned to 49 Queen Street E and $719,650 assigned to 19 Guelph Avenue. To date, $759,690 of the municipal portion for 49 Queen Street E has been paid out with $185,170 remaining with payments scheduled to end in January of 2026.

PUBLIC VALUE:

The TIG program incentivizes the private sector to repurpose existing brownfield sites that would otherwise remain vacant.

ADVISORY COMMITTEE INPUT:

Not applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

There was no internal/external consultation undertaken.

CONCLUSION:

Council approval is required to allow reassignment of the remaining TIG payments to the new property owner. There is no commitment to new or additional funds only an updated agreement to reflect the new property owners.

REPORT IMPACTS:

Agreement: Yes
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-062-CD Appendix A – Staff report 18-144(CD) – 19 Guelph Avenue/49 Queen Street East – Assignment of the Tax Increment Grant (TIG)
To: PLANNING & DEVELOPMENT COMMITTEE

Meeting Date: 11/06/2018

Subject: 19 Guelph Avenue/49 Queen Street East – Assignment of the Tax Increment Grant (TIG)

Report No: 18-144(CD)

From: Valerie Spring, Senior Planner - Reurbanization

File No: D1.04.04.15.02

RECOMMENDATIONS

THAT Cambridge City Council supports the assignment of the Tax Increment Grant for Parcel A (19 Guelph Avenue) and Parcel C (5 Guelph Avenue) from Riverbank Lots GP Inc. to Riverbank Lofts Limited and Parcel B (49 Queen Street East) from Riverbank Lofts GP Inc. to D.D. 49 Queen Street Ltd.

THAT the total joint Tax Increment Grant does not exceed the total amount of $4,161,271 for the City and Regional shares minus any other financial assistance, as approved by Cambridge City Council in November 2013 and re-confirmed in March 2016;

AND THAT Council authorizes the Mayor and Clerk to execute any Assignment and Amending agreement with the registered owner of 5 Guelph Avenue, 19 Guelph Avenue, 49 Queen Street East and the Region of Waterloo, with the form and content of such amending agreement to be satisfactory to both the Regional and City of Cambridge Solicitors.

EXECUTIVE SUMMARY

Purpose

- Lands referred to as Parcel B at 49 Queen Street East is in the process of being sold and the new owners of this parcel are requesting a transfer of a portion of the Tax Increment Grant (TIG) to them.
- The existing TIG agreement requires both City and Regional Council provide written consent prior to assigning the TIG from one owner to another.
Key Findings

- Both Municipal and Regional level staff are recommending approval of the TIG assignment of Parcel B from Riverbank Lofts GP Inc. (HIP Developments) to D.D. 49 Queen Ltd., as HIP Developments is contractually obligated to obtain an assignment in order to sell the property to D.D. 49 Queen Ltd.

Financial Implications

- The property is exempt from City and Regional Development Charges because of its location in the Hespeler Core Area.
- The TIG is based on the increase in assessed value to cover up to the cost of remediation and is a grant equal to the full amount or a portion of the amount that property taxes increase as a result of the remediation and redevelopment of the site. Based on the eligible remediation costs and the estimated future remediation costs, the total amount of the TIG will not exceed $4,161,274 minus any other financial assistance.

BACKGROUND

In 2008, the City of Cambridge in cooperation with the Region of Waterloo, established a Joint Tax Increment Grant (TIG) Program to assist property owners with the remediation and redevelopment of contaminated properties in the City of Cambridge. The TIG amount is based on the increase in assessed value to cover up to the cost of remediation. It is a grant equal to the full amount or portion of the amount that property taxes increase after a property is reassessed following the remediation and redevelopment of a property.

The subject property is the former American Standard site abutting the Speed River in Hespeler Village. In 2013, a joint TIG was approved for the remediation, redevelopment and reassessment of this property. The Region’s portion of the TIG is a maximum of $2,496,764 and the City’s portion is a maximum of $1,664,510.

In 2016, Cambridge Council approved the assignment of the TIG from a previous owner to the current owners, Riverbank Lofts GP Inc. (HIP Developments). As anticipated, the site has been developed as two phases. The first phase involves land referred to as Parcel B which was redeveloped for an apartment building. The second phase, referred to as Parcel A is the condo conversion of the heritage building. The use for the building on Parcel C has yet to be determined. Parcel B is being sold to D.D. 49 Queen Ltd. by HIP Developments and is eligible to receive TIG proceeds earlier than Parcel A as it is built. HIP Developments is requesting an assignment of a portion of the TIG to D.D. 49 Queen Ltd.
The signed agreement between all parties and dated April 2014 requires the express written consent of the City and the Region in order to assign the TIG from one owner to another.

**ANALYSIS**

**Strategic Alignment:**

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

Goal #1 - Community Wellbeing

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

**Comments**

The Tax Increment Grant, in partnership with the Region of Waterloo, provides tax grants to help property owners with the costs associated with environmental clean-up and the redevelopment of contaminated sites. In this case, the assignment of the TIG from one property owner to another is part of the process to redevelop the former American Standard property – a key location in the Hespeler Core Area.

**Existing Policy/By-Law:**

In order for this site to be redeveloped, it was rezoned from Industrial (M3) to Commercial/Multi-Residential (C1RM2). In addition, the property was the subject of an Official Plan Amendment to redesignate a portion of the site from Flood Way to Flood Fringe.

**Financial Impact:**

The Tax increment Grant has a total amount of $4,161,274 minus any other financial assistance. The total City portion is a maximum of $1,664,510. Assignment of the TIG does not impact these total amounts.

**Public Input:** N/A

**Internal/External Consultation:**

Planning and Legal staff from the City of Cambridge have worked with the Region of Waterloo to determine the protocol for completing an assignment of a TIG from one owner to another. A parallel report to this one is scheduled to go to Regional Committee on November 6, 2018.
CONCLUSION

Both municipal and regional level staff are recommending approval of the TIG assignment to in order to facilitate the sale of 49 Queen Street East and the redevelopment of 5 and 19 Guelph Avenue.

SIGNATURE

Prepared by:

Name: Valerie Spring, MA, MCIP, RPP
Title: Senior Planner, Reurbanization

Departmental Approval:

Name: Elaine Brunn Shaw
Title: Acting Deputy City Manager, Community Development

ATTACHMENTS

1. Subject Site
Attachment 1 – Aerial Overlay of 19 Guelph Avenue [Parcel A], 49 Queen Street East [Parcel B], and 5 Guelph Avenue [Parcel C], City of Cambridge from 2017
PLANNING BY-LAW MEMORANDUM

BY-LAWS TO BE ENACTED UNDER DELEGATED AUTHORITY BY-LAW 23-109

To: COUNCIL
Meeting Date: 4/16/2024
Subject: ☒ Lot Creation Through Part Lot Control Exemption
        ☐ Removal of Holding Provision
        ☐ Open City Lands as Public Highway
Submitted By: Lisa Prime, MCIP, RPP, Chief Planner
Prepared By: Jacqueline Hannemann, MCIP, RPP, Senior Planner – Development
Memo No.: 24-004-Planning By-law Memorandum
Wards Affected: Ward 5

BACKGROUND:
The purpose of this Memorandum is to bring forward by-laws for enactment by Council that stem from the authorities granted to the Chief Planner through Delegated Authority By-law 42-01.

Since the passage of Delegated Authority By-law 42-01 in 2001, the Chief Planner has had the authority to approve certain routine applications and requests governed by the Planning Act, Ontario Heritage Act and Municipal Act; however, the associated by-laws for these applications and requests must still be brought forward to Council for enactment.

At its meeting of December 5, 2023 Council approved the direction that future by-laws stemming from applications and requests approved by the Chief Planner under the Delegated Authority By-law no longer required an accompanying staff report.

The purpose of this Memorandum is to provide Council with a brief explanation of the By-law(s) being brought forward for enactment at this time.

SUBJECT LANDS:
The subject lands are located in the Cachet subdivision and contain two points of frontage onto Blacklock Street, as shown in the Location Map below.
Figure 1 – Areal Map Showing Property Location

COMMENTS:

By-law to Exempt From Part Lot Control (for Lot Creation)

Section 50(5) of the Planning Act provides that part of a lot or block on a registered plan of subdivision cannot be transferred from one landowner to another which has the effect of preventing subsequent division of land, except through the approval of a plan of subdivision, consent application or part lot control exemption.

Section 50(7) allows municipalities to enact by-laws to exempt lands in a registered plan of subdivision from part lot control, to allow further division of lands and creation of new lots. The by-law remains in effect for 2 years.

The subject lands are part of Block 191 on Registered Subdivision 58M-684, with frontage on Blacklock Street. The Applicant has requested an exemption from part lot control to create 39 lots, each in compliance with the applicable zoning regulations, for the purpose of creating townhouse lots that will be parcels of tied land.

In the opinion of the Chief Planner, the exemption will facilitate the appropriate development of the lands and thus has granted approval in principle. There are blanket easements over the subject lands in favour of Enbridge Gas and Grandbridge Energy
Upon enactment of the attached By-law by Council, the Applicant has 2 years to complete the legal creation of the lots.

**BY-LAWS TO BE PASSED:**
The by-law to be enacted by Council are listed in the Attachment section.

**APPROVALS:**
This Memorandum has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
- Director
- Deputy City Manager
- Chief Financial Officer
- City Solicitor
- City Manager

**ATTACHMENTS:**
1. 24-004-PBM – Appendix A – By-law to permit Lot Creation Through Part Lot Control Exemption, PT Block 191, Plan 58M-684
2. 24-004-PBM – Appendix B – Reference Plan 58R-21937
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 24-XXX

Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Part of Block 191 on Registered Plan 58M-684

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

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

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Part of Block 191 on Registered Plan No. 58M-684;

2. THAT this by-law shall be restricted in its application only to divide the blocks as cited in accordance with Reference Plan No. 58R-21937 and Schedule ‘A’ attached hereto;

3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on April 16, 2026;

4. THAT it is Acknowledged and Directed that the office of the City Solicitor or designate be authorized to register electronically this by-law pursuant to subsection 51(28) of the Planning Act on the title to the lands described herein and place an inhibiting order following the registration of the by-law which is to be lifted upon registration of the Common Element Condominium 30CDM-23102;

5. AND THAT this By-law shall come into full force on the day it is passed.
Enacted and Passed this 16 day of April, 2024.

________________________________  

MAYOR

________________________________  

CLERK
Schedule ‘A’

Part of Block 191, Registered Plan No. 58M-684

Parts and Proposed Easements

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RECOMMENDATION:

THAT Report 24-011-CRS Citizen Appointments to Advisory Committees be received;

AND THAT Confidential Appendices “C”, “D”, “E”, “F”, “G”, and “H” to Report 24-011-CRS be received and remain confidential;

AND THAT the following individuals be appointed to the Arthur White Sports Bursary Fund Advisory Committee for the term of Council ending November 14, 2026: ______________;

AND THAT the following individuals be appointed to the Committee of Adjustment for the term of Council ending November 14, 2026: ______________;

AND THAT the following individuals be appointed to the Cultural Awards Advisory Committee for the term of Council ending November 14, 2026: ______________;

AND THAT the following individuals be appointed to the Cycling and Trails Advisory Committee for the term of Council ending November 14, 2026: ______________;

AND THAT the following individuals be appointed to the Environmental Advisory Committee for the term of Council ending November 14, 2026: ______________;

AND THAT the following individuals be appointed to the Municipal Heritage Advisory Committee for the term of Council ending November 14, 2026: ______________;

AND THAT the City Clerk be directed to notify all successful and unsuccessful applicants;

AND FURTHER THAT Council-Appointed Citizen Members to the City’s advisory committees who do not submit their signed Code of Conduct form within the first month
after their appointment has been made shall forfeit their membership on the committee to which they have been appointed.

EXECUTIVE SUMMARY:

Purpose

To appoint citizens to the City’s advisory committees for the 2022 to 2026 term of Council.

Key Findings

- With every new Council term, the City must complete the appointment process for the advisory committees in accordance with the applicable legislation, by-laws and Terms of Reference.
- Citizen appointments to legislated and non-legislated committees ensure that all committees can fulfil and forward their mandates.
- On November 29th, 2022, the Council for the City of Cambridge endorsed report 22-056-CRS Advisory Committee Review, which among other things, dissolved the use of a Striking Committee.
- Staff are working with Committee Liaisons and Communications to continue further recruitment for current vacancies.
- Staff completed the interview process for the following advisory committees between the months of December and February: Arthur White Sports Bursary Fund, Committee of Adjustment, Cultural Awards, Cycling and Trails, Environmental and Municipal Heritage.

Financial Implications

There are no financial implications.

STRATEGIC ALIGNMENT:

Core Service

Objective(s): WELLBEING - Connect people to services that support individual and community wellbeing

Strategic Action: Not Applicable

Program: Governance
Core Service: Council and Citizen Committees

BACKGROUND:
The appointment and approval process for the City’s advisory committees coincides with the start of every new term of Council. Residents that wish to be considered for an advisory committee appointment must submit their application through the City’s website and provide their qualifications.

In accordance with the Advisory Committee Appointment Policy (attached as Appendix “A” to this report), the interview panel interviews all applicants using a standardized question template. Clerks staff provides Council with a report with recommended appointments for approval.

For Council and public reference, the Committee Vacancies spreadsheet (attached as Appendix “B” to this report) is an updated summary of all current committee vacancies.

ANALYSIS:
Clerks created the process for citizen advisory recruitment to increase equitable opportunities for all applicants, ensuring consistent review, staff training, interview and recommendations throughout the process.

Staff are confident that continual recruitment and community engagement efforts will result in a gradual increase in resident engagement and applications.

Arthur White Sports Bursary Fund Committee

The Arthur White Sports Bursary Fund Committee provides financial assistance to:

- athletes who are residents of the City of Cambridge or registered members of a relevant athletic group in the city and are deserving of financial assistance; and
- any team or athletic group representing the city at the provincial, national or international level of competition and who is deserving of financial assistance.

The Arthur White Sports Bursary Fund trustees have full authority in distributing the income of the fund.

City staff received the following application to the Arthur White Sports Bursary Fund Committee:

- David Campbell
- Karl Herod
Committee of Adjustment

The Committee of Adjustment is a citizens group appointed by Council and governed by the Planning Act. The committee considers applications for minor variances.

City staff received the following applications to the Committee of Adjustment:

- David Campbell
- Francesco Schembre
- Trevor McWilliams

Cultural Awards Committee

The Cultural Awards Committee administers the distribution of awards and expenses of the Bernice Adams Memorial Fund which honours former Alderman Bernice Adams.

The Bernice Adams Memorial Fund assists individuals or groups within the communications, arts and culture fields. The committee recognizes special achievements of individuals or groups at the City of Cambridge's annual Bernice Adams Memorial Awards Event.

City staff received the following applications to the Cultural Awards Committee:

- Anum Jamal
- Ashlyn Gladman
- Christina Thomson
- David Campbell
- El McIntosh
- Fawzia Khan
- Kris Langford
- Shelly Ackie

Cycling and Trails Advisory Committee

The Cambridge Cycling and Trails Advisory Committee (CCTAC) advises Council on policy, planning, development and implementation of public trails and related off-road and on-road cycling and active transportation facilities.

City staff received the following application to the Cycling and Trails Advisory Committee:

- Steven Mota
Environmental Advisory Committee

The Environmental Advisory Committee advises Council on ways to protect, maintain and enhance the natural environment. The Environmental Advisory Committee coordinates community efforts through the City Green Strategy and Cambridge Stewardship.

City staff received the following applications to the Environmental Advisory Committee:

- Christina Thomson
- David Campbell

Municipal Heritage Advisory Committee

The role of the Municipal Heritage Advisory Committee is to advise and assist Council on heritage matters relating to Parts IV and V of the Ontario Heritage Act, including development applications involving cultural heritage resources and other related heritage matters as Council may specify.

City staff received the following application to the Municipal Heritage Advisory Committee:

- Christina Thomson
- Mark Melo

Code of Conduct Forms

Staff Liaisons have advised the Clerks Division that collecting completed Code of Conduct forms from appointed members has been an ongoing challenge during various terms. If staff cannot collect the Code of Conduct forms from appointed members, there is little recourse to address problematic behaviours by committee members.

Staff request the assistance of Council to ensure the recommendation includes a clause that requires the appointed members to sign off on all the necessary documentation or risk losing their appointment to the City’s advisory committees.

EXISTING POLICY / BY-LAW(S):

Report 22-056-CRS Advisory Committee Review was considered and ratified by Council on November 29th, 2022. The report outlines the new procedure for citizen appointments, including recruitment, interview and post-interview process.

As stipulated in the report, the Clerks Division and City staff have followed policy guidelines to present the recommended appointments for six (6) advisory committees. The remaining advisory committee appointments will come forward to Council once interviews and the recommended appointment process have concluded.
FINANCIAL IMPACT:
There is no financial impact.

PUBLIC VALUE:

Sustainability:
Recruiting members to the City’s advisory committees ensures sustainable and cost-effective input into issues affecting Cambridge’s residents. Many applicants have a robust foundational background in the issues and projects before the committees. Additionally, most committee positions are on a volunteer basis only, and many applicants demonstrate a strong desire to help shape a better future for all residents.

Engagement:
Residents are encouraged to participate and apply to the various City advisory committees. Appointed members can directly provide feedback and input, when required, to decision-makers. Additionally, staff are working with the committees to receive their perspective on upcoming projects, reports and initiatives, thus building rapport with City staff and the residents affected by legislated changes.

ADVISORY COMMITTEE INPUT:
Not applicable.

PUBLIC INPUT:
Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:
The Clerks Division completed consultations with staff liaisons to prepare for the new changes created by the updated policies. The interview panels consisted of Staff Liaison(s), Council representative(s) to the committees (quasi-judicial committees exempt) and staff from the Clerks Division.

CONCLUSION:
Based on the various interviews, objective scoring guides and consultation with staff and the interview panels, staff respectfully recommend approval of the selections for appointment of the aforementioned committees for the 2022-2026 term of Council.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-011-CRS Appendix “A” – Advisory Committee Appointment Policy ADM 045
2. 24-011-CRS Appendix “B” – Committee Vacancies
3. 24-011-CRS Appendix “C” – Arthur White Sports Bursary Fund Advisory Committee
4. 24-011-CRS Confidential Appendix “D” – Committee of Adjustment
5. 24-011-CRS Confidential Appendix “E” – Cultural Awards Advisory Committee
6. 24-011-CRS Confidential Appendix “F” – Cycling and Trails Advisory Committee
7. 24-011-CRS Confidential Appendix “G” – Environmental Advisory Committee
8. 24-011-CRS Confidential Appendix “H” – Municipal Heritage Advisory Committee
Advisory Committee Appointment Policy

POLICY TITLE  Advisory Committee Appointment Policy
CATEGORY  Corporate
POLICY NUMBER  ADM 045
DEPARTMENT  Corporate Services
DIVISION  City Clerk
AUTHORITY  Council
APPROVED BY  Council
EFFECTIVE DATE  (11/29/2022)
REVIEW DATE  (11/29/2024)

POLICY STATEMENT

Advisory Committees are special purpose bodies established at Council’s pleasure to provide a means of regular, on-going community input with respect to particular issues and policies.

While it is the legislative mandate of the Cambridge Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice, and information to staff to be incorporated into reports to Cambridge City Council on those specialized matters which relate to the purpose of the advisory committee. Advisory Committees also facilitate public input to Cambridge City Council on programs and ideas and to assist in enhancing the quality of life of the community in keeping with the Cambridge City Council’s Strategic Plan principles.

