Corporation of the City of Cambridge
Council Meeting
Agenda

Date: Tuesday, July 16, 2024, 4:00 p.m.
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 4:00 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. Presentations
   4.1 Wade Novak, Manager of Service Cambridge and Revenue re: 24-037-CRS Landlord Tenant Water Account Review 4 - 14
5. Delegations and Consideration of Related Reports
   5.2 Tova Davidson, Sustainable Waterloo Region re: 24-008-IFS Sustainability Update 43 - 56
   5.3 Kyra Chisholm, Climate Action Waterloo Region re: 24-008-IFS Sustainability Update 57 - 65
   5.4 Matthew Day, Waterloo Region Community Energy re: 24-008-IFS
6. **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.

6.1 24-007-PBM - Holding Removal - 44 and 46 Millcreek Road and 5 Liberty Drive

6.2 24-063-CD: 171 Guelph Avenue, Passage of Designation By-law and Heritage Easement Agreement

6.3 24-030-CRS 2024 Operating Financial Update – April Forecast

7. **Consideration of Reports**

7.1 Infrastructure Services

7.1.1 24-008-IFS Sustainability Update

7.2 Corporate Services

7.2.1 24-028-CRS Stormwater Management Funding Study Approval, By-law and Credit Policy

7.2.2 24-037-CRS Landlord Tenant Water Account Review

7.3 Community Development

7.3.1 24-031-CD Recommendation Report – Proposed Official Plan Amendment for the North Cambridge Secondary Plan

7.4 Corporate Enterprise

7.5 Office of the City Manager

8. **Other Business**

9. **Motions**

9.1 Motion re: Permanent Speed Bumps on Saginaw Parkway

*Note: This Motion was originally presented at the July 9, 2024 Council Meeting.*

10. **Notices of Motion**

11. **Correspondence**


12. **Motion to Receive and File**
13. **Consideration of By-laws**

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

- 24-073 Being a by-law to amend Zoning By-law 150-85, as amended, with respect to land municipally known as 44 and 46 Millcreek Road and 5 Liberty Drive
- 24-074 Being a by-law of the City of Cambridge to designate the property located at 171 Guelph Avenue as a property of cultural heritage value
- 24-075 Being a by-law to provide for a Stormwater Management Fee and to enact rules and regulations for its billing and collection
- 24-076 Being a by-law of the Corporation of the City of Cambridge to adopt Amendment No. 67 of the City of Cambridge Official Plan (2012), as amended with respect to the North Cambridge Secondary Plan

14. **Confirmatory By-law**

15. **Adjournment**
Tenant Water Billing Review

Council Motion 24-123
In February of 2015 Council approved report #15-008 CAO which established the City collection policy around the following principle;

- “To minimize the need for water write-offs in the future, and to reduce collection costs incurred by the City, it is recommended that Council endorse the concept of property owners as being financially responsible for all water-related charges, regardless of who is the ultimate consumer. This would also include tenant accounts established prior to January 1, 2011. This supports the goal of revenue stability/maximization whereby every opportunity to safeguard the City’s water revenue should be taken within the confines of the legislation.”

- Council motion 24-123 directed staff to report back on moving to a process where the City undertakes the collection and revenue risk for tenanted properties.
Existing Collection Process

- All accounts are in the property owner’s name.
- Some property owners choose to redirect billing in the tenant’s name for payment.
- All notices are mailed to the property tax mailing address ensuring the property owner is informed of an overdue status.

**Reminder**

12 Calendar days after the water bill due date a notice is mailed to the property owner advising of the overdue account.

**Transfer Notice**

23 calendar days after the reminder notice is mailed a transfer fee is added to the account and the balance is moved to the property tax account. A notice is mailed to the owner.

**Tax Account Notice**

10 business days after the transfer notice is mailed, a letter is mailed to any property owner who has PAP active on their account to advise of payment options.
Potential Tenant Process

**Reminder**

One business day after the due date a reminder notice is sent for any overdue account with applicable 1.25% monthly interest charges applied.

**Contact Attempt**

Contact attempt by phone or email by day 7 after notice is mailed for accounts with a balance $50 or beyond 40 days. Maximum 2 week payment plan for balance can be arranged.

**24 hr Notice of Disconnection**

Review of accounts by collection staff with Bylaw staff to hand deliver notice of disconnection (door knocker) to the residence of the selected accounts. A disconnection fee will be applied to the account at this time.

**Disconnection**

Completed weekly on Thursday to allow time for payment and reconnection before the weekend when after hours staffing may not be able to accommodate reconnection.
Key Findings

- Municipal water billing and collection practices and regulations remain consistent with the findings of the 2015 BMA Management Consulting Inc report.
- Unfunded operating and capital costs will result from this change in policy.
- Benefits of this policy change would be limited to a small subset of property owners.
- Service disconnection will be reintroduced for tenanted properties.
Process Impacts

• **Account Setup** – Significant changes will be required in the online account intake process.

• **Billing Change** – Recommended 30-day billing cycle for tenanted properties.

• **Service disconnection** – Service disconnection would be necessary if payment cannot be arranged (options next slide).

• **Account Closure** – Updates to the system will be required to manage tenant specific items.

• **Inactive Accounts** – Collection agency which deducts a commission for any balance recovery.

• **Other Considerations**
  • Stormwater billing redesign would be required.
  • Shared meter situations will be ineligible for tenant accounts.
Process Impacts – Service Disconnection

• **Option One** – Introduce a specialty water meter into the AMI network that is equipped with an integrated shut-off valve.

• **Option Two** - A legacy process that the City of Cambridge used prior to 2015 and is the method currently in place with comparable municipalities.
## Financial Considerations

<table>
<thead>
<tr>
<th>Item</th>
<th>Option 1 Cost</th>
<th>Option 2 Cost</th>
<th>Timing / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Impacts</td>
<td>$68,180</td>
<td>$68,180</td>
<td>• IT web services / tenant segmentation / procure meters / rework stormwater program (2-4 months)</td>
</tr>
<tr>
<td>Operating Impacts</td>
<td>$960,058</td>
<td>$1,061,902</td>
<td>• Staffing / Uncollectible Revenue / 30 day billing (4-6 months)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Water rate increase (1) – 1.8% and (2) – 2.0%</td>
</tr>
<tr>
<td>Total</td>
<td>$1,028,238</td>
<td>$1,130,082</td>
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</tbody>
</table>
Financial Considerations – Funding

• It is recommended that the Water Rate Stabilization Reserve Fund be used as the funding source for the capital impacts of $68,180.

• The operating impacts will be incorporated into the annual water rate.
  • Option 1 has an annual operating impact of $960,058 or an increase from 4.0% to 5.8% for 2025.
  • Option 2 has an annual operating impact of $1,061,902 or an increase of 4.0% to 6.0% for 2025.
Conclusion

- Policy change will increase risk and may decrease revenue stability/maximization
- Alignment with City’s Strategic Plan, to “Focus on the responsible management of financial resources, ensuring transparency and accountability”.
- Results in increased rates for all residents as collection costs and revenue risks shift from landlords.
- Disconnection of water services will be reintroduced.
Thank you!

Questions?

Wade Novak
Manager of Service
Cambridge and Revenue

x4762
Proposed Official Plan Amendment for the North Cambridge Secondary Plan

Recommendation to Council

July 16, 2024
Background

- 115 hectares (284 acres) of land for primarily residential uses were added to the Urban Area boundary in north Cambridge.
- The Secondary Plan synthesizes the Subwatershed Study and Master Drainage Report and implements recommendations as land use planning policy to guide future development of the community.
- The Secondary Plan is being prepared as an amendment to the Cambridge Official Plan.
A Virtual Public Open House was held on November 25, 2021, and a Statutory Public Meeting was held on June 28, 2022.

Common themes from those meetings included:

- Mobility network, including roads, trails and active transportation;
- Riverbank Drive as a scenic heritage road;
- Permitted uses and heights in the land use designations;
- Parks and trails;
- Stormwater management and servicing;
- Natural open space system;
- Cultural heritage; and
- Implementation.
Measures implemented to reduce impacts on the Riverbank Drive scenic heritage road:

- Riverbank Drive Transition Buffer
  - Minimum 10 metres wide
  - Naturalized native plantings
- Maximum 2-storey heights for the first row of residential closest to Riverbank Drive
- No direct vehicular access
- Heritage Impact Assessment required
Next Steps

• Upon Council approval, the Official Plan Amendment will be submitted to the Region of Waterloo as the final approval authority.

• For information about this project visit: www.cambridge.ca/eastsidelands
Recommendation


• AND THAT Council approves the Subwatershed Study for the Randall and Breslau Drains and the East Side Lands – Stage 2 Scoped Master Drainage Report for implementation as development planning proceeds in the area;

• AND THAT Council adopts Official Plan Amendment No. 67 to establish the North Cambridge Secondary Plan, and that the adopted Official Plan Amendment be submitted to the Regional Municipality of Waterloo for approval;

• AND THAT Council is satisfied that a subsequent public meeting in accordance with subsection 17(15) of the Planning Act is not required;

• AND FURTHER THAT the attached By-law is passed.
2023 Update to the Community

Come sit with us!
THE COMMUNITY ENGAGED

120+ SWR memberships
40,000+ Full time employees supported
19 Events held in 2023
700+ Attendees across events

For spending 18,000+ supporting us through the year, we thank our amazing 230+ volunteers!

1800+ students impacted across 5 public schools
1042 Trees and shrubs planted in 12 forests

20 Municipalities
74,927.9 Tonnes Committed (CO₂e)
94,097.1 Tonnes Reduced to date (CO₂e)
TravelWise

12 Years of partnership

Region of Waterloo

40+ Organizations across Waterloo Region
Microforest

3 Years

20 Forests

1,816 Trees planted

5 Municipalities in Waterloo Region
Eminidowang Kitigaan
(Spirit Garden for Everyone)
5 School Plantings
Microforest Financial Sponsors
Climate Action
TransformWR Progress Dashboard

TRANSFORMWR PROGRESS DASHBOARD
A ClimateActionWR Progress Reporting Tool For Waterloo Region

We are building a better future for our community through climate action and every business, organization, municipality and individual has a role to play! TransformWR is our community’s climate action strategy and will help guide the community as we collectively do the work to transition Waterloo Region to a more equitable, prosperous, resilient low carbon community.

TRANSFORMATIVE CHANGES
1. ACTIVE TRANSPORTATION
2. ZERO EMISSION VEHICLES
3. FUEL SWITCHING OUR BUILDINGS

ACTIVE ACTIONS LAST UPDATED
Actions that have been updated within the last 2 months

3%

61

ACCTIONS BY PHASES
Continuous and completed actions

41%

ACCTIONS BY STATUS
Actions proceeding as planned
Acting collectively to build resilience.

7 Events

170+ Attendees

22 Community Events

400+ Community members engaged

19 Volunteers

19 Presentations
Impact Network
74,927.9
Tonnes Committed (CO2e)

94,097.1
Tonnes Reduced to date (CO2e)

7,548.1
More tonnes reduced than 2022
42
Uncooked meals

43
Shortest shower times

150,000
Steps counted
Evolv1

- **Typical annual electricity use**: 800,000 kWh
- **Array size**: 775 kWp
- **Solar output**
  - 99%
  - 110%
  - 123%
  - 112%
  - 106%

- **Yearly energy output**
  - 2019: 850,000 kWh
  - 2020: 895,000 kWh
  - 2021: 865,255 kWh
  - 2022: 822,500 kWh
  - 2023: 782,000 kWh

- **10+ Building tours**
- **200+ Students Impacted**
Seeds we are planting in 2024
GROW WITH Cleantech
16-Week Training Program

POWERED BY:
boundless accelerator

Funded Through:
Canada

UVARO

Upskill Canada Powered By Palette Skills
Sustainability in the news: featuring SWR

By Catherine Thompson  Reporter
Thank you for building our forest with us.
ABOUT CLIMATE ACTION WR

Coordinate

Measure

Engage

Reep Green Solutions

CLIMATE ACTION WR

sustainable
WATERLOO • REGION

Region of Waterloo

CAMBRIDGE

KITCHENER

The CITY OF
Waterloo

The TOWNSHIP of
NORTH DUMFRIES

Wilmot

TOWNSHIP OF
WELLESLEY

WOOLWICH TOWNSHIP
OUR TARGETS

50% by 2030

50% GHG emissions reduction target by 2030 (from the 2010 baseline year)
Total Emissions in 2022:

- **Transportation**: 47.2%
  - 1,871,534 Tonnes CO₂e
- **Agriculture**: 5.8%
  - 229,275 Tonnes CO₂e
- **Buildings**: 45.4%
  - 1,799,659 Tonnes CO₂e
- **Waste**: 1.5%
  - 60,540 Tonnes CO₂e

Total: 3,961,008 Tonnes CO₂e
Transportation

1. Invest in robust public transit options and safe active transportation networks;
2. Accelerate decarbonization of passenger vehicles and equipment both at home and at work;
3. Support programs that shift community culture towards sustainable transportation modes.
1. Invest in robust public transit options and safe active transportation networks;
2. Accelerate decarbonization of passenger vehicles and equipment both at home and at work;
3. Support programs that shift community culture towards sustainable transportation modes.
CALLS TO ACTION

Buildings

1. Accelerate adoption of low carbon, fuel switching technologies such as heat pumps for water and space heating (and cooling) both in homes and organizations.
2. Invest in energy decarbonization
3. Adopt policy that prioritizes decarbonization in developments
QUESTIONS?
Matthew Day, CEM (he/him)
WR Community Energy

Natasha Ing (she/her)
WR Community Energy
What Are High-Performance Development Standards?

• **Voluntary** and/or **mandatory** measures to encourage environmentally, socially, and economically sustainable design
• Promotes, educates, and enforces building and design practices more aligned with Regional climate action goals
• Referred to as “Green Development Standards” in other communities
• Applicable to **new builds only**

We are proposing one of the first **harmonized** standards in Ontario
• Applicable to the Cities of Cambridge, Kitchener, and Waterloo, and (ideally) the Townships of North Dumfries, Wellesley, Wilmot, and Woolwich
• We would be the first to collaborate with the electric utilities

*Adapted from the Clean Air Partnership*
Timeline

- **Spring 2023**: Urban Councils Agreed to Explore an HPDS
- **Winter 2024**: Funding, Project Planning, & Onboarding
- **Spring 2024**: Project Launch & Engagement
- **Fall 2024**: 1st Draft (Categories, Metrics, Types)
- **Spring 2025**: 2nd Draft (Measures, Tiers, Processes, etc.)
- **Spring 2026**: HPDS Implementation

**WE ARE HERE**
## Engagement Highlights

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<tr>
<th>Engagement</th>
<th>Attendees</th>
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<tbody>
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<td><strong>Municipal Workshops</strong></td>
<td>44</td>
</tr>
<tr>
<td>City of Cambridge</td>
<td>22</td>
</tr>
<tr>
<td>City of Waterloo</td>
<td>18</td>
</tr>
<tr>
<td>City of Kitchener</td>
<td>25</td>
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<tr>
<td><strong>Industry Workshop</strong></td>
<td>35</td>
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<tr>
<td><strong>Community Workshops</strong></td>
<td>31</td>
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<tr>
<td>Cambridge Centre of the Arts</td>
<td>2</td>
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<tr>
<td>Waterloo Memorial Recreation Complex</td>
<td>4</td>
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<tr>
<td>Kitchener Public Library</td>
<td>10</td>
</tr>
<tr>
<td>New Hamburg Community Centre</td>
<td>15</td>
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</tbody>
</table>
Stay Informed

Waterloo Region

HIGH-PERFORMANCE
DEVELOPMENT STANDARDS

High-Performance Development Standards

Did you know that buildings are one of the largest contributors to greenhouse gas emissions (GHGs) in Waterloo Region? To address this, Waterloo Region has implemented the High-Performance Development Standards (HPDS) as the new building design standard that will apply to development applications submitted in the Cities of Cambridge, Kitchener, Waterloo, and (islands) Townships of North Dumfries, Wellesley, Wilmot, and Woolwich. This standardization approach across all of the Region’s area municipalities will ensure that sustainable and energy-related standards are all in one convenient location to support widespread adoption.

https://www.engagewr.ca/high-performance-development-standards

Instagram: @waterlooregionhpds | Facebook: Waterloo Region HPDS | X: @wrhpds
"Have you noticed it, too?"

Climate goals

Paris Accord

Green H2

Batteries, man, batteries.

I've launched my third DAC startup!

Sigh.

Solar's the future!

I'm saving the planet with EVs.

Heating

Cluff + Innova Partners
TOWARDS AN INTEGRATED THERMAL ENERGY STRATEGY FOR WATERLOO REGION

A strategic assessment of the value of thermal energy
Thank You

Matthew Day, CEM (he/him)
Director, Community Energy Program
E: mday@wrcommunityenergy.ca

Natasha Ing (she/her)
Community Energy Planner
E: ning@wrcommunityenergy.ca
PLANNING BY-LAW MEMORANDUM

BY-LAWS TO BE ENACTED UNDER DELEGATED AUTHORITY BY-LAW 23-109

To: COUNCIL
Meeting Date: 7/16/2024
Subject: ☑ Removal of Holding Provision
☐ Lot Creation Through Part Lot Control Exemption
☐ Open City Lands as Public Highway

Submitted By: Sylvia Rafalski-Misch, MCIP, RPP, Manager of Development Planning
Prepared By: Jacqueline Hannemann, MCIP, RPP, Senior Planner
Memo No.: 24-007-Planning By-law Memorandum
Wards Affected: Ward 7

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.

Delegated Authority By-law 42-01 passed in 2001, gave the Chief Planner authority to approve certain routine applications and requests governed by the Planning Act, Ontario Heritage Act and Municipal Act; where associated by-laws must still be brought forward to Council for enactment. Further delegation on December 5, 2023 no longer requires 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 known municipally as 44 and 46 Millcreek Road and 5 Liberty Drive, as shown in the Location Map below.
COMMENTS:

By-Law to Remove Holding (H) Provision

Section 36 of the Planning Act allows municipalities to apply holding provisions to lands to restrict use and/or development until such time as specific conditions or criteria are satisfied. The holding provision is removed through the enactment of a by-law.

Through By-Law 23-030, being site specific section 4.1.439 of By-law 150-85, a holding provision was applied to the subject lands at 44 and 46 Millcreek Road and 5 Liberty Drive until such time as the following criteria or conditions were satisfied:

- A Record of Site Condition (RSC) and Ministry Acknowledgement Letter have been received to the satisfaction of the City of Cambridge and the Region of Waterloo.
- A detailed stationary noise study has been completed and any recommended mitigation measures have been implemented to the satisfaction of the Region of Waterloo.

The Applicant has requested removal of the holding provision. In the opinion of the
Chief Planner or designate, the Applicant has satisfied these criteria and conditions for the removal of the holding and thus has granted approval in principle. Upon enactment of the attached By-law by Council, the Applicant may proceed with their development of four (4) three-storey stacked townhouse buildings, containing a total of 70 units.

BY-LAWS TO BE PASSED:
The by-law to be enacted by Council is 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. 24-007-PBM - Appendix A – By-law to Remove Holding Provision, 44 and 46 Millcreek Road and 5 Liberty Drive
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-xxx

Being a by-law to amend Zoning By-law 150-85, as amended with respect to land municipally known as 44 and 46 Millcreek Road and 5 Liberty Drive

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 notice of intention to adopt the By-law was provided in accordance with the Planning Act,

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

1. THAT this by-law shall apply to lands described as Lot 7, Concession 12, as in WS595866; City of Cambridge, Region of Waterloo; as Lot 7, Concession 12, Parts 2 to 4 on Registered Plan 67R2891, City of Cambridge, Region of Waterloo; and as Lot 4, on Plan 648, as in 1330267, City of Cambridge, Region of Waterloo; and shown on Schedule ‘A’ attached hereto and forming part of the by-law;

2. THAT Schedule ‘A’ to City of Cambridge Zoning By-law 150-85, as amended, is hereby amended by removing the Holding Symbol ‘(H)’ from the zone symbol affecting the lands shown outlined by a heavy black line on Schedule ‘A’ hereto attached.

3. THAT subject to section 36(4) of the Planning Act (R.S.O. 1990, c. P.13), as amended, this by-law shall come into force on the day of its passing.

Enacted and Passed this 16th day of July, 2024.

_________________________________
MAYOR

_________________________________
CLERK
Schedule A

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
- OPEN SPACE

Scale: 1:1,500

Page 2 of 3

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Purpose and Effect of By-law No 24-xxx

The purpose and effect of this by-law is to remove a holding provision to permit the development of the land with a stacked townhouse development with 70 residential units.