Advisory Committees provide feedback to staff and have a relationship with a specific City Department. Advisory Committees enlist persons with special knowledge or interest in a particular topic. Advisory committees have an on-going function, while others are created to deal with a specific issue and are established for a limited period of time.
PURPOSE

The City acknowledges the value of committees and the feedback they provide to Council. The policy provides a guide for Council Members and City Staff involved in the process to ensure consistency, integrity, and fairness in administering the process and provides information about how the City’s process works for those applicants who are interested in applying to be appointed to an advisory committee.

DEFINITIONS

Advisory Committee - a committee established to provide advice to Council as mandated its Terms of Reference. They are normally ongoing and do not have a finite term. Other advisory committees may be “Ad Hoc” which means that they are for a specific purpose and have a mandate with a finite end.

Resident - all persons who reside in Cambridge, and includes permanent residents, refugees, refugee claimants and residents without homes and who are at least 16 years of age (unless otherwise specified and approved in the terms of reference). For the purpose of this guiding principle resident also includes any person who owns property in the City of Cambridge.

Terms of Reference – a document that establishes a particular board or committee and details the specific authority that board or committee has to oversee a delegated area of responsibility.

AUTHORITY

Council

SCOPE

The Advisory Committee Public Appointment Policy applies to all City boards and committees.

POLICY

Eligibility and Qualifications

Unless otherwise specified in the terms of reference, applicants must be residents or owners of property in the City and at least 16 years of age. Specific skills and experience for membership on each Advisory Committee shall be established by way of the Terms of Reference. Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.

City staff are not permitted to serve as members on an Advisory Committee. Councilors are not permitted to serve on Advisory Committees unless in the role of Council liaison.
Qualifications for Advisory Committees vary considerably and are to be established in the Advisory Committee’s Terms of Reference. The following guidelines may be considered in establishing any such qualifications:

- Ability to perform the duties of the Advisory Committee, including any complementary skills and/or competencies.
- Areas of specialization where required, experience or community service.
- Geographic location within the City.
- Individuals with diverse backgrounds and lived experience.

Advertising Vacancies

The following methods may be employed to advertise vacancies for Advisory Committees:

- a) Page in a local newspaper
- b) City of Cambridge website
- c) Email distribution lists to individuals or groups
- d) City of Cambridge Social media accounts

Application Process

Those interested in applying for an Advisory Committee vacancy will begin by filling out the Application for Appointment to Statutory Boards and Advisory Committees form [https://cambridge.formbuilder.ca/Clerks/Statutory-Boards-and-Advisory-Committees](https://cambridge.formbuilder.ca/Clerks/Statutory-Boards-and-Advisory-Committees). During the application process, those interested in applying to an Advisory Committee are encouraged to fill out the optional self-identification questions. Staff will use the data from these questions to ensure that its recruitment campaigns are reaching marginalized communities and groups as well as to help make appointment decisions to support diversity and inclusion. Members of the public who are interested in serving are welcome to apply to as many Advisory Committee vacancies as they would like. However, members of the public may only serve on one Committee at a time.

Shortlisting and Interview Process

After the application deadline, the City Clerks’ Division will forward all applications to the Committee’s interview panel to begin the shortlisting process. The interview panel will be made up of the Committee’s Staff Liaison and Council Liaison. Additionally, a representative of the Office of the City Clerk will form part of the interview panel, as an advisor. This advisor is neutral, they will provide guidance on the interview process, provide logistical support, prepare interview packages and reporting, and attend interviews in an observer capacity. The shortlisting and interview process shall include the following steps:
The interview panel will review all applications that expressed an interest to serve on the committee or board. Their review will be based on the body’s terms of reference, the advertised desired skillsets, and the selection framework provided in this policy.

The interview panel will convene to review applications, and by consensus determine a shortlist of candidates, two of the short listed candidates shall be recommended as alternate members to the Committee who will be non-voting members that can be moved into a vacancy where a voting member resigns.

Once a shortlist is developed a representative from the Clerks’ division will schedule interviews.

In support of equity all interviews will be conducted in the same manner and each candidate will be asked the same questions. All members of the interview panel must be present at all interviews, to be eligible to contribute to the recommendation. The interview panel shall conduct all interviews in private and information received at these interviews shall be confidential.

Through this policy, Council provides the following guidance to its interview panels when making appointment recommendations to committees and boards. Overall committee composition should:

- be a balance between experienced and new members, and lived experience versus skills and abilities,
- achieve geographic representation,
- be representative of diversity and demographics of the community which may include, age ranges, gender, sexual orientation, Aboriginal status, race, and disability

Upon the completion of interviews, the interview panel shall provide a recommendation for each vacant position, and dependent on the quality of applicants, select two (2) alternate appointees, according to committee terms of reference, and in preferential order.

Confirming Appointees

A report from the Clerk’s Division communicating the recommendations from the interview panel will be prepared for Council approval. The report will be public but will include a confidential appendix that will provide Council with the names of all shortlisted candidates, as well as which candidates the interview panel has recommended for appointment. After Council has made its decision on appointments, all applicants will be notified of the outcome of their application by the City Clerk.
Advisory Committee Subcommittees

Subcommittee members may be appointed outside the Advisory Committee Appointment Policy; however, ratification of appointment is done by the committee or board with a correspondence to Council issued through the Council Information Package.

Appointment terms and limits

Members of the public are eligible to serve for two consecutive terms (8 years) on the same Advisory Committee. Members of the public are required to take at least one-year absence after serving on the same Advisory Committee for eight years. After the one-year absence, the member of the public is eligible to re-apply to serve on the former Advisory Committee. If no applications are received for a vacancy, a previous member may be appointed for an additional term at the discretion of Council. During the one-year absence from an Advisory Committee, a member of the public may apply to serve on a different Advisory Committee. Exceptions to the 8-year limit are noted as follows:

- When an insufficient number of applications have been received.
- If a particular area of expertise is required and there are no other eligible and qualified candidates.
- If the advisory committee would suffer from a lack of continuity if all or the majority of members are replaced at once.

Any recommendation to reappoint an incumbent who has reached their sunset date shall identify these special circumstances and recommend a waiver of the limit on length of service. A member of the public who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term. The new Member is eligible to apply for re-appointment(s) for a maximum of eight (8) consecutive years. The balance of the term that the Member would have previously served does not count toward the eight-year (8) maximum term limit. Renewed membership on an Advisory Committee is not automatic. Members who wish to serve for an additional term are required to reapply.

Potential Conflicts

Applicants should consider whether they have a real or perceived conflict of interest with the Advisory Committee, including any direct or indirect pecuniary interest with the City. Disclosure of such potential conflicts does not mean that an applicant is automatically ineligible for an appointment, but the interview panel may assess potential conflicts in its determination of whether the applicant should be considered further. Appointees will be subject to the City’s Conflict of Interest Policy and Municipal Conflict of Interest Act, if appointed.
Member conduct

All members of Advisory Committees, special committees or task forces who are not Municipal Council members or employees of The Corporation of the City of Cambridge shall abide and handle themselves in proper conduct. Council recognizes the value of the impartial and objective advice received from committee members and the challenges and inherent restrictions facing committee members in assessing and recommending various options in a conscientious and ethical manner. Advisory Committees, when carrying out their committee responsibilities, are expected to:

- abide by the provisions of the Canadian Charter of Rights and Freedoms, Ontario Human Rights Code, City of Cambridge policies and any other applicable related statutes and, in doing so, shall treat every person, including other committee members, corporate employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination;
- act in the best interest of The Corporation of the City of Cambridge;
- seek to advance the common good of the community which they serve; and
- truly, faithfully and impartially exercise their duties to the best of their knowledge and ability.

Resignations

Advisory Committee members wishing to resign their appointment mid-term shall submit their resignation in writing to the City Clerk. When the resignation is accepted by the City Clerk, the City Clerk shall also consider the need to replace the Advisory Committee member, having regard to the remaining composition of the committee, whether there are any alternate members that could take the place of the member who has resigned, the current workload of the committee and the length of time remaining in the committee member’s term. If the City Clerk deems it advisable to replace the member an alternate shall be selected following which any vacancies for alternate positions shall be publicly advertised and residents of the City shall be invited to apply to fill the vacancy. Vacancies for Advisory Committee members who represent a particular organization/agency shall be nominated by that organization/agency.

Attendance

The Staff Liaison or Recording Secretary will record the attendance of Members in the minutes of the meeting. A Member of an Advisory Committee who intends to leave a meeting before the meeting is adjourned shall inform the Chair of this intention either at the start of the meeting or prior to leaving. If a Member of an Advisory Committee is absent for three (3) consecutive meetings or fifty percent (50%) or more of the annual meetings without cause acceptable to the
Advisory Committee, the seat of the Member is vacant. The City Clerk will contact the absent Advisory Committee member to inform them of their removal from the Advisory Committee. The City Clerk will publicize the vacancy and the need for a replacement. A Member who has been removed from an Advisory Committee will not be eligible to serve on any Advisory Committee until the start of the new four (4) year term of the municipal council.

POLICY COMMUNICATION

Not listed
<table>
<thead>
<tr>
<th>Advisory Committee</th>
<th>Voting Vacancies</th>
<th>Alternate Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
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<td>2</td>
</tr>
<tr>
<td>Farmers’ Market</td>
<td>2*</td>
<td>1</td>
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<tr>
<td>Committee of Adjustment</td>
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<td>1</td>
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<td>Cultural Awards</td>
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<td>1</td>
</tr>
<tr>
<td>Cycling and Trails</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Economic Development</td>
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<td>2**</td>
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<tr>
<td>Environmental</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Municipal Heritage</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Youth</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Arthur White Sports Bursary</td>
<td>3***</td>
<td>2</td>
</tr>
<tr>
<td>General Appeals</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Additional Notes:**
* The Farmers’ Market requires two market vendors
** The alternate members should represent a local business, industry or labour
*** One of the open voting vacancies must be a member of the Galt Cambridge Lions
<table>
<thead>
<tr>
<th>Agency Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
<tr>
<td>N/A</td>
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<td>N/A</td>
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<td>N/A</td>
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<td>N/A</td>
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<td>N/A</td>
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</tbody>
</table>

Club
To: COUNCIL
Meeting Date: 3/19/2024
Subject: Cambridge Fire Department Annual Report – 2023
Submitted By: Rob Martin, Fire Chief
Prepared By: Rob Martin, Fire Chief
Report No.: 24-012-CRS
File No.: 2024-FIR-01
Wards Affected: All Wards

RECOMMENDATION(S):
THAT Report 24-012-CRS Cambridge Fire Department Annual Report - 2023 be received.

EXECUTIVE SUMMARY:

Purpose

- This annual summary is intended to inform Council on the performance of the department and new or evolving trends. The report summarizes the activities, operations and successes completed over the course of the year and is organized by division, providing details on staff, programs, changes, and accomplishments during the year.

Key Findings

- Significant strategic and tactical milestones were reached in 2023 as a result of the ongoing support of Council, Corporate Leadership, and the hard work of Fire Services staff.

Financial Implications

- In 2023, the Fire Services division had 157 FTE positions, and gross operating expenditures of $29,637,000.
STRATEGIC ALIGNMENT:

☒ Strategic Action

Objective(s): WELLBEING - Connect people to services that support individual and community wellbeing

Strategic Action: Enhance equity and inclusion efforts

OR

☐ Core Service

Program: Fire Services

Core Service: Not Applicable

BACKGROUND:

• Ongoing evaluation and monitoring of the level of fire protection services is the foundation for sustaining an effective and appropriate level of service to meet community needs.

• Preparing an annual summary report is a best practice to inform Council on the performance of the department and new or evolving trends; and

• Since last year’s annual report, the new Community Risk Assessment, as required by July 1, 2024, per O. Reg. 378/18, has been completed.

ANALYSIS:

The Cambridge Fire Department Annual Report Highlights Sheet is attached for your convenience.

This report contains statistics and analysis of key fire service performance indicators summarized here:

Emergency calls for service increased by 22% with a total fire loss of $9,238,839 and 98 fire events.

Fire Prevention worked diligently on mandatory legislated inspections and complaint inspections completing 873 inspections over the year. This includes 89 Vulnerable Occupancy inspections that are multi day events.
• Fire and Life Safety Education were actively sharing our safety messaging with 2106 educational events as well as utilizing social media to expand our audience. They achieved over 31,000 profile visits and 693,990 views of the content.

• The Training Division with assistance from Platoon Training Officers was able to deliver instruction that equated to over 25,000 hours collectively. Along with ongoing classifications exams and promotional evaluations.

• Emergency Management Program and Business Continuity Program moved under the Fire Department structure for 2023. They continued to meet legislated requirements while providing value added training internally to 239 staff and over 40,000 members of our community.

Full details from each division are shared below.

a) Fire Administration

Fire Administration is responsible for managing all branches of the service. It oversees and directs the day-to-day operations as well as current and long-range strategic planning, employee wellness, labour relations, capital and operating budget development and monitoring, contracted services, procurement, policy development, performance management, recruitment, and succession, as well as facility maintenance.

The division is comprised of a Fire Chief, two Deputy Fire Chiefs, an Assistant Deputy Fire Chief (as of January 1, 2023), a Supervisor of Administrative Services, an Emergency Management and Business Continuity Coordinator, and two Administrative Assistants.

Accomplishments and milestones in 2023 for the Fire Administration team include:

• Completed priorities within and updated the 5-year strategic workplan.

• Worked with the consultant to update and complete the Fire Master Plan and Station Location Study.

• Conducted a workplace culture assessment of the City of Cambridge Fire Department.

• Updated PTSD Prevention Plan.

• Updated CFD Respiratory Protection Plan.
• Fire Administration Team worked closely with SAP Team through the implementation of Concur.

• PPE Supplies sustained and enhanced to ensure safety and accountability.

• Implemented Captains SharePoint Notes to better improve communications between Platoons.

• Hiring of 2 Public Educators.

• Hiring of 8 Fire Fighters.

• Hosted with the Cambridge Professional Firefighters Association Fallen Fire Fighters Memorial.

**Key initiatives for 2024 include:**

• Complete negotiations for a new collective agreement with CPFFA Local 499.

• Create a master Communications Strategy for the public and internal stakeholders.

• Develop a Strategic Fire Station plan for maintenance, building component and equipment life-cycle planning, renovations, expansions, and new facilities.

• Enter into a new Communications/Dispatch services agreement with a third-party service provider.

• Complete a Small Equipment inventory for life-cycle planning and budgeting.

• Work with consultant to complete the Training and Development Strategic Framework.

• Develop an implementation plan for IT Strategy in collaboration with Corporate IT.

• Develop a formalized Succession Management plan for all career paths.

b) **Fire Communications**

While Communications/Dispatch services are provided by the Kitchener Fire Department, our Chief Communications Officer (CCO) continues to provide critical support to CFD Fire Suppression and Administration. This includes fulfilling the role of local Administrator for our various records management platforms.
Some of the key accomplishments provided by the CCO in 2023 include:

- Completion of Quality Assurance (QA) reports and provided numerous requests for data.
- Completed and submitted the year-end OFM Standard Incident Verification report for 2023.
- Effective January 2023 the Chief Communications Officer position reports to the Assistant Deputy Fire Chief - Administration.
- Assist Emergency Management & Business Continuity Coordinator (backup for Everbridge and other projects as required)
- The Fire Amalgamation contract with Kitchener Fire Department was terminated. The term of the contract was March 25, 2019, up to and including December 31, 2023.
- Cost savings identified through a Telecom audit were re-allocated to purchase Cradlepoint modems for 12 fire response vehicles. Our existing modems were at end of life. Cost savings are expected with the new modems due to WiFi switchover while in quarters.
- Along with the purchase of one MDT, we repurposed a Panasonic tablet from the command vehicle to complete the MDT compliment for all 12 fire response vehicles.
- Collaborated with Tech Services and the vendor to produce a digital vehicle equipment check via SharePoint Power App.

c) Training and Development

The Training Division is responsible for training new recruits and delivering ongoing training for all operations staff including technical operations, emergency medical services, officer development, and training on all new trucks and equipment. This Division is also responsible for employee development opportunities and succession planning initiatives.

Lead by a Division Chief Training Officer, this branch has a weekday Training Officer and is supported by 4 on-platoon Training Officers assigned additional training and planning responsibilities while working within the Fire Suppression division. The delivery of technical rope rescue, hazardous materials, and emergency patient care programming is provided by on-platoon instructors with specialized knowledge and skills in those disciplines.
2023 Quarterly Training Syllabi

- Quarterly training is developed by the on-platoon Training Officers. It provides for the ongoing maintenance training for emergency operations as well as introduces new topics and methods. A summary of quarterly training topics covered in 2023 and hours expended per firefighter includes:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Topics</th>
<th>Hours (per FF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Ice/Water Rescue; Confined Space; Street Training; Face Fit Testing; Rope Rescue Operations; Patient Care; Hazardous Materials; Peer Support; Peer Fitness; Officer Development</td>
<td>55.25</td>
</tr>
<tr>
<td>Q2</td>
<td>Structure Fires; Alternative Fuel Vehicles; Street Training; Rope Rescue Operations; Patient Care; Hazardous Materials; Peer Support; Peer Fitness; Officer Development</td>
<td>48.75</td>
</tr>
<tr>
<td>Q3</td>
<td>Vehicle Extrication; Boat-35 Operations; Mobile Live Fire Training Unit; Wildland Fires; Street Training; Rope Rescue Operations; Patient Care; Hazardous Materials; Peer Support; Peer Fitness; Officer Development; Hose Testing</td>
<td>48.25</td>
</tr>
<tr>
<td>Q4</td>
<td>Rural Tanker Operations; Confined Space; Ice/Water Rescue; Street Training; Rope Rescue Operations; Patient Care; Hazardous Materials; Peer Support; Peer Fitness; Officer Development; Amazon Building Pre-Plans</td>
<td>45.75</td>
</tr>
</tbody>
</table>

- Each quarter contains an additional 12 hours of routine maintenance items (i.e., Rapid Deployment Craft inspections; rescue rope inspections; Vacant / Abandoned Properties assignments)

2023 Reclassification Exams

- Being a comparatively younger department, a number of our firefighters are progressing through the reclassification process:
<table>
<thead>
<tr>
<th>Reclassification</th>
<th>Number of Firefighters</th>
<th>Hours per Firefighter</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Class</td>
<td>5</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Class</td>
<td>6</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Class</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Class</td>
<td>12</td>
<td>4</td>
<td>48</td>
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<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Class</td>
<td>9</td>
<td>5</td>
<td>45</td>
</tr>
</tbody>
</table>

**2023 Promotional Exams**

- Due to a requirement under the Collective Agreement, there was a need to hold a Platoon Training Officer qualification process. This is done to ensure a pool of competent supervisors are prepared to assume greater responsibilities. A series of interviews, written examinations, and oral and practical evaluations were carried out in 2023 for the following positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Preparation &amp; marking</th>
<th>Number of Officer Candidates</th>
<th>Hours per Candidate</th>
<th>Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platoon Training Officer</td>
<td>10 hours</td>
<td>4</td>
<td>4.0</td>
<td>16.0</td>
<td>26.0</td>
</tr>
</tbody>
</table>

**Recruit Programming**

- The Training division completed recruit training in the winter and spring of 2023. Over 500 hours was spent in planning, lesson development and training delivery by divisional staff and on-platoon Training Officers and Instructors.

**NFPA Certifications**

- It is required under Occupational Health and Safety Act that workers are trained, equipped, and can recognize the hazards of the work in which they are engaged. The use of an accredited, neutral third-party standard, such as the National Fire Protection Association (NFPA), to verify the purported knowledge and/or skills provides industry-wide credibility to the training program.
On January 28, 2022, the province of Ontario released a draft regulation for public comment (closed February 28, 2022). This regulation lays out certification requirements for various roles over the next 4-6 years. CFD is well-positioned to be in full compliance with the regulation when it is enacted, as all staff are already certified in their current roles and are working on additional qualifications for their respective career paths.

The following chart illustrates the certification programs and number of personnel achieving additional qualifications in 2023:

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002 Pumper Operations</td>
<td>9</td>
</tr>
<tr>
<td>1021 Fire Officer I</td>
<td>3</td>
</tr>
<tr>
<td>1021 Fire Officer II</td>
<td>3</td>
</tr>
<tr>
<td>1033 Fire Inspector I</td>
<td>1</td>
</tr>
<tr>
<td>1035 Fire Educator I</td>
<td>4</td>
</tr>
<tr>
<td>1035 Fire Educator II</td>
<td>2</td>
</tr>
<tr>
<td>1035 Public Information Officer</td>
<td>3</td>
</tr>
<tr>
<td>1041 Fire Instructor I</td>
<td>4</td>
</tr>
<tr>
<td>1041 Fire Instructor II</td>
<td>4</td>
</tr>
<tr>
<td>1521 Incident Safety Officer</td>
<td>6</td>
</tr>
</tbody>
</table>

The costs of training vary depending on such factors as whether it is online or in-person, internally delivered or at a Regional Training Centre (RTC), the need for overtime to backfill positions, and the course duration, etc.

The cost to certify is marginal, as after completion of the training, a fee of $65 is paid to the Ontario Fire College in order write the certification exam.
Other Courses & Certifications

- CFD has developed on-platoon Instructors who can deliver Medical Directive training and the Canadian Red Cross – Emergency Medical Responder program. In 2023, these instructors completed the ongoing re-certification training for approximately 130 personnel.

PPE and Equipment Research & Procurement

- As well as representing CFD on various committees and working groups, divisional staff also engage in PPE and equipment research and procurement. In 2023, over 150 hours was spent on items such as:
  - Rapid Deployment Craft
  - Radiological Survey Equipment
  - Rope Rescue Program
  - Hazmat Technician Program
  - Specialized Medical Equipment
  - Blue Card Command
  - Suppression Operations
  - Live-fire Training
  - Training Tower
  - Equity, Diversity & Inclusion Program

d) Public Education and Fire Prevention

i. Public Education

The Public Education division consists of two full time Fire & Life Safety Educators focusing on the awareness and education of fire safety and fire & life safety regulations. The delivery of Public Education and certain components of Fire Prevention is mandated by the Fire Protection and Prevention Act (FPPA) for every municipality in Ontario. In addition, the Educators will provide educational programs to meet the needs identified in the department’s Community Risk Assessment (CRA).
With the closing of the Waterloo Region Children’s Safety Village, we want to ensure we fill this gap and prioritize one of our main focuses in 2024 on children’s fire & life safety education. This year we purchased a Fire Safety inflatable house to compliment our educational materials for children which is easily set-up in a gym environment within schools. The house will also be a valuable tool to be utilized outside during the warmer months.

An additional focus in 2024 for our Public Education team is adding Facebook and Instagram to our social media platforms. This will allow us to extend our fire safety messaging through two additional platforms by expanding our audience and help with meeting the needs of the CRA.

**A summary of Public Education activities for 2023 includes:**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Amount Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Education Events / Presentations</td>
<td>52</td>
</tr>
<tr>
<td>Evacuation/Staff Training</td>
<td>19</td>
</tr>
<tr>
<td>Public Relations Events</td>
<td>73</td>
</tr>
<tr>
<td>Social Media</td>
<td>440</td>
</tr>
<tr>
<td>Program Development / Review</td>
<td>77</td>
</tr>
<tr>
<td>Station Tours</td>
<td>14</td>
</tr>
<tr>
<td>Information Requests</td>
<td>359</td>
</tr>
<tr>
<td>Public Education Administration</td>
<td>774</td>
</tr>
<tr>
<td>Public Education Training</td>
<td>130</td>
</tr>
<tr>
<td>Other (i.e., Virtual Classrooms)</td>
<td>163</td>
</tr>
<tr>
<td>Arson Prevention Program for Children (TAPP-C)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Activities</strong></td>
<td><strong>2106</strong></td>
</tr>
</tbody>
</table>
The use of social media is a very important tool in today’s society, which allows us to generate public fire and life safety messaging reaching a large audience.

The following table provides a summary of 2023 Twitter analytics:

<table>
<thead>
<tr>
<th>Measure</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tweets</td>
<td>497</td>
</tr>
<tr>
<td>Tweet Impressions</td>
<td>693,990</td>
</tr>
<tr>
<td>Profile Visits</td>
<td>31,692</td>
</tr>
<tr>
<td>Mentions</td>
<td>3,288</td>
</tr>
<tr>
<td>New Followers</td>
<td>292</td>
</tr>
</tbody>
</table>

ii. Fire Prevention

Fire Prevention Officers conduct fire safety inspections to enforce the Ontario Fire Code. The enforcement of the Ontario Fire Code is a critical function in eliminating fires and reducing the loss of life and property due to fire.

The Fire Prevention division is responsible for conducting fire safety inspections in all types of occupancies within the City of Cambridge. Officers are appointed as Assistants to the Fire Marshal under the FPPA and Provincial Offences Officers under the Provincial Offences Act. CFD Inspectors conduct fire safety inspections in all buildings within Cambridge and address violations of the Ontario Fire Code and other fire safety hazards within the authority of the FPPA and accompanying Regulations and Fire Marshal Directives.

Fire Investigations are conducted as required and regulated by the FPPA to determine origin, cause & circumstances including assisting Waterloo Regional Police Services (WRPS) and the Ontario Fire Marshals Office.
### Inspections Completed in 2023:

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Amount Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaint</td>
<td>167</td>
</tr>
<tr>
<td>Request</td>
<td>100</td>
</tr>
<tr>
<td>Routine / Vulnerable Occupancies</td>
<td>89</td>
</tr>
<tr>
<td>Re-inspections</td>
<td>66</td>
</tr>
<tr>
<td>Business License Inspections</td>
<td>179</td>
</tr>
<tr>
<td>Open Burn Permits / Complaints</td>
<td>29</td>
</tr>
<tr>
<td>Occupant Load / Liquor License</td>
<td>8</td>
</tr>
<tr>
<td>Other Inspections not listed</td>
<td>56</td>
</tr>
<tr>
<td>Inspection Orders</td>
<td>143</td>
</tr>
<tr>
<td>Other FPPA Enforcement Activities</td>
<td>36</td>
</tr>
<tr>
<td><strong>Total Inspections Completed</strong></td>
<td><strong>873</strong></td>
</tr>
</tbody>
</table>

### Other Fire Prevention Activities in 2023:

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Amount Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Searches</td>
<td>62</td>
</tr>
<tr>
<td>Site Plans</td>
<td>374</td>
</tr>
<tr>
<td>Fire Safety Plans</td>
<td>126</td>
</tr>
<tr>
<td>Fire Investigations</td>
<td>75</td>
</tr>
</tbody>
</table>
### Activity Type

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Amount Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Other Activities</td>
<td>637</td>
</tr>
</tbody>
</table>

#### e) Fire Suppression

In 2023, the Fire Suppression division consisted of 138 personnel working across 4 platoons on a rotating 28-day schedule. Daily operations of the division are run by 4 Platoon Chiefs. Emergency response crews are deployed from 6 fire stations across the city on a 24/7, 365 days per year basis.

Fire Suppression crews respond to emergencies that include fires, rescues, medical emergencies, hazardous materials incidents, vehicle collisions, and other disasters and emergencies. Technical operations include high and low angle rope rescue, ice/water rescue, auto extrication, confined space rescue, and trench and structural collapse incidents.

Incidents by response type from 2020 – 2023:

<table>
<thead>
<tr>
<th>Group</th>
<th>OFM SIR Code Category</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Property Fires/Explosions/Overpressure</td>
<td>216</td>
<td>203</td>
<td>254</td>
<td>330</td>
</tr>
<tr>
<td>2</td>
<td>Pre fire conditions/no Fire</td>
<td>155</td>
<td>183</td>
<td>183</td>
<td>192</td>
</tr>
<tr>
<td>3</td>
<td>Burning (Controlled)</td>
<td>348</td>
<td>263</td>
<td>323</td>
<td>278</td>
</tr>
<tr>
<td>4</td>
<td>False Calls</td>
<td>935</td>
<td>934</td>
<td>964</td>
<td>1111</td>
</tr>
<tr>
<td>5</td>
<td>Public Hazard</td>
<td>210</td>
<td>232</td>
<td>218</td>
<td>194</td>
</tr>
<tr>
<td>6</td>
<td>Rescue</td>
<td>420</td>
<td>477</td>
<td>616</td>
<td>635</td>
</tr>
<tr>
<td>7</td>
<td>Medical/Resuscitator Calls</td>
<td>2202</td>
<td>5279</td>
<td>4546</td>
<td>5790</td>
</tr>
<tr>
<td>8</td>
<td>Other Response</td>
<td>266</td>
<td>568</td>
<td>807</td>
<td>1137</td>
</tr>
<tr>
<td>All</td>
<td>Year End Call Volume Total</td>
<td>4752</td>
<td>8139</td>
<td>7911</td>
<td>9667</td>
</tr>
</tbody>
</table>
Travel time is the elapsed time from when an apparatus begins to respond until its arrival on the scene. The 90th percentile travel time measure means that 90% of the travel times are equal to or lower than the stated value (mm:ss). The table below shows the 90th Percentile Travel Times for the first arriving apparatus to fires and medical calls from 2020 to 2023:

<table>
<thead>
<tr>
<th>Travel Time from Station to Scene (mm:ss)</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Fires/ Explosions/ Overpressure/ Pre-fire Conditions</td>
<td>06:40</td>
<td>07:45</td>
<td>06:57</td>
<td>07:11</td>
</tr>
<tr>
<td>Medical/Resuscitator Calls</td>
<td>06:18</td>
<td>06:06</td>
<td>06:02</td>
<td>06:00</td>
</tr>
</tbody>
</table>

Fire Losses from 2020 to 2023:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fire Loss Total</th>
<th># Fires</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>$9,238,839</td>
<td>98</td>
</tr>
<tr>
<td>2022</td>
<td>$9,194,464</td>
<td>103</td>
</tr>
<tr>
<td>2021</td>
<td>$7,558,335</td>
<td>73</td>
</tr>
<tr>
<td>2020</td>
<td>$9,958,084</td>
<td>85</td>
</tr>
</tbody>
</table>

Tragically, there was one fire fatality in the city in 2023.

f) **Emergency Management and Continuity of Operations**


**Emergency Management Program**

Under the Emergency Management (EM) Program, all municipalities in Ontario are required to establish and maintain an emergency management program in accordance with the requirements under the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04. The EM Program provides a comprehensive service to the community by helping to prevent, mitigate,
prepare for, respond to, and recover from a major emergency. The EM Program enhances the safety of our residents and reduces property damage and economic loss in the event of an emergency.

There were many initiatives achieved in 2023 for the Emergency Management Program:

Maintained and improved the primary and alternate Emergency Operations Centres (EOC).

- Worked with Technology Services to maintain and improve the technology to support emergency response:
  - EOC Teams.
  - EOC Emails.
  - After Hours App.
  - Emergency Reporting Tool.
  - Situational Awareness Map.
  - EOC Hub updates.
- Completed EOC bi-monthly audits.
- Updated and maintained supporting emergency plans/forms/documents.
- Updated and maintained the critical infrastructure list.
- Updated Warming and Cooling Centre procedures.
- Collaborated with the Region of Waterloo to develop and maintain the Emergency Social Service program.
- Supported Climate Adaptation initiatives.
- Worked with Special Events to develop an emergency response template for special events that organizers can use to develop an emergency response plan for their events.
- Developed and delivered a joint exercise between the City of Cambridge and the Township of Woolwich involving approximately 95 individuals including multiple agencies, internal/external stakeholders, and organizations.
- Supported the Toyota annual emergency exercise.
• Supported the Cambridge Memorial Hospital accreditation process.
• Prepared and submitted the annual compliance.
• Developed air quality response plans.
• Updated the Flood Supporting Plan.
• Maintained the emergency response generators.
• Worked with the Region of Waterloo to move to the cloud for WebEOC.
• Maintained the WebEOC system for Cambridge.
• Maintained the Emergency Notification System:
  ➢ Worked with Technology Services to integrate CityONE employee contact data into Everbridge (notification system) on a nightly basis.
  ➢ Updated and created alert message templates in the notification system.
  ➢ Developed a Telestaff backup process in Everbridge.
  ➢ Updated EENS documents and manuals.
• Developed and delivered training to EOC personnel:

<table>
<thead>
<tr>
<th><strong>Training Type</strong></th>
<th><strong>Number of People Attended</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IMS 200 training</td>
<td>46</td>
</tr>
<tr>
<td>EOC Scribe training</td>
<td>45</td>
</tr>
<tr>
<td>Monthly online mini-monthly training</td>
<td>114</td>
</tr>
<tr>
<td>New EOC personnel overview session</td>
<td>17</td>
</tr>
<tr>
<td>EOC technology and set-up training</td>
<td>27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>249</strong></td>
</tr>
</tbody>
</table>
• Developed and delivered EP Week material, activities and events.

• Developed and delivered public education sessions throughout the year to ensure residents are prepared if a community emergency occurs.

<table>
<thead>
<tr>
<th>Public Education Activity Type</th>
<th>Number of People Participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Education Presentations – WOW, Staff</td>
<td>85</td>
</tr>
<tr>
<td>Public Education Events – Mall, Newcomers, Fire Pub Ed</td>
<td>350</td>
</tr>
<tr>
<td>Social Media – EP Week only</td>
<td>14,719</td>
</tr>
<tr>
<td>Leisure Guide Advertising</td>
<td>25,000</td>
</tr>
<tr>
<td>School Outreach</td>
<td>40</td>
</tr>
<tr>
<td>Promotional Items handed out</td>
<td>676</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40,870</strong></td>
</tr>
</tbody>
</table>

**Facility Emergency Response Program**

The Corporate Facility Emergency Response Program ensures there are facility emergency response plans and fire safety plans developed and maintained for city facilities. Emergency Management and Continuity of Operations staff work with internal departments to ensure plans are maintained and updated so we are prepared for an emergency/incident that impacts City facilities or staff.

There were many initiatives achieved in 2023 for the Facility Emergency Response Program:


- Developed an annual exercise program for Chief Wardens to employ.

- Tested the City Hall Campus Active Threat Speakers throughout the year.
- Installed Fire safety Plan boxes at City facilities.
- Developed and delivered a City Hall Campus fire drill.
- Developed, updated and delivered facility emergency response training:

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Number of People Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual online staff training</td>
<td>650</td>
</tr>
<tr>
<td>Facility Chief Warden/ERT training</td>
<td>81</td>
</tr>
<tr>
<td>Security ERT training</td>
<td>7</td>
</tr>
<tr>
<td>Service Cambridge ERT training</td>
<td>32</td>
</tr>
<tr>
<td>In-person training for all staff</td>
<td>38</td>
</tr>
<tr>
<td>Security Employee Notification System activation training</td>
<td>27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>835</strong></td>
</tr>
</tbody>
</table>

**Continuity of Operations Program**

The COOP is a comprehensive program ensuring services can continue during an incident or disruption. Emergency Management and Continuity of Operations staff work with internal departments to ensure COOP plans are in place to ensure services can continue for the public and internal/external stakeholders.

The following were initiatives achieved in 2023 for the Continuity of Operations Program (COOP):

- Reviewed the Service List.
- Developed all staff COOP awareness training (didn’t implement it yet).
- Developed COOP definitions.
- Updated the COOP Policy.
g) Mechanical

The Mechanical division procures, maintains, and repairs fire trucks and support vehicles including all fleet vehicles, watercraft, as well as firefighting equipment such as self-contained breathing apparatus (SCBA), thermal imaging cameras and other fire fighting tools. The division performs repairs as well as ongoing preventative maintenance.

The Mechanical division is a team of two with a Captain and Mechanic / Firefighter; both are certified Emergency Vehicle Technicians.

Highlights of 2023 for the Mechanical Division include:

- Performed 13 commercial vehicle annual inspections on frontline and reserve fire apparatus and completed 72 scheduled maintenance services on the entire fleet ranging from heavy-duty apparatus, passenger vehicles, and marine fleet.
- Performed maintenance and repairs to firefighting hand tools, including nozzles, hoses, appliances, spanners, power generators, emergency lighting, water rescue equipment, ventilation saws, positive pressure ventilation fans, portable pumps, thermal image cameras, wildland firefighting equipment etc.
- Managed and ensured the high-pressure breathing air compressor was tested, maintained and air quality samples were taken and tested by a third-party laboratory. The Captain of the Mechanical Division is listed as the Breathing Air Administrator.
- Performed self-contained breathing apparatus (SCBA) repairs and managed third-party annual flow testing performed on all firefighter personal face pieces as well as SCBA packs.
- Maintained hydrostatic SCBA cylinder testing completion dates in accordance with Transport Canada regulations.
- Maintained and managed the fuel supply system at the Fire Department Headquarters. This included maintaining the electronic data entry, ensuring an adequate fuel inventory is maintained, and ensuring proper third-party testing/maintenance is performed on all components as per TSSA regulations.
- Managed the third-party annual pump testing of all apparatus fire pumps in accordance with NFPA standards.
- Managed the third-party annual fire fighting ground ladder testing in accordance with NFPA standards.

- Performed station repairs including overhead doors, ensuring proper function and good repair.

- Maintained, tested, and repaired the eleven sets of heavy hydraulic auto extrication tools; these tools are both gasoline and lithium-ion battery powered.

- Procurement of a new ice/water rescue vessel was completed. A replacement boat was purchased, after upfitting and operator training was completed, it was placed into service early Q3 2023. The purchase, importing, and registration of these new items was completed by the Mechanical Division.

- The aerial ladder was damaged on A34 due to contact with tree canopy. Repairs were coordinated with the manufacturer’s refurbishment facility. Aerial device UL certification was completed at the manufacturer’s facility. The aerial portion of this apparatus was out of service for multiple months until repairs could be completed.

- A new heavy-duty pick-up truck was delivered. The vehicle required upfitting which included Fire Department graphics, emergency lighting, siren installation, fibreglass cap with interior equipment storage and furnishings. This pick-up truck will be utilized for fire investigations.

- Two new battery powered combination heavy hydraulic extrication tools were installed on Pump 31 and Pump 32 with fabricated mounts for each tool. This equipment has the ability to perform extrications on new car technology found on current model vehicles.

- Two hybrid technology fire apparatuses were delivered in 2023. These units are equipped with Idle Reduction Technology, the first of their kind for Cambridge Fire Department. Upfitting with fire fighting tools and equipment was required. Custom equipment mounts were fabricated. The Mechanical Division provided fire fighter operator training to the Stations receiving these vehicles.

- A new sixteen-foot aluminum boat equipped with an outboard motor was procured for the Fire Suppression Division. Once delivered the Fire Department graphics were installed along with required safety items.