A holding provision was applied to the zoning of this property which prevented development until:

a) A Record of Site Condition (RSC) for the entirety of the subject lands in accordance with O. Reg. 153/04, as amended, has been filed on the Ministry of Environment, Conservation and Parks (MECP) Environmental Site Registry and the RSC and the Ministry’s Acknowledgement letter is received to the satisfaction of the Regional Municipality of Waterloo.

b) A detailed stationary noise study has been completed and any recommended mitigation measures have been implemented to the satisfaction of the Region of Waterloo. The detailed stationary noise study shall review the potential impacts of the development on itself (e.g. HVAC system on the sensitive points of reception) and the impact of the development on the adjacent sensitive land uses.

These requirements have now been completed.
To: COUNCIL
Meeting Date: 7/16/2024
Subject: 24-063-CD: 171 Guelph Avenue, Passage of Designation By-law and Heritage Easement Agreement
Submitted By: Joan Jylanne, Manager of Policy Planning
Prepared By: Jeremy Parsons, Senior Planner - Heritage
Report No.: 24-063-CD
File No.: R01.01.155
Wards Affected: Ward 1

RECOMMENDATION(S):
THAT Report 24-063-CD: 171 Guelph Avenue, Notice of Passing of Designation By-law and Heritage Easement Agreement be received;
AND THAT the designation by-law attached as Appendix A to this report be enacted by Council;
AND THAT the draft heritage easement agreement attached as Appendix B to this report be enacted by Council;
AND FURTHER THAT staff be directed to take the necessary steps under the Ontario Heritage Act following the passage of the by-law and the heritage easement agreement.

EXECUTIVE SUMMARY:
Purpose
The purpose of this report is to request that Council approve and enact the designation by-law and heritage easement agreement for the property located at 171 Guelph Avenue (Forbes Estate House). The designation by-law and easement agreement are both required to satisfy conditions within Plan of Subdivision 30T-18103 and Report 22-015-CD.

Key Findings
- 171 Guelph Avenue was once a part of a large estate belonging to the Forbes family. The property contains the Forbes Estate House, a dwelling that was built in 1912 in the Edwardian Classical style, designed by architecture firm Taylor and Taylor.
• In 2022, Council approved Report 22-015-CD directing staff to publish a Notice of Intention to Designate (NOID) and approving the relocation of the rubble stone wall, the relocation of the stone tower, and the demolition of outbuildings.
• In 2022, the Ontario Land Tribunal approved a Plan of Subdivision to divide the former 5.25-hectare estate into residential blocks. The subject property was registered as a 1.08-acre parcel in 2024.
• The implementation of a heritage conservation easement agreement (attached as Appendix B) was a condition of the Plan of Subdivision to ensure the long-term conservation of the Forbes Estate House. Maintenance and conservation details are outlined in the Conservation Plan (attached as Appendix C).
• A NOID was issued on March 21, 2024, and the legislated 30-day objection period has passed without objection.
• The Municipal Heritage Advisory Committee (MHAC) was consulted on August 20, 2020, on the proposed designation of the Forbes Estate House and was consulted on May 16, 2024, on the proposed heritage easement agreement.

Financial Implications

The City does provide and pay for the installation of a heritage landmark plaque at a cost of approximately $800. The City also pays to register the bylaw on title to the property, which costs approximately $82. Property owners of designated properties are eligible for grants within the Designated Heritage Property Grant Program to support the costs of maintaining the heritage attributes of the property.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Community Development

Core Service: Heritage Conservation
BACKGROUND:

The subject property is located at 171 Guelph Avenue, immediately north of Forbes Lane and northwest of the Speed River and Hespeler Mill Pond (Figure 1). The subject property is currently zoned R2 (residential) within the City’s Zoning By-law.

The subject property was previously part of a large estate lot belonging to the Forbes family. The subject property was subdivided from a larger 5.25-hectare property and includes the Forbes House, a large Edwardian Classical dwelling built in 1912, and a dry-stone wall fronting onto Guelph Avenue.

In 2018, a Draft Plan of Subdivision was submitted to the City of Cambridge by Polocorp Inc. A Cultural Heritage Impact Assessment (CHIA) was also submitted in 2018 by Archaeological Services Inc and later revised in 2020.

On August 20, 2020, the MHAC was consulted on the proposed designation of the Forbes Estate House and passed a resolution in support of Heritage Planning staff’s recommendations in Report 20-016 (MHAC).

On February 15, 2022, Report 22-015-CD was brought before Council approving the direction to designate the property under Part IV of the Ontario Heritage Act, relocate the stone wall, relocate the stone tower, permit the demolition of secondary buildings, and permit the development of the original lands.

In 2022, the Ontario Land Tribunal approved a Plan of Subdivision for the former estate which divided the former Forbes Estate into sixteen (16) blocks that would be registered in two (2) phases. The Forbes Estate House lot comprised Phase 1 of the subdivision and was formally registered as its own residential lot in March of 2024 (Plan 58M716), enabling the passage and registration of the designation by-law and heritage easement agreement on land title. The balance of the former estate, known as Phase 2, is set to be registered at a later date.

In order to ensure that the heritage attributes of the Forbes Estate House are maintained in accordance with the Conservation Plan (Appendix C) and that costs of the works associated with urgent repairs to the Forbes Estate House are secured, the property owner will enter into a heritage conservation agreement with the City of Cambridge. A condition of Plan of Subdivision 30T-18103 states:

THAT the applicant agrees to enter into an agreement to undertake a Conservation Plan for the Forbes Estate House to the satisfaction of the City of Cambridge and that the recommendations of the accepted Conservation Plan be secured through a development agreement or heritage easement with the City of Cambridge, or other appropriate mechanism, to the satisfaction of the City of Cambridge.
In 2023, a Conservation Plan for the Forbes Estate House was completed by ERA Architects (Appendix C).

On May 16, 2024, the MHAC was consulted on the proposed heritage easement agreement.

On March 21, 2024, a NOID was issued in a local newspaper for the subject property.

![Aerial photograph of the subject property at 171 Guelph Avenue with the Forbes Estate House indicated by a red pin (Google Maps, 2024).](image)

**ANALYSIS:**

**Designation By-law**

As of April 20, 2024, the NOID for 171 Guelph Avenue passed without objection, satisfying the notice requirement under Section 29(4.1) of the Ontario Heritage Act.

Under Section 29(8) of the Ontario Heritage Act, the City of Cambridge is required to pass its designation by-laws within 120 days after the date of the publication of the NOID. For 171 Guelph Avenue, the designation by-law must be passed by Council before July 19, 2024.

The Ontario Heritage Act outlines the following next steps to ensure the designation of the property:
1. Staff must ensure that a copy of the registered by-law be served on the property owner and the Ontario Heritage Trust, as per Section 28(8).

2. The Clerk must ensure that a copy of the by-law that comes into force is registered against the property affected in the appropriate land registry office, as per Section 29(19).

3. Staff must ensure that a notice of the passage of the by-law be published in a newspaper having general circulation in the municipality, per Section 29(8).

As such, Heritage Planning staff recommend that Council enact the designation by-law, attached as Appendix A, and direct staff to carry out all remaining responsibilities for the property under the Ontario Heritage Act.

Heritage Easement Agreement

Heritage easements are binding legal agreements between property owners and municipalities that protect heritage features and stipulate conditions for alterations. Easements are registered on property titles and apply in perpetuity to any future owners. Easements are stronger and more comprehensive than Part IV designations, ensuring that heritage properties are adequately maintained and insured.

The proposed heritage easement agreement for 171 Guelph Avenue (Appendix B) intends to conserve the cultural heritage value of the Forbes Estate House as set out in the Statement of Cultural Heritage Value within the easement itself. The easement is also intended to secure the immediate repair work required for the conservation of the Forbes Estate House. The easement protects exterior heritage attributes of the dwelling as well as landscape features such as the winding driveway, front lawn vegetation, and the stone rubble wall which formed part of the estate boundary along Guelph Avenue.

The heritage conservation easement agreement outlines that the owner shall restore the Forbes Estate House in accordance with the maintenance recommendations outlined in Section 4 of the Conservation Plan. It is indicated that all reasonable efforts should be made to adhere to the general repair and restoration timeline outlined in the Conservation Plan.

Section 37 of the Ontario Heritage Act authorizes municipalities to enter into easements or covenants with owners for the conservation of properties of cultural heritage value or interest. Section 37 also requires that the Municipal Heritage Advisory Committee (MHAC) be consulted on all proposed easement agreements, which has occurred on May 16, 2024.

Heritage Planning staff are of the opinion that the implementation of both a heritage easement agreement and designation by-law for the Forbes Estate House will ensure that the heritage resource is appropriately maintained and conserved long-term. The existing property owner has reviewed the proposed documents and has indicated
support. The maintenance recommendations provided in Section 4 of the Conservation Plan include urgent repairs (0-6 months), short-term repairs (within 1-2 years), and long-term repairs and restoration (within 5 years). A Letter of Credit was secured by the City of Cambridge for short term repairs only. All other maintenance, repair, and restoration guidance are recommendations; however, they will be regulated through the City’s Heritage Permit process in the same manner as the designation by-law. All recommendations provided within the easement and the Conservation Plan are intended to improve the existing conditions of the dwelling and reduce the rate of deterioration for identified heritage attributes.

**EXISTING POLICY / BY-LAW(S):**

**Ontario Heritage Act**

**Designation by municipal by-law**

29 (1) The council of a municipality may, by by-law, designate a property within the municipality to be of cultural heritage value or interest if,

(a) where criteria for determining whether property is of cultural heritage value or interest have been prescribed, the property meets the prescribed criteria; and

(b) the designation is made in accordance with the process set out in this section.

2005, c. 6, s. 17 (1); 2019, c. 9, Sched. 11, s. 7 (1); 2022, c. 21, Sched. 6, s. 4 (1).

**If no notice of objection or no withdrawal**

29 (8) If no notice of objection is served within the 30-day period under subsection (5) or a notice of objection is served within that period but the council decides not to withdraw the notice of intention to designate the property, the council may pass a by-law designating the property, provided the following requirements are satisfied:

1. The by-law must be passed within 120 days after the date of publication of the notice of intention under clause (3) (b) or, if a prescribed circumstance exists, within such other period of time as may be prescribed for the circumstance.

2. The by-law must include a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property and must comply with such requirements in relation to the statement and the description as may be prescribed and with such other requirements as may be prescribed.

3. The council must cause the following to be served on the owner of the property, on any person who objected under subsection (5) and on the Trust:

   i. A copy of the by-law.
ii. A notice that any person who objects to the by-law may appeal to the Tribunal by giving the Tribunal and the clerk of the municipality, within 30 days after the date of publication under paragraph 4, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

4. The council must publish notice of the by-law in a newspaper having general circulation in the municipality, which must provide that any person who objects to the by-law may appeal to the Tribunal by giving the Tribunal and the clerk of the municipality, within 30 days after the date of publication under this paragraph, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal. 2019, c. 9, Sched. 11, s. 7 (6); 2021, c. 4, Sched. 6, s. 74 (2).

Registration of by-law

(19) The clerk of a municipality shall ensure that a copy of a by-law that comes into force under subsection (18) is registered against the properties affected by the by-law in the appropriate land registry office and that a copy of the registered by-law is served on the Trust. 2019, c. 9, Sched. 11, s. 7 (6).

Ontario Heritage Act (R.S.O. 1990, c. O.18)

Easements

37 (1) Despite subsection 36 (1), after consultation with its municipal heritage committee, if one is established, the council of a municipality may pass by-laws providing for the entering into of easements or covenants with owners of real property or interests in real property, for the conservation of property of cultural heritage value or interest. 2002, c. 18, Sched. F, s. 2 (19).

Idem

(2) Any easement or covenant entered into by a council of a municipality may be registered, against the real property affected, in the proper land registry office. R.S.O. 1990, c. O.18, s. 37 (2).

Idem

(3) Where an easement or covenant is registered against real property under subsection (2), such easement or covenant shall run with the real property and the council of the municipality may enforce such easement or covenant, whether positive or negative in nature, against the owner or any subsequent owners of the real property, and the council of the municipality may enforce such easement or covenant even where
it owns no other land which would be accommodated or benefited by such easement or covenant.  R.S.O. 1990, c. O.18, s. 37 (3).

Assignment

(4) Any easement or covenant entered into by the council of a municipality under subsection (2) may be assigned to any person and such easement or covenant shall continue to run with the real property and the assignee may enforce the easement or covenant as if it were the council of the municipality and it owned no other land which would be accommodated or benefited by such easement or covenant.  R.S.O. 1990, c. O.18, s. 37 (4).

Conflict

(5) Where there is a conflict between an easement or covenant entered into by a council of a municipality under subsection (1) and section 33 or 34, the easement or covenant shall prevail.  R.S.O. 1990, c. O.18, s. 37 (5).

FINANCIAL IMPACT:

There is no cost to property owners associated with designating a property under Part IV of the Ontario Heritage Act or protecting properties through easement agreement. However, the costs of maintaining private property are solely borne by the property owner. The City does provide and pay for the installation of a heritage landmark plaque at a cost of approximately $800. The City also pays to register the bylaw on title to the property, which costs approximately $82. Property owners of designated properties are eligible for grants within the Designated Heritage Property Grant Program to support the costs of maintaining the heritage attributes of the property.

PUBLIC VALUE:

Transparency

The Council agenda is posted on the City’s website as part of the reporting process.

Sustainability

The City of Cambridge supports sustainability by encouraging adaptive reuse of heritage properties wherever possible.

ADVISORY COMMITTEE INPUT:

Heritage Planning staff consulted with the Municipal Heritage Advisory Committee on May 16, 2024 through report 24-013(MHAC) and the Committee provided the following recommendations to Council:
THAT Report 24-063-CD: 171 Guelph Avenue, Passage of Designation By-law and Heritage Easement Agreement be received;

AND THAT staff reach out to the applicant and reconfirm project costs provided in 2023 to council to a forthcoming council meeting;

AND FURTHER THAT the Municipal Heritage Advisory Committee recommend that Council approve the draft heritage conservation easement agreement, attached as Appendix A to this report.

Moved by: Meg Oldfield
Seconded by: Christina Thompson

CARRIED AS AMENDED

The Committee added the recommendation that that Heritage Planning staff reach out to the applicant to confirm that the costing provided in the 2023 Conservation Plan and the Letter of Credit continues to be accurate according to current estimates. This was subsequently confirmed via e-mail on May 23, 2024.

PUBLIC INPUT:
Council meetings are open to the public.

INTERNAL / EXTERNAL CONSULTATION:
Heritage planning staff have liaised with the property owner and with staff from the Legal Services Division in crafting the heritage conservation easement agreement. The property owners are satisfied with the contents of the easement agreement.

CONCLUSION:
For the reasons outlined in this report, Heritage Planning staff recommend that Council approve the draft heritage easement agreement and designation by-law for the Forbes Estate House at 171 Guelph Avenue to ensure that the dwelling and landscape features are appropriately maintained and conserved.

REPORT IMPACTS:
Agreement: Yes
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. 24-063-CD Appendix A – Draft Designation By-law
2. 24-063-CD Appendix B – Draft Heritage Easement Agreement
3. 24-063-CD Appendix C – Conservation Plan
Appendix A

THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 24-XXX

Being a by-law of the City of Cambridge to designate the property located at 171 Guelph Avenue as a property of cultural heritage value.

WHEREAS the Ontario Heritage Act, R.S.O. 1990 Chapter O.18 authorizes the Council of a municipality to enact by-laws to designate real property including all buildings and structures thereon, to be of cultural value or interest;

AND WHEREAS the Notice of Intention to Designate for 171 Guelph Avenue, Cambridge, Ontario, has been duly published and served,

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

1. THAT lands municipally known as 171 Guelph Avenue, Cambridge, Ontario and more particularly described in Schedule “A” attached (the “Property”) be designated as being of cultural heritage value. The reasons for designation are as set out in Schedule “B” attached hereto;

2. THAT the City of Cambridge is hereby authorized to serve a copy of the By-law on the owner of the Property and upon the Ontario Heritage Trust and to cause notice of this By-law to be published in a newspaper having general circulation in the City of Cambridge;

3. AND THAT it is Acknowledged and Directed that the City Solicitor, or their designate, be authorized to register electronically any and all documents in connection with this transaction.

Enacted and Passed this X day of August, 2024.

__________________________________________
MAYOR

__________________________________________
CLERK
SCHEDULE “A”

TO BY-LAW NO. 24-XX

of the

CORPORATION OF THE CITY OF CAMBRIDGE

Block 1, Plan 58M-716
SCHEDULE “B”

TO BY-LAW NO. 24-XX

of the

CORPORATION OF THE CITY OF CAMBRIDGE

The subject property, municipally known as 171 Guelph Avenue, was designated because of its cultural heritage significance.

Description of Historic Place

The subject property is located on the east side of Guelph Avenue, along Forbes Lane. The property is located north of downtown Hespeler and west of the Hespeler Mill Pond. The property contains a two-and-a-half brick dwelling with several additions. A historic stone wall fronts the property, along Guelph Avenue.

Summary of Cultural Heritage Value

The property at 171 Guelph Avenue, City of Cambridge retains physical/design, historical/associative, and contextual value.

The property at 171 Guelph Avenue, known as the Forbes Estate, includes a fine example of a Classical Revival home with Beaux-Arts details. The Forbes House displays high degrees of craftsmanship and artistic merit throughout including its expressive front façade that incorporates ornate Ionic columns, wooden railings, and robust cornice. The building has a prominent porte-cochère that incorporates stone elements and includes Beaux-Arts details such as lead windows and exterior light fixtures. The Forbes House was designed by Taylor and Taylor, a Brantford based architecture firm that designed numerous important buildings in Brantford including the Market Building, Temple Building, Masonic Hall, and Brantford City Hall. The firm also designed buildings in Ingersoll, Woodstock, London, along with the St. Andrew’s Presbyterian Church in Hespeler. In addition to the Forbes House, the property formerly featured a stone tower used for agricultural purposes that will be relocated to Jacob’s Landing at the Hespeler Mill Pond.

The Forbes Estate’s location on the fringes of the Hespeler community adjacent to the Speed River is consistent with a historical approach to landscape and estate design that maintained that a rural setting and proximity to the natural environment were beneficial to health and wellness. The high degree of craftsmanship and artistic merit of the Forbes House, the Forbes Estate’s winding driveway and its articulation with a porte-cochere, extant rows of vegetation, remnant rubble stone wall, and the former orchard are consistent features of estate-like properties.
Historically, the property is associated with several prominent residents throughout its history, namely George Forbes, the first mayor of the Town of Hespeler, founder of the Dominion Woollens Textile Mill, and a prominent industrialist within the community. Forbes’ assemblage of the property has created the large estate-like property. Forbes’ son George Alexander Forbes also lived on the property and, like his father, was a prominent capitalist but was also known for his conservation work involving wood ducks. George Forbes’s brother-in-law, Zachariah Hall, also lived in the Forbes House. Hall was a local manufacturer and notable inventor of the two-piece hockey stick. Additionally, the property is associated with early agricultural development in Hespeler and may be associated with Hespeler’s original farm, associating the property with one of the community’s earliest settlers, an important businessman within the Hespeler community, and the namesake for the town.

Contextually, the Forbes Estate has historically been a defining feature north of the Speed River with the property comprising much of the land east of Guelph Avenue. Today, the Forbes Estate is much smaller but retains a distinctive setting on Guelph Avenue. Though partially obscured, the Forbes House is the visually predominant feature of the property and is one of three buildings on contiguous properties on the east side of Guelph Avenue with historic influences and similar setbacks from the street. The east side of Guelph Avenue is tree-lined and contributes to the streetscape and exemplifies the private character of the Forbes Estate.

**Description of Heritage Attributes**

The character-defining heritage attributes of the property include the following:

**Forbes House**

- The location of the Forbes House, set back from Guelph Avenue;
  - This feature contributes to the cultural heritage value of the property (contextual value) by reflecting the original location of the dwelling on the estate.

- The winding driveway leading to the Forbes House;
  - This feature contributes to the cultural heritage value of the property (contextual value) by reflecting the early or original location of the formal entrance to the estate.