- Training and testing opportunities were available in 2023. The Captain Mechanic/Fire Fighter attend Fleet Manager Training. Fire Fighter/Mechanic
attend the Fire Truck Training Conference where he continued his studies of Master Emergency Vehicle Technician Certification.

EXISTING POLICY / BY-LAW(S):

By-law 20-016 – Establish, Maintain and Operate a Fire Department

Council has enacted a by-law to establish and regulate a Fire Department, as required under S. 2(2) of the FPPA.

FINANCIAL IMPACT:

There is no financial impact.

PUBLIC VALUE:

Transparency:

The Cambridge Fire Department Annual Report – 2023 addresses the Public Value Principle of transparency. Annual reports provide Council and the public timely updates on the performance of its fire service, the status of its progress on initiatives and programs, and a clear picture of the challenges we are striving to overcome.

ADVISORY COMMITTEE INPUT:

Not applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

There was no internal/external consultation undertaken.

CONCLUSION:

Staff continue to focus on the first two lines of defence - fire prevention code enforcement and education outreach to reduce the number of fires and ensure residents and property owners are implementing the proper measures to stay safe. Continued investments in training and wellness initiatives, including the Mental Health partnership with Wounded Warriors Canada, will ensure that staff are provided the necessary skills and tools to build resilience and be successful. Overall, Cambridge Fire Department is committed to ensuring the availability of effective, efficient emergency services to the residents of Cambridge, while focusing on continued improvement.
REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 24-012-CRS – Appendix A – 2023 Highlights.
ANNUAL REPORT
2023 Highlights

Community Risk Reduction

- C.R.R. inspected 100% (89 of 89) vulnerable occupancies in the City to protect our most vulnerable residents
  - 2 new Fire & Life Safety Educators delivered 2106 educational activities

Suppression

- Responded to 9667 incidents in 2023, an increase of 22% compared to 2022
  - 98 structure fires representing an approximate 5% reduction from 2022

Training

- Each firefighter completed 200+ hours of Professional Qualifications skills training
  - Issued 39 N.F.P.A. certifications

Emergency Management

- Developed and delivered a joint emergency exercise with the Township of Woolwich
  - Approximately 95 participants
  - 15 agencies and organizations were involved

Non-Emergency Benevolent Contributions

In collaboration with the Cambridge Professional Fire Fighters’ Association (C.P.F.F.A.):
- 1660+ hours of volunteer time donated to organize, plan, and operate events that support the residents of Cambridge

Environmental Sustainability

- 2 hybrid technology fire trucks were added to the fleet, the first of their kind for the Cambridge Fire Department

cambridge.ca/CFD
EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to obtain Council approval for the 2024-2026 Strategic Plan and authorize the launch and implementation to begin in April 2024 as was outlined in detail during the February 1, 2024 Council Workshop.

Key Findings

The Strategic Plan is important because it:

- Reflects the voices of the people who live, work and play in Cambridge
- Helps direct tax dollars to community priorities
- Guides decision-making and allocation of resources
- Allows the community to measure and understand progress

Staff have spent the last year working with key stakeholders to execute on the development of the Plan (as outlined in detail in the background section of this report).

Council approval will authorize the launch and implementation of the Plan to begin in April 2024. The launch and implementation of the Strategic Plan is critical in bringing
this Plan to life and ensuring that the components of the Plan are well understood in order to deliver fully on the planned priorities.

Financial Implications

Funding for the development of the 2024-2026 Strategic Plan in the amount of $150,000 was approved as part of the 2022 Capital Budget (Capital Project A/00703-20). The project is on target to be completed under budget.

The Strategic Plan sets the vision for the City’s future. The Plan will be used to guide the preparation of the annual budget and business plans through 2026 to ensure the financial and human resources are available to deliver on the goals of the Strategic Plan.

STRATEGIC ALIGNMENT:

☒ Strategic Action

Objective(s): Not Applicable

Strategic Action: Lay the foundation for future community-building

BACKGROUND:

The Development of the 2024-2026 Strategic Plan began in January 2023. Council and staff have been engaged throughout the development of the plan as outlined in report 23-034-CRE (Development of the 2024-2026 Strategic Plan), which was received by Council on May 9, 2023. Key highlights and outcomes during the Plan’s development included:

Phase 1 (understand and align) – Understanding where we have been and where we want to go.

Timeline: January 2023- May 2023

Key outcomes included:

- Development of a project charter, which included establishing a project governance structure. The Corporate Leadership Team served as the Strategic Plan Steering Committee and provided direction throughout the development of the Plan.
- Completion of an Environmental Scan.
• Review of performance on the 2020-2023 Strategic Plan.
• Formalization of an approach to develop the Plan and a comprehensive engagement strategy.

Phase 2 (collaborate and create) – Understanding what’s missing

Timeline: June 2023- September 2023

Key outcomes included:

• Facilitation of a gap analysis workshop with Council (facilitated by Deloitte LLP) where two key outcomes were achieved:
  o Completing the gap analysis review.
  o Progressing towards finalization of the key components of the Plan.
    ▪ The recommendations following the above workshop were:
      • Editing wording related to aspects of the goals, objectives and strategic actions (to provide further clarity and reflect changes that have occurred since the adoption of our current Plan).
      • Developing a vision description (to further articulate what Council and staff will strive to achieve over the next four years).
      • Updating the corporate value behaviour descriptions (to add additional context).

• As a result of the feedback received at the workshop and the above recommendations, Corporate Strategy held three focus group sessions in July 2023 with Council to present the updates and ensure Council feedback was reflected in the modified versions.

• Council endorsement of the key components of the Plan was received in September 2023. The key components include the vision, mission, values, goals, objectives, strategic actions and public value statement.

Phase 3 (build for success) – Understanding how we can more effectively measure and report on our progress and share this with the community

Timeline: October 2023- February 2024

Key outcomes included:

• Development of an implementation strategy and roadmap to enhance understanding, adoption, and long-term sustainability of the Plan (as presented to Council in the February 1, 2024 workshop).
• Progression on an enhanced measurement framework (lead by Overlap Associates, Inc.) which when fully completed will define what success looks like and provide a systematic way to measure our progress
• Development of launch, education and communication plans to support the implementation of the Plan.
• Finalization of a Strategic Plan document and one-page visual document.

ANALYSIS:

Implementation & Monitoring

Implementation of the Plan will be a continuous process of engagement and involvement with staff, advisory committees, boards, community partners and citizens. Ongoing monitoring of the overall Plan is critical to measuring progress and addressing community priorities. Regular reporting intervals will also be established as part of ongoing implementation. Specific initiatives to support each strategic action will continue to be identified as part of the annual budget and business planning cycle in order to progress our strategy in the years ahead.

EXISTING POLICY / BY-LAW(S):

There is no existing policy/by-law.

FINANCIAL IMPACT:

Funding for the development of the 2024-2026 Strategic Plan in the amount of $150,000 was approved as part of the 2022 Capital Budget (Capital Project A/00703-20). The project is on target to be completed under budget.

The Strategic Plan sets the vision for the City’s future. The Plan will be used to guide the preparation of the annual budget and business plans through 2026 and ensure the financial resources are available to deliver on the goals of the Strategic Plan.

PUBLIC VALUE:

The Strategic Plan provides the framework for the City to identify priorities, make progress and evaluate outcomes. The strategic planning process allows all stakeholders to contribute to, understand and play a role in achieving the vision expressed by our community.

The Strategic Plan contributes to the five public values principles in the following ways:

• Sustainability – by providing a strategic perspective on the activities of the City, the Strategic Plan helps the organization align internal and external priorities, resources and planning activities. This includes financial resources and staff time
– helping us to better understand how the City can support and make progress on the areas where there is the highest need or focus.

• Leadership – the Strategic Plan is a critical piece that helps leadership to align and act on priorities in the City – always keeping the community at the forefront.

• Collaboration – the Strategic Plan allows us to find common areas of interest across departments, divisions and with all our community partners. It helps us understand how we can better work together to accomplish common goals. It also can help us define how we can be most effective as part of partnerships and collaborative efforts.

• Transparency – the Strategic Plan provides clear direction that the community and organization can use to measure progress. Reporting on the activities of the City as they relate to the Strategic Plan also ensures accountability of the organization.

• Engagement – hearing and checking in with our community, stakeholders and partners at regular intervals is an important part of the keeping the Strategic Plan alive, relevant and fresh. It also means that we can demonstrate how this feedback continues to shape the direction and key actions of the City.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

Advisory Committees will be engaged through informational presentations during the launch of the Strategic Plan.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

Internal and external consultation is critical to the success of strategic planning.

Council, staff, community members and partners have been engaged and consulted during the development of the 2024-2026 Strategic Plan, as outlined in detail in report 23-034-CRE (Development of the 2024-2026 Strategic Plan), which was received by Council on May 9, 2023.

Council, Advisory Committees, staff, community members and partners will continue to be engaged in the launch and implementation of the Strategic Plan, which will begin in April 2024. Details of the comprehensive implementation strategy that staff will lead beginning in April 2024 was presented to Council during the workshop on
February 1, 2024. Further information on the implementation activities will be provided to Council in the coming months.

CONCLUSION:

The 2024-2026 Strategic Plan identifies current and emerging priorities for the City to address into 2026.

Consultation and involvement of key stakeholder groups, including Council and staff have informed all stages of the Plan’s development. The strategy will provide a useful framework for decision making and resource allocation.

Ongoing engagement and communication about the Plan during its life cycle will be important for ensuring that the Plan is fully understood and adopted.

Enhancements made to our performance management framework will ensure transparent progression towards achievable goals and measures of success. This will be done through a variety of actions including:

- Ongoing business plan development (in coordination with our budgeting process)
- The application and continuous monitoring of performance metrics; and
- Through various methods of reporting on key priorities

The above actions will highlight where we are doing well, and where we need to focus more attention to ensure we are delivering fully on our commitment to the community.

REPORT IMPACTS:

Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager
ATTACHMENTS:

1. 24-003-CRE Appendix A – City of Cambridge 2024-2026 Strategic Plan
2. 24-003-CRE Appendix B City of Cambridge Strategic Plan Interactive One Pager
2024-2026 Cambridge Connected

Strategic Plan

In January 2023, the City of Cambridge began the process of updating its Strategic Plan, Cambridge Connected. The aim was to refresh the existing plan, with a focus on establishing an enhanced performance measurement framework which will measure the City’s progress on implementing the Strategic Plan. This Plan provides the foundation for decision making, priority setting and resource allocation in order to deliver high-quality public service that meets the evolving needs of the community.

Vision Statement Description

The City’s vision description was newly developed to further articulate the progress we will make towards achieving our vision in this term of Council.

The vision statement description is as follows:

Cambridge celebrates the uniqueness of its founding communities and cultures while being one, unified City.

Its residents and visitors enjoy safe, clean, caring, sustainable, inclusive and accessible neighbourhoods. Cambridge offers a wide variety of lifestyle and housing options, access to social supports, transportation options and ample cultural and recreational opportunities for citizens of all ages and abilities.

Our City is a sought-after community in which to live, work, play, explore and invest. As an innovative and forward-thinking City, Cambridge supports extensive intentional growth in every aspect, while protecting the environment and respecting our unique assets, which include multiple rivers and downtown cores as well as many heritage features.

As a community of opportunity, Cambridge encourages business growth and transition, entrepreneurial spirit, strong leadership and civic pride.
2024-2026 Cambridge Connected

Strategic Plan

The Strategic Plan includes five components:

PUBLIC VALUE STATEMENT

• Commitment to principles of sustainability, engagement, leadership, collaboration and transparency in all aspects of this plan.

GOALS

• ‘Big picture’, long-term description of what we want to achieve.

OBJECTIVES

• Specific priority areas that work towards our goals.

ACTIONS

• Measurable steps we will take to achieve our objectives.

INITIATIVES

• Individual projects that, together, accomplish each action. Initiatives are identified through the City’s Business Planning process.
Cambridge Connected

Public Value Statement

We will emphasize the importance of sustainability, leadership, collaboration, transparency and engagement as we deliver service excellence and promote pride of place.

Every goal, objective and action of Cambridge Connected will be considered within the context of delivering public value. This statement means that we commit to considering the “big picture” impact of all strategic actions and communicating how we are delivering public value through our work.

SUSTAINABILITY

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

• Ensure that environmental sustainability principles are embedded in City decision-making processes and encourage innovative approaches to address environmental challenges.

• Set a corporate example by aligning messaging, spending and decision-making with this strategy.

• Consistently being stewards of what we inherited through the ongoing preservation of our heritage assets and through the maintenance and enhancement of existing infrastructure.

LEADERSHIP

• Deliver a consistent, positive and unified narrative about Cambridge as a single, world-class City that contains many unique areas.

• Act as an accelerant and enabler of corporate and community stakeholder efforts to achieve this vision of pride of place.

• Lead with conviction and authenticity around a bold, integrated vision for public good.

• Recognize that we have an active role to play when other partners take the lead.
Cambridge Connected

Public Value Statement

COLLABORATION

- Actively work together with our partners and the community to achieve common goals and ensure representation of community interests.
- Encourage a culture of innovation and engagement that allows all staff to contribute to the ongoing renewal of city services, programs and resources.

TRANSPARENCY

- Communicate often and openly and make sure messages are clear, timely and delivered consistently in a variety of ways.
- Demonstrate how feedback is considered in the decision-making process.
- Hold ourselves accountable by sharing the ongoing progress and results of this strategy.

ENGAGEMENT

- Provide the public with a wide range of ways that they can be involved in decision-making.
- Invest in ongoing community engagement and be responsive to emerging local concerns.
- Participate in constructive two-way dialogue with our stakeholders.
- Work to ensure inclusive participation.
Goals & Objectives

People

Foster a community with heart, where everyone belongs and is cared for equitably.

WELLBEING

- Connect people to services that support individual and community wellbeing.

BELONGING

- Be known as a safe and welcoming community where everyone feels like they matter.

VIBRANT NEIGHBOURHOODS

- Promote, facilitate and participate in the development of safe and healthy neighbourhoods with a range of housing options.

INCLUSION

- Deliver accessible, diverse and inclusive services, programs and infrastructure for all ages and abilities.
Goals & Objectives

Place

Embrace and celebrate our City’s unique character while enhancing the spaces where people connect.

PLACEMAKING

• Promote and create a wide range of destinations and activities that capitalize on the beauty of the rivers and heritage buildings.

PLANNING FOR GROWTH

• Provide for a mix of development, uses and amenities in order to meet the needs of a changing and diverse population.

GREEN SPACES

• Create, preserve, protect, enhance and steward our parks, green spaces and environmental areas.
Goals & Objectives

Prosperity

Build a vibrant and resilient City where current and future generations will live well.

STRONG CORES

• Create inviting downtowns that connect and complement core areas and neighbourhoods where people want to live, work and visit.

ECONOMIC INCLUSION & SUPPORT

• Establish and extend inclusive programs to support business readiness and workforce development and help local businesses to thrive.

GETTING AROUND

• Emphasize connectivity and active transportation choices to help people travel in and beyond the City through various modes of transportation.

RESILIENCY

• Use a future-oriented, proactive approach to climate action and emergency preparedness to ensure we can adapt in a changing environment.
Strategic Actions

As a municipality, the City of Cambridge leads service delivery in some areas, and collaborates closely with other municipal partners and agencies in others. There are six actions that the City has the mandate and capacity to lead and seven where we will collaborate with others.

<table>
<thead>
<tr>
<th>Actions</th>
<th>How</th>
<th>Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and activate spaces that offer things for people to do.</td>
<td>Design, build and operate community spaces and implement programs and events.</td>
<td>To increase satisfaction, participation and enjoyment of the programs, events and facilities available in Cambridge.</td>
</tr>
<tr>
<td>Establish our core areas as attractive destinations.</td>
<td>Plan for growth and make decisions and investments that encourage people to live and work in core areas.</td>
<td>To increase feelings of safety and enjoyment of core areas for residents, businesses and visitors and leverage the economic potential of these unique assets.</td>
</tr>
<tr>
<td>Provide age-friendly services that are accessible to all.</td>
<td>Develop and deliver high-quality programs for children, youth and adults that meet the needs of a diverse and changing population.</td>
<td>To enable all residents to participate in civic life and increase service area satisfaction and participation rates.</td>
</tr>
</tbody>
</table>

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### Strategic Actions

#### Lead

We are the lead for the following strategic actions

<table>
<thead>
<tr>
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| **Enhance equity and inclusion efforts.**  
This action will focus on initiatives that reach out to new residents and newcomers so they will choose to stay in Cambridge and building capacity to deliver services that meet the needs of equity-seeking groups. | Demonstrate and champion equity and inclusion through our actions, while serving all members of the community in an equitable way. | To increase the number of people agreeing that Cambridge is an inclusive community and reduce the amount of people experiencing discrimination. |
| **Lay the foundation for future community-building.**  
This action will focus on the creation of a growth management strategy that includes a vision for the thoughtful and intentional growth of our City. We will consider future impacts to core services as we plan for future infrastructure and land acquisition requirements. We will also continue to enhance and improve services through a variety of continuous improvement and long-term planning initiatives. | Develop clear, integrated plans to shape development activity with environmental, economic and social considerations in mind. | To plan and prepare Cambridge for future development and population growth, ensuring a strong shared vision for growth. |
| **Enhance opportunities to enjoy built and natural heritage.**  
This action focuses on making rivers and parks more useable and accessible, addressing ongoing resources and maintenance requirements, increasing community participation in the ongoing care of our parks, natural spaces and environmental areas, and working with partners to improve and protect our natural and built heritage features. | Preserve, maintain and program natural and built heritage assets. | To increase residents’ ability to enjoy and access these assets, and to leverage these assets to attract tourism and new opportunities. |
We will collaborate on the following strategic actions

<table>
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<tr>
<td><strong>Enable small business to succeed.</strong>&lt;br&gt;This action focuses on supporting small, local businesses and working to strengthen the local economic ecosystem through partnerships and growth-readiness supports. It also provides opportunities to support newcomer entrepreneurship, creative industries, and enhance relationships with post-secondary institutions and community training programs.</td>
<td>Deliver small business services through INVEST Cambridge and work with area BIAs, Chamber of Commerce, and regional partners to be responsive to needs.</td>
<td>To maintain a healthy business environment and secure employment opportunities.</td>
</tr>
<tr>
<td><strong>Increase housing options.</strong>&lt;br&gt;This action focuses on identifying tangible ways that the City of Cambridge can support and create innovative supports for attainable and affordable housing.</td>
<td>Create local conditions that make it possible for Regional and other partners to diversify and create the types of housing available in the City.</td>
<td>To identify ways that the City can diversify housing types and make Cambridge a more affordable place to live.</td>
</tr>
<tr>
<td><strong>Encourage safe and healthy neighbourhoods.</strong>&lt;br&gt;This action focuses on addressing safety concerns through neighbourhood-level initiatives such as traffic safety. It will also include opportunities for community members to come together through initiatives that enhance and celebrate the unique personalities of our neighbourhoods.</td>
<td>Establish and support neighbourhoods by delivering services and partnering with community organizations.</td>
<td>To increase feelings of safety and pride of place in neighbourhoods throughout Cambridge.</td>
</tr>
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## Collaborate

We will collaborate on the following strategic actions

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Improve access to social supports.</td>
<td>Advocate for communicate information about, and facilitate the establishment of social support services within Cambridge.</td>
<td>To improve quality of life and access to the services that people need.</td>
</tr>
<tr>
<td>Take action to combat climate change.</td>
<td>Participate in Climate Action WR partnership and take meaningful actions at the municipal level to reduce GHG emissions and prepare for the future.</td>
<td>To make a meaningful contribution to mitigate the effects of climate change and meet our commitments.</td>
</tr>
<tr>
<td>Prepare for emergency prevention and recovery.</td>
<td>Operate Fire Services and partner with others to prepare for unexpected events and keep the community safe.</td>
<td>To have robust plans in place and be able to respond in order to keep people safe in the event of emergencies.</td>
</tr>
<tr>
<td>Promote and develop more transportation options.</td>
<td>Plan responsibly for growth, support and facilitate local connections and infrastructure, and participate in regional advocacy for large-scale transit infrastructure.</td>
<td>To increase the availability of transit options and increase the number of people who are able to get around through various modes of transportation.</td>
</tr>
</tbody>
</table>

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We will collaborate on the following strategic actions:

- **Improve access to social supports.** This action focuses on partnership opportunities and advocacy to support our most vulnerable residents by using the means at the City's disposal to respond to homelessness, mental health and addictions needs.

- **Take action to combat climate change.** This action focuses on initiatives that enable the City to meet the existing commitments and targets established by Council, including the “80 by 50” target for reduction of greenhouse gases. This includes maintaining innovative and proactive asset management practices; promoting and expecting green development as a demonstration of the City’s commitment to address climate change; and demonstrating leadership and cooperation in preparing our community for the effects of climate change.

- **Prepare for emergency prevention and recovery.** This action focuses on initiatives that ensure the City is ready to respond to emergency situations and has plans in place that will support the continuity of City services and safety of all residents.

- **Promote and develop more transportation options.** This action focuses on initiatives that enhance transit systems and increase transportation options, including: preparing for the LRT and related development; enhancing and connecting multi-use trails; investing in cycling infrastructure; improving walkability in and between the downtowns and community hubs; and advocating and preparing for GO Transit.
Strategic Actions

Measuring Our Progress

The 2024 - 2026 priorities were developed to reflect Cambridge's most pressing needs and biggest opportunities, and in support of our vision of being a place for people to prosper - alive with opportunity.

They are designed to guide the decisions of Council and City staff and allow for the prioritization of resources and the clear and transparent progression towards achievable goals and measures of success. This will be done through a variety of actions including:

• Ongoing business plan development (in coordination with our budgeting process)
• The application and continuous monitoring of performance metrics; and
• Through various methods of reporting on key priorities

The above actions will highlight where we are doing well, and where we need to focus more attention to ensure we are delivering fully on our commitment to the community.
VISION: A place for people to prosper - alive with opportunity.

MISSION: Working together. Committed to our values. Serving our community.


WHAT WE WANT TO ACHIEVE

GOALS

PEOPLE
Foster a community with heart, where everyone belongs and is cared for equitably.

PLACE
Embrace and celebrate our City’s unique character while enhancing the spaces where people connect.

PROSPERITY
Build a vibrant and resilient City where current and future generations will live well.

cambridge.ca/strategicplan

HOW WE WILL ACHIEVE THE GOALS

OBJECTIVES

WEALTH CARD

STRATEGIC ACTIONS

Create and activate spaces that offer things for people to do

- This action focuses on creating intentional community hubs in neighbourhoods, green spaces and core areas, in partnership with local businesses, community groups and individuals.
- This action focuses on striving to meet the unique needs of people with disabilities, by expanding accessible facilities, services and programs.
- This action will focus on initiatives that reach out to new residents and newcomers so they will choose to stay in Cambridge and building capacity to deliver services that meet the needs of equity-seeking groups.

- This action focuses on initiatives that enhance walkability and reduce congestion, by promoting multi-use trails; investing in cycling infrastructure; improving connectivity and active transportation choices; to help people;
- This action focuses on initiatives that support small, local businesses and economic development initiatives that create the conditions to support having more businesses and residents downtown.

- This action focuses on promoting the core areas as a destination for residents and tourists and using disciplined and consistent messaging to reinforce Cambridge as a

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To: COUNCIL
Meeting Date: 4/16/2024
Subject: Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

Submitted By: Lisa Prime, MCIP, RPP, Chief Planner
Prepared By: Sancy Sebastian, Planner – Development Co-ordinator
Report No.: 24-050-CD
File No.: R01/24
Wards Affected: Ward 4

RECOMMENDATION(S):

THAT Report 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North be received;

AND THAT Cambridge Council approves the proposed Zoning By-law Amendment to amend the zoning of the site from “Residential – R4” to “Residential – RS1 s.4.1.476” to permit the development of a semi-detached dwelling containing 2 dwelling units;

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsection 34(17) of the Planning Act has been met;

AND FURTHER THAT the By-law attached to this report be passed.

EXECUTIVE SUMMARY:

Purpose

The property’s current zoning only permits a single-family dwelling. The purpose of this report is to provide a recommendation on a Zoning By-law Amendment application to allow for the construction of a semi-detached dwelling.

Key Findings

- The proposal is for a gentle infill redevelopment on lands within the Built-up Area with available municipal servicing infrastructure.
- The conversion of lands from an existing single detached dwelling to a proposed semi-detached dwelling is compatible with the existing built-form of the neighbourhood and is consistent with provincial policy regarding intensification.
• The proposed development would contribute to an appropriate range and mix of housing options.

Financial Implications

• A planning application fee of $18,000 has been paid to the City to process the Zoning By-law Amendment application.
• If a decision is not made by April 17, 2024, the applicant is entitled to a 50% refund which would equate to $8,400.

STRATEGIC ALIGNMENT:
☒ Strategic Action; or
☐ Core Service

Objective(s): PLANNING FOR GROWTH - Provide for a mix of development, uses and amenities in order to meet the needs of a changing and diverse population

Strategic Action: Increase housing options

Program: Development Approvals

Core Service: Official Plan and Zoning By-law Amendments

BACKGROUND:

Property

The subject lands are municipally addressed as 84 Chalmers Street North and are legally described as Part of Lot 31, Registered Plan 443, City of Cambridge, Regional Municipality of Waterloo. The subject property is the third lot south of Chalmers Street North and McNaughton Street intersection. As shown in Figures 1 and 2 below, the property currently has a single detached dwelling which is proposed to be demolished. The lot has a total area of 870.68 square metres (9371.9 square feet) and lot frontage of 20.46 metres on Chalmers Street North.
Figure 1 – Aerial view of the Subject Lands

Figure 2 – Existing Single Detached Dwelling at 84 Chalmers Street North
Surrounding Lands

The subject lands are situated within an existing residential neighbourhood comprised of single-detached and semi-detached dwellings. The site is surrounded entirely by existing low density residential uses towards north, south, east, and west. Commercial and institutional uses are located further north of the subject lands. The property at 78 Chalmers Street North located south of the subject lands is identified as property of interest on the Heritage Registry. The Galt Core Area is located 600m west of the subject lands further providing a mix of land uses with recreational amenities that support the residential neighbourhood.

ANALYSIS:

Proposed development

The applicant is proposing to redevelop the subject lands with a semi-detached dwelling. A Zoning Bylaw Amendment is required to rezone the lands from R4 to RS1 “s.4.1.476” to permit a semi-detached dwelling with special provision prohibiting geothermal wells on site.

Each semi-detached dwelling unit will have a gross floor area of 235.56 square metres (2535 square feet) which includes the ground floor and the basement. The applicant is proposing to add one additional residential unit (ARU) on the second floor of each semi-detached dwelling with a gross floor area of 121 square metres (1309.9 square feet). The rear yard amenity space will be private to residential unit in the main floor while the second storey ARU will have decks on to the front and rear yard as amenity space along with shared garden areas in the interior side yard. Each semi-detached dwelling unit will have a separate access driveway off of Chalmers Street.

Figures 3 and 4 below illustrate the proposed elevation and concept of the proposed semi-detached dwelling.
Figure 3 – Proposed Elevation of the Semi-Detached Dwelling
Figure 4 – Proposed Concept of Front and Rear Elevation of Semi-detached dwelling
A total of two parking spaces will be made available for each semi-detached dwelling unit, where one parking space is provided in an individual single-car garage, while a second space is available in the proposed access driveway as shown below in Figure 5 Proposed Site Plan. The provided parking meets the minimum required parking provision for each semi-detached dwelling unit and the ARU.

Figure 5 – Proposed Site Plan

Policy Overview

The subject lands are located within the ‘Built-up Area’ identified in the Provincial Growth Plan, the Regional Official Plan (ROP) and City Official Plan (City OP). The City OP requires a minimum of 45% of new residential development occurring annually within the Region as a whole to be constructed within the Built-up Area. The ROP, through ROPA 6 now requires an increased intensification rate of 65% of all development in the City of Cambridge to be in the existing Built-up Area. The proposal provides for an appropriate residential infill redevelopment that will be compatible with the existing built forms in the residential neighbourhood and will be serviced by existing municipal services available in the area.
The subject lands are designated Low/Medium Density Residential in the City OP which permits a maximum residential density of 40 units per gross hectare. The proposed Zoning By-law Amendment conforms to the City OP.

The proposed development supports the City’s objective to accommodate new growth. The proposal meets the criteria outlined by the Official Plan with respect to Residential Infill Compatibility as it conforms with the following:

- The scale and density of the proposed development is compatible with the low/medium density residential development that currently exists within the neighbourhood. The proposed height of two-storeys is also comparable to existing development on Chalmers Street, as the majority of the homes along Chalmers Street are two storeys in height.
- The proposed development will complement the existing semi-detached residential development at 62-64 and 66-68 Chalmers Street.
- The proposed development will have access to the local road network that will connect the property to the surrounding residential community and the Galt Core Area to the west. The site provides sufficient parking to accommodate up to two vehicles for each half of the semi-detached dwelling providing for a total of four (4) parking spaces. Additionally, pedestrian sidewalks are available that connect residents to available transit infrastructure within the neighbourhood.
- Required minimum landscaping and setbacks as per the Zoning Bylaw will permit the natural transition from the built form by providing buffering to the adjacent property. The development will have sufficient area in the front, side and rear yards for use by future residents.
- All zoning regulations for the proposed RS1 zone will be met for this development including all setbacks. No site specific reliefs are requested for this development.

Additional Residential Units

The applicant is proposing to include one additional residential unit in each semi-detached dwelling. The Zoning Bylaw Amendment is not required to facilitate the ARUs as up to two (2) ARUs are permitted in all single detached, semi-detached and townhouse dwellings on residential lots throughout the City. One parking space must be provided for each ARU and ARUs are subject to meeting all other provisions of the Zoning Bylaw.

As per provincial regulations through Bill 23 More Homes Built Faster Act, municipalities cannot restrict ARUs as long as they are on a residential lot serviced by municipal services and can accommodate one parking space per ARU in accordance with the Planning Act.
Once the zoning is in place to allow the semi-detached dwelling, the applicant intends to apply for a severance to create two separate lots for the semi-detached dwelling. It is Planning Staff’s interpretation of the provincial policy and city-wide ARU Bylaw approved by City Council in 2023 that a separate lot would be required to permit two residential units in each semi-detached dwelling unit as only three units per lot are permitted.

Staff Recommendation

Staff gave consideration to Provincial, Regional and City policies, agency comments, compatibility with the surrounding neighbourhood. It is the opinion of Planning staff that the proposed application is consistent with the Provincial Policy Statement, conforms with the policies of the Provincial Growth Plan 2020, the ROP and the City OP and meets the general intent and purpose of the City of Cambridge Zoning By-law No. 150-85.

Planning decisions are subject to appeal to the Ontario Land Tribunal (OLT). An appeal may be filed if the applications are refused, approved, or if a decision is not made within the timeline for processing the applications set out in the Planning Act, which is April 17, 2024.

EXISTING POLICY / BY-LAW(S):

City of Cambridge Official Plan (2012)

The City of Cambridge Official Plan (2012) designates the subject lands as “Built-Up Area” on Map 1A and “Low/Medium Density Residential” on Map 3 (included in this report as Attachment No.3). The Built-Up Area encourages the intensification of lands as part of the City’s growth management strategy and directs that “infill, intensification, and redevelopment within existing neighbourhoods will be minor in nature and will be designed to respect existing character and provide connections and linkages where possible”. The Low/Medium Density Residential designation permits a range of residential uses including single and semi-detached dwellings, townhouses and walk up apartments.

The proposal conforms to the City of Cambridge Official Plan and an amendment is not required.

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

The subject lands are currently zoned R4 by the City of Cambridge Zoning By-law No. 150-85, as amended. The existing zoning solely permits the development of single detached dwellings and does not permit semi-detached dwellings. Accordingly, a
Zoning By-law Amendment is being proposed by the applicant to rezone the lands to the RS1 “s.4.1.476” zone to permit the development of a semi-detached dwelling on the subject lands.

The proposed Zoning By-law Amendment complies with the intent of the City of Cambridge Zoning By-law No. 150-85, as amended. Figure 6 below shows the existing zoning and Figure 7 shows the proposed zoning.

**FINANCIAL IMPACT:**

- A planning application fee for the Zoning By-law Amendment in the amount of $18,000 was paid to process the application.
- A future severance application will be required to create the two separate lots.
- Any further costs associated with the development of the site are borne by the applicant.

**PUBLIC VALUE:**

A statutory Public Meeting required under the Planning Act was held on March 5th, 2024. Following the Public Meeting, members of the public/residents that provided their information on the sign-in registry at the meeting or have requested to be included on
the mailing list were notified of this Recommendation Report being presented to Council on April 16th, 2024.

**ADVISORY COMMITTEE INPUT:**

- Not applicable.

**PUBLIC INPUT:**

Comments received at the public meeting from the neighbouring residents include:

- Concerns that the establishment of the semi-detached dwelling creating the possibility of up to three units being permitted as of right should the applicant sever the property into two separate lots.
- Concerns with the architectural design of the building not being compatible with existing architectural design of existing dwelling along Chalmers street.

In addition to the above, council requested a clarification on the number of units permitted as of right in each semi-detached dwelling unit.

Planning Staff has reviewed the concerns and offer the following response.

- Staff have no authority in requiring a specific building design. However, the applicant has advised staff that they are willing to modify the architectural elements by incorporating brick or stone into the exterior of the building.
- As addressed in the policy analysis section, once the zoning is in place for the semi-detached dwelling, a severance application could be submitted to create two separate lots for each semi-detached dwelling unit. Without the severance, only one ARU would be permitted in the development.
- In order to have up to two ARUs in each part of the semi-detached dwelling unit, the applicant would have to meet the parking requirements, including 45% minimum landscaped open space in the front yard.
- Planning Staff is of the opinion that the proposed development is compatible with the existing residential development on Chalmers Street North which includes a variety of two storey single detached and semi-detached dwellings as shown in Figure 8 below. The houses along Chalmers Street also have no uniform architectural similarity, they differ in terms of design and exterior facade characteristics.
INTERNAL / EXTERNAL CONSULTATION:

The application and supporting information have been circulated to the departments and agencies listed in Appendix B. Staff have received comments from the applicable City departments and outside agencies in regard to the proposed Zoning By-law Amendment. The staff comments have been addressed by the applicant.

In support of the application, a Cultural Heritage Impact Assessment was submitted. In accordance with Official Plan policy 4.10.5, a Cultural Heritage Impact Assessment (CHIA) must be submitted to the Municipal Heritage Advisory Committee (MHAC) for review, and MHAC’s recommendation is to be forwarded to Council for consideration as part of the proposed development. At the time of writing this report, MHAC had not yet
considered the CHIA. Staff will be bringing forward a report to MHAC prior to the April 16th Council meeting for consideration and will share the outcome of the CHIA review by MHAC with Council in a separate addendum to this report. In general, Heritage Planning staff has no concerns with the proposed development.

CONCLUSION:

City of Cambridge Development Planning Staff is recommending approval of a Zoning By-law Amendment application submitted for 84 Chalmers Street North that seeks to facilitate the development of a semi-detached dwelling unit. The site is walkable, within convenient distance of public transit and represents an appropriate property to accommodate the minor increase in density that will help achieve the City’s residential growth objectives and intensification targets. Additionally, the proposed development provides for a mix of housing and unit types in an existing residential neighbourhood, which will help provide attainable housing for a diverse range of potential buyers.

It is the opinion of staff that the proposed application is consistent with the Provincial Policy Statement, conforms with the policies of the Provincial Growth Plan 2020, conforms with the Regional Official Plan, the City of Cambridge Official Plan and meets the general intent and purpose of the City of Cambridge Zoning By-law No. 150-85, as amended. The proposal represents the efficient and appropriate intensification of residential land within an existing low/medium density residential neighbourhood and is considered good planning. As such, staff recommend approval of the Zoning By-law Amendment to allow the development of a semi-detached dwelling.

REPORT IMPACTS:

Agreement: No
By-law: Yes
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-050-CD Appendix A – Draft Zoning By-law Amendment
2. 24-050-CD Appendix B – Circulation and Supporting Studies
3. 24-050-CD Appendix C – Proposed Site Plan
4. 24-050-CD Appendix D – Public Written Submission
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 24-XXX

Being a By-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 84 Chalmers Street North.

WHEREAS Council of the City of Cambridge has the authority pursuant to Sections 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this by-law;

WHEREAS this By-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held March 5th, 2023, and that a further public meeting is not considered necessary in order to proceed with this Amendment.

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

1. THAT this by-law shall apply to lands municipally addressed as 84 Chalmers Street North and legally described as Lot 31, Registered Plan 443 in the City of Cambridge, Regional Municipality of Waterloo, as shown outlined in heavy black on Schedule ‘A’ attached hereto and forming part of this by-law;

2. THAT Schedule ‘A’ to the City of Cambridge By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown outlined in heavy black in the attached Schedule ‘A’ to this By-law from R4 to RS1 s.4.1.476.

3. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended by adding the following subsection under section 4.1.476 thereof:

4.1.476 84 Chalmers Street North

1. The following regulation shall apply to the lands in that RS1 zone classification to which parenthetical reference “s.4.1.476” is made on Schedule ‘A’ attached and forming part of the bylaw:

   a) Geothermal Wells shall be prohibited on site. A geothermal well is defined as a vertical well, borehole or pipe installation used for geothermal systems, ground-source heat pump systems, geo-exchange systems or earth energy systems for heating or cooling; including open-loop and closed-loop vertical borehole systems. A geothermal well does not include a horizontal system where construction or excavation occurs to depths less than five meters unless the protective geologic layers overlaying a vulnerable aquifer have been removed through construction or excavation.

4. THAT this By-law shall come into force and effect on the date it is enacted and passed by Council of the Corporation of the City of Cambridge, subject to notice hereof being circulated in accordance with the Planning Act and Ontario Regulation 545/06.
Enacted and Passed this 16th day of April, 2024.

__________________________
MAYOR

__________________________
CLERK
Purpose and Effect

The purpose and effect of this By-law is to amend the zoning classification of the lands legally described as Lot 31, Registered Plan 443 in the City of Cambridge, Regional Municipality of Waterloo from R4 to RS1 “s.4.1.476” zone to permit semi-detached dwelling on the subject land.
Internal/External Consultation & List of Supporting Studies

This application has been circulated to the departments and agencies listed below.

- City of Cambridge Engineering Division;
- City of Cambridge Environment Planning Division;
- City of Cambridge Heritage Planning Division;
- City of Cambridge Transportation Engineering Division;
- City of Cambridge Fire Department;
- City of Cambridge Building Services Division;
- City of Cambridge Accessibility Coordinator;
- City of Cambridge Economic Development Division;
- City of Cambridge Planning Services;
- Regional Municipality of Waterloo;
- Grand River Conservation Authority;
- GrandBridge Energy Inc;
- Ministry of Transportation
- Waterloo Region District School Board; and,
- Waterloo Catholic District School Board.