- The materials including buff brick and stone plinths, lintels, sills, ornamentation, and wood detailing;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The front facade including the entrance with its stone lintel, wooden doors, and sidelights; incorporating Beaux-Arts details, the ornate ionic columns, wooden railings, porch, and balcony;
- This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The rare porte-cochere on the south elevation which is supported by four square brick piers sitting on stone plinths with base mouldings. The roof of the porte-cochere has a cornice with dentils and decorative brackets;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The Beaux-Arts details including lead windows and exterior light fixtures;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The slate mansard roof with flared eaves, identical dormers, and robust cornice including dentils and brackets on all elevations;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- Three brick external chimneys on the south, north and east elevations;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, original historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The symmetrical principal (west) façade, that features ornate ionic columns with a stone base, a first-floor porch, and second storey balcony that spans the width of the front elevation, containing robust wooden railings;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The overhanging roof, which contains a significant cornice with dentils and evenly spaced brackets; and
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.
A projecting portion of the building on the north elevation that contains two stone band courses and an external chimney with stepped stone inset.

- This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

Other features

- The rubble wall, which contributes to the estate boundary along Guelph Avenue;

- This feature contributes to the cultural heritage value of the property (contextual value and physical/design value) by delineating property boundaries with historic material and contributing to heritage character of the landscape.

- The rows of vegetation on the property demarcating the boundary along Guelph Avenue and the internal boundary between the Forbes House and the original George Forbes House that was demolished in 1949.

- This feature contributes to the cultural heritage value of the property (contextual value) by delineating property boundaries and contributing to the heritage character of the landscape.
THIS HERITAGE EASEMENT AGREEMENT made this ___ day of ___, 2024

BETWEEN:

THE CORPORATION OF THE CITY OF CAMBRIDGE

(hereinafter referred to as "the City")

-and-

Terry & Brenda CARTER

(hereinafter referred to as the "Owner")

WHEREAS the Owner is the owner of lands and premises situated in the City of Cambridge, Regional Municipality of Waterloo, Province of Ontario, the parcel known municipally as 171 Guelph Avenue, being more particularly described in Schedule “A” to this Heritage Easement Agreement ("HEA") (hereinafter “the Lands”);

AND WHEREAS there is a building located on the Lands known as “171 Guelph Avenue” (hereinafter “Forbes Estate House”) which is of cultural heritage value and which is to be protected through designation of the property under Part IV of the Ontario Heritage Act, R.S.O. 1990, c.O.18 once the “Work” under this HEA is completed;

AND WHEREAS one of the purposes of the Ontario Heritage Act is to support, encourage and facilitate the conservation, protection, and preservation of Ontario’s cultural heritage resources such as the Forbes Estate House.

AND WHEREAS by subsection 37(1) of the Ontario Heritage Act, the City may enter into easements or covenants with owners of real property or persons having interests therein, for the conservation of property of cultural heritage value or interest;

AND WHEREAS by subsection 37(3) of the Ontario Heritage Act, such easements and covenants, when registered in the proper Land Registry Office against the real property affected by them shall run with the real property and may be enforced by the City or its assignee against the owners or any subsequent owners of the real property, even where the City owns no other land which would be accommodated or benefited by such covenants or easements;

AND WHEREAS the City and Owner desire, in this HEA, to conserve the elements of cultural heritage value of the Forbes Estate House as set out in the Statement of Cultural Heritage Value in Schedule “B” to this HEA and in the Conservation Plan dated January 6, 2023, on file at the City, and to secure the restoration and rehabilitation of
the Forbes Estate House in accordance with the Conservation Plan, attached in part below. The full Conservation Plan is on file at the City.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the payment of the sum of TWO DOLLARS ($2.00) from each party to the other and for other good and valuable consideration, including the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the City and the Owner (collectively “the Parties”) hereto covenant, agree and warrant as follows:

THEREFORE the parties agree as follows:

1.0 **RECATIALS. SCHEDULES, AND REASONS FOR IDENTIFICATION**

1.1 The Recitals and Schedules shall form part of this HEA.

1.2 The Owner and the City agree that for the purposes of this HEA, the Statement of Cultural Heritage Value included as Schedule “B” sets out the reasons why the Forbes Estate House has been identified by the City as having cultural heritage value and will be the basis of any designation by-law for the property that may be brought forward in the future following this agreement.

1.3 Further, the Owner and the City agree for the purposes of this HEA, the original photographs included in the Conservation Plan show the state of the Forbes Estate House prior to the undertaking of the works outlined in Sections 2.3, 2.4 and 2.5 of this HEA and generally depict certain significant features of the appearance or the construction of the Forbes Estate House. The parties also agree that when determining the duties of the Owner under this HEA, the Conservation Plan shall be referred to.

1.4 Following the restoration of the Forbes Estate House in accordance with this HEA, the City shall be permitted to take replacement photographs to those mentioned in Section 1.3 above, identifying the same features as in the original photographs. The new photographs shall be kept on file with the City.

2.0 **DUTIES OF THE OWNER**

**Alterations**

2.1 The Owner shall not, without the prior written approval of the City, undertake or permit any alteration, demolition, repair, construction, remodelling, restoration, relocation or any other thing or act which would materially affect the heritage features of the Forbes Estate House as described in the Statement of Cultural Heritage Value and shown in photographs in the Conservation Plan.
2.2 Any application for the written permission of the City under Section 2.1 shall be submitted in the same form and considered by the City pursuant to the same process as an application for similar activities for individually designated properties under Part IV of the *Ontario Heritage Act* (heritage permit).

**Permitted Alterations**

2.3 The Owner shall restore the Forbes Estate House in accordance with the Conservation Plan.

2.4 The Owner shall restore and renovate the Forbes Estate House in accordance with the Conservation Plan’s maintenance recommendations outlined in Section 4. A timeline has been established for urgent repairs (Section 4.3), Short Term Repairs and Restoration (Section 4.4), and Long Term Repairs and Restoration (Section 4.5). All reasonable efforts should be made to adhere to general repair and restoration timeline outlined in Section 4 of the Conservation Plan.

2.5 If, prior to the commencement of the work contemplated in Sections 2.3, 2.4, 2.5 and 2.10, the Owner desires to make revisions to this proposed work, written permission must be obtained from the City in accordance with Section 2.2.

**Security and Breach of Owner's Obligations**

2.6 Immediately upon execution of this HEA, the Owner will provide the City with security in the amount of $411,500 in order to secure the Owner’s obligations hereunder. The amount of $411,500 is based on an estimate of the full cost of work to be performed with respect to the Heritage Building, as outlined in Section 2.1, 2.4, 2.5 and 2.10 and in accordance with the Conservation Plan.

2.7 The Owner covenants and agrees:

   a) to provide to the City prior to execution of this Agreement by the City, an irrevocable and unconditional letter of credit from a financial institution acceptable to the City or other security (the “security”) deemed satisfactory at the sole discretion of the City in the amount set out in the Conservation Plan for the cost of all Works related to conservation of the Forbes estate and stone wall and compliance with all conditions in this Agreement;

   b) to file a letter of credit and to keep the said letter of credit in full force and effect and pay all premiums as the said letter(s) of credit becomes due or until such time as the City reduces or returns the letter of credit in
accordance with Clause 2.7c); 

c) that the security held for the Works and Facilities referenced in Clause 2.7a) shall be fully released by the City once one hundred per cent (100%) of the total cost of the Works have been completed and paid by the Owner.

d) that pursuant to the Municipal Act, 2001, in the event the Owner fails to perform the Works required to be performed herein, such Works and Facilities may be performed and/or completed by the City at the Owner’s expense. Upon failure of the Owner to complete the Works within the said one (1) year period, or to undertake any other obligation of the Owner under this Agreement, the City may provide 30 days written notice to require remedy. If the deficiency or obligation is not performed within the notice period, the City and/or its authorized agents may enter in and upon the property of the Owner without providing notice to the Parties and perform and/or complete the Works at the Owner’s expense. In the event that the City and/or its authorized agents perform or complete any or all of the Works, the City may draw on the aforementioned letter of credit or other satisfactory security approved by the City in such amount(s) as may be required to pay for the cost incurred by the City and/or its authorized agents to perform and/or complete the Works. In addition, or in the alternative, the City may add the full cost or any part of the cost incurred by the City or its authorized agents to perform or complete the Works to the tax roll of the Lands and collect the expense in like manner as municipal taxes;

e) that wherever in this Agreement a letter of credit is required to be filed with the City, the Owner may deposit with the City cash, certified cheque or bank draft in an amount equal to the letter of credit and such deposit shall be held by the City as security in accordance with this Agreement, provided that no interest shall be payable by the City on any such deposit; and;

f) that upon the transfer of ownership of the Lands, the City will not return any letter of credit required under this Agreement until the new owner files with the City a substitute letter of credit or such other security as may be permitted in the required amounts.

2.8 If the City is of the opinion, reasonably held, that the Owner has failed to perform any of its obligations set out in this HEA, in addition to any of its other legal or equitable remedies, the City may serve on the Owner a notice setting out particulars of the breach and of the City’s estimated maximum costs of remedying the breach. The Owner shall have ninety (90) days from receipt of such notice to remedy the breach or make arrangements satisfactory to the City for remedy of the breach, or the City may draw on the security to the amount of
the actual cost of remedying the breach and may enter upon the Lands to complete the Owner’s obligations. Any expenses reasonably incurred by the City in completing the obligations of the Owner over and above the security provided shall be a debt owed by the Owner to the City and recoverable by the City by action in a court of law or may be added as an additional charge by the City on the Owner’s Property Taxes and collected in a similar manner as municipal taxes.

**Insurance**

2.9 The Owner shall at all times keep the Forbes Estate House insured against all perils including fire, in an amount equal to no less than the replacement cost of the Forbes Estate House as if it had been properly relocated, is intact and is restored in accordance with the Conservation Plan and the requirements of this Agreement. The City shall be added to the insurance policy as a Loss Payee.

2.10 Upon execution of this HEA, the Owner shall deliver to the City a certified copy of the insurance policy, with limits and with a company that is acceptable to the City. At least three (3) weeks before the expiry of this policy, the Owner shall provide evidence of renewal of said policy satisfactory to the City.

2.11 If the Owner fails to insure the Forbes Estate House, as required in Section 2.11, or if any such insurance on the Forbes Estate House is cancelled or terminated, the City may obtain such insurance as the City deems necessary in an amount equal to the replacement cost as described in Section 2.11. Any sum paid in so doing shall forthwith be paid by the Owner to the City or, if not, shall be a debt due and owing to the City and recoverable from the Owner by action in a court of law or may be added as an additional charge by the City on the Owner’s Property Taxes and collected in a similar manner as municipal taxes.

2.12 All proceeds receivable by the Owner under any insurance policy on the Forbes Estate House shall be applied to the replacement, rebuilding, restoration or repair of the Forbes Estate House to the fullest extent possible having regard to the Statement of Cultural Heritage Value in Schedule “B”, the Conservation Plan, the particular nature of the Forbes Estate House, and the cost of such work.

2.13 The Owner and any consultant/contractor on behalf of the Owner shall identify, hold harmless and defend the City and their respective directors, officers, council members, partners, agents and employees from and against all claims, demands, losses, costs (including all legal costs), damages, actions, suits or proceedings that arise directly or indirectly out of, or are attributable to, the Owner’s performance of, or failure to perform contractual obligations,
condition of the work, the place of the work, a joining lands or highways used in connection with the performance of the work, including any act or omission of the owner or its agents, any sub consultant/contractor, employees, workers or other persons for whom the Owner and/or consultant/contractor is in law responsible. This indemnification shall include any legal costs incurred by the City of Cambridge on a substantial indemnity basis, including those incurred to defend any criminal or quasi-criminal prosecutions against the City resulting from the actions of the owner and/or the actions of any consultant or contractor preforming work on the Owner’s behalf.

**Damage or Destruction**

2.14 The Owner shall notify the City of any damage or destruction to the Forbes Estate House within five (5) days of such damage or destruction being discovered.

2.15 In the event of damage or destruction of the Forbes Estate House the Owner shall, subject to prior approval from the City, replace, rebuild, restore or repair the Forbes Estate House in accordance with the Conservation Plan. The Owner shall submit all plans and specifications for such replacement, rebuilding, restoration or repair to the City for its written approval within ninety (90) days of the discovery of damage or destruction. Any approval will be made with reference to the Conservation Plan. The determination of the Senior Planner-Heritage shall be final. If the City fails to respond to a submission of plans and specifications within ninety (90) days of the receipt, approval shall be deemed to have been given.

2.16 The Owner agrees it shall carry out the work described in Section 2.15 on the Forbes Estate House but shall not cause such work to be commenced before receiving the written approval of the City of the plans and specifications for it. Any such work shall conform to the plans and specifications approved by the City and any terms and conditions as the City may stipulate acting reasonably. All work on the Forbes Estate House shall be commenced within thirty (30) days of the City’s approval and shall be completed within nine (9) months of commencement of that work, or as soon as possible thereafter if factors beyond the Owner’s control prevent completion within the nine (9) months.

2.17 If the Owner fails to submit plans and specifications pursuant to Section 2.15 which are acceptable to the City, the City may prepare its own set of plans and specifications. The Owner shall have sixty (60) days from receiving a copy of such plans and specifications to notify the City in writing that it intends to carry out the work in accordance with those plans and specifications, failing which the City may enter on the property, on thirty (30) days’ notice to the Owner, and proceed with the work. The cost of such work shall be up to the value of any insurance proceeds receivable by the Owner under any insurance policies and any additional amount that the City is
prepared to contribute to the cost of such work. Upon demand, the Owner shall reimburse the City for expenses incurred by the City. In the event that the insurance proceeds are insufficient to cover the reasonable costs of the work, any deficiency shall become a debt due to the City and may be collected from the Owner in any manner permitted by law, including adding the cost as an additional charge by the City on the Owner’s Property Taxes and collected in a similar manner as municipal taxes.

**Maintenance and Security of the Heritage Building**

2.18 The Owner shall be responsible for ensuring that the Forbes Estate House is maintained and secured in compliance with the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended or succeeded, and the Fire Code thereunder, as well as City by-laws having the intent of ensuring the property is not a fire hazard, is secured from unauthorized entry and is maintained in a good state of repair and complies with all applicable law.

**Emergencies**

2.19 Notwithstanding section 2.1, the Owner may undertake temporary measures in respect of the Forbes Estate House so long as they are:

a) In keeping with the intent of this HEA;

b) Consistent with the conservation of the Forbes Estate House and the Statement of Cultural Heritage Value in Schedule B;

c) Reasonably necessary to deal with an emergency which puts the security or integrity of the Forbes Estate House at risk of damage;

d) In compliance with the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended or succeeded; and

e) Undertaken in consultation with the City’s Heritage Planning Staff unless time does not permit consultation in case of emergency.

2.20 If time does not permit the Owner to consult with City’s Heritage Planning Staff before undertaking any temporary measures, the Owner shall notify the City of any measures taken within ten (10) days and must make arrangements with and satisfactory to the City for a permanent solution, where one is required by the Senior Planner-Heritage.

**Notice to City of Divestment**
2.21 The Owner shall immediately notify the City in the event that the Owner
divests itself of the fee simple title to or of their possessory interest in the
Lands.

3.0 WAIVER

3.1. The failure of the City at any time to require performance by the Owner of
any obligation under this HEA shall in no way affect its right thereafter to
enforce such obligation, nor shall the waiver by the City of the performance
of any obligation be taken or be held to be a waiver of the performance of
the same or any other obligation at any later time.

4.0 EXTENSION OF TIME

4.1 Time shall be of the essence of this HEA. Any time limits specified in this HEA
may be extended with the consent in writing of both the Owner and the City, but
no such extension of time shall operate as an extension of any other time limit,
for which time shall remain of the essence.

5.0 INSPECTION OF THE HERITAGE BUILDING

5.1 The City or its representatives shall be permitted at all reasonable times to
enter upon the Lands and inspect the Forbes Estate House upon prior written
notice to the Owner of at least twenty-four (24) hours, or as otherwise
permitted pursuant to the Ontario Heritage Act.

6.0 SEVERABILITY

6.1 The Owner and the City agree that all covenants, easements and
restrictions contained in this HEA shall be severable, and that should any
covenant, easement or restriction in this HEA be declared invalid or
unenforceable, the remaining covenants, easements and restrictions shall
not terminate thereby.

7.0 NOTICE

7.1. Any notices to be given under this HEA shall be in writing and be
delivered by personal delivery, prepaid registered mail, or by email to
the other party as follows:

THE OWNER
Terry & Brenda CARTER
Address:
Telephone:
Email:

City Clerk
The Corporation of the City of Cambridge 50 Dickson Street
P.O. Box 669
Cambridge, ON N1R 5W8 Tel: (519) 740-4683
Fax: (855) 351-9223

And to:

Chief Planner, Community Development Department The Corporation of the City of Cambridge
50 Dickson Street
P.O. Box 669
Cambridge, ON N1R 5W8 Tel: (519) 623-1340
Fax: (519) 740-7729

7.2. Notice shall be deemed to have been received on the date of personal delivery or email transmission if such date is a business day and delivery is made prior to 4:00pm and otherwise on the fifth (5th) day after the date of mailing by prepaid registered mail.

7.3. The parties shall notify each other immediately, in writing or by email, of any changes of address from those set out above.

8.0 ENTIRETY

8.1 This written HEA embodies the entire agreement of the parties with regard to the matters dealt with herein, and no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out.

9.0 SUBSEQUENT INSTRUMENTS TO CONTAIN THESE PROVISIONS

9.1 Notice of these covenants shall be inserted by the Owner in any subsequent agreement affecting that portion of the Lands on which the Forbes Estate House is located or relocated and by which the Owner divests itself of the fee simple title to, or of their possessory interest in that portion of the Lands on which the Forbes Estate House is located or relocated.

10.0 INTERPRETATION

10.1 The headings in the body of this HEA form no part of the HEA but shall be deemed to be inserted for convenience of reference only.
10.2 This HEA shall be construed with all changes in number and gender as may be required by the context.

11.0 REGISTRATION

11.1 It is understood and agreed that this HEA shall be registered on title to the Lands in priority to all other interests in the Lands at the Owners’ expense and shall not be removed until the Owner has completed all obligations as set out herein to the satisfaction of the Senior Planner-Heritage.

12.0 ENUREMENT

12.1 It is intended that the covenants, easements, and restrictions set out in this HEA shall run with the Lands and shall enure to the benefit of and be binding upon the Owner and upon the City and their respective heirs, executors, administrators, successors and assigns, as the case may be.

12.2 In the event that the Owner transfers the Lands, upon the purchaser of the Lands providing their agreement by way of Unilateral Undertakings in favour of the City to assume the obligations of the Owner pursuant to this HEA, the Owner named herein shall be released from any further obligations and liability and such purchasers shall be deemed to be the parties originally named as the Owner.

13.0 POSTPONEMENTS

13.1 Prior to the registration of this HEA on title to the Lands, the Owner shall provide any postponements the City Solicitor considers necessary to ensure that this HEA shall have priority over any other interests in the Lands when registered. This shall be provided at no cost to the City.

IN WITNESS WHEREOF the parties have hereunto affixed their signatures attested to by their proper signing officers in that behalf:

OWNER: Terry & Brenda CARTER

Per:
Name:
Title:

Per:
Name:
Title:

I/We have authority to bind the Corporation.

City of Cambridge:

Per:
Name:
Title:

I/We have authority to bind the Corporation.
SCHEDULE “A”

Legal Description of the Lands

Schedule “A”

Block 1, Plan 58M-716, City of Cambridge, PIN 03758-1449(LT).
The property at 171 Guelph Avenue, City of Cambridge retains physical/design, historical/associative, and contextual value.

The property at 171 Guelph Avenue, known as the Forbes Estate, includes a fine example of a Classical Revival home with Beaux-Arts details. The Forbes House displays high degrees of craftsmanship and artistic merit throughout including its expressive front façade that incorporates ornate Ionic columns, wooden railings, and robust cornice. The building has a prominent porte-cochère that incorporates stone elements and includes Beaux-Arts details such as lead windows and exterior light fixtures. The Forbes House was designed by Taylor and Taylor, a Brantford based architecture firm that designed numerous important buildings in Brantford including the Market Building, Temple Building, Masonic Hall, and Brantford City Hall. The firm also designed buildings in Ingersoll, Woodstock, London, along with the St. Andrew's Presbyterian Church in Hespeler. In addition to the Forbes House, the property formerly featured a stone tower used for agricultural purposes that will be relocated to Jacob’s Landing at the Hespeler Mill Pond.