List of Supporting Studies/Reports/Documents/Plans

- Planning Justification and Urban Design Report
- Arborist Assessment of City Tree
- Architectural Plans
- Cultural Heritage Impact Assessment
- Grading Plan
- Notice of Source Protection Plan Compliance
- Site Servicing Plan
APPENDIX C - Reference 24-050-CD

Proposed Site Plan – 84 Chalmers Street North
This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Good morning,

I received the Notice of Complete Application and Public Meeting for 84 Chalmers Street North recently and I have some questions.

First and foremost I would like to be notified of any decisions of Council or Committee of Adjustment on any decisions related to this property and have sent a letter to the City of Cambridge as per the letter.

Second I would like to request a copy of the draft zoning by-law amendment. As per the city website I could not locate this information.

I would like to ask if there will be any staff recommendations or decisions made at this public meeting on March the 5th or is it just an opportunity to provide feedback with recommendations and decisions to follow at a later date? My husband and I would like to speak at the meeting.

The applicants planner's interpretation of the zoning by-law list the proposed houses as "2 semi detached dwellings" and also "townhouses" with the amendment for zoning to RS1. Their proposal is for semi detached DUPLEX dwelling, which is a different zone with different standards.

I would also like confirmation of proposed density and the way staff interpret the requirements as per the Official Plan. Maximum density of the Official Plan is listed as 40 units per gross hectare. The lot is 870.68 meters square which works out to 3.48 dwellings per unit. This does not comply with the Official Plan whose max unit appears to be 3.

Please provide me with more information on the proposed open space, specifically in regards to the front yard. Minimum requirement is 45 meters square but the driveways seem to take up a large amount of this space.

Finally is the applicant asking for one lot for the purpose of zoning? The proposed site plan only shows set back to the neighbouring properties but not between the severed lots which also impacts density.
I have copied my husband Aaron in on this email as well.

Thank you,

Allana
RECOMMENDATION(S):


AND THAT Council advise the Regional Municipality of Waterloo that the City of Cambridge recommends draft approval for Draft Plan of Subdivision 30T-20103, subject to the draft approval conditions included in Appendix D attached to this report.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to provide a recommendation of draft approval to the Regional Municipality of Waterloo on a draft plan of subdivision consisting of seven (7) townhouse lots and 1 future development block to facilitate the development of seven (7), three-storey, street-fronting townhouse units.

Key Findings

- The draft plan of subdivision application was submitted with a Zoning By-law Amendment application (R07/20) and Council approved the Zoning By-law Amendment in 2022. The proposed plan of subdivision conforms to the zoning.
- The proposed development contributes to intensification within the City’s Urban Area and Designated Greenfield Area, adding additional housing units and supporting the creation of a complete community.
The proposed development is considered to be compatible with existing surrounding development, providing for shared characteristics including similar scale, height, massing and building materials.

Financial Implications

- A planning application fee totaling $17,790 has been paid to the City (2020) to process the Draft Plan of Subdivision as well as the Zoning By-law Amendment application at the time.
- City and Regional Development Charge fees will be collected prior to building permit issuance. Development Charges collected for the proposed development will be used for the construction of new infrastructure required to support growth of the city.

STRATEGIC ALIGNMENT:

☒ Core Service

Objective(s): PLANNING FOR GROWTH - Provide for a mix of development, uses and amenities in order to meet the needs of a changing and diverse population

Strategic Action: Increase housing options

Program: Development Approvals

Core Service: Planning

BACKGROUND:

Property

The subject lands are municipally addressed as 285 Limerick Road and are legally described as Part of Lot 6 in Concession of Broken Front Beasly Lower Block, save and except for Part 6 on Reference plan 58M-582 in the City of Cambridge, Regional Municipality of Waterloo. The property is located within the Preston Heights Neighbourhood and consists of a rectangular shaped lot with an approximate lot area of 3,312 square metres (35,650 square feet). A one-and-a-half storey single-detached dwelling currently occupies the site, along with a detached garage and shed structure. Municipal water and sewer services are available to be connected to the proposed development.

The image below provides an aerial view of the subject lands.
Surrounding Land Uses

The subject lands are situated in an area of Cambridge comprised primarily of residential uses. To the north of the subject lands is a largely built-out residential neighbourhood, consisting of single-detached, semi-detached, and townhouse dwellings.

To the east of the subject property is an existing residential neighbourhood containing various public and institutional uses such as Parkway Public School and Redeemer Bible Church. A variety of parks are also located in this area and can conveniently be accessed by walking including John Erb Park (250 metres), Linden Drive Park (500 metres), Ravine Park (750 metres) and Linear Park/Bob McMullen Trail (2.5 km). The Preston Core Area, which is located on the opposite side of the Grand River (to the south east), is a short 5-minute drive from the subject lands or a half-hour walk.

The lands to the south of the subject lands consist of primarily single-detached residential development, with a green open space area being located further south that
leads to the Grand River.

Finally, to the west of the subject lands are similar forms of residential uses, as well as areas of Open Space.

**Zoning By-law Amendment**

In 2020, a Zoning By-law Amendment application (file # R07/20) was submitted to request a rezoning of the lands from the “Residential – R2” zone to the “Multiple Residential – RM4” zone, which includes permissions for townhouse-built forms. In addition, site-specific provisions were established for side yard setbacks, maximum number of attached dwelling units and planting strips.

A holding provision was placed on Block 8 of the draft plan of subdivision, which will remain undeveloped until such a time an access is established to the lands. Council approved the site-specific Zoning By-law No. 22-027 for these lands on February 19th, 2022 and this By-law is in force and effect.

**ANALYSIS:**

**Proposal**

The applicant is requesting a draft plan approval for a plan of subdivision to facilitate the development of seven (7) street-fronting townhouse units, one (1) block for future development and one (1) road widening block. The existing dwelling and accessory structures situated on the lands will be demolished to allow for the development of the residential townhome units.

Block 8 consists of the remaining balance of the land to the rear of the proposed townhouse units and has an approximate area of 1,521.61 square metres (16,378 square feet). This block is not being considered for development as part of this proposal, however, is intended to be developed in the future, should an access to the site be established via surrounding adjacent property. The holding provision (H) on Block 8 must be lifted prior to development.

Figure 2 below illustrates the proposed draft plan of subdivision.
The proposed townhouse units will be accessible via individual driveways off Limerick Road. Each residential unit has been planned with a one-car private garage and one parking space in each provided access driveway, resulting in a total of two parking spaces being provided per unit. The applicant has proposed a townhouse dwelling that will be primarily cladded with brick, which is consistent with the character of the surrounding neighbourhood.

As a condition of draft approval, the applicant will be responsible for the full cost of installing municipal services across the entire frontage of the property.

Policy Overview

The Site is located within the “Designated Greenfield Area” identified in the Provincial Growth Plan, the Regional Official Plan (ROP) and City Official Plan (City OP). Future development in Designated Greenfield Areas will contribute to a complete community and represent an efficient use of land and be serviced by municipal services. The applicant is responsible for extending municipal services to this site prior to final approval.

The Site is designated Low/Medium Density Residential in the City OP which permits a range of residential uses, including single detached houses, townhomes and walk-up apartments to a maximum residential density of 40 units per gross hectare.
The proposed Plan of Subdivision conforms to the City of Cambridge Official Plan. The lands comply with the in force and effect Zoning By-law as they are zoned RM4 – Multiple Residential with site-specific provisions and (H)RM4 – Multiple Residential with a holding provision.

Staff Recommendation

Staff gave consideration to Provincial, Regional and City policies, and agency comments. It is the opinion of Planning staff that the proposed draft plan of subdivision is consistent with the Provincial Policy Statement, conform with the policies of the Provincial Growth Plan 2020, the ROP, the City OP, subject to the requested amendments, and meet the general intent and conforms with the City of Cambridge Zoning By-law No. 150-85. This application represents the redevelopment of an underutilized residential property within an existing residential neighbourhood that complements existing development in the immediate surrounding area. Planning staff recommend draft approval of the proposed plan of subdivision, subject to the City’s conditions of draft approval included in Appendix D attached to this report.

The Region of Waterloo is the approval authority for Plans of Subdivision. A decision on the proposed draft plan of subdivision will be made by the Region of Waterloo should Council provide a recommendation in support of this proposed plan of subdivision.

EXISTING POLICY / BY-LAW(S):

City of Cambridge Official Plan (2012):

Existing Land and Designations: Designated Greenfield Area and Low/Medium Density Residential on Maps 1A and 2 of the City’s Official Plan.

The existing Official Plan designation is shown on Figure 3:
Figure 3: Existing Official Plan Land Use Designation

**Cambridge Zoning By-law No. 150-85, as amended:**

**Existing Zoning:** RM4 – Multiple Residential with site-specific provisions and (H)RM4 for Block 8.

The existing zoning is shown on Figure 4:
Figure 4 – Existing Zoning

FINANCIAL IMPACT:

- A planning application fee of $17,790 has been paid to the City (2020) to process the Draft Plan of Subdivision and Zoning By-law Amendment application at the time.
- City and Regional Development Charge fees will be collected prior to building permit issuance. Development Charges collected for the proposed development will be used for the construction of new infrastructure required to support growth of the city.
- Any further costs associated with the development of the site are borne by the applicant.

PUBLIC VALUE:

Engagement:
A statutory public meeting required under the Planning Act for the Zoning By-law Amendment and the proposed draft plan of subdivision was held on August 25, 2020.
Any person that provided their contact information on the sign-in registry at the public meeting or requested through other means to be kept informed about the application were notified through mailed correspondence of the Council Meeting and were provided with access to this Recommendation Report.

**ADVISORY COMMITTEE INPUT:**

**Advisory Committees Consulted:**

- Not applicable

**PUBLIC INPUT:**

Members of the public spoke at the public meeting and/or provided written submissions regarding the proposed development. Concerns were raised related to increased traffic, safety concerns, noise and potential decrease of surrounding property values. Concerns of the public were addressed in the previous staff recommendation report 22-043-CD for the proposed site specific Zoning By-law Amendment, which was approved by Council in 2022.

Subsequent to the passing of the Zoning By-law Amendment, which is attached to this report in Appendix C, an appeal was filed against the site-specific zoning provisions on May 24, 2022 by a neighbouring property owner. The appeal was later withdrawn.

The requirement for a statutory public meeting under the Planning Act for the proposed plan of subdivision has been met.

**INTERNAL / EXTERNAL CONSULTATION:**

The application and supporting information have been circulated to the departments and agencies listed in Appendix B.

Staff have received comments from the applicable City departments and outside agencies for the Zoning By-law Amendment and Plan of Subdivision. Staff comments have been addressed for the Plan of Subdivision. City staff conditions are attached as Appendix D to the report.

**CONCLUSION:**

Staff is of the opinion that the proposed plan of subdivision is consistent with the Provincial Policy Statement, conforms with the policies of the Provincial Growth Plan 2020, the Regional Official Plan and the City of Cambridge Official Plan, and complies with the City of Cambridge Zoning By-law and site-specific zoning by-law amendment.
The proposed plan represents an efficient use of lands and appropriate intensification of residential land within an existing low/medium density residential neighbourhood.

As such, Planning Staff is recommending approval of the Draft Plan of Subdivision 30T-20103, subject to the conditions of draft approval attached as Appendix D to this report.

**REPORT IMPACTS:**

Agreement: Yes  
By-law: No  
Budget Amendment: No  
Policy: No

**APPROVALS:**

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

- Director
- Deputy City Manager
- Chief Financial Officer
- City Solicitor
- City Manager

**ATTACHMENTS:**

When naming attachments please use the following format:

1. 24-060-CD Appendix A – Proposed Draft Plan of Subdivision  
2. 24-060-CD Appendix B – External/Internal Comments Received and List of Supporting Documents  
3. 24-060-CD Appendix C – Approved Zoning By-law Amendment  
4. 24-060-CD Appendix D – Proposed Conditions of Draft Approval
NOTE: THIS IS A DRAFT PLAN ONLY AND IS SUBJECT TO REVISION AND AMENDMENT.

SURVEY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE AND IS BASED ON A TOPOGRAPHIC SKETCH BY AGI SURVEY CONSULTANTS DATED AUG. 16, 2018 (FILE CAM-BBFC-6-18163)
This application has been circulated to the departments and agencies listed below. Their comments have been reviewed by staff and the applicant and have been addressed through the proposed amendment. The remaining items will be addressed through Draft Plan of Subdivision (Regional Approval Authority) and future building permit applications.

- Regional Municipality of Waterloo
- Energy + (Hydro)
- Public and Catholic School Boards
- City of Cambridge Engineering and Transportation Services Division
- City of Cambridge Fire Department
- City of Cambridge Senior Environmental Planner
- City of Cambridge Building Services Division
- City of Cambridge Accessibility Coordinator
- Grand River Conservation Authority
- Ministry of Transportation

List of Supporting Studies/Documents

- Planning Justification Report;
- Site Plan;
- Functional Servicing & Stormwater Management Brief;
- Arborist Report;
- Tree Inventory;
- Noise Impact Study;
- Existing Conditions Plan, Grading Plan and Servicing Plan; and,
- Floor Plans and Elevations
- Stage 1, 2 & 3 Archaeological Assessment
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 22-027

Being a by-law to amend Zoning By-law No. 150-85, as amended, with respect to land municipally known as 285 Limerick Road (R07/20)

WHEREAS Council of the City of Cambridge has the authority pursuant to Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, to pass this by-law;

WHEREAS this by-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding the amendment was presented at the public meeting held August 25, 2020, and that a further public meeting is not considered necessary in order to proceed with this amendment;

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

1. THAT this by-law shall apply to a portion of the lands described as Part of Lot 6 in Concession of Broken Front Beasley Lower Block, save and except for Part 6 on Reference Plan 58M-582, City of Cambridge in the Regional Municipality of Waterloo, and is shown on Schedule ‘A’ attached hereto and forming part of this by-law;

2. THAT Schedule ‘A’ to By-law No. 150-85, as amended, is hereby further amended by changing the zoning classification of the lands shown outlined in heavy black in the attached Schedule ‘A’ to this By-law from R2 to the RM4 – 4.1.422 in accordance with the attached Schedule ‘A’ to this by-law;

3. THAT Schedule ‘A’ to By-law No. 150-85, as amended, is hereby further amended by placing a Holding (H) Provision on the western half of the subject lands that can be lifted once the applicant has merged the land with an adjacent property to create an available access to the lands to the satisfaction of the City of Cambridge.

4. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended by adding the following subsection to 4.1 thereof:

“4.1.422 – 285 Limerick Road, legally described as Part of Lot 6 in Concession of Broken Front Beasley Lower Block, save and except for Part 6 on Reference Plan 58M-582, City of Cambridge in the Regional Municipality of Waterloo, the following
regulations shall apply to the lands in the RM4 zone to which reference “s.4.1.422 is made on Schedule A and located at 285 Limerick Road:

- To permit a minimum interior side yard setback of 1.5 metres
- To permit a maximum of 7 attached dwelling units; and,
- To permit a 1.5-metre-wide planting strip along the rear and interior side lot lines.

5. **AND THAT** this by-law shall come into force and effect on the date it is enacted and passed by Council of the Corporation of the City of Cambridge, subject to notice hereof being circulated in accordance with the provisions of the Planning Act and Ontario Regulation 545/06.

Enacted and Passed this 19th day of April, 2022.

[Signature]

MAYOR

[Signature]

CLERK
Schedule A – Proposed Zoning Map

This is Schedule A attached to and forming part of By-law

Lands affected by the by-law

Zoning Classification
- MEDIUM HIGH DENSITY RESIDENTIAL
- LOW DENSITY RESIDENTIAL
Purpose and Effect of By-law No. 22-027

285 Limerick Road

The Purpose of the by-law is to amend the zoning for the lands legally described as Part of Lot 6 in Concession of Broken Front Beasley Lower Block, save and except for Part 6 on Reference Plan 58M-582, City of Cambridge in the Regional Municipality of Waterloo ("subject lands"). The proposed amendment will facilitate the development of seven (7) street-fronting townhouses with frontage onto Limerick Road. In order to develop the subject lands with the above proposed development, site-specific provisions are required to permit the following:

- To permit a minimum interior side yard setback of 1.5 metres, whereas a minimum interior side yard setback of 3 metres is required;
- To permit a maximum of 7 attached dwelling units, whereas a maximum of 6 attached dwelling units are permitted; and,
- To permit a 1.5-metre-wide planting strip along the rear and interior side lot lines, whereas a minimum of 3 metres is required.

The Effect of the by-law will permit the development of the subject lands for seven, street-fronting townhouse units.
Planning Conditions

1. THAT this approval applies to the proposed Draft Plan of Subdivision 30T-20103, prepared by A.J. Clarke and Associates Ltd., dated April 19, 2023.

2. THAT prior to registration, the Owner/Developer confirm that all lots and blocks on the plan of subdivision conform to zoning regulations in the approved site-specific zoning by-law for the subject lands and City of Cambridge Zoning By-law.

3. THAT the plan of subdivision proceeds to registration only at such time as municipal services are available to the satisfaction of the City Engineer.

4. THAT Block 9 be dedicated on the final plan for registration to the appropriate road authority for the purpose of a road widening.

5. THAT the Owner/Developer agrees that Block 8 shall not be developed until such time as the adjacent lands are acquired and an appropriate access is provided to Block 8.

6. THAT prior to the registration of the plan of subdivision, the Owner/Developer agrees to make a contribution to the Affordable Housing Contribution Fund to the City of Cambridge for each residential unit developed within the plan. The contribution will be paid and set in accordance with the following:
   a. The affordable housing contribution shall be $500 per residential unit, regardless of the unit type, and shall not be subject to indexing or any other increase.
   b. The affordable housing contribution is payable for each residential unit in the plan, and shall be collected by the City, upon a building permit being issued for a unit.
   c. The affordable housing contribution shall not be payable in respect of additional residential units within a single detached, semi-detached or townhouse dwelling or in respect to any non-residential development.
   d. The affordable housing contributions paid by the Owner/Developer will be used by the City toward the capital costs of a planned affordable housing
project that is otherwise fully funded and approved, and may be given by the City to a not-for-profit affordable housing corporation for that purpose or used by the City to acquire land to be conveyed to such a corporation for that purpose; and,
e. The payment of the affordable housing contribution by the Owner/Developer pursuant to this condition shall be in full satisfaction of any and all requirements respecting the contribution to or provision of affordable or social housing in respect of the development of the lands within the plan.

7. THAT prior to registration, parkland dedication be provided as per the Official Plan and Section 51.1 of the Planning Act to the satisfaction of the Development Planning Division for the proposed plan of subdivision consisting of the following:

The Owner/Developer is required to provide an appraisal of the subject lands/subdivision to the satisfaction of the City of Cambridge Realty and Property Services to determine the parkland cash-in-lieu amount. Payment of cash-in-lieu of parkland is required prior to registration.

Forestry Conditions

8. THAT prior to any site preparation, topsoil removal, grading, tree cutting, vegetation removal or construction on the lands, tree protection measures are installed as detailed in the approved Tree Management Plan (TMP).

9. THAT trees are installed as per the approved Landscape Plan.

10. THAT applicable fees as per the approved TMP are paid prior to any disturbance on the site.

Engineering Conditions

Stormwater Management

11. THAT prior to any grading or construction on the site and prior to registration of the plan, the Owners submit a detailed final Stormwater Management Report in accordance with the Stormwater Management Planning and Design Manual, MECP, 2003 and in keeping with the Functional Servicing and Stormwater Design Report (GM BluePlan, April 2021), to the satisfaction of the Director of Engineering.

Grading and Servicing
12. THAT the Owner/Developer be advised that a recommendation for draft approval in no way permits any site preparation, topsoil removal, tree cutting, re-grading, grading on site prior to issuance of a Site Alteration Permit or execution of a pre-servicing or subdivision agreement with the City.

13. THAT the Owner/Developer will be responsible for the full cost of installing municipal services, including watermain, sanitary and storm sewers, across the entire frontage of the property, including appropriate temporary plugs, blow-offs, etc., to the satisfaction of the Director of Engineering.

14. THAT the Owner/Developer be advised that a recommendation for draft approval in no way permits any municipal servicing or road construction on the site prior to execution of a pre-servicing or subdivision agreement with the City.

15. THAT the subdivision agreement includes a clause requiring the Owner/Developer to appropriately grade, topsoil, seed and maintain all lots and blocks within six months of initial site grading, if they remain vacant with no ongoing construction, to a condition acceptable to the Director of Engineering, either directly by the Owner or through conditions of purchase and sale, or by other means.

16. THAT prior to site grading or registration of the plan, whichever comes first, the Owner/Developer shall provide a lot grading and drainage plan for the entire development, to the satisfaction of the Director of Engineering.

17. THAT prior to any municipal servicing or road construction on the site and prior to registration of the plan, the Owner/Developer shall provide a detailed servicing plan in accordance with City’s Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.

18. THAT prior to execution of the subdivision agreement, a phasing plan(s) is to be provided for all proposed municipal servicing to the satisfaction of the Director of Engineering.

19. THAT prior to the registration of the Subdivision, a final Water Distribution Analysis shall be provided to confirm that water supply pressure and volumes are adequate under the final arrangements/configuration to meet the requirements of the subdivision as a whole.

**Sediment and Erosion Control**

20. THAT prior to any grading or construction on the site, the Owner/Developer submit an Erosion and Sediment Control Plan in accordance with the City’s
Engineering Standards and Development Manual, to the satisfaction of the Director of Engineering.

Transportation

21. THAT prior to registration of the plan, the Owner/Developer must submit a Traffic Control and Parking Plan in accordance with City’s Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.

22. THAT the Owner/Developer install all traffic signs, including parking restriction signs in accordance with the approved Traffic Control Plan prior to the start of the maintenance period.

23. THAT the Owner/Developer will be responsible for the full cost of upgrading Limerick Road across the frontage of their property to an urban cross-section including a temporary cul-de-sac to the satisfaction of the Director of Engineering.

24. THAT the Owner/Developer shall be responsible for the installation and maintenance of all traffic control devices including signs, pavement markings and streetlights until final acceptance, to the satisfaction of the Director of Engineering.

Street Lighting

25. THAT prior to registration of any Phase of the plan, the Owner/Developer must submit a street light design plan in accordance with City’s Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.

26. THAT the subdivision agreement require the Owner/Developer post a letter of credit for 100% of the cost of a third party review of the street light design by a consultant selected by the City for each Phase of the plan.

27. THAT the Owner/Developer shall install and be responsible for 100% of the costs associated with the street lighting internal to the plan of subdivision, to the satisfaction of the Director of Engineering. All street lighting must be Leotek Green Cobra LED J-series Street Light (3000K colour temperature). Contact Transportation Engineering for a list of approved fixtures.

28. THAT the option of using decorative LED street lights is available upon approval of the make and model by Transportation Engineering. Where decorative street lights are used, the Owner must provide the City with cash in lieu for one replacement fixture, arm and pole for every 20 street lights or portion thereof.
29. THAT the subdivision agreement include a letter of credit for 100% of the cost of the street light installation with a 20% holdback for a warranty period starting from the date the lights are energized for each Phase until final acceptance, to the satisfaction of the Director of Engineering.

30. THAT the subdivision agreement require the Owner/Developer be responsible for all maintenance of the street lights under each Phase until final acceptance.

31. THAT the subdivision agreement require the Owner/Developer be responsible for and post a letter of credit for all energy costs for the street lights from the date the street lights are energized under each Phase until final acceptance based on an average cost per light.

**Landscaping and Fencing**

32. THAT prior to construction or registration of the plan, whichever comes first, the Owner shall provide a Landscaping Plan for the entire development, including roads, in accordance with City’s Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.

33. THAT prior to construction or registration of the plan, whichever comes first, the Owner shall provide a Fencing Plan for the entire development in accordance with City’s Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.

34. THAT the subdivision agreement include the requirement to construct and implement the Landscaping Plan and Fencing Plan, in accordance with City’s Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.

35. THAT prior to the planting of street trees, the Owner/Developer shall prepare and distribute a notice to homeowners detailing street tree maintenance best practices, to the satisfaction of the Director of Engineering.

**General - Engineering**

36. THAT prior to registration of any Phase of the plan, the Owner/Developer provide all necessary easements/right-of-ways to the City of Cambridge.

37. THAT all roads, road widenings and daylighting triangles, as shown on the plan, shall be dedicated as public streets to the appropriate road authority.

38. THAT all dead end and open side road allowances shall be terminated in 0.3m reserves and conveyed to the appropriate authority.
RECOMMENDATION(S):

THAT Report 24-040-CD 50th Public Art Recommendation be received;

AND THAT the agreed-upon finalist as presented by the 50th Anniversary Public Art Jury (Jury) and Arts and Culture Advisory Committee (ACAC) be accepted;

AND THAT the location of the Public Art as recommended by staff be approved;

AND THAT Council direct staff to award the contract and approve the commissioning of the Public Art piece;

AND THAT Council approve an increase of $10,000 to capital project A/01439-40 Public Art 50th Anniversary, to be funded from the Public Art Reserve Fund;

AND FURTHER THAT the Mayor and Clerk be delegated authority to execute a Public Art Contract with the approved artist in a form of agreement satisfactory to the City Solicitor.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to request Council approval to accept the decision from the Jury and ACAC to commission the work of the finalist for the 50th Anniversary Public Art Proposal that was tendered in the first quarter of 2023.
Key Findings

Following the City’s Public Art Policy (C.30-140), the 50th Anniversary Public Art Jury and ACAC have unanimously selected Pierre Poussin’s Sheave Tower public art project as the successful applicant.

Staff recommend the Fountain Street Soccer site as the most optimal location to commission the work. Extensive consultation took place with representatives from Engineering, Planning, Operations and Recreation and Culture during Site Plan Review.

Financial Implications

Capital Project A/01439-40 Public Art 50th Anniversary was approved in 2023 in the amount of $250,000 funded through the Public Art Reserve Fund.

Through review of the Stage Two submission it was identified that additional funding would be required for electrical purposes, which was not included in the artist’s submission. These costs are estimated to be $10,000 and can be funded through the Public Art Reserve Fund should the Fountain Street Location be approved. The total project cost would therefore be $260,000. If Council approves the recommendation, the balance in the Public Art Reserve Fund will be $162,400.

The ongoing operating costs associated with maintaining the public art will be included in the 2025 operating budget once the impact is known. These costs are expected to be minimal and will be dependent on the final design and may include some combination of hydro costs, horticulture costs, and cleanup (i.e. from debris or vandalism).

STRATEGIC ALIGNMENT:

☑ Strategic Action

Objective(s): WELLBEING - Connect people to services that support individual and community wellbeing

Strategic Action: Encourage safe and healthy neighbourhoods

OR

☐ Core Service

Program: Not Applicable
The City of Cambridge believes that public art makes a significant positive contribution to society and its quality of life, that public art adds value to the cultural, aesthetic and economic vitality of a community, and that public art should be accessible to all. Public art aligns with the City’s objective of placemaking, to promote and create a wide range of destinations and activities for the public. It supports the City’s strategic action of creating and activating spaces that offer things for people to do.

BACKGROUND:

The City of Cambridge has a limited inventory of Public Art in comparison to other municipalities of similar size. The 50th Anniversary represents a strategic opportunity to advance Public Art in our community and provide a legacy piece to commemorate this historic event.

The City of Cambridge supports the inclusion of art in public spaces. The objectives of the Public Art Policy include:

- public art is available and accessible
- there is a process for acquiring public art that is open, fair and equitable
- adequate funding is provided to acquire and preserve public art
- a collection of works representing the highest quality by professional artists and artisans is built

The Public Art Policy C-30.140 was introduced over a decade ago. From the policy, the Terms of Reference outline the process by which a piece of public art will be acquired.

Culture staff followed Council’s direction on February 17th, 2023 to update the Terms of Reference for the 50th Public Art piece to remove staff representation from the jury and ensure indigenous representation; include that the construction must utilize Canadian materials and operating impacts would be considered as part of the selection criteria.

An expression of interest for the 50th Anniversary Public Art closed on May 12, 2023. The call received twenty-seven submissions that were reviewed by the 50th Anniversary Public Art Jury which was commissioned by the Public Art Subcommittee. The Jury included industry professionals and two community representatives to further public engagement.

The Jury selected five finalists. These artists submitted a more detailed proposal. Public consultation was completed to help inform the Jury’s decision. Both the Jury and ACAC unanimously selected Pierre Poussin of North York as the successful artist with
the proposed work the Sheave Tower (please see 24-040-CD Appendix A: Artist Concept Statement).

ANALYSIS:

From the twenty-seven submissions to the call for interest, the 50th Anniversary Public Art Jury chose five finalists. Public consultation was completed to help inform the Jury’s decision to move forward with Pierre Poussin’s Sheave Tower public art project as the successful applicant. This nomination was unanimously endorsed by ACAC.

The artist proposed seven possible locations for the art piece. Of the seven locations, the Jury and ACAC were supportive of Riverside Park and the Fountain Street Soccer location. Site review and operating impacts were considered with staff from Engineering, Planning, Operations and Culture. It was determined that the Riverside Park location would have greater infrastructure costs, would be more susceptible to vandalism, and due to its location in the flood plain it would have greater risks associated with damage. Staff recommends the Fountain Street Soccer location (please see 24-040-CD Appendix B: Fountain Street Soccer Location Map) as the most optimal location due to a variety of factors including:

- central location adjacent to vehicle drop-off area and visual terminus of a main pedestrian crosswalk (maximizes civic value)
- juxtaposition to the building structure permits electrical pull for lighting and reduces risk of damage due to water flow in a flood event (reducing operational costs)
- visibility from roadways and proximity to video surveillance (mitigating vandalism concerns)

The recommendation to move forward with the Sheave Tower public art project at the Fountain Street Soccer location is submitted to Council for approval or reconsideration.

EXISTING POLICY / BY-LAW(S):

- Public Art Policy C-30.140

It is important to note that the Public Art Policy is being updated as part of the Arts and Culture Action Plan that is currently in progress and planned to be presented to Council in 2024.
FINANCIAL IMPACT:
Staff recognized through review of the Stage Two submission that additional funding would be required for electrical purposes, which was not included in the artist’s submission. These costs are estimated to be $10,000 and can be covered through the Public Art Reserve Fund should the Fountain Street Location be approved. The total cost would therefore be $260,000.

The ongoing operating costs associated with maintaining the public art will be included in the 2025 operating budget once the impact is known. These costs are dependent on the final design and may include some combination of hydro costs, horticulture costs, or cleanup (i.e. from debris or vandalism).

PUBLIC VALUE:

Engagement:
Public involvement was invited throughout the process. The 50th Anniversary Public Art Jury put out a call for two volunteer representatives to participate on the jury. Two art enthusiasts were chosen from our community to jurors.

Further public consultation was completed when residents were invited to comment on the five finalists' presentations that were put on a rotating display throughout October at the Cambridge Centre for the Arts, Allan Reuter Center and W.G. Johnson Centre. For individuals who could not attend in person, the information was promoted on the City Culture website. Over one hundred and fifty comments were summarized and submitted to the jury for consideration.

ADVISORY COMMITTEE INPUT:
Advisory Committees Consulted:

Arts and Culture Advisory Committee

The Public Art Subcommittee was involved throughout the process from the writing of the Expression of Interest to the selection of the 50th Public Art Jury. The Public Art Subcommittee ensured that ACAC remained updated with each stage of the project.

PUBLIC INPUT:
Public involvement was invited throughout the process as outlined in the engagement section of this report.
INTERNAL / EXTERNAL CONSULTATION:
There was consultation conducted internally with representation from Engineering, Planning, Operations, Procurement, Legal and Culture.

Initial external consultation has taken place with the Grand River Conservation Authority who did not raise barriers to the proposed Fountain Street Soccer location.

CONCLUSION:
This initiative will support and improve wellbeing in the community by creating a sense of belonging and civic pride during a significant municipal anniversary. The commissioning of this work will provide a legacy piece to commemorate the 50th Anniversary of the amalgamation of the City of Cambridge.

REPORT IMPACTS:
Agreement: Yes
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-040-CD Appendix A – Artist Concept Statement
2. 24-040-CD Appendix B – Fountain Street Soccer Location Map
Appendix A Concept Statement from Artist

The Sheave Tower, an enduring beacon of innovation and discovery, stands proudly as a testament to the rich history and indomitable spirit of our region. Rooted in Ontario's pioneering hydroelectric legacy and renowned as one of the world's smallest hydroelectric generating sites, it has left a profound impression on me. With the Cambridge Public Art Competition offering a platform to celebrate its 50th Anniversary, I am driven to create a monumental landmark that pays homage to the tower's awe-inspiring history. This concept connects the past and present, emphasizing the Sheave Tower's significance in the area's development. I am thrilled by the possibility of contributing a celebratory and meaningful artwork that is deeply rooted in the unique history of Cambridge.

The conceptual approach revolves around a sculpture that honours the original Sheave Tower's shape and scale. By utilizing the tower's distinct vertical ridges and outlines, the artwork would be created to help honour the City of Cambridge's rich heritage and pioneering spirit. Creating an open-framed sculpture would result in a piece that constantly plays with dynamic contrasts of light and shadow, positive and negative space, between day and night. From every angle, it would compel the viewer's perspectives, weaving an optical illusion that oscillates between a sense of transparency and opacity.

To further enhance the open qualities of the artwork, some façades have been kept open to highlight the tower's unique shape, outlines, and frame. Opening walls also creates a much more accessible public artwork which can be approached and accessed from numerous directions.
Item | Motion re: Carbon Tax
---|---
Mover | Councillor Ermeta
Seconder | Councillor Cooper

**Recommendation**

**WHEREAS** the federal government recently increased the carbon tax in April 2023 and will almost triple it by 2030;

**AND WHEREAS** the Parliamentary Budget officer has admitted that when fiscal and economic impacts of the federal fuel charge are considered that the vast majority of households will see a staggering loss;

**AND WHEREAS** this tax flows through from producers to transporters to the grocery store floor for our citizens;

**AND WHEREAS** this tax does very little to reduce pollution and emissions;

**AND WHEREAS** two thirds of Canadians are approximately $200 away or less from not being able to pay all their bills at the end of the month;

**THEREFORE**, be it resolved that the City of Cambridge Council direct the Clerk to send correspondence urging the Federal government to cancel the carbon tax which is financially hurting our citizens at a time when affordability concerns are at an all-time high to ease the financial and inflationary pressure on our Citizens;

**AND FURTHER THAT** the correspondence also be sent to AMO, and all Ontario municipalities.
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<td>Mover</td>
<td>Councillor Shwery</td>
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<td>Seconder</td>
<td>Councillor Devine</td>
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**Recommendation**

WHEREAS the current water billing model for the City of Cambridge requires the Landlord / Owner of a property to pay unpaid water / sewage bills;

AND WHEREAS Council approved the Landlord and Tenant Water account in February of 2015;

AND WHEREAS the tenants should be responsible for their water and sewage usage;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to report back by June of 2024 on changing the current Landlord and Tenant Water account to require tenants to be financially responsible as the end user for unpaid water and sewage bills.
<table>
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**Recommendation**

**THAT** staff be directed to conduct a comprehensive inventory of City realty assets that are at present leased to, licensed for occupation by, or otherwise occupied by third parties, and submit a report ("report") to Council by or before the end of 2024;

**AND FURTHER THAT** staff simultaneously with submission of the report, propose for consideration by Council a draft leasing and licensing policy for rental, occupation of City realty assets by third party tenants, licensees, and occupiers.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-033

Being a by-law to adopt Amendment No. 77 of the City of Cambridge Official Plan (2012), as amended, with respect to land municipally known as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North and 144 Fountain Street North

WHEREAS sections 17 and 22 of the Planning Act R.S.O. 1990 c. P. 13, as amended, empower the City of Cambridge to adopt an Official Plan and make amendments thereto,

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

1. THAT amendment No. 77 to the City of Cambridge Official Plan (2012) shall apply to lands legally described as LT 4 PL 730 CAMBRIDGE; PT LT 7 E/S ABRAHAM ST, 8 E/S ABRAHAM ST PL 522 CAMBRIDGE, PTS 1 TO 4 67R2621; S/T 1461984; LT 3 PL 730 CAMBRIDGE; CAMBRIDGE, LT 2 PL 730, SAVE & EXCEPT PT 1 ON EX PL WR909218; in the City of Cambridge, Regional Municipality of Waterloo; and shown on Schedule 'A' attached hereto and forming part of the by-law (herein referred to as 'the Lands');

2. THAT Amendment No. 77 to the City of Cambridge Official Plan (2012) as amendment, consisting of the text and attached maps, is hereby adopted;

3. THAT the Clerk is hereby authorized and directed to make application to the Regional Municipality of Waterloo for approval of the aforementioned Amendment No. 77 to the City of Cambridge Official Plan (2012), as amended;
4. **AND THAT** this by-law shall come into full force and effect upon the final passing thereof.

Enacted and Passed this 16\textsuperscript{th} day of April, 2024.

______________________________
MAYOR

______________________________
CLERK
Amendment No. 77 to the City of Cambridge Official Plan

1. Chapter 14 Map 2 of the City of Cambridge Official Plan is hereby amended by redesignating the Lands from ‘Low/Medium Density Residential’ to ‘High Density Residential’, as shown on Schedule A attached hereto;

2. Chapter 14 Map 2A of the City of Cambridge Official Plan is hereby amended by adding Site-Specific 113 as shown on Schedule ‘B’ attached hereto;

3. Chapter 16 of the City of Cambridge Official Plan is hereby amended by adding Figure 113 as shown on Schedule ‘C’ attached hereto;

4. Chapter 8 of the City of Cambridge Official Plan is hereby amended by adding Site-Specific Policy 8.10.113 with the following subsections:

8.10.113 102 Fountain Street South

1. Notwithstanding anything to the contrary, for the lands shown on Figure 113 on Schedule C attached hereto, the following site-specific policies shall apply:

   a. Residential and commercial uses, including a retirement home, shall be permitted through the implementing zoning by-law.

   b. The maximum building height shall be 15 storeys and 60 metres and the implementing zoning by-law shall include further restrictions on height for buildings adjacent to low rise residential areas.

   c. The minimum building height shall be 5 storeys.

   d. A Minimum and Maximum Floor Space Index (FSI) shall not apply.

   e. Minimum and maximum density restrictions shall not apply.

   f. The Lands shall be comprehensively designed and developed in phases. Each phase shall be sequentially and substantially contiguous to ensure a cohesive development at each phase of build out.

   g. All mixed use building(s) on the Lands contain residential units on storeys above the ground floor only, and accessory commercial uses on the ground floor only as further specified in the implementing zoning by-law.
h. No buildings are permitted on the Lands identified as ‘Area A’ on Schedule C attached hereto, which shall generally be those lands within 48 metres of the Abraham Street frontage.

i. Surface parking on site shall be limited, with the majority of parking wholly enclosed within the building and not visible from the street.

j. A privately owned publicly accessible open space, designed as a central gathering area containing a water feature, with frontage on Fountain Street, shall be integrated into the development as part of the first phase of development. Public Access shall be secured through an easement, prior to final site plan approval.

k. All heritage features identified by the Documentation and Salvage Plan, dated July 2020, prepared by McCallum Sather Architects, shall be retained and integrated into the development to the satisfaction of the Chief Planner.