The Forbes Estate’s location on the fringes of the Hespeler community adjacent to the Speed River is consistent with a historical approach to landscape and estate design that maintained that a rural setting and proximity to the natural environment were beneficial to health and wellness. The high degree of craftsmanship and artistic merit of the Forbes House, the Forbes Estate’s winding driveway and its articulation with a porte-cochère, extant rows of vegetation, remnant rubble stone wall, and the former orchard are consistent features of estate-like properties.

Historically, the property is associated with several prominent residents throughout its history, namely George Forbes, the first mayor of the Town of Hespeler, founder of the Dominion Woollens Textile Mill, and a prominent industrialist within the community. Forbes’ assemblage of the property has created the large estate-like property. Forbes’ son George Alexander Forbes also lived on the property and, like his father, was a prominent capitalist but was also known for his conservation work involving wood ducks. George Forbes’s brother-in-law, Zachariah Hall, also lived in the Forbes House. Hall was a local manufacturer and notable inventor of the two-piece hockey stick. Additionally, the property is associated with early agricultural development in Hespeler and may be associated with Hespeler’s original farm, associating the property with one of the community’s earliest settlers, an important businessman within the Hespeler community, and the namesake for the town.

Contextually, the Forbes Estate has historically been a defining feature north of the Speed River with the property comprising much of the land east of Guelph Avenue. Today, the Forbes Estate is much smaller but retains a distinctive setting on Guelph Avenue. Though partially obscured, the Forbes House is the visually predominant feature of the property and is one of three buildings on contiguous properties on the east side of Guelph Avenue.
with historic influences and similar setbacks from the street. The east side of Guelph Avenue is tree-lined and contributes to the streetscape and exemplifies the private character of the Forbes Estate.

**Description of Heritage Attributes**

**Forbes House**
- The location of the Forbes House, set back from Guelph Avenue;
- The winding driveway leading to the Forbes House;
- The materials including buff brick and stone plinths, lintels, sills, ornamentation, and wood detailing;
- The front facade including the entrance with its stone lintel, wooden doors, and sidelights; incorporating Beaux-Arts details, the ornate ionic columns, wooden railings, porch, and balcony;
- The rare porte-cochere on the south elevation which is supported by four square brick piers sitting on stone plinths with base mouldings. The roof of the porte-cochere has a cornice with dentils and decorative brackets;
- The Beaux-Arts details including lead windows and exterior light fixtures; and
- The slate mansard roof with flared eaves, identical dormers, and robust cornice including dentils and brackets on all elevations.
- Three brick external chimneys on the south, north and east elevations;
- The symmetrical principal (west) façade, that features ornate ionic columns with a stone base, a first-floor porch, and second storey balcony that spans the width of the front elevation, containing robust wooden railings;
- The overhanging roof, which contains a significant cornice with dentils and evenly spaced brackets;
- A projecting portion of the building on the north elevation that contains two stone band courses and an external chimney with stepped stone inset.

**Other features**
- The rubble wall, which contributes to the estate boundary along Guelph Avenue;
- The rows of vegetation on the property demarcating the boundary along Guelph Avenue and the internal boundary between the Forbes House and the original George Forbes House that was demolished in 1949.
FORBES ESTATE

Conservation Plan

171 Guelph Avenue, Cambridge, ON
Issued: December 07, 2022
Revised: January 06, 2023
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This Conservation Plan was prepared for the preservation of the Forbes House, located at 171 Guelph Avenue, in the City of Cambridge. This Conservation Plan is for the exterior of the house only, but does include some recommendations for noteworthy interior heritage attributes as well.

The property consisting of the Forbes House is a 5.4 ha site within the former Town of Hespeler. The property contains several other buildings and landscape features including:

- 155 Guelph Avenue (c.1900 residential building).
- North Garage (late-nineteenth century coach house/garage which supported the Original George Forbes House that was demolished in 1949).
- Stone Building (mid-nineteenth century structure of unconfirmed function).
- South Garage (post-1950s outbuilding).
- Central Garage (post-1950s outbuilding).

A Draft Plan of Subdivision was submitted for the property in 2018, and the existing lot is to be severed with the Forbes House situated on a larger parcel that will include the perimeter stone wall. The remainder of the site will house the proposed development which involves the construction of a new residential subdivision of the Forbes Estate property. The three garages on the property are to be demolished. The northern tree line is to be maintained. The Stone Building will be relocated to Jacobs Landing Park, approximately 500m south of its original location. A separate conservation plan will be submitted to the City of Cambridge for this structure.

This report follows a Heritage Impact Assessment (HIA) originally issued by ASI in September 2018, and revised in February 2020.

The proposed preservation of the Forbes House will maintain the heritage value of the site by:

- Repairing, repointing and cleaning of localized areas.
- Surface prep, putty and repainting existing deteriorated windows and doors.
- Replacement of localized damaged windows to match existing.
- Minor restoration of the concrete steps beneath the porte-cochere on the south elevation.
- Localized repairs of the slate roof.
- Repairing and replacing deteriorated wood features such as soffits and balustrade.
- Providing a construction management and maintenance plan for noteworthy interior heritage attributes.
- Constructing a new three-car garage built from salvaged materials (if possible), or similar.
1.1 Scope of the Report

ERA Architects ("ERA") has prepared this conservation plan on behalf of Polocorp Inc. and has developed the conservation approach with reference to the City of Cambridge's Conservation Plan Requirements.

The purpose of this Conservation Plan is to identify and describe the scope of work required to conserve the heritage value and attributes listed. This Conservation Plan includes a description of the various heritage attributes observed on site, the recommended conservation work, construction management plan, maintenance plan, and detailed photographs to show the extent and location of this work.

This report should be read in conjunction with the approved HIA originally issued by ASI in September, 2018, and revised in February, 2020.

The proposal will preserve the building for continuing residential use. The work described in this Conservation Plan will be executed by a specialist subcontractor with a minimum of 5 years experience working with heritage structures. The work will be reviewed on site by ERA for general conformance with heritage guidelines and the conservation notes described in this report.
1.2 Site Location & Description

The Forbes House is located at 171 Guelph Ave, Cambridge, ON. The site is a 5.25 hectare property and contains several other buildings and landscape features. The property is the remnant of a 145-acre property formerly owned by the Forbes Family that included much of the triangular piece of land bordered by Guelph Avenue, Blackbridge Road, and the Speed River.

The Forbes House was constructed in 1912 and is listed on the City of Cambridge’s Heritage Register. The property also contains a Stone Building (mid-nineteenth century structure of unconfirmed function) and three garages.

1.3 Heritage Recognition

It is determined that the Forbes House and the Stone Building meet the criteria for designation under Part IV of the Ontario Heritage Act and meet the requirements under the City of Cambridge’s Criteria for Evaluating Heritage Properties.

1.4 Historic Overview

The existing Forbes House was designed by Brantford-based architects Taylor and Taylor and constructed in 1912. According to Lawrence Turner of the Company of Neighbours, the current house was built by George Forbes and was the home of his sister Margaret and her husband Zachariah Hall, who was a local manufacturer, notable inventor of the two-piece hockey stick, and a Conservative Party Member of Provincial Parliament from 1914 to 1919. This started a long chain of ownership within the Forbes family with the house passing to Forbes’ son George Alexander Forbes, and later to his grandson Ross Wilson in the 1980’s.

1.5 Summary of Exterior Heritage Attributes

The property at 171 Guelph Ave. has cultural heritage value as a well-crafted and excellent representative example of Classical Revival architecture from the early 1900’s.

ERA prepared a list of the heritage attributes of the property at 171 Guelph Ave., which are as follows:

- The location of the Forbes House, set back from Guelph Avenue;
- The winding driveway leading to the Forbes House;
- The materials, with the buff brick cladding and stone plinths, lintels, sills, ornamentation and wood detailing;
- The slate mansard roof with flared eaves and identical dormers on each elevation;
- Three brick external chimneys on the south, north and east elevations;
- The symmetrical principal (west) façade, that features ornate ionic columns with a stone base, a first floor porch, and second storey balcony that spans the width of the front elevation, containing robust wooden railings;
- The main entry, which is elevated and protected by a porch with classical detailing, and sidelights on either side;
- Beaux-Arts style lead windows found throughout the house;
- The overhanging roof, which contains a significant cornice with dentils and evenly spaced brackets;
- A rare porte-cochere on the south elevation which is supported by four square brick piers sitting on stone plinths with base mouldings. The roof of the porte-cochere has a cornice with dentils and decorative brackets;
- A projecting portion of the building on the north elevation that contains two stone band courses and an external chimney with stepped stone inset.

Figure 3: Location of the subject site, the Forbes House, and other buildings on the property. The approximate site boundary is shown in red

Figure 4: 1947 Fire Insurance Plan of Hespeler (Toronto Public Library)
1.6 Summary of Interior Heritage Attributes

The following is a list of interior heritage attributes identified by ERA Architects. Although these are not identified by the scope of the HIA, or the CP, ERA Architects strongly recommends that these elements be incorporated in any renovation:

- The entrance vestibule and hallway with the cornice mouldings, the baseboards, the paneled wainscoting, the door surrounds, the paneled wood doors and the ornate vision panels within the doors;
- The pocket doors separating the various rooms on the ground floors, with the door surrounds and the paneled doors with vision glass;
- The wooden staircase with the detailing on the stringers, hand rails, newel posts and spindles;
- The northwest and southwest rooms with the ornate plaster ceilings, cornice mouldings, the baseboards, the door and window surrounds, the interior wood shutters, and the fireplaces with decorative detailing.

2. FORBES HOUSE - EXISTING CONDITIONS

The building components were graded using the following assessment terms:

- Excellent: Superior aging performance. Functioning as intended; no deterioration observed.
- Good: Normal Result. Functioning as intended; normal deterioration observed; no maintenance anticipated within the next five years.
- Fair: Functioning as intended. Normal deterioration and minor distress observed; maintenance will be required within the next three to five years to maintain functionality.
- Poor: Not functioning as intended; significant deterioration and distress observed; maintenance and some repair required within the next year to restore functionality.
- Defective: Not functioning as intended; significant deterioration and major distress observed, possible damage to support structure; may present a risk; must be dealt with immediately.

2.1 General

The investigations and recommendations in this report are based on a site visit conducted by ERA Architects on the 18th of October, 2022.

Photo documentation, observations from grade, and an interior assessment were done on site. A general survey of the exterior building envelope was first conducted prior to assessing interior conditions. Overall, the Forbes House is in good condition, with the exception of localized cracking, spalling and soiling of masonry units, failing windows and selective roof repairs.
2.2 West Elevation (Front Entrance)

The front elevation is in good overall condition. This elevation features Ionic columns that frame the central entrance and stairs leading up to the porch. The stone columns are painted and are in good condition. The wood tongue and groove stained porch ceiling is also in good condition. The second storey balcony spans the width of the front elevation and contains wooden railings, which are in good condition. The deep overhanging eaves have prominent brackets and a wide cornice with dentil projections.

Localized cracking and spalling of stone units at the base of the house are visible at grade.

All exterior doors and sidelights are original and in good condition, with only minor repairs required to maple panels which can be seen peeling away.

The existing windows are wood framed and double hung with single glazing that is original to the home. Aluminum storm windows have been added and are not sympathetic to the original design. The windows are currently in fair condition with deteriorated sealants, peeling paint and damage to exterior wood frames. Wood storms have been removed, but are in storage and appear to be fair in condition.
2.3 North Elevation

This elevation has a projecting box bay to the west that contains two stone band courses and an external chimney with stepped stone offset. Previous brick repairs using mismatched bricks can be seen on the North elevation, as well as localized brick soiling. Mortar joint recession was noted from grade. Overall, the brick condition on the North elevation is good.

The basement windows located closer to grade are in poor condition, with deficient sealant along the outer edges, cracked putty around the window panes, and peeling paint. PVC venting is visible coming out through exiting basement window.

The soffit and fascia are noted as poor with wood rot and peeling paint. Water damage from faulty eaves trough at the roof edge was observed. Wood brackets appear fair, however a closer investigation is recommended to determine the condition of each unit.
2.4 East Elevation (Rear Elevation)

The rear elevation consists of a two-storey addition that has been altered from the original design to include side by side matching openings. The rear porch addition also includes a basement entrance.

Generally, the porch is in poor condition, with many of the wooden elements reduced to rot and peeling paint. The stairs and railings are unsafe and defective. Vertical tongue and groove wood cladding appears to be poor with missing wood trim, and deteriorated paint. The poured concrete foundation walls have been parged and cracking is visible in many locations. Door and window sills are also in poor condition, with cracked and spalled units.

Overall, the hard landscaping, grading and wood steps are in poor condition. The largest of the three chimneys contains three flues and is built into the rear brick wall. The chimney contains previous poor repairs towards the top half, and has excessive soiling from the roof-line to the concrete cap.
2.5 South Elevation

Soiling of brick and stone units can be observed on the south elevation, especially near gutter ends and downspouts. Excessive moisture has also damaged the wood window frames and stone sills that sit directly under the gutter. Soiled brick was also observed under the soffit on the second floor.

Sandstone foundation and window sills are in fair condition at grade with degraded surfaces from salt and moisture saturation damage. Biological green staining appears in areas where the gutters and downspouts have failed.

Cracking was observed on the concrete steps leading to the entrance doors, and areas where parging was applied had mostly failed. Selective brick replacement and repointing is required at the brick wall supporting the porte-cochere. The masonry supporting and around the porte cochere columns, walls and entrance is noted as being in poor condition.

![Figure 23. The south elevation Porte-cochere with sandstone base, buff brick columns and wood brackets and detailing is generally in fair condition with localized deterioration at grade.](image1)

![Figure 24. Sandstone squared rubble and buff brick with efflorescence and spalling on exterior wall (ERA, 2022).](image2)

![Figure 25. Previous brick replacement using mismatched bricks (ERA, 2022).](image3)

![Figure 26. Similar soiling and salt damage on interior wall and columns. The cut stone at grade is spalling (ERA, 2022).](image4)

![Figure 27. The stone steps are in poor condition with cracking and delamination (ERA, 2022).](image5)
2.6 Roof, Chimneys, & Dormers

The asphalt shingles and roof surface are poor and appear to be at the end of the expected life cycle. Asphalt shingles to be replaced with slate units that match in size, shape and colour (Vermont Green) and installed with pine battens laid horizontal. Ice and water shield, copper flashing and venting as required.

All dormers are in fair condition. New slate units to be applied to dormer cheeks and all copper flashing will require replacement during the process. Dormer soffits are in poor condition and will require replacement. Copper eaves and downspouts will require replacement during the roof restoration. All wood trim appears to be fair and should be replaced if needed.

All three of the multiple flue chimneys have been modified from the original design and appear to require repointing at the top on third of each unit. The brick and mortar on the chimneys is in fair condition and the concrete cap is expected to be fair as well. Further investigation from the roof surface is required to get an accurate condition. The copper cap flashing under the concrete cap looks to be in good condition and may require new sealants.
2.7 Interiors

The interior attributes of the Forbes house were observed to be in good condition.

1. Main Entrance Vestibule
The entrance vestibule was noted as good in condition with cornice mouldings, coffered ceiling, baseboards, raised wood panels, door surrounds, paneled wood doors and ornate vision panels within the doors.

2. Main Foyer
The main wooden staircase in the hall along with the balustrade is in good condition. Surface varnish on the stringers, hand rails, newel posts and spindles appears to be in good condition.

3. Rooms along the North Elevation
These rooms feature wooden pocket doors, ornate plaster ceilings, and a fireplace with decorative detailing which is in good condition.
4. Rooms along the East Elevation
These rooms make up the original rear porch which is now enclosed. The north-east room was used as a film set, and the original masonry walls have been painted. Doors and windows are in fair condition.

5. Southwest Room
Southwest room has wood shelving, and a painted coffered ceiling with a similar fireplace as the northwest room.

6. Landing Area and Balcony
A set of wooden steps leads up to the roof of the porte-cochere. The interior stairs are in good condition. Though accessible, the porte-cochere roof does not contain a railing and cannot be used as a balcony.

Figure 46. Decorative plaster and painted wood trim looking east (ERA, 2022).
Figure 47. A large window facing north and wood floors all in good condition (ERA, 2022).
Figure 48. Previous filming of the interior has left many of the interior wood finishes painted blue (ERA, 2022).
Figure 49. Painted wood panelling and coffered ceilings in fair condition (ERA, 2022).
7. Second & Third Floor

The wood staircases leading to the second and third floors are in good condition. Interior window panes, mullions and frames are in fair condition. Interior doors and decorative glazing are less detailed than the main floor, and are in good condition. Generally, the second and third floor represent similar conditions throughout.

8. Wine Cellar

The basement wine cellar is a unique room and appears to be in fair condition.
3 FORBES HOUSE - PROPOSED CONSERVATION SCOPE

3.1 Conservation Approach

In order to protect the heritage resource on the Site, the following conservation approach has been prepared to specifically address the cultural heritage value and the property's heritage attributes outlined previously. The proposed scope of work provides for the repair and long-term management of the building.

3.2 Conservation Notes

PROTECTION

P100. PRESERVE STRUCTURAL INTEGRITY OF HERITAGE BUILDING. PROVIDE TEMPORARY BRACING AND SUPPORTS AS NECESSARY.
P101. PROTECT THE MATERIAL INTEGRITY OF THE HERITAGE WALLS DURING CONSTRUCTION. ALLOW SUFFICIENT WALL MOISTURE-PROTECTION BY FLASHING OR OTHER PERMANENT CONSTRUCTION.
P102. PROTECT FINISH WORK AND ADJACENT MATERIAL FROM DAMAGE DURING CONSTRUCTION. ANY DAMAGE TO ADJACENT MATERIALS DURING WORK MUST BE REPAIRED.

MASONRY GENERAL

C100. SELECTIVELY REMOVE PARGING OFF REAR FOUNDATION WALL AND APPLY NEW PARGING TO MATCH EXISTING.
C101. PAINT STRIP IONIC COLUMNS, BASES AND CAPITALS. REPAIR ALL UNEVEN SURFACES AND SAND SMOOTH. PRIME AND PAINT 2 COATS WITH SILICATE DISPERSION PAINT (KEIM OR PERMATINT).
C102. REMOVE ALL REDUNDANT HARDWARE, OTHER MISCELLANEOUS & OBSOLETE ACCESSORIES. REMOVE ALL INSTANCES OF IVY GROWING ON THE WALLS.
C103. CLEAN MASONRY USING LOW-PRESSURIZED HOT WATER. FOR DIFFICULT STAINS THAT REMAIN, APPLY PROPRIETARY CLEANERS THAT ARE COMPATIBLE WITH HERITAGE MASONRY.
C104. REMOVE ALL PAINT COATINGS FROM MASONRY SURFACES.
C105. REPOINT SELECTIVE LOCATIONS IN MASONRY. USE COMPATIBLE MORTAR. MATCH EXISTING AND ADJACENT IN COLOUR, TEXTURE, AND TOOLING.

BRICK CONSERVATION

C106. USE SALVAGED BRICKS FOR BRICK REPLACEMENT. IF SALVAGED BRICKS ARE UNAVAILABLE, USE NEW BRICKS. INSTALLED BRICKS TO MATCH EXISTING & ADJACENT BRICK AREAS IN SIZE, COLOUR, AND TEXTURE.
C107. REPLACE BRICKS WITH CRACKS & HEAVY SPALLING.
C108. ALL BRICK AROUND OPENINGS AND ON THE FRONT FACADE TO BE REPLACED WITH EXISTING UNITS.

STONE CONSERVATION

C109. PROVIDE NEW STONE OR STONE SALVAGED FROM OTHER SITES. NEW OR SALVAGED STONE TO MATCH EXISTING & ADJACENT IN SIZE, COLOUR, TEXTURE AND PROFILE.
C110. REMOVE HEAVY SOILING ON STONE STILLS & FOUNDATION.
C111. PROVIDE CRACK REPAIRS ON STONE.
C112. PROVIDE DUTCHMAN REPAIRS TO DAMAGED STONE. FOR STEPS ON SOUTH ELEVATION, BUSH HAMMER USING PNEUMATIC TOOL TO ACHIEVE CONSISTENT APPEARANCE.
C113. PROVIDE POULTICE APPLICATION ON AREAS WITH HEAVY SALT DAMAGE.
WINDOWS AND DOORS
C114. REMOVE PAINT ON WINDOW FRAMES AND REPLACE ALL CRACKED GLAZING. RESTORE MASTIC PUTTY. IF REPLACEMENT WINDOWS ARE REQUIRED ON EAST ELEVATION, MATCHING WOOD WINDOWS ARE REQUIRED AND APPROVAL REQUIRED.