I. The dry stone wall shall be incorporated into the garden design as dry stone walls.

m. The existing dry stone walls shall be incorporated into the Preston Historical Garden design.

n. The building design shall be architecturally sympathetic to the original building and Part IV designated building located at 138 Fountain Street South.

o. An interpretive plaque shall be installed in a location that is accessible to the public as part of the first or second phase of development. The details of the plaque, its contents, installation and location, shall be to the satisfaction of the Chief Planner.

p. The stone wall and pillars along Fountain Street shall be retained in situ, unless it is demonstrated not to be feasible, the stone wall and pillars may be dismantled and integrated into the development, in a location that is visible to the public, to the Chief Planner.

q. A landscape buffer containing 70 mm caliper deciduous trees and other all season landscape material, no less than 3.0 metres in width and densely planted, shall be installed along the property
line abutting the rear lot line of adjacent lands in the low/medium density residential designation.

r. Below-grade infrastructure requiring dry conditions must be waterproofed.

s. Geothermal Wells are prohibited.

t. Each phase of Site Plan Approval shall:

i. Be developed in accordance with the recommendations of the Transportation Impact Study including any limitations placed on access driveways, as approved by the Region of Waterloo and City of Cambridge through the lifting the holding (H) applied through the site-specific zoning by-law.

ii. Include an Interim Condition Plan (ICP), with the exception of the final phase. The ICP shall demonstrate the condition of any undeveloped portions of the Lands, which must be maintained in accordance with the City’s Maintenance of Land By-law, as amended.

iii. Include a Master Site Plan (MSP), which accurately reflects the incremental build out of the site and all approved site plans, includes total site statistics, and demonstrates full zoning compliance.

iv. Include a Detailed Transportation and Stationary Noise Study, prepared by a qualified consultant, to the satisfaction of the Region of Waterloo. The recommendations of the study shall be implemented through the site plan drawings, site plan agreement, alternative means, or any combination thereof, to the satisfaction of the City of Cambridge and the Region of Waterloo.

v. Include an Urban Design Brief that demonstrates how the architectural design and materials and landscape design contributes to an enhanced public realm and the creation of this landmark gateway into the Preston Towne Centre (Community Core Area).
vi. Secure the land and financial resources for road improvements and conveyance of road widening lands, as necessary.

u. The implementing zoning by-law shall apply a holding (H) to the Lands to limit the development and/or site alteration until such time as:

i. Detailed noise impact studies are completed to the satisfaction of the City of Cambridge and the Region of Waterloo.

ii. Detailed transportation impact studies are completed to the satisfaction of the City of Cambridge and the Region of Waterloo.

iii. An Updated Archaeological Assessment and corresponding Ministry Acknowledgement letter for the following properties is submitted to the satisfaction of the Region of Waterloo:

- 102-110 Fountain Street South;
- 134 Fountain Street North; and,
- 144 Fountain Street North.

iv. An Updated Heritage Impact Assessment be provided in compliance with the City’s Terms of Reference for Heritage Impact Assessments, to the satisfaction of the City. The Assessment shall address adjacency to the designated property at 138 Fountain Street South, the integration of salvaged features, building exterior design, building massing, building placement and site layout.

v. A Detailed Servicing and Drainage Report to the satisfaction of the City of Cambridge and Region of Waterloo.

vi. A Detailed Geotechnical Report is completed to the satisfaction of the City of Cambridge.

vii. A Detailed Excavation, Trenching and Shoring Plan is completed to the satisfaction of the City of Cambridge.

viii. An Updated Shadow Study is completed to the satisfaction of the City of Cambridge.

ix. The lands have been confirmed to be one (1) consolidated lot to the satisfaction of the City of Cambridge.
v. The implementing zoning by-law shall limit development on the Lands, until such time as all applicable requirements of the holding (H) are satisfied.
Purpose and Effect of Official Plan Amendment No. 77

The purpose and effect of this Official Plan Amendment No. 77 (OPA 77) to the City of Cambridge Official Plan (2012), as amended, is to redesignate the Lands on Schedule ‘A’ from low/medium density residential to high density residential, apply site-specific policy 113 to the Lands shown on Appendix B, and apply site specific policies 8.10.113 to the Lands shown on Appendix C attached hereto. The policies of OPA 77 are intended to guide the implementation of a mixed-use development with a maximum permitted height of 15 storeys.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-034

Being a by-law to amend Zoning By-law 150-85, as amended, with respect to land municipally known as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North, and 144 Fountain Street North

WHEREAS Council of the City of Cambridge has the authority pursuant to Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, to pass this by-law;

WHEREAS this by-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS, Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held December 12, 2023 and December 19, 2023, and that a further public meeting is not considered necessary in order to proceed with this Amendment,

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

1. THAT this by-law shall apply to lands legally described as LT 4 PL 730 CAMBRIDGE; PT LT 7 E/S ABRAHAM ST, 8 E/S ABRAHAM ST PL 522 CAMBRIDGE PTS 1 TO 4 E/S 67R2621; S/T 1461984; LT 3 PL 730 CAMBRIDGE; CAMBRIDGE, LT 2 PL 730, SAVE & EXCEPT PT 1 ON EX PL WR909218; in the City of Cambridge, Regional Municipality of Waterloo; and shown on Schedule ‘A’ attached hereto and forming part of the by-law (herein referred to as ‘the Lands’);

2. THAT Schedule ‘A’ to City of Cambridge Zoning By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown in heavy black in the attached Schedule ‘A’ to this by-law from R3 / N3RM3 to (H)R3/RM2 s.4.1.448.

3. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended by adding the following subsection 4.1.448 under section 4.1 thereof.
4.1.448 102 Fountain Street South:

Notwithstanding the provisions of sections 2.2, 3.1.2 and 3.3.3 of this by-law, the following regulations shall apply to the lands in that (H) R3RM2 zone to which parenthetical reference to “(s. 4.1.448)” (herein referred to as “the Lands”) is made on Schedule ‘A’ attached to and forming part of this by-law:

1. Permitted Uses shall be limited to the following:
   a. Residential and Mixed Uses, which may be contained within the same building:
      i. Apartment House
      ii. Mixed Use Building
      iii. Retirement Home
   b. Non-Residential
      i. Neighborhood Grocery Store, not exceeding 300 sq.m. in gross leasable commercial floor area per unit
      ii. Neighbourhood Variety Store, not exceeding 300 sq.m. in gross leasable commercial floor area per unit
      iii. Retail Commercial Establishment, not exceeding 300 sq.m. in gross leasable commercial floor area per unit
      iv. Laundromat
      v. Hair dressing establishment, Salon or Day Spa
      vi. Day Nursery or Day Care Centre
      vii. Dispensary Pharmacy
      viii. Food Services Establishment
      ix. Business and professional office as described in Section 3.3.2.2 of By-law 150-85.

2. The following Definitions shall be used for the purposes of interpreting section 4.1.448 of the by-law:
   1. Mixed-use Building means a building containing residential uses, including a retirement home, and at least one non-residential use.
   2. Storey means as it is defined in the Ontario Building Code.
   3. First Storey means the storey closest to grade, facing towards Fountain Street, which meets the definition of Storey.
   4. Podium means the base of a BUILDING above GRADE, up to six storeys in height, extending outwards from the TOWER as an identifiable projecting element to articulate the BUILDING in accordance with BUILDING STEPBACK provisions in this BY-LAW.
   5. Tower means the portion of the BUILDING above the PODIUM.
6. *Stepback* means the horizontal recessing of the BUILDING facade above a specified STOREY.

7. *Geothermal Well* means a vertical well, borehole or pipe installation used for geothermal systems, ground-source heat pump systems, geo-exchange systems or earth energy systems for heating or cooling; including open-loop and closed-loop vertical borehole systems. A geothermal well does not include a horizontal system where construction or excavation occurs to depths less than five meters unless the protective geologic layers overlaying a vulnerable aquifer have been removed through construction or excavation.

3. The whole of the Lands shown on Schedule ‘A’ attached hereto, shall be considered one parcel of land for the purposes of determining zoning compliance, despite any subsequent subdivision of the Lands.

4. The lot lines and low-rise residential area shall be considered as in Figure 1 below and setbacks applied accordingly:

5. All lands, structures and buildings shall be occupied and constructed in accordance with the following regulations:

   a. Non-residential uses shall only be located within mixed-use buildings.

   b. Within Mixed Use Buildings:
i. Non-residential uses are limited to the first storey.

ii. The exterior entrance to access the dwelling units shall be separate from the exterior entrance to access the units containing non-residential uses.

c. Minimum lot frontage: 30 metres

d. No minimum or maximum density

e. Minimum front yard (along Fountain Street): 3 metres

f. Minimum rear yard: 7.5 metres

g. Minimum interior side yard:

   i. North Side: 2.7 metres

   ii. South Side: 1.5 metres

h. Minimum gross floor area by dwelling unit type: In accordance with Section 3.1.2.4 of By-law 150-85.

i. Minimum amenity area: In accordance with Section 3.1.2.4 of By-law 150-85.

j. Overall Building Height, excluding mechanical penthouses:

   i. Minimum: 5 storeys and 16 metres

   ii. Maximum: 15 storeys and 60 metres and below an angular plane of 45 degrees measured at 7.5 metres northwest of the rear lot line as shown on Figure 1, at an elevation of 296 metres above sea level, extending toward the Fountain Street front lot line. For clarity, any storey entirely below grade shall not be included in building height.

k. Minimum Height of First Storey: 4 metres

l. Podium Height:

   i. Minimum: 3 storeys, 10 metres

   ii. Maximum: 6 storeys, 21 metres
m. For clarity, podium height in metres means the vertical distance from the finished average grade along the Fountain Street Building Façade to the highest point of the podium roof’s surface.

da. For clarity, overall building height in metres means the vertical distance from the finished average grade along the Fountain Street Building Façade to:

   a.) for a flat roof, the highest point of the roof’s surface; or the parapet, where the parapet exceeds 1.2 metres in height, whichever is higher;
   b.) for a mansard roof, the roof deck line;
   c.) for a gable, hipped, cottage, gambrel, or peaked roof, the mid-point measured between the eaves and the ridges.

o. Minimum tower separation measured from exterior face of the building, including balconies:

   i. 22 metres from a tower on the same lot
   ii. 11 metres from an interior lot line, except one (1) tower separation setback to a side lot line may be reduced to a minimum of 10 metres provided that the tower separation setbacks to both side lot lines combined equals a minimum 22 metres.

p. Maximum Tower Footprint: 2,000 square metres

q. Maximum number of Towers: two (2)

r. Minimum Tower Stepback above Podium, including balconies: 3 metres, except a stepback is not required:

   i. Above the most northerly 16 metres of the front podium façade facing Fountain Street. For clarity, the tower may not project closer to the Fountain Street front lot line than the podium; and
   ii. For any tower façade that is not opposite or facing towards a lot line.

s. Minimum landscaped open space: 30% of *lot area*
t. Publically accessible at-grade open space: minimum area of 500 sq.m. and minimum frontage on Fountain Street of 20 metres.

u. Planting strips and fencing:
   
   i. Only required adjacent to the rear lot line, as defined in Figure 1.
   
   ii. The planting strip shall be 3.0 metres in width, at a minimum height at time of planting of 1.5 metres.

v. Parking and Loading:
   
   i. For an Apartment House or Dwelling Units in a Mixed-Use Building:
      
      1. Minimum Resident Parking: 1.0 spaces per dwelling unit
      
      2. Minimum Visitor Parking: 0.08 spaces per dwelling unit
      
      3. Minimum Non-Residential Parking: 2.5 spaces per 100 square metres of gross leasable commercial floor area
   
   ii. For a Retirement Home: Refer to Section 2.2.1.3 (d) of By-law 150-85.
   
   iii. For the purpose of calculating the total parking spaces, the parking requirements for each use shall be calculated separately, rounded up to the nearest whole number, and added together for the total.
   
   iv. Maximum Surface Parking (not within a building): 5% of the total parking supplied on the Lands.
   
   v. Surface Parking Spaces shall not be located between a building façade and the Front Lot Line along Fountain Street.
   
   vi. Structured Parking shall not be located abutting any portion of the first storey building facade facing Fountain Street.
vii. Loading Space Rate and Location: In accordance with Section 2.3.1. of By-law 150-85.

w. Garbage shall only be stored and collected inside a building.

x. Geothermal Wells are prohibited.

y. No buildings are permitted on the Lands identified as ‘Part A’ on Schedule ‘A’ attached hereto, which shall generally be those lands within 48 metres of the Abraham Street frontage.

z. The Lands are subject to a Holding (H) provision, as shown on Schedule ‘A’ attached hereto and the regulations below:

  i. No development or site alterations shall be permitted where the holding (H) applies.

  ii. The holding (H) shall not be removed until the following criteria are satisfied:

      1. Completion of a detailed transportation and stationary noise study and implementation measures addressed to the satisfaction of the Regional Municipality of Waterloo. The detailed stationary noise study shall review the potential impacts of noise (e.g. HVAC systems) on the sensitive points of reception and the impacts of the development on adjacent noise sensitive uses.

      2. Completion of an updated Transportation Impact Study (TIS) for the full permitted build out of the Lands, which demonstrate the following to the satisfaction of the City of Cambridge and Region of Waterloo:

          a. That all access configuration options are compared and evaluated in order to confirm the most feasible access configuration.

Prior to commencing the updated TIS, the City of Cambridge and Region of Waterloo shall approve terms of reference.
3. Completion of an Updated Archaeological Assessment and corresponding Ministry Acknowledgement letter for the following properties is submitted to the satisfaction of the Region of Waterloo:
   - 102 Fountain Street South;
   - 134 Fountain Street North; and,
   - 144 Fountain Street North.

4. Completion of an updated Heritage Impact Assessment in compliance with the City’s Terms of Reference for Heritage Impact Assessments, to the satisfaction of the City. The Assessment shall address adjacency to the designated property at 138 Fountain Street South, the integration of salvaged features, building exterior design, building massing, building placement and site layout.

5. Completion of a Detailed Servicing and Drainage Report to the satisfaction of the City of Cambridge and Region of Waterloo.

6. Completion of a Detailed Geotechnical Report to the satisfaction of the City of Cambridge.

7. Completion of a Detailed Excavation, Trenching and Shoring Plan to the satisfaction of the City of Cambridge.

8. Completion of a Detailed Updated Shadow Study to the satisfaction of the City of Cambridge.

9. The lands have been confirmed to be one (1) consolidated parcel to the satisfaction of the City of Cambridge.

   iii. The delegation of authority to the Chief Planner to determine whether to lift the H is revoked and the determination of whether to lift the H with respect to these Lands will be made by council.

4. AND THAT this by-law shall come into force and effect on the date it is enacted subject to Official Plan Amendment No. 77 coming into effect pursuant to Subsection 24(2) of the Planning Act, R.S.O., 1990, c. P. 13, as amended.
ENACTED AND PASSED this 16th day of April 2024

_________________________________
MAYOR

_________________________________
CLERK
Schedule ‘A’
Purpose and Effect of By-law No. 24-034

The purpose and effect of this by-law is to amend the zoning classification of the lands known municipally as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North, 144 Fountain Street North, as shown on Appendix A attached hereto, from R3 / N3RM3 ‘Residential Three / Institutional Mixed-Use Multiple Residential Three’ to (H) R3 / RM2 S.4.1.448 ‘(Holding) Residential Three / Mixed-Use Multiple Residential Two’ S. 4.1.448 to guide the implementation of a mixed-use development with a maximum permitted height of 15 storeys.
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 24-035

Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Part of Block 191 on Registered Plan 58M-684

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

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

1. **THAT** Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Part of Block 191 on Registered Plan No. 58M-684;

2. **THAT** this by-law shall be restricted in its application only to divide the blocks as cited in accordance with Reference Plan No. 58R-21937 and Schedule ‘A’ attached hereto;

3. **THAT** this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on April 16, 2026;

4. **THAT** it is Acknowledged and Directed that the office of the City Solicitor or designate be authorized to register electronically this by-law pursuant to subsection 51(28) of the Planning Act on the title to the lands described herein and place an inhibiting order following the registration of the by-law which is to be lifted upon registration of the Common Element Condominium 30CDM-23102;

5. **AND THAT** this By-law shall come into full force on the day it is passed.
Enacted and Passed this 16 day of April, 2024.

__________________________________________
MAYOR

__________________________________________
CLERK
Schedule ‘A’

Part of Block 191, Registered Plan No. 58M-684

Parts and Proposed Easements

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THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 24-036

Being a By-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 84 Chalmers Street North.

WHEREAS Council of the City of Cambridge has the authority pursuant to Sections 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this by-law;

WHEREAS this By-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held March 5th, 2023, and that a further public meeting is not considered necessary in order to proceed with this Amendment.

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

1. THAT this by-law shall apply to lands municipally addressed as 84 Chalmers Street North and legally described as Lot 31, Registered Plan 443 in the City of Cambridge, Regional Municipality of Waterloo, as shown outlined in heavy black on Schedule ‘A’ attached hereto and forming part of this by-law;

2. THAT Schedule ‘A’ to the City of Cambridge By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown outlined in heavy black in the attached Schedule ‘A’ to this By-law from R4 to RS1 s.4.1.476.

3. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended by adding the following subsection under section 4.1.476 thereof:

4.1.476 84 Chalmers Street North

1. The following regulation shall apply to the lands in that RS1 zone classification to which parenthetical reference “s.4.1.476” is made on Schedule ‘A’ attached and forming part of the bylaw:

   a) Geothermal Wells shall be prohibited on site. A geothermal well is defined as a vertical well, borehole or pipe installation used for geothermal systems, ground-source heat pump systems, geo-exchange systems or earth energy systems for heating or cooling; including open-loop and closed-loop vertical borehole systems. A geothermal well does not include a horizontal system where construction or excavation occurs to depths less than five meters unless the protective geologic layers overlaying a vulnerable aquifer have been removed through construction or excavation.

4. THAT this By-law shall come into force and effect on the date it is enacted and passed by Council of the Corporation of the City of Cambridge, subject to notice hereof being circulated in accordance with the Planning Act and Ontario Regulation 545/06.
Enacted and Passed this 16th day of April, 2024.

__________________________________________
MAYOR

__________________________________________
CLERK
Purpose and Effect

The purpose and effect of this By-law is to amend the zoning classification of the lands legally described as Lot 31, Registered Plan 443 in the City of Cambridge, Regional Municipality of Waterloo from R4 to RS1 “s.4.1.476” zone to permit semi-detached dwelling on the subject land.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-037

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;

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 16th day of April 2024, 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 of
The Corporation of the City of Cambridge.

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

**ENACTED AND PASSED** this 16th day of April 2024

_________________________________
MAYOR

_________________________________
CLERK