WOOD CONSERVATION
C115. REMOVE ALL PAINT FROM ALL WOOD SURFACES. METHODS TO BE APPROVED BY CONSULTANT.
C116. DETERMINE QUANTITIES, LOCATIONS AND TYPES OF WOOD REPAIRS WITH HERITAGE CONSULTANT ON SITE.
C117. CONSERVE ALL EXTERIOR WOOD TRIM, INCLUDING WINDOW FRAMES.
C118. REPLACE IRREPARABLE OR MISSING WOOD PIECES ON STORM WINDOWS. MATCH PROFILE OF ORIGINAL.
C119. REPLACE IRREPARABLE OR MISSING WOOD PIECES ON ALTERED REAR PORCH TRIM AND CLADDING.
C120. PREPARE ALL WOOD SURFACES FOR PAINTING INDICATED.
C121. SCRAPE, SAND AND REMOVE ALL PAINT FROM FRONT PORCH FLOOR. PREP FOR DUST-FREE SURFACE. PRIME/PAINT WITH PORCH PAINT APPROVED BY CONSULTANT.
C122. REPLICATE BALUSTRADE ON TOP OF PORTE-COCHERE ROOF TO MATCH FRONT PORCH. ENSURE BALUSTRADE MEETS OBC RAILING CODE REQUIREMENTS.
C123. REMOVE ALL DETERIORATED OR MISSING SOFFIT AND FASCIA. PRIME AND PAINT ALL SURFACES.

ROOFING
C124. REMOVE ASPHALT SHINGLES AND ANY UNDERLAY. INSTALL MEMBRANE AND SLATE TO MATCH EXISTING UNITS IN SIZE, SHAPE AND COLOUR.
C125. PROVIDE NEW CHIMNEY, DORMER AND ROOF FLASHING WHERE REQUIRED.
C126. REPAIR EXISTING TROUGHS AND DOWNSPOUTS.
C127. PROVIDE NEW COPPER EAVESTROUGH (DORMERS & REAR EXTENSIONS).
C128. PROVIDE NEW TORCHED DOWN MEMBRANE FOR PORTE-COCHERE ROOF.
C129. PROVIDE NEW COPPER CHIMNEY CAP FLASHING.

FINISHES
C130. PAINT COLOURS TO BE SELECTED BY HERITAGE CONSULTANT BASED ON PAINT ANALYSIS.
C131. NEW SEALANTS AROUND ALL WINDOWS AND DOORS.
C132. SAND, PRIME, AND PAINT ALL EXTERIOR WOOD.

METAL CONSERVATION
C133. REINSTATE HISTORICAL PLAQUE AND ANY ORIGINAL HARDWARE.
C134. REPLACE MISSING IRON CRESTING TOP OF TRUNCATED ROOF PERIMETER. (SEE PG. 36, FIGURE 69).
MASONRY GENERAL
C101. Paint strip Ionic columns, bases and capitals. Repair all uneven surfaces and sand smooth. Prime and paint 2 coats with silicate dispersion paint (Keim or Permatint).
C102. Clean masonry using low-pressurized hot water. For difficult stains that remain, apply proprietary cleaners that are compatible with heritage masonry.
C103. Remove all paint coatings from masonry surfaces.
C104. Repoint selective locations in masonry. Use compatible mortar. Match existing and adjacent in color, texture, and tooling.
C105. All brick around openings and on the front facade to be replaced with existing units.

STONE CONSERVATION
C106. Provide new stone or stone salvaged from other sites. New or salvaged stone to match existing & adjacent in size, color, texture, and profile.

WINDOWS AND DOORS
C107. Remove paint on window frames and replace all cracked glazing. Restore mastic putty. If replacement windows are required on east elevation, matching wood windows are required and approval required.

WOOD CONSERVATION
C108. Remove all paint from all wood surfaces. Methods to be approved by consultant.
C109. Determine quantities, locations and types of wood repairs with heritage consultant on site. Provide determination once paint removal is complete.
C110. Conserve all exterior wood trim, including window frames.
C111. Replace irreparable or missing wood pieces on storm windows. Match profile of original.
C112. Prepare all wood surfaces for painting indicated.
C113. Scrap, sand, and remove all paint from front porch floor. Prep for dust-free surface. Prime, paint with porch paint approved by consultant.
C114. Replicate balustrade on top of porte-cochere roof to match front porch. Ensure balustrade meets OBC railing code requirements.

ROOFING
C115. Remove asphalt shingles and any underlay. Install membrane and slate to match existing units in size, shape and color.
C116. Provide new chimney, dormer and roof flashing where required.
C117. Repair existing troughs and downspouts.
C118. Provide new copper downspouts (dormers & rear extensions).

FINISHES
C119. Paint colors to be selected by heritage consultant based on paint analysis.
C120. New sealants around all windows and doors.
C121. Sand, prime, and paint all exterior wood.

METAL CONSERVATION
C122. Reinstate historical plaque and any original hardware.
C123. Replace missing iron cresting top of truncated roof perimeter.

Figure 65: Front Elevation (ERA, 2022).
MASSIVEBY GENERAL
C102. REMOVE ALL REDUNDANT HARDWARE, OTHER MISCELLANEOUS & OBSOLETE ACCESSORIES. REMOVE ALL INSTANCES OF IVY GROWING ON THE WALLS.
C103. CLEAN MASONRY USING LOW-PRESSURIZED HOT WATER. FOR DIFFICULT STAINS THAT REMAIN, APPLY PROPRIETARY CLEANERS THAT ARE COMPATIBLE WITH HERITAGE MASONRY.
C104 REMOVE ALL PAINT COATINGS FROM MASONRY SURFACES.
C105. REPOINT SELECTIVE LOCATIONS IN MASONRY. USE COMPATIBLE MORTAR. MATCH EXISTING AND ADJACENT IN COLOUR, TEXTURE, AND TESSUING.

BRICK CONSERVATION
C107. REPLACE BRICKS WITH CRACKS & HEAVY SPALLING.

STONE CONSERVATION
C109. PROVIDE NEW STONE OR STONE SALVAGED FROM OTHER SITES. NEW OR SALVAGED STONE TO MATCH EXISTING & ADJACENT IN SIZE, COLOUR, TEXTURE AND PROFILE.

WINDOWS AND DOORS
C114. REMOVE PAINT ON WINDOW FRAMES AND REPLACE ALL CRACKED GLAZING. RESTORE MASTIC PUTTY. IF REPLACEMENT WINDOWS ARE REQUIRED ON EAST ELEVATION, MATCHING WOOD WINDOWS ARE REQUIRED AND APPROVAL REQUIRED.

WOOD CONSERVATION
C123. REMOVE ALL DETERIORATED OR MISSING SOFFIT AND FASCIA. PRIME AND PAINT ALL SURFACES.

FINISHES
C130. PAINT COLOURS TO BE SELECTED BY HERITAGE CONSULTANT BASED ON PAINT ANALYSIS.
C131. NEW SEALANTS AROUND ALL WINDOWS AND DOORS.
C132. SAND, PRIME, AND PAINT ALL EXTERIOR WOOD.

ROOFING
C124. REMOVE ASPHALT SHINGLES AND ANY UNDERLAY. INSTALL MEMBRANE AND SLATE TO MATCH EXISTING UNITS IN SIZE, SHAPE AND COLOUR.
C125. PROVIDE NEW CHIMNEY, DORMER AND ROOF FLASHING WHERE REQUIRED.
C126. REPAIR EXISTING TROUGHS AND DOWNSPOUTS.
C127. PROVIDE NEW COPPER DOWNSPOUTS (DORMERS & REAR EXTENSIONS).
C129. PROVIDE NEW COPPER CHIMNEY CAP FLASHING.
MASONRY GENERAL
C104. REMOVE ALL PAINT COATINGS FROM MASONRY SURFACES.
C105. REPOINT SELECTIVE LOCATIONS IN MASONRY. USE COMPATIBLE MORTAR. MATCH EXISTING AND ADJACENT IN COLOUR, TEXTURE, AND TEXTURING.

BRICK CONSERVATION
C107. REPLACE BRICKS WITH CRACKS & HEAVY SPALLING.

WINDOWS AND DOORS
C114. REMOVE PAINT ON WINDOW FRAMES AND REPLACE ALL CRACKED GLAZING. RESTORE MASTIC PUTTY. IF REPLACEMENT WINDOWS ARE REQUIRED ON EAST ELEVATION, MATCHING WOOD WINDOWS ARE REQUIRED AND APPROVAL REQUIRED.

WOOD CONSERVATION
C115. REMOVE ALL PAINT FROM ALL WOOD SURFACES. METHODS TO BE APPROVED BY CONSULTANT.
C118. REPLACE IRREPARABLE OR MISSING WOOD PIECES ON STORM WINDOWS. MATCH PROFILE OF ORIGINAL.
C119. REPLACE IRREPARABLE OR MISSING WOOD PIECES ON ALTERED REAR PORCH TRIM AND CLADDING.

FINISHES
C130. PAINT COLOURS TO BE SELECTED BY HERITAGE CONSULTANT BASED ON PAINT ANALYSIS.
C131. NEW SEALANTS AROUND ALL WINDOWS AND DOORS.
C132. SAND, PRIME, AND PAINT ALL EXTERIOR WOOD.

ROOFING
C124. REMOVE ASPHALT SHINGLES AND ANY UNDERLAY. INSTALL MEMBRANE AND SLATE TO MATCH EXISTING UNITS IN SIZE, SHAPE AND COLOUR.
C125. PROVIDE NEW CHIMNEY, DORMER AND ROOF FLASHING WHERE REQUIRED.
C126. REPAIR EXISTING TROUGHS AND DOWNSPOUTS.
C127. PROVIDE NEW COPPER DOWNSPOUTS (DORMERS & REAR EXTENSIONS). 
C128. PROVIDE NEW TORCHED DOWN MEMBRANE FOR PORTE-COCHERE ROOF.
C129. PROVIDE NEW COPPER CHIMNEY CAP FLASHING.
MASONRY GENERAL
C103. Clean masonry using low-pressurized hot water. For difficult stains that remain, apply proprietary cleaners that are compatible with heritage masonry.
C105. Repoint selective locations in masonry. Use compatible mortar. Match existing and adjacent in colour, texture, and tooling.
C106. Use salvaged bricks for brick replacement. If salvaged bricks are unavailable, use new bricks. Install bricks to match existing & adjacent brick areas in size, colour, and texture.
C107. Replace bricks with cracks & heavy spalling.

STONE CONSERVATION
C109. Provide new stone or stone salvaged from other sites. New or salvaged stone to match existing & adjacent in size, colour, texture and profile.
C110. Remove heavy soiling on stone. Stills & Foundation.
C111. Provide crack repairs on stone.
C112. Provide Dutchman repairs to damaged stone. For steps on south elevation, bush hammer using pneumatic tool to achieve consistent appearance.
C113. Provide poultice application on areas with heavy salt damage.

WINDOWS AND DOORS
C114. Remove paint on window frames and replace all cracked glazing. Restore mastic putty. If replacement windows are required on east elevation, matching wood windows are required and approval required.

WOOD CONSERVATION
C115. Remove all paint from all wood surfaces. Methods to be approved by consultant.
C116. Conserve all exterior wood trim, including window frames.
C118. Replace irreparable or missing wood pieces on storm windows. Match profile of original.
C121. Scrape, sand and remove all paint from front porch floor. Prep for dust-free surface. Prime/ Paint with porch paint approved by consultant.
C122. Replicate balustrade on top of porte-cochere roof to match front porch. Ensure balustrade meets OBC railing code requirements.
C123. Remove all deteriorated or missing soffit and fascia. Prime and paint all surfaces.

FINISHES
C130. Paint colours to be selected by heritage consultant based on paint analysis.
C131. New sealants around all windows and doors.
C132. Sand, prime, and paint all exterior wood.
C103. Clean masonry using low-pressure hot water. For difficult stains that remain, apply proprietary cleaners that are compatible with heritage masonry.

C105. Repoint selective locations in masonry. Use compatible mortar. Match existing and adjacent in colour, texture, and tooling.

C107. Replace bricks with cracks & heavy spalling.

**Stone Conservation**

C109. Provide new stone or stone salvaged from other sites. New or salvaged stone to match existing & adjacent in size, colour, texture and profile.

C110. Remove heavy soiling on stone stills & foundation.

C111. Provide crack repairs on stone.

C112. Provide Dutchman repairs to damaged stone.

**Windows and Doors**

C114. Remove paint on window frames and replace all cracked glazing. Restore mastic putty. If replacement windows are required on East elevation, matching wood windows are required and approval required.

**Wood Conservation**

C115. Remove all paint from all wood surfaces. Methods to be approved by consultant.

C117. Conserve all exterior wood trim, including window frames.

C118. Replace irreparable or missing wood pieces on storm windows. Match profile of original.

C120. Prepare all wood surfaces for painting indicated.

C121. Scrape, sand and remove all paint from front porch floor. Prep for dust-free surface. Prime/paint with porch paint approved by consultant.

C122. Replicate balustrade on top of porte-cochere roof to match front porch. Ensure balustrade meets OBC railing code requirements.

C123. Remove all deteriorated or missing soffit and fascia. Prime and paint all surfaces.

**Finishes**

C130. Paint colours to be selected by heritage consultant based on paint analysis.

C131. New sealants around all windows and doors.

C132. Sand, prime, and paint all exterior wood.

**Roofing**

C124. Remove asphalt shingles and any underlay. Install membrane and slate to match existing units in size, shape and colour.

C125. Provide new chimney, dormer and roof flashing where required.

C126. Repair existing troughs and downspouts.

C127. Provide new copper downspouts (dormers & rear extensions).
3.3 Proposed Heritage Landscape Plan and 3-Car Garage

The Forbes estate consists of various buildings linked by an internal driveway and surrounded by expansive vegetation and wooded areas. Access to the Forbes House is provided via a meandering driveway that passes beneath the porte-cochere and continues to the rear of the building, beyond the North Garage, and connects with Shaw Avenue East. The winding driveway will remain as is in the same configuration.

A row of vegetation along the west property line on Guelph Avenue marks the external boundary of the site. The property line is also signified with a low rubble wall that is approximately 18” high. Due to the proposed widening of Guelph Avenue, the portion of the existing stone wall that is to be retained will be required to be moved approximately 1m towards the Forbes House to allow for proposed road works and new sidewalk. This relocation will follow the same alignment as the current stone wall, and there will be no jogs in the wall. All sections will be moved back the same distance.

The north tree line demarcates the internal boundary of the severed lot. Refer to Figure 71.

A new three car garage is proposed to be constructed on the north east portion of the severed lot. This structure is to be built using sympathetic materials that compliment the original design and are of a similar aesthetic to the Forbes House.

Figure 70: Existing garage to be demolished (ERA, 2022)
Figure 71: Proposed Site Plan showing severed lot (Polo Corp Inc., edited by ERA)
4 MAINTENANCE RECOMMENDATIONS

4.1 Introduction

As part of the program of work contained within this Conservation Plan, many improvements are proposed. The maintenance recommendations listed below are to be undertaken for the identified attributes within the time frames mentioned. It is important to note that the Letter of Credit is for urgent repairs only, and all other repairs listed are simply recommendations that will improve existing conditions and reduce the rate of deterioration for certain identified attributes. Refer to Cost Estimates in Section 8 of this report.

4.2 General Protection

- Preserve structural integrity of heritage building. Provide temporary bracing and supports as necessary.
- Protect the material integrity of the heritage walls during construction. Allow sufficient wall moisture protection by flashing or other permanent construction.
- Protect finish work and adjacent material from damage during construction. Any damage to adjacent materials during work must be repaired.

4.3 Urgent Repairs: 0 - 6 Months

WINDOWS AND DOORS
- Remove paint on window frames and replace all cracked glazing. Restore mastic putty. If replacement windows are required on east elevation, matching wood windows are required and approval required.
- Replace irreparable or missing wood pieces on altered rear porch trim and cladding.
- Provide new torched down membrane for porte-cochere roof.
- Replicate balustrade at top of porte-cochere to match front porch. Ensure it meets OBC railing code requirements.
- Remove all deteriorated or missing soffit and fascia. Prime and paint surfaces.
- Repair existing troughs and downspouts.

ROOFING
- Remove asphalt shingles and any underlay. Install membrane and slate to match existing units in size, shape and colour.
- Provide new chimney, dormer and roof flashing where required.
- Provide new copper eavestrough (dormers & rear extensions).
- Provide new copper chimney cap flashing (dormers & rear extensions).

4.4 Short Term Repairs and Restoration: Within 1-2 years

MASONRY GENERAL
- Selectively remove parging off rear foundation wall and apply new parging to match existing.
- Clean masonry using low-pressure hot water. For difficult stains that remain, apply proprietary cleaners that are compatible with heritage masonry.

- Repoint selective locations in masonry. Use compatible mortar. Match existing and adjacent in colour, texture, and tooling.

BRICK CONSERVATION
- Replace bricks with cracks & heavy spalling (allow for 200 units).

STONE CONSERVATION
- Remove heavy soiling on stone. Stills & foundation.
- Provide crack repairs on stone.
- Provide Dutchman repairs to damaged stone (allow for 5 sq. ft.).
- Provide new stone for porte-cochere entrance steps and risers to match existing.

WOOD CONSERVATION
- Remove all painted from all wood surfaces.
- Determine quantities, locations and types of wood repairs with heritage consultant on site. Provide determination once paint removal is complete.
- Conserve all exterior wood trim, including window frames.
- Replace irreparable or missing wood pieces on storm windows. Match profile of original.
- Prepare all wood surfaces for painting indicated.
- Scrap, sand and remove all paint from front porch floor. Prep for dust-free surface. Prime, paint with porch paint approved by consultant.

FINISHES
- New sealants around all windows and doors.
- Sand, prime, and paint all exterior wood.

4.5 Long Term Repairs and Restoration: Within 5 years

MASONRY GENERAL
- Paint strip ionic columns, bases and capitals. Repair all uneven surfaces and sand smooth. Prime and paint 2 coats with silicate dispersion paint (Keim or Permatint).
- Remove all redundant hardware, other miscellaneous & obsolete accessories.
- Remove all paint coatings from masonry surfaces.

METAL CONSERVATION
- Reinstall historical plaque and any original hardware.
- Replace missing iron cresting top of truncated roof perimeter.
5 CONSTRUCTION MANAGEMENT PLAN

5.1 General

This CHMP provides the basis for the management of heritage issues and to minimise risk of impact during the first stage of development. The objectives and targets of heritage management and mitigation are outlined below.

5.2 Objectives and Targets

To correctly implement heritage management controls to ensure impacts are minimized during construction and to comply with contractual and legislative requirements. Avoid accidental impacts on heritage items through implementation of an unexpected heritage finds procedure.

5.3 Performance Indicators

No disturbance or damage to existing known heritage sites or items unknown or undocumented heritage sites are not knowingly destroyed, defaced or damaged.

5.4 Roles and Responsibilities

Relevant roles and responsibilities associated with this CHMP are identified below. All personnel are responsible for ensuring that heritage items are protected. It is important to note that failure to report a discovery and those responsible for the damage or destruction occasioned by unauthorized removal or alteration to a site.

Construction Manager:

Ensure that sufficient resources are allocated for the implementation of this CHMP. Ensure that the CEMP covers the management and mitigation measures presented in this CHMP. Ensure that the outcomes of the visual checks/compliance and conformance construction monitoring/incident reporting are systematically evaluated as part of ongoing management of construction activities. Ensure audits of construction site records/monitoring records/incident reports are undertaken on a monthly basis, findings are shared with relevant site personnel and corrective actions are implemented. Authorise all monitoring reports and any revisions to this CHMP.

Site Supervisor:

Understand and implement mitigation protocols as required in the CHMP and any other required measures during construction. Undertake relevant training to implement the requirements of this CHMP. All personnel are responsible for ensuring that the clearing limits are addressed and heritage items are protected. All site personnel to undertake toolbox talks in relation to the reporting process for unexpected finds.
Heritage Professional:

The heritage professional will be responsible for providing advice to minimise potential impacts to any historic heritage values that may be recorded during the construction activities.

5.5 Implementation

The Construction Management plan should be implemented for the duration of the construction on site. The following mitigation measures should be implemented prior and during construction:

- **Baseline Documentation Report:** All standing heritage buildings and structures shall be professionally documented through photos of elevations, floor plans, heritage building fabric, details and finishes and high-resolution photographs. Photos shall be highest possible resolution in jpeg or tiff formats and must thoroughly document the building(s), context, landscape elements, trees and setting, all exterior elevations and interior spaces, detailing, finishes and characteristics.

  Timeline to be implemented - prior to approval of severance / registration of Phase 1 development.

- **Preventive Maintenance / Stabilization Plan:** A plan that identifies and prioritizes critical, short-term building maintenance and stabilization requirements necessary to halt or delay deterioration or loss of building and heritage fabric.

  The Owner shall assess and prepare an on-going building inspection and preventative maintenance program for the Forbes house to ensure that routine property and building maintenance issues are identified and addressed regularly, effectively and promptly. The preparation and execution of a scheduled inspection, monitoring and maintenance checklist tailored to the each building or structure. Preventive maintenance shall be undertaken in accordance with recognized standards and practices in built heritage conservation.

  Timeline to be implemented - duration of three months after commencement of registration of Phase 1 development; weather dependent.

- **Security Plan:** The Owner shall assess and outline all measures necessary to secure the buildings or structures. The new owner will be residing in the house during the proposed development and will provide measures to ensure security is implemented during construction.

  Timeline to be implemented - with registration of Phase 1 development.

- **Letter of credit:** Financial security

A portion of the securities submitted for the development application at the time of approval may be reserved for the protection of the resource. The City reserves the right to not release a portion of the securities until the conservation plan is satisfactorily implemented.

Timeline to be implemented - with registration of Phase 1 development.

6. **CONSERVATION COST ESTIMATE**

6.1 Disclaimer

A Letter of Credit to secure the dollar value of the conservation work identified in this Conservation Plan will be provided at an appropriate time under a separate cover letter.

*Please note, in preparing this estimate, the following limitations and exclusions apply:

This estimate excludes, taxes, allowances, contingencies, contractor fees, and any design fees by architectural or engineering consultants.

Costs were estimated using standard unit rates, mostly obtained from ERA’s historical cost data from previous projects. Where applicable, unit rates are adjusted for inflation only.

In the past, hyperinflation has occurred as a result of unexpected local or regional market factors, such as the number of projects being tendered at the same time, the likelihood that certain trades have limitations in their bids, uncertainties in the approval process, and time periods for tendering and construction.

There is no accounting for unpredictable costs associated with labour resource shortages, supply and demand cycles, or travel and per diem costs.

<table>
<thead>
<tr>
<th>PROTECTION</th>
<th>REQUIRED FOR EVERY TIME FRAME LISTED BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>COST</td>
</tr>
<tr>
<td>P100. Preserve structural integrity of heritage building. Provide temporary bracing and supports as necessary.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>P101. Protect the material integrity of the heritage walls during construction. Allow sufficient wall moisture protection by flashing or other permanent construction.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>P102. Protect finish work and adjacent materials from damage during construction. Any damage to adjacent materials during work must be repaired.</td>
<td>$15,000.00</td>
</tr>
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<table>
<thead>
<tr>
<th>URGENT REPAIRS: 0 - 1 YEAR</th>
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<tbody>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>C114. Remove paint on window frames and replace all cracked glazing. Restore mastic putty. If replacement windows are required on East elevation, matching wood windows are required and approval required. (Or replace with new matching units.)</td>
</tr>
<tr>
<td>C115. Replace irreparable or missing wood pieces on altered rear porch trim and cladding.</td>
</tr>
</tbody>
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(Continued)
URGENT REPAIRS: 0 - 1 YEAR (CONTINUED)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>C122. REPLACE BALUSTRADE ON TOP OF PORTE-COCHERE ROOF TO MATCH FRONT PORCH. ENSURE BALUSTRADE MEETS OBC RAILING CODE REQUIREMENTS.</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>C123. REMOVE ALL DETERIORATED OR MISSING SOFFIT AND FASCIA. PRIME AND PAINT SURFACES.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C126. REPAIR EXISTING TROUGHS AND DOWNSPOUTS.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>C127. PROVIDE NEW COPPER EAVESTROUGH (DORMERS &amp; REAR EXTENSIONS).</td>
<td>-</td>
</tr>
<tr>
<td>C129. PROVIDE NEW COPPER CHIMNEY CAP FLASHING (DORMERS &amp; REAR EXTENSIONS).</td>
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$97,000.00

SHORT-TERM REPAIRS AND RESTORATION: WITHIN 1-2 YEARS

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<th>DESCRIPTION</th>
<th>COST</th>
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<tr>
<td>C100. SELECTIVELY REMOVE PARGING OFF REAR FOUNDATION WALL AND APPLY NEW PARGING TO MATCH EXISTING.</td>
<td>$3,000.00</td>
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<tr>
<td>C101. PAINT STRIP IONIC COLUMNS, BASES AND CAPITALS. REPAIR ALL UNEVEN SURFACES AND SAND SMOOTH. PRIME AND PAINT 2 COATS WITH SILICATE DISPERSION PAINT (KEIM OR PERMATINT).</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>C102. REMOVE ALL REDUNDANT HARDWARE, OTHER MISCELLANEOUS &amp; OBSOLETE ACCESSORIES. REMOVE ALL INSTANCES OF IVY GROWING ON THE WALLS.</td>
<td>-</td>
</tr>
<tr>
<td>C103. CLEAN MASONRY USING LOW-PRESSURIZED HOT WATER. FOR DIFFICULT STAINS THAT REMAIN, APPLY PROPRIETARY CLEANERS THAT ARE COMPATIBLE WITH HERITAGE MASONRY. REPAIR SELECTIVE LOCATIONS IN MASONRY. USE COMPATIBLE MORTAR. MATCH EXISTING AND ADJACENT IN COLOUR, TEXTURE, AND TOOLING.</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>C105. REMOVE HEAVY SOILING ON STONE STILLS &amp; FOUNDATION.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>C107. REPLACE BRICKS WITH CRACKS &amp; HEAVY SPALLING (ALLOW FOR 200 UNITS).</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>C108. REMOVE ALL PAINT COATINGS FROM MASONRY SURFACES.</td>
<td>-</td>
</tr>
<tr>
<td>C109. REPAIR EXISTING TROUGHS AND DOWNSPOUTS. (CONTINUED)</td>
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LONG-TERM REPAIRS AND RESTORATION: WITHIN 5 YEARS

<table>
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<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>C101. PAINT STRIP IONIC COLUMNS, BASES AND CAPITALS. REPAIR ALL UNEVEN SURFACES AND SAND SMOOTH. PRIME AND PAINT 2 COATS WITH SILICATE DISPERSION PAINT (KEIM OR PERMATINT).</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>C102. REMOVE ALL REDUNDANT HARDWARE, OTHER MISCELLANEOUS &amp; OBSOLETE ACCESSORIES. REMOVE ALL INSTANCES OF IVY GROWING ON THE WALLS.</td>
<td>-</td>
</tr>
<tr>
<td>C103. CLEAN MASONRY USING LOW-PRESSURIZED HOT WATER. FOR DIFFICULT STAINS THAT REMAIN, APPLY PROPRIETARY CLEANERS THAT ARE COMPATIBLE WITH HERITAGE MASONRY. REPAIR SELECTIVE LOCATIONS IN MASONRY. USE COMPATIBLE MORTAR. MATCH EXISTING AND ADJACENT IN COLOUR, TEXTURE, AND TOOLING.</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>C104. REMOVE ALL PAINT COATINGS FROM MASONRY SURFACES.</td>
<td>-</td>
</tr>
<tr>
<td>C105. REMOVE HEAVY SOILING ON STONE STILLS &amp; FOUNDATION.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>C110. PROVIDE CRACK REPAIRS ON STONE.</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>C112. PROVIDE DUTCHMAN REPAIRS TO DAMAGED STONE (ALLOW FOR 5 sq. ft.)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C113. PROVIDE NEW STONE FOR PORTE-COCHERE ENTRANCE STEPS AND RISERS TO MATCH EXISTING.</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

$97,000.00

SHORT-TERM REPAIRS AND RESTORATION: WITHIN 1-2 YEARS (CONTINUED)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>C115. REMOVE ALL PAINTED FROM ALL WOOD SURFACES.</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>C116. DETERMINE QUANTITIES, LOCATIONS AND TYPES OF WOOD REPAIRS WITH HERITAGE CONSULTANT ON SITE. PROVIDE DETERMINATION ONCE PAINT REMOVAL IS COMPLETE.</td>
<td>-</td>
</tr>
<tr>
<td>C117. CONSERVE ALL EXTERIOR WOOD TRIM, INCLUDING WINDOW FRAMES.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C118. REPLACE IRREPAIRABLE OR MISSING WOOD PIECES ON STORM WINDOWS. MATCH PROFILE OF ORIGINAL.</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>C120. PROVIDE CRACK REPAIRS ON STONE.</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>C121. PROVIDE DUTCHMAN REPAIRS TO DAMAGED STONE (ALLOW FOR 5 sq. ft.)</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>C122. REPLACE BRICKS WITH CRACKS &amp; HEAVY SPALLING (ALLOW FOR 200 UNITS).</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>C123. REMOVE ASPHALT SHINGLES AND ANY UNDERLAY. INSTALL MEMBRANE AND SLATE TO MATCH EXISTING UNITS IN SIZE, SHAPE AND COLOUR.</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>C124. REPLACE IRREPAIRABLE OR MISSING WOOD PIECES ON STORM WINDOWS. MATCH PROFILE OF ORIGINAL.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C125. PROVIDE NEW CHIMNEY, DORMER AND ROOF FLASHING WHERE REQUIRED.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C126. PROVIDE DUTCHMAN REPAIRS TO DAMAGED STONE (ALLOW FOR 5 sq. ft.)</td>
<td>-</td>
</tr>
<tr>
<td>C127. PROVIDE NEW COPPER EAVESTROUGH (DORMERS &amp; REAR EXTENSIONS).</td>
<td>-</td>
</tr>
<tr>
<td>C128. PROVIDE NEW COPPER CHIMNEY CAP FLASHING (DORMERS &amp; REAR EXTENSIONS).</td>
<td>-</td>
</tr>
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</table>

$241,000.00

URGENT REPAIRS: 0 - 1 YEAR (CONTINUED)

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<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>C122. REPLACE BALUSTRADE ON TOP OF PORTE-COCHERE ROOF TO MATCH FRONT PORCH. ENSURE BALUSTRADE MEETS OBC RAILING CODE REQUIREMENTS.</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>C123. REMOVE ALL DETERIORATED OR MISSING SOFFIT AND FASCIA. PRIME AND PAINT SURFACES.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C126. REPAIR EXISTING TROUGHS AND DOWNSPOUTS.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>C127. PROVIDE NEW COPPER EAVESTROUGH (DORMERS &amp; REAR EXTENSIONS).</td>
<td>-</td>
</tr>
<tr>
<td>C129. PROVIDE NEW COPPER CHIMNEY CAP FLASHING (DORMERS &amp; REAR EXTENSIONS).</td>
<td>-</td>
</tr>
</tbody>
</table>

$97,000.00

SHORT-TERM REPAIRS AND RESTORATION: WITHIN 1-2 YEARS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>C100. SELECTIVELY REMOVE PARGING OFF REAR FOUNDATION WALL AND APPLY NEW PARGING TO MATCH EXISTING.</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>C101. PAINT STRIP IONIC COLUMNS, BASES AND CAPITALS. REPAIR ALL UNEVEN SURFACES AND SAND SMOOTH. PRIME AND PAINT 2 COATS WITH SILICATE DISPERSION PAINT (KEIM OR PERMATINT).</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>C102. REMOVE ALL REDUNDANT HARDWARE, OTHER MISCELLANEOUS &amp; OBSOLETE ACCESSORIES. REMOVE ALL INSTANCES OF IVY GROWING ON THE WALLS.</td>
<td>-</td>
</tr>
<tr>
<td>C103. CLEAN MASONRY USING LOW-PRESSURIZED HOT WATER. FOR DIFFICULT STAINS THAT REMAIN, APPLY PROPRIETARY CLEANERS THAT ARE COMPATIBLE WITH HERITAGE MASONRY. REPAIR SELECTIVE LOCATIONS IN MASONRY. USE COMPATIBLE MORTAR. MATCH EXISTING AND ADJACENT IN COLOUR, TEXTURE, AND TOOLING.</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>C104. REMOVE ALL PAINT COATINGS FROM MASONRY SURFACES.</td>
<td>-</td>
</tr>
<tr>
<td>C105. REMOVE HEAVY SOILING ON STONE STILLS &amp; FOUNDATION.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>C110. PROVIDE CRACK REPAIRS ON STONE.</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>C112. PROVIDE DUTCHMAN REPAIRS TO DAMAGED STONE (ALLOW FOR 5 sq. ft.)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>C113. PROVIDE NEW STONE FOR PORTE-COCHERE ENTRANCE STEPS AND RISERS TO MATCH EXISTING.</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

(CONTINUED)
7 DRY STONE WALL

7.1 Existing Condition

The existing dry-stone wall that fronts the Forbes property is in poor condition, however, the stone is in good condition. The existing wall is approximately 18” high and 24” wide. The wall is dry stacked, meaning it contains no mortar binding the stones together. The north section of this dry stone wall will be completely removed when the lot housing the Forbes House is severed. As part of the redevelopment of the Forbes Estate property, Guelph Avenue is slated to be widened and thus the portion of the existing stone wall that is to be retained will be required to be moved approximately 1m towards the Forbes House to allow for proposed road works.
7.2 Conservation

Dry stonewalls in Canada are usually built with local stone, traditionally right from the ground nearby. By building without mortar, you are simplifying the needed tools, materials and supplies. Traditionally dry stone walls were constructed with undressed stone, and the varying styles reflect the best use of the stone available.

In order to protect the existing stone supply and surrounding landscape on the site, the following conservation approach has been prepared to specifically address the cultural heritage value and heritage attributes that contribute to the dry stone wall’s size, shape and style.

The current dry-stone wall that fronts the property has fallen, however, the stone is in good condition and represents wall stone that is typical in size and shape for a 10-15” wall with 1 lift of stone. The process of salvage, sorting and palletting the stone for the rebuild is fundamental to the success of this part of the conservation. Stones that are in good condition (to be determined by the dry stone wall contractor) from the north portion of the stone wall may also be utilized in order to reinstate the appropriate height of wall. Wall dimensions to be consistent with either side of the main driveway.

For details on salvaging the existing stones, excavating the new foundation of the wall, rebuilding the wall and specifications, refer to the Appendix section.

7.3 Cost Estimate

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRY STONE WALL</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>PALETTE AND STORE STONE UNITS (EITHER ON SITE OR OFFSITE)</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>REBUILD WALL TO ORIGINAL HEIGHT</td>
<td></td>
</tr>
<tr>
<td>- EXCAVATION</td>
<td></td>
</tr>
<tr>
<td>- PREPARE BASE</td>
<td></td>
</tr>
<tr>
<td>- REBUILD WALL WITH COPING</td>
<td>$70,000.00</td>
</tr>
</tbody>
</table>

Approx. 10-15”, varies in locations

Figure 77. Dry stone wall diagram of the Forbes Estate wall. A compacted footing with drainage, 1 lift of stone, and topped with “Coq-n-Hens” as seen in the example Figure 74 on pg. 42 (ERA, 2022).

Figure 78. Wall highlighted in red is additional stone that can be utilized for the rebuild. Review of existing condition of stone will determine the quantity for re-use (ERA, 2022).
This report provides a summary of the conservation approach relating to the proposed severed property, which includes the Forbes house, the dry-stone wall, and surrounding landscaping. The intention for each of these is outlined in the report.

While the Forbes house is currently in good condition, this report highlights some recommendations for prioritized repair to inform the long-term conservation of its historic attributes. Undertaking the conservation work outlined in this memo will protect its cultural heritage value and heritage attributes for future reuse. The information provide in this report will form the basis of the conservation drawings and specifications.

The strategy for the existing dry-stone wall is to salvage, store and reinstate the wall in its new location.

The general landscaping and vegetation surrounding the house and on the estate will not be altered, subject to the placement of the triple car garage and the exact location of the relocated dry stacked wall.

The Letter of Credit found in the Appendix section of this document is for protection and urgent repairs identified in the Conservation Plan. These repairs are mostly confined to the windows, rear porch, porte-cochere, soffit and fascia, and existing gutters and downspouts. It is important to note that the Letter of Credit is for urgent repairs only, and all other repairs listed are simply recommendations that will improve existing conditions and reduce the rate of deterioration for certain identified attributes.

Overall, the Forbes House is in good condition and its continuous maintenance and conservation is integral to the cultural heritage value of the property.

Figure 79. The main staircase in the Forbes House (ERA, 2022)
9 APPENDIX
Date: November 30, 2022
To: Jeremy Parsons
Heritage Planning, City of Cambridge
50 Dickson Street, Third Floor
Cambridge, ON N1R 5W8

Subject: 171 Guelph Avenue, Forbes Estate
Heritage Conservation Letter of Credit Recommendation

Dear Jeremy,

We would like to submit a cost estimate for the scope of work described in the conservation plan prepared by ERA Architects on Dec. 01, 2022. This reflects the base rates for the work, excluding HST, overhead, profits, and contingencies for a Letter of Credit (LC).

We recommend an LC in the amount of $112,000.00 to cover the conservation scope of work for the property at 171 Guelph Avenue.

0-1 Year

PROTECTION
- Shoring, Bracing, Hoarding $5,000
- Protection of exterior walls $5,000
- Protection of interior elements $5,000

0-1 Year

WINDOWS AND DOORS
- New Windows $36,000
- Rear Porch repairs $20,000
- Porte Cochere Balustrade $16,000
- Soffit and Fascia Repairs $20,000
- Existing Gutters and Downspout Repairs $5,000

TOTAL $112,000.00

Please contact me if you have any questions.

Sincerely,

Andrew Pruss, Principal
ERA Architects Inc.
9.2  APPENDIX II - STATEMENT OF SIGNIFICANCE
To: SPECIAL COUNCIL  
Meeting Date: 2/15/2022  
Subject: 22-015-CD Request to Designate a Property of Cultural Heritage Value Under Part IV of the Ontario Heritage Act, Relocate the Stone Tower, and Permit Demolition of Secondary Buildings – 171 Guelph Avenue (Forbes Estate)  
Submitted By: Lisa Prime MCIP RPP, Chief Planner  
Prepared By: Abraham Plunkett-Latimer, Senior Planner - Heritage  
Report No.: 22-015-CD  
File No.: N/A  
Wards Affected: Ward 1

RECOMMENDATION(S):

THAT Report 22-015-CD Request to Designate a Property of Cultural Heritage Value Under Part IV of the Ontario Heritage Act, Relocate the Stone Tower, and Permit Demolition of Secondary Buildings – 171 Guelph Avenue (Forbes Estate) be received; AND THAT Council authorizes the Clerk publish a Notice of Intention to Designate the main house and its associated land as identified as Lot 8 in Figure 7 in this report on part of the property municipally known as 171 Guelph Avenue because of its cultural heritage significance, in accordance with Part IV of the Ontario Heritage Act; AND THAT Council approves the request to relocate the Rubble Stone Wall at 171 Guelph Avenue to a line closer to the main house, according to the process described in Appendix C of this report, by a qualified stone mason with experience with historic dry stack stone construction at the developer’s cost; AND THAT Council approves the request to relocate the Stone Tower at 171 Guelph Avenue to a City-owned site in Hespeler, according to the process described in Attachment 4 by a qualified stone mason using traditional mass masonry construction at the developer’s cost subject to detailed specifications for the cataloguing, storage, reconstruction methods, and mortar materials being submitted to City to the satisfaction of the chief planner as outlined in Report 22-015(CD); AND THAT approval of the relocation of the stone tower be subject to the owner entering into a development agreement with the City of Cambridge to the satisfaction of
the Chief Planner detailing the financial responsibilities of the owner and the City of Cambridge regarding the relocation and restoration of the stone tower as outlined in Report 22-015(CD).

AND THAT Council endorses Jacob’s Landing Park as the preferred location for the relocation of the stone tower subject to receiving the required approvals as outlined in Report 22-015(CD);

AND THAT after relocation of the Stone Tower a report be prepared for the Municipal Heritage Advisory Committee and Council’s recommending designation of the tower in the new location;

AND THAT Council approves the request to demolish all the other buildings and structures on the property at 171 Guelph Avenue under the condition that a salvage plan is provided for the demolition of the north garage and portions of the rubble stone wall that are to be demolished and that both structures are thoroughly documented with photographs and measured drawings prior to a demolition permit being granted.

AND FURTHER THAT Council directs staff to update the Heritage Properties Register listing for the remainder of the property at 171 Guelph Avenue after the designation for the main house on the property is registered on title.

EXECUTIVE SUMMARY:

Purpose

Council approval is requested to initiate the heritage designation of the main house at 171 Guelph Avenue, to permit the relocation of the stone tower and low stone wall, and approve the demolition of the other buildings and structures on the property.

This report provides an update to Report 21-120 which Council considered on July 13 2021. At that time Council deferred making a decision until further information was provided. This report is intended to provide the supplementary information that was requested and outline additional detail regarding the reasons for staff and the Municipal Heritage Advisory Committee’s recommendations that were previously considered by Council.

Key Findings

- The property located at 171 Guelph Avenue is listed on the City of Cambridge’s heritage register as a non-designated property of cultural heritage value or interest.
- The owner is proposing to redevelop the property as a residential subdivision requiring demolition or relocation of structures on the property.
• Council approval is required to permit the demolition or relocation of a structure on a property listed on the heritage register.
• The property has been evaluated and it has been determined to contain cultural heritage resources including the individual resources of the main house and the stone tower. The main house is proposed to be designated under the Ontario Heritage Act. The significance of the main house would be conserved by designating it on a 0.44-hectare (1.08-acre) lot and permitting the redevelopment of the rest of the property.
• The stone tower is proposed to be relocated to public lands and designated under the Ontario Heritage Act in its new location. The significance of the stone tower would be maintained if it were relocated.
• The other structures on the property have not been found to hold cultural heritage value or interest and are recommended to be demolished.
• The Municipal Heritage Advisory Committee recommended approval on August 20, 2020 and endorsed a tree management plan on December 17, 2020.
• A previous report regarding this property was considered by Council on July 13, 2021. Council requested that staff provide additional information before making a decision. Heritage staff have reviewed new information since the report was previously considered by Council. This new information does not substantially impact the report’s recommendations.

Financial Implications
• There is no fee for designating a property in Cambridge. The City will pay for publishing the Notice of Intention to Designate in the Cambridge Times in the corporate advertisement and for sending the notice to the owner. The City does provide and pay for the installation of a heritage landmark plaque if the owner desires one, at a cost of approximately $500.

• The owner is assuming all costs of the proposed work at the heritage property, including the relocation of the low rubble stone wall.

• The owner will also assume the costs of dismantling, documenting, storing, obtaining approvals, and reconstructed the Stone Tower at the destination location. The preliminary cost estimate of this work is $420,000 based on 2022 costing. In addition to this amount for the relocation of the Stone Tower, the owner will also project manage the adaptive re-use construction to repurpose the structure.

• At this preliminary stage, the stone tower is proposed to be adaptively reused as an observation tower with accessibility features. A preliminary estimate for the
cost to the City to adaptively reuse the tower as an observation tower, is approximately $350,000 based on 2022 costing.

- If Council approves the proposed relocation, detailed plans and costing would be prepared as next step for the tower’s re-use. A firm estimate for the required work would be determined and presented for Council’s consideration when plans for adaptive reuse are finalized. The adaptive re-use costs will be the responsibility of the City, with some shared costs between the developer and owner for items required by both parties (e.g. roof). This work would be funded as a future item through the capital budget process. The project would fall within the scope of the Core Areas Transformation Fund program, which may be considered for supplemental funding.

- If Council does not approve the adaptive reuse of the tower, the owner would be responsible for the cost of reconstructing the tower as-is. The City would be responsible for assisting with obtaining the required permits and preparing the new location for the tower at a cost of approximately $100,000 based on 2022 costing, to be funded as a future item through the capital budget process.

- Timing of the reconstruction work would be dependant on finalizing designs, securing funding, obtaining the required permits, and preparing the new site for the tower relocation. To facilitate the tower’s adaptive reuse, it is recommended that the work required to make the tower accessible be undertaken during reconstruction.

- Draft conditions of subdivision were recommended regarding the relocation of the stone tower and outlined in Report 21-037(CD). These conditions outline in more detail the financial responsibilities of the owner and City regarding the relocation of the tower. These conditions are included as Appendix E of this report. As a condition of approval for the relocation of the stone tower, the owner is requested to enter into a detailed agreement with the City accepting responsibility for the owner’s portion of the shared costs of relocating and restoring the tower in the new location.

**STRATEGIC ALIGNMENT:**

- [X] Strategic Action; or
- [ ] Core Service

**Objective(s):** PLACEMAKING - Promote and create a wide range of destinations and activities that capitalize on the beauty of the rivers and heritage buildings

**Strategic Action:** Enhance opportunities to enjoy built and natural heritage
**Program:** Choose a Program

**Core Service:** Choose a Core Service

The proposed development would ensure the long-term conservation of the Forbes house in the Town of Hespeler and would maintain the character of Guelph Avenue by retaining approximately forty percent of the existing property’s frontage along with its mature trees and stone fence.

Relocating and adaptively reusing the stone tower on public property would create opportunities for the public to engage with, learn about, and celebrate the history of the Town of Hespeler and would provide an opportunity to positively contribute to placemaking.

**BACKGROUND:**

171 Guelph Avenue is a 5.4-hectare (13.3 acre) property containing a main house and accessory buildings. A low stone fence runs along the property line fronting onto Guelph Avenue and there are many mature trees on the property. It is accessed via a driveway fronting onto Guelph Avenue. The accessory buildings are accessed via internal lanes.

The property is listed on the City of Cambridge’s heritage register as a non-designated property of cultural heritage value or interest.

The property was previously the site of an agricultural complex owned by Jacob Hespeler, who was a key individual in the development of the Town of Hespeler, and was later the home of the Forbes family, who were prominent local industrialists and political figures. The property is the last remaining portion of a much larger estate that has over time been subdivided.

The property includes the Forbes House, a large masonry dwelling constructed in 1912. The Forbes House is bordered to the north by a line of trees that previously separated the current Forbes House from an earlier estate house on the same property that was demolished in 1949 **Figure 3**. It is accessed by a formal driveway from Guelph Avenue. The edge of the property is demarcated on Guelph Avenue by a low rubble stone wall **Figure 4**.

The property contains a number of outbuildings including a north garage, which was associated with the earlier residence on the property, and a stone tower associated with a nineteenth-century agricultural complex developed by Jacob Hespeler **Figure 5** and **Figure 6**. The property also contains two garages dating to the second half of the twentieth century and an additional dwelling built in the Edwardian foursquare style at 155 Guelph Avenue.
Figure 1: Site Map Showing Location of Structures, Image Provided by ASI Heritage 2020. The “stone building” indicated in this image is referred to as the “stone tower” in this report.
Figure 2: Forbes House Front Elevation, 2020.

Figure 3: Trees demarcating boundary, August 13 2021.

Figure 4: Stone wall adjacent to Guelph Avenue, August 13, 2021.
Figure 5: North Garage, August 13 2021
In 2018 an application was received for Draft Plan of Subdivision Approval and a Zoning By-law Amendment to permit the redevelopment of the property. The proposal has evolved since 2018 in response to comments from municipal and regional staff and the public. The applicant is now proposing to construct a residential infill development consisting of 37 Single detached dwellings (7 freehold and 30 condominium), 12 townhouse units and up to 132 stacked townhouse units.

To permit the redevelopment of the property the Forbes house is proposed to be retained on a severed lot within the subdivision which will include a portion of the stone wall, the formal driveway, and line of trees demarcating the northern boundary of the yard. The stone tower is proposed to be relocated to City property. All other buildings and structures are proposed to be demolished.

A Cultural Heritage Impact Assessment (CHIA) prepared by ASI Heritage was provided to the City to evaluate the impacts of the proposed alteration to the property in September 2018. This CHIA was revised in February 2020 to address comments from City staff and an independent peer reviewer retained by the City. The CHIA is included
as Appendix A. The CHIA was deemed complete by City staff and the independent peer reviewer in 2020.

An earlier version of this report, 21-120(CD), was presented to Council on July 13, 2021 recommending designation of the Forbes house and relocation of the stone tower. This was presented in conjunction with report 21-037(CD) which was a report from Development Planning staff regarding the proposed draft plan of subdivision and zoning by-law amendment applications. Council deferred making a decision on both reports and requested that staff provide more information to address concerns that were raised at the July 13, 2021 Council Meeting.

Since July 13, 2021 heritage staff have received an additional source regarding the historical use of the stone tower entitled Hespeler New Hope – Canada West, written by Winfield Brewster and published in 1951. The relevant excerpt from this book is included as an attachment in Appendix B to this report. This document describes that the stone tower was previously used to house pigeons, poultry, and ducks prior to the 1950s.

Staff have also met with the developer and representatives from the Architectural Conservancy of Ontario Cambridge Branch. City staff contacted sources provided by the Architectural Conservancy of Ontario Cambridge Branch. This information included an opinion from a heritage building specialist who suggested that the stone tower’s physical characteristics were consistent with dovecotes he had previously encountered in his work. The additional information gained from this research was provided to ASI Heritage with a request for comments.

ASI Heritage has reviewed this additional information and has determined that the new information does not substantially change the recommendations of the February 2020 CHIA. The owner has also provided an additional memorandum prepared by Owen Scott regarding the additional research. Both memos are included as Appendix B.

The additional information gathered has been considered in formulating this report.

**ANALYSIS:**

**Designation of the Forbes House and Relocation of Stone Wall:**

The Forbes house has been found to hold cultural heritage value or interest because of its design value, its associative value, and its contextual value. The house was constructed in 1912 and is a rare and representative example of an estate-like Edwardian Classical Revival residence.

A number of landscape elements have also been identified as contributing to the property’s significance as an estate-like property including the rubble stone wall that is located along the property’s edge on Guelph Avenue, the line of trees separating the
main house from the north garage, and the formal driveway approaching the porte cochere.

The Forbes house is proposed to be retained within the proposed subdivision on a 0.44-hectare (1.08 acre) lot with a 77.69 (254.88 foot) frontage on Guelph Avenue. This configuration has been proposed to conserve the identified significant landscape elements as outlined in Figure 7. The lot would conserve approximately 39% of the existing frontage along Guelph Avenue, including a line of mature trees, and approximately one third of the existing rubble stone wall.

The stone wall is currently located in the City’s right of way and is proposed to be documented, dismantled, and reconstructed several metres back on the severed lot so that it will not be damaged by future road widening.

Figure 7: Part of property to be designated, 171 Guelph Avenue, showing “Lot 8” with approximate boundaries: K=Estate House, B=Tree row north side, C=Driveway to porte-cochere, E=Rubble stone wall.

Staff is satisfied that the designation of the Forbes house on a 0.44-hectare lot would protect the property’s key heritage attributes as outlined by the Cultural Heritage Impact Assessment prepared by ASI Heritage and revised February 2020.

Staff is requesting that Council direct staff to issue a Notice of Intention to Designate the Forbes house and associated yard as an individual resource. The designation would be
intended to apply only to the 0.44-hectare (1.08-acre) lot and not the Forbes property as a whole.

Relocation of the Stone Tower:

The stone tower has been identified as holding cultural heritage value or interest because of its design or physical value and its associative value. The structure is an early and rare example of a stone agricultural building in the town of Hespeler and shows a high degree of craftsmanship.

The stone tower also has value because of its association with Jacob Hespeler, who contributed significantly to the early development of the Town of Hespeler.

The Cultural Heritage Impact Assessment for the property identifies that the tower was originally constructed as part of an agricultural complex for Jacob Hespeler, which included a stone barn (Figure 8).

It has been suggested that the original purpose of the tower was a dovecote, defined as a structure for housing pigeons or doves. As indicated above, the Winfield Brewster document from 1951 describes that the tower was divided into three levels. The upper floor housed pigeons, the middle floor housed poultry, and the lower floor housed ducks.

Evaluation by ASI Heritage and Owen Scott has suggested that there are, however, some structural differences between the stone tower and two known dovecotes that are still standing in Ontario at Dundurn Castle and Auchmar Estate which suggest that the tower may not have been purpose-built to house pigeons or doves. These confirmed dovecotes display steeply pitched roofs and openings through which pigeons were able to access roosts. This analysis is included as Appendix B. In a photograph of the stone tower dating from approximately 1908, a low-pitched roof can be observed Figure 8.
Figure 8: Stone Tower c. 1908, Courtesy of the City of Cambridge Archives.

Staff is of the opinion that a definitive identification of the stone tower as a dovecote would not change staff’s recommendations. Regardless of its original purpose, staff has identified that the structure is significant because of its physical and design value and its association with Jacob Hespeler and should be conserved.

Conservation Options

Given the significance of the tower, the heritage staff have considered two options for its conservation: retaining the tower in its current location and relocation to public lands.

Retaining in the Current Location

Heritage staff have evaluated the potential to retain the stone tower in its existing location either as part of a future condominium or as a public park as part of the proposed development of the property and have determined that there are a number of constraints that may impact the tower’s long-term conservation and limit the viability of this option.

The tower is located in a largely inaccessible location on its current lot and is largely not visible except in its immediate surroundings. The tower is located at the rear of the current property approximately 12 metres from the adjacent industrial property without easy access or visibility from Guelph Avenue or Shaw Avenue East Figure 9. It is separated from the public walking trails along the Speed River both by the adjacent industrial building, a creek, and by train tracks Figure 10. The tower is also located at the low point of the property, which is at bottom of a slope approximately four metres below the street level at Guelph Avenue. These physical characteristics would discourage the general public from accessing the tower if it were retained in its current
location and may encourage misuse or vandalism due to it being sheltered from public view.

Figure 9: Location of Stone Tower with Reference to the Adjacent Industrial Site, August 13 2021.
The owner has not agreed to convey the lands on which the tower is located to the City. If the tower were retained on its current lot as part of the proposed subdivision, it may therefore be located on private property or within a small parkette primarily for use of the subdivision residents. Without access points from Guelph Avenue, it would be accessed only through the subdivision and would not be visually prominent in its low and sheltered location. The physical barriers outlined above would likely discourage the general public from learning about or accessing the tower.

If the tower were retained in its current location, it would also require substantial reconstruction to be accessible to the public which would change its current appearance. The tower is currently unstable and the rear wall has failed Figure 11. The tower would likely require portions of the rear wall to be reconstructed, the entirety of the structure to be repointed, and the structure to be stabilized and protected from further deterioration by constructing a new roof and floor joists.
It is heritage staff’s opinion that retaining the structure in its current location is not ideal for its long-term conservation due to these constraints outlined above and may result in the tower further deteriorating or being damaged over time.

**Relocate to Public Lands**

The owner of 171 Guelph Avenue has agreed to cover the cost to relocate the stone tower to City property. The City has proposed that the structure be relocated to a location approximately 400 metres to the south east of its current location to a location adjacent to the Speed River in Jacob’s Landing Park Figure 12. Parks staff have proposed that the tower could be adaptively reused, potentially as a viewing tower overlooking the mill pond. Two possible locations approximately 50 metres apart have been proposed within Jacob’s Landing Park with the final location to be determined in Site Plan Review. The proposed location is within lands regulated by the Grand River Conservation Authority (GRCA). Reconstruction in this location would require GRCA approval.
In the proposed location, the tower would be visually prominent in the landscape, forming a key part of views of the Speed River from Guelph Avenue and from both riverbanks Figure 13.

Figure 12: Two Approximate Locations Proposed for the Location for the Relocated Tower.
Figure 13: Approximate Proposed Location for Relocated Stone Tower viewed from Guelph Avenue.

Relocation carries risk of taking away from a structure’s heritage value by removing it from its context. In this case, it is staff’s opinion that relocation of the tower to Jacob’s Landing Park would not take away from the structure’s contextual value and may help to strengthen its association with Jacob Hespeler.

It was identified in the February 2020 Cultural Heritage Impact Assessment regarding 171 Guelph Avenue that the stone tower was constructed as part of an agricultural complex owned by Jacob Hespeler which pre-dates the Forbes House by approximately 40 years. Its associative value was identified due to its connection with Jacob Hespeler, and not the Forbes house or family.

In the nineteenth century when the tower was constructed, Hespeler’s estate included all of the lands comprising Jacob’s Landing Park and 171 Guelph Avenue and extended westward to his home on the west side of Guelph Avenue as one continuous estate. Hespeler was also involved in the damming of the Speed River and the creation of the Mill Pond.

Although the tower was originally constructed as part of an agricultural complex with which it had an immediate contextual relationship, none of those buildings with which it was originally constructed are still standing. Its significance is therefore linked at this time to the broader context of the Hespeler lands rather than to its immediate context, which has been significantly altered since it was constructed.

It is heritage staff’s opinion that the tower’s association with Jacob Hespeler would be preserved and potentially strengthened by relocating it to Jacob’s Landing Park which already commemorates Hespeler’s role in the development of the Town of Hespeler. Locating the tower in this location would allow for opportunities for programming and interpretation creating opportunities for the public to learn about and celebrate its significance to the community and better understand the tower’s contextual relationship to other structures constructed for Jacob Hespeler such as the mill at 19 Guelph Avenue.

It is anticipated that the prominent placement of the tower in Jacob’s Landing Park would contribute to placemaking by inviting the community to learn about and take pride in its past. It would strengthen the identity of the former Town of Hespeler, contribute to its sense of place, and could make the tower a destination within the community.

Prior to the tower being adaptively reused, the Municipal Heritage Advisory Committee and Council would have the opportunity to approve finalized plans.

Relocation Process
The stone tower has been evaluated by structural engineers who have recommended that it be relocated by being dismantled and reconstructed in its new location rather than being moved in one piece. This approach is outlined in Appendix D. There is risk for loss of integrity when a structure is dismantled and reconstructed.

In order to maintain the structure’s integrity, heritage staff is recommending that detailed specifications for the cataloguing, storage, reconstruction methods, and mortar materials be submitted to the City to the satisfaction of the Chief Planner prior to any work being undertaken.

Staff is recommending that these specifications include at minimum:

- Thorough documentation of the existing tower by a qualified heritage professional including labeling important stones and documenting original construction methods;
- Preparing a keyed map and storage plan for individual significant stones so they may be reconstructed in similar order and location;
- Documenting and recording mortar colour, composition, average joint size and style for reconstruction;
- Documenting and recording joist pockets and other elements in the walls in detail so that they can be reconstructed accurately;
- Documenting wood locations, species, and sizes;
- Storing significant stones in the same order on individual pallets as they were originally installed;
- Adequately storing all materials to avoid theft or damage;
- Reconstructing the structure in the new location on a new foundation using appropriate heritage methods and mortar types and reconstructing in accordance with the detailed documentation.
- Ensuring that all deconstruction and reconstruction work is undertaken by qualified heritage stone masons.

The owner has agreed to pay for the careful dismantling of the stone tower and storing of materials until approvals for the reconstruction destination site are obtained by the owner. Conditions of approval on the associated planning application outline the owner’s and City’s responsibilities. An example of a similar relocation project is attached as Appendix F.
Heritage staff are satisfied that relocation of the stone tower is an appropriate conservation approach because it would maintain the tower's associative value with Jacob Hespeler and its general context. Careful documentation and storage would ensure that the tower could be dismantled and rebuilt with minimal loss to its integrity.

Regarding timing of work, it is anticipated that the tower would be dismantled and safely stored off site until plans for adaptive reuse have been finalized. After the required funding and approvals for adaptive reuse of the tower have been obtained, the tower would be reconstructed in its new location. The timing of the reconstruction work would be determined by the City of Cambridge finalizing plans for reuse and obtaining the required funding and permits.

If the tower were retained in its current location there may be significant challenges for its future conservation including its location on private property, substantial restoration required, grading, and low visibility and public access. Therefore, heritage staff is recommending that Council approve the relocation of the tower subject to the conditions outlined in Report 22-014(CD). If Council does not approve the relocation of the stone tower, Council has the option to designate the structure under the Ontario Heritage Act in its current location to prevent its demolition or relocation. The designation may be appealed to the Ontario Land Tribunal.

**Demolition of Other Buildings:**

The Cultural Heritage Impact Assessment identified that the other buildings and structures on 171 Guelph Avenue were not of such significance to recommend their preservation. For properties such as this one, which is listed as a property of interest (not designated) on the Heritage Properties Register, Council is given the opportunity to object to demolition by initiating designation. Individual assessments of these structures are included in Appendix A. Staff agrees with the Cultural Heritage Impact Assessment and is recommending Council approve demolition of the remaining structures.

Staff is recommending that given the age of the north garage and the rubble stone wall, both structures should be thoroughly documented through photographs and scaled drawings, and salvage plans should be submitted to the satisfaction of the Chief Planner prior to a demolition permit being issued.

Council has the option to designate the other buildings, thus preventing demolition. A notice of intention to designate would be issued, followed by the other procedures identified above for the main house. Objection and appeal procedures to the Ontario Land Tribunal are outlined in the Ontario Heritage Act. Since the other buildings are located within the proposed streets, a modification to the draft plan of subdivision would be needed to keep them.

**Cultural Heritage Landscape Evaluation**
At the July 13, 2021 Council meeting, Council requested that additional information be provided regarding analysis of the property as a Cultural Heritage Landscape. The property was evaluated as a Cultural Heritage Landscape as part of the Heritage Impact Assessment (CHIA) prepared by ASI Heritage and dated February 2020.

“Cultural Heritage Landscape” is a concept derived from the Provincial Policy Statement (2020) which is used to evaluate contextual relationships between buildings and/or other landscape elements. Cultural Heritage Landscapes can be protected through designation under Part IV or Part V of the Ontario Heritage Act or through Official Plan policies.

The authors of the CHIA indicated that while the property does not meet Waterloo Region’s Implementation Criteria for Cultural Heritage Landscapes, several of the property’s landscape elements have been identified as significant because they contribute to its value as a rare example of an estate-like property in Cambridge. Elements contributing to the estate-like quality that were identified in the CHIA were the rows of vegetation demarcating boundaries within the property, the former orchard, the rubble wall, and the formal driveway. With the exception of the orchard, which is now overgrown, substantial portions of these landscape attributes are proposed to be conserved by the proposed development including approximately 40% of the existing frontage along Guelph Avenue including the row of trees, the row of trees separating the Forbes house from the north garage, the portion of the formal driveway accessing the Forbes house, and approximately one third of the rubble stone wall.

No contextual relationship was identified in the CHIA between the remaining structures on site, including the stone tower, the house at 155 Guelph Avenue, and the remaining garages.

Heritage staff is satisfied that the cultural heritage landscape evaluation conducted by ASI Heritage has identified significant landscape attributes and that these attributes will be adequately conserved.

EXISTING POLICY / BY-LAW(S):

Ontario Heritage Act

Part IV Section 29 (1) of the Ontario Heritage Act provides municipalities in Ontario the ability to designate individual properties that are shown to have cultural heritage value to a community.

Section 30 (1) provides that permits for altering the property become void when a Notice of Intention to Designate is served. (They may be issued after heritage approvals.)

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

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

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

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

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

   c) preservation and adaptive re-use of buildings of cultural heritage significance for compatible residential intensification and/or for other appropriate and compatible uses is encouraged.

FINANCIAL IMPACT:

- There is no fee for designating a property in Cambridge. The City will pay for publishing the Notice of Intention to Designate in the Cambridge Times in the corporate advertisement and for sending the notice to the owner. The City does provide and pay for the installation of a heritage landmark plaque if the owner desires one, at a cost of approximately $500.

- The owner is assuming all costs of the proposed work at the heritage property, including the relocation of the low rubble stone wall.

- The owner will also assume the costs of dismantling, documenting, storing, obtaining approvals, and reconstructing the Stone Tower at the destination location. The preliminary cost estimate of this work is $420,000 based on 2022 costing. In addition to this amount for the relocation of the Stone Tower, the owner will also project manage the adaptive re-use construction to repurpose the structure.

- At this preliminary stage, the stone tower is proposed to be adaptively reused as an observation tower with accessibility features. A preliminary estimate for the cost to the City to adaptively reuse the tower as an observation tower, is approximately $350,000 based on 2022 costing.
If Council approves the proposed relocation, detailed plans and costing would be prepared as next step for the tower’s re-use. A firm estimate for the required work would be determined and presented for Council’s consideration when plans for adaptive reuse are finalized. The adaptive re-use costs will be the responsibility of the City, with some shared costs between the developer and owner for items required by both parties (e.g. roof). This work would be funded as a future item through the capital budget process. The project would fall within the scope of the Core Areas Transformation Fund program, which may be considered for supplemental funding.

If Council does not approve the adaptive reuse of the tower, the owner would be responsible for the cost of reconstructing the tower as-is. The City would be responsible for assisting with obtaining the required permits and preparing the new location for the tower at a cost of approximately $100,000 based on 2022 costing, to be funded as a future item through the capital budget process.

Timing of the reconstruction work would be dependant on finalizing designs, securing funding, obtaining the required permits, and preparing the new site for the tower relocation. To facilitate the tower’s adaptive reuse, it is recommended that the work required to make the tower accessible be undertaken during reconstruction.

Draft conditions of subdivision were recommended regarding the relocation of the stone tower and outlined in Report 21-037(CD). These conditions outline in more detail the financial responsibilities of the owner and City regarding the relocation of the tower. These conditions are included as Appendix E of this report. As a condition of approval for the relocation of the stone tower, the owner is requested to enter into a detailed agreement with the City accepting responsibility for the owner’s portion of the shared costs of relocating and restoring the tower in the new location.

PUBLIC VALUE:

Leadership:

This project is contributing to residents’ pride of place by conserving significant heritage resources and making opportunities for the public to learn about and enjoy them. Relocating the stone tower to public lands will give the City opportunity to take an active role in improving access to the community’s past and celebrating Cambridge’s unique areas.

ADVISORY COMMITTEE INPUT:

On August 20, 2020 MHAC passed this resolution:
THAT Report 20-016 (MHAC) – Request to Designate a Register-Listed Property – 171 Guelph Avenue (Forbes Estate House), Remove the Stone Tower for Conservation and Demolish Other Buildings and Structures – be received;

AND THAT the Cambridge Municipal Heritage Advisory Committee (MHAC) receives the Heritage Impact Assessment about 155 and 171 Guelph Avenue, prepared by ASI and dated February 19, 2020, included as Attachment 1;

AND THAT the MHAC recommends to Cambridge City Council that the Clerk be authorized to publish a Notice of Intention to Designate the main house and its associated land on the property municipally known as 171 Guelph Avenue because of its cultural heritage significance, in accordance with Part IV of the Ontario Heritage Act;

AND THAT the MHAC recommends that Council approve the request to relocate the Rubble Stone Wall at 171 Guelph Avenue to a line closer to the main house, according to the process described in a letter in Attachment 2 by a qualified stone mason with experience with historic dry stack stone construction at the developer’s cost.

AND THAT the MHAC recommends that Council approve the request to relocate the Stone Tower at 171 Guelph Avenue to an offsite location, preferably on City-owned property if possible, according to the process described in a letter in Attachment 3 by a qualified stone mason using traditional mass masonry construction at the developer’s cost;

AND THAT the MHAC recommends that Council approve the request to demolish all the other buildings and structures at 171 Guelph Avenue, as depicted in the Heritage Impact Assessment (HIA) provided by ASI dated February 2020;

AND THAT the MHAC recommends that a conservation plan for the main house be prepared by a qualified heritage professional, as depicted in the HIA provided by ASI on February 19, 2020, and submitted to MHAC for endorsement before a subdivision plan is registered for the site;

AND THAT the MHAC recommends that the tree management plan be submitted to the MHAC for endorsement before a subdivision plan is registered for the site.

AND FURTHER THAT the MHAC recommends that Council direct staff to update the Heritage Properties Register listing for the remainder of the property of 171 Guelph Avenue after the designation of the main house is finalized.
The requested tree management plan (next-to-last paragraph) was received by staff in November 2020 and submitted to MHAC the next month. On December 17, 2020 MHAC passed this resolution:

THAT Report 20-037 (MHAC) – Tree Management Plan – 171 Guelph Avenue, Forbes Estate – be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) receives for endorsement the Tree Management Plan (TMP) and its findings as prepared by Dougan & Associates, dated November 3, 2020, and included as Attachment 1 to Report 20-037;

AND THAT MHAC encourages the proponent to plant exclusively a diverse array of native species.

The tree management plan was also submitted to Development Planning staff for inclusion in the site plan process. The report will be made available upon request. City staff advised MHAC on December 17, 2020 that the City’s practice is to require native plantings where possible through review and approval of site plan applications. If the development planning application is eventually approved, a site plan application will need to be finalized for the project prior to construction occurring on the site.

PUBLIC INPUT:

Consultation has been undertaken as part of the Draft Plan of Subdivision and Zoning By-law Amendment applications.

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

Heritage Planning staff consulted with Development Planning staff, Parks Planning staff, Legal staff, Regional Heritage Planning staff, the property owner, representatives of the Architectural Conservancy of Ontario, and interested community members.

CONCLUSION:

The main house on the Forbes Estate property at 171 Guelph Avenue is a significant heritage resource and should be designated following the processes of the Ontario Heritage Act. Retaining the house on a 0.44-hectare (1.08-acre) lot would conserve not only the home, but also landscape elements that contribute to its significance as an estate-like property. Heritage staff is recommending that Council approve the request to Designate the house and its immediate yard as an individual heritage resource.
The stone tower is also a significant heritage resource that should be conserved. Staff is recommending that relocation of the tower be permitted in accordance with the conditions outlined in Report 22-014(CD). Heritage staff is of the opinion that relocating the stone tower 400 metres to the south east to Jacob’s Landing Park would not only ensure that the tower is conserved, but also would create opportunities for the community to learn about, engage with, and celebrate its significance.

Staff is satisfied that the remaining structures on the property have been evaluated and have not been found to hold cultural heritage value or interest. Staff is recommending that they be permitted to be demolished in accordance with the conditions outlined in Report 22-014(CD).

REPORT IMPACTS:
Agreement: Choose an item

By-law: Yes

Budget Amendment: Choose an item

Policy: Choose an item

APPROVALS:

This report has been reviewed by the Chief Financial Officer and City Solicitor.
It has been reviewed and approved by the Director, Deputy City Manager and City Manager.

ATTACHMENTS:
When naming attachments please use the following format:


9.3 APPENDIX III - ARCHIVAL ARCHITECTURAL ELEVATIONS
ERA Note:
The balustrade can be seen in the archival elevation drawings by Taylor and Taylor Architects. The balustrade is not necessary if the door leading to the area remains fixed. However, if the door is operable, ERA recommends a new historically appropriate balustrade with OBC compliant glass guard installed behind it. Compliant glass to be installed directly behind and with a clearance between the two components.

Please refer to a precedent implemented by ERA in 2014 that applies a similar approach. The example image below is from the Roslyn Apartments, and shows a historically appropriate balustrade installed with OBC compliant guard behind it, with minimal visual impact.
9.4 APPENDIX VI - DRY STONE WALL
Salvage:

- Each 3 meter wall section to fit on 1 single skid. Stone to be organized on the skid based on different sizes, typically with piles of large, medium, and small stones. Stone for the “coq’n’hens at the top of the wall (figure 1) should be set aside as well as through stones and foundation stones (the largest).

- New wall location is approximately 2 meters east from the current location (see site survey for exact location). Each pallet of stone should be set on risers to for vegetation to remain under skid. Each skid should have equal amounts of stone in size for overall consistency during the rebuild.

Foundation:

- Excavate 18” below current grade and remove soil. All tree roots to remain in place. If the location of the wall intercepts a tree on-site, the wall will continue after the tree. Wall base to be 24-30 inches wide, or the length of the average through stone. The width of the wall base has to relate to length of through stones for long-term stability.

- Compact natural soil with a powered tamper and use a hand tamper in tight spaces.

- Install 6 inch perforated drainage pipe in the center of the foundation for drainage.

- Using limestone screenings, fill foundation up to grade and tamp every 6 inches adding water to dampen during each lift.

- Equal amount of stone is required on each side of the wall. Starting at the wall foundation leave 18” of clear walking space on each side. Line up the thickest stones nearest to the wall, with stones of decreasing thickness placed progressively farther from the wall. At a minimum sort the stones into rows of big, medium, and small.

Rebuild:

1. Set all the stones so their length goes into the wall, not along it. Just like when stacking firewood, where only the ends of the pieces of wood are visible in the finished stack. By placing the stones length in you are maximizing the friction between stones, and also getting the center of mass of each stone closer to the core of the wall. This is the rule most commonly broken and one of the primary reasons walls fail.

2. Hearting is absolutely key to building a strong wall. It adds many points of contact between stones, increasing friction, and keeps stones from moving independently of the entire wall. However, anything you can readily shovel is too small to be used for hearting, and will act like ball bearings in the wall. Using the fewest, biggest pieces to fill the voids is important.

3. Cross the joints. Just like standard brick work, each stone should span the joint in the course below and sit firmly on the two stones either side of that joint. Vertical joints running up the wall through multiple courses are called Running Joints.

4. Build with the plane of the wall. Set the wall stones so that their faces line up with the outside face of the wall, creating a smooth even plane.

5. Set stones level. Each stone set on the wall needs to be able to support stones on top of it. The simplest way to achieve that is to set each stone so the top (or in some instances the bottom) is level. While there are certain types of construction that do not follow this rule, there always needs to be thought about planning ahead to the stones on the next course.
PART 1 --- GENERAL DESCRIPTION

Work includes furnishing and installing a coursed dry stone retaining wall to be installed to the lines and grades designated on the project’s final construction drawings or as directed by the Architect/Engineer. Included here are the standards of coursed dry stone wall construction, as they should be shown on the construction drawings.

1.02 RELATED SECTIONS

DEFINITIONS:

1. A Dry-Stone Retaining Wall is a type of gravity wall. It is built without any mortar and relies on the mass of the stones and the friction between them to retain soil.

2. Terminology for Dry Stone Walls as used in these specifications:
   2.1. Footing: The prepared surface on which the wall is built
   2.2. Foundation Stones: Large Stones in the bottom of the wall, forming the first course.
   2.3. Lift: A portion of wall vertically above or below a course with through stones. The First Lift Starts on top of the foundation stones and goes up to the first course of through stones. The second lift is the next in height and so on. The number of lifts is determined by the height of the wall.
   2.4. Through Stones: Long stones used to tie the face of the wall back to the stones behind. Through stones are typically placed in level courses with a specified horizontal distance between them. The courses of through stones define the top and bottom of the lifts.
   2.5. Wall Stones: Stones seen in the face of the completed wall.
   2.6. Backing Stones: Stones used behind the face stones to add mass and structure to the wall.
   2.7. Pinning: Stones precisely placed to wedge wall stones in place.
   2.8. Hearting: Stones used to fill voids between wall stones, backing stones, and pinning stones.
   2.9. Cap Stones: Stones that make up the top course of the wall, covering the top of the final lift.
   2.10. Top of Wall Width: Is defined by the top of the Cap Stones
   2.11. Batter: Angle that the face of wall leans back. Typically described in a ratio of ‘distance back’ to ‘height’ such as 1:6.
3. **LAYOUT:**
   3.1. Wall section dimensions are to be determined as follows:
   
   \[2 \times \text{Height} \times \text{Slope of Batter} + \text{Top of Wall Width} = \text{Width of Base}\]

   3.2. The batter of the exterior face of the wall should be as shown on the construction drawings. The typical range for batter is 1:12 to 1:6. A vertical wall face is not acceptable.

4. **CONTRACTOR REQUIREMENTS**

   The General Contractor shall use certified wall builders (Walers) to place the Wall Stones in each lift. The entire structure must be built under the supervision and in the presence of the certified Waller(s). Certifications are acceptable from the following organizations:

   4.1 Professional status at Dry Stone Canada or:
   
   - Level 2 certification via DSWAUK scheme or Level 1 of the DSC scheme.
   
   To obtain professional status at Dry Stone Canada one must be, and have completed, the following: actively working in dry stone or have completed a level 2 certification or above with the Dry Stone Walling Association of Great Britain or Level 1 certification or above of Dry Stone Conservancy (Kentucky, USA).

   [https://drystonecanada.com/about-professional-walling/](https://drystonecanada.com/about-professional-walling/)

5. **SUBMITTALS:**

   5.1 Certification: Waller certification documentation shall be submitted as part of the bid process.

   5.2 Design: All calculations and drawings shall be prepared and sealed by a professional Civil Engineer (PE), Landscape Architect (PLA), or Architect (RA) who is experienced in dry stone wall construction design and licensed in the state where the wall is to be built. Wall Design must consider all information presented in wall elevation, layout, grading, and landscaping plans including but not limited to back slopes, surcharge loads, soil elevations, fence post locations, tree or shrub planting beds, plant growth, and the inclusion of the storm water drainage piping designed by a qualified professional, which will be located within the retained fill for some walls. The wall design professional shall contact the Landscape Architect to coordinate the plant bed design within retained fill when applicable.

   5.3 Work Documentation: Contractor/certified waller shall submit detailed photographic or video documentation of the project from start to completion. This report is to verify correct building techniques.

   Document to include the following points:

   1. Site before any work has begun
   2. Prepared sub grade
   3. Foundation Stone Placement
   4. Completed First Lift
   5. Through Stones Placement
   6. Completed Second Lift
   7. Through Stones Placement
5.4 Material Submittals: The contractor shall submit samples of stone to be used that will be long lasting, of suitable size and shape for the dimensions and style of wall. Examples are to be submitted a minimum of two weeks prior to start of construction. The material must be suitable meet both the Wall Design Engineering specifications and the requirements of PART 2 of these specifications.

6. Delivery, Storage, and Handling

6.1 Contractor shall check materials upon delivery to assure that specified type and grade of materials have been received.

6.2 Contractor shall prevent excessive ice, mud, soil, clay, and like materials that may adhere, from coming into contact with the stones. Such materials, if present on the stones, must be removed prior to building.

PART 2 MATERIALS

2.1 SELECTION OF STONE

2.2 The building stone selected must provide adequate stones for all parts of the wall. Different types of stone, and/or stones from different sources may be used to achieve the necessary selection (provided all are approved).

2.3 The following types of stones should be evident in appropriate quantities.

1. Foundation Stones (largest stones)
2. Through Stones (must have appropriate length and shape)
3. Cap Stones (must have appropriate dimensions)
4. Wall Stone and Backing Stones (may be further sorted by size)
5. Pinning and Hearting (small stones and stone chips)

2.2 FOOTING MATERIAL

1. Drainage aggregate shall be clean angular stone, allowing water to freely pass through.
2. Material must be stable and firm when compacted.
3. Commonly available crushed stone aggregate in the size range of $\frac{3}{8}$" to 1 $\frac{1}{2}$" is typically suitable, unless other specified by wall designer.
4. In areas where the ground freezes water must easily pass through the footing material and have a place to drain to well away from the wall.
5. Water must easily pass through the footing material and have a place to drain to well away from the wall.

2.3 WALL STONES/FIRST LIFT MATERIAL

1. A slight reduction in size from the foundation stones, ie: the next largest stones (excluding through stones, caps, or copes).
2. Stones should be grouped by height, as when placed in the wall, so that in installation they will comprise horizontal courses.

2.4 PINNING AND HEARTING MATERIAL
1. Stones of the size to fill gaps and voids between wall stones, backing stones and other elements of the wall.
2. Stones should be the largest size that is possible to use to fill the gaps and voids.
3. Material that can be shoveled by hand is too small for pinning and hearting.
4. 

2.5 THROUGH STONES
1. The length of these stones is determined by the width of the wall where they will be placed. The length of the stone must be equal to or greater than the width of the wall where it will be.
2. Stones should be of a shape that will be possible to be structurally built upon, as when placed in the wall.
3. 

2.6 WALL STONES/ 2ND AND ADDITIONAL LIFTS
1. A continued reduction in size of stones with each lift.
2. Stones should be grouped by height, as when placed in the wall, so that in installation they will comprise horizontal courses.
3. 

2.7 CAP STONES
1. These stones must be the full width of the wall at the top of the final lift.
2. Cap stones must individually be significant in size and weight such that they are difficult to dislodge or move from placement.
3. Stones must be of appropriate size and shape for the type or cap called for in the design.

PART 3 CONSTRUCTION

3.1 EXCAVATION
1. Contractor shall excavate to the lines and grades shown on the project grading plans. Contractor shall take precautions to minimize over excavation. Over excavation shall be filled with compacted infill material, or as directed by the Engineer/Architect, at the Contractor’s expense.
2. Contractor shall verify location of existing structures and utilities prior to excavation. Contractor shall ensure all surrounding structures are protected from the effects of wall excavation. Excavation support, if required, is the responsibility of the Contractor.

3.2 FOOTING
1. Following the excavation, the subgrade soil shall be examined by the Owner’s Engineer to assure actual foundation soil strength meets or exceeds the assumed design bearing strength. Soils not meeting the required strength shall be removed and replaced with infill soils, as directed by the Owner's Engineer.
2. The subgrade soil shall be proof rolled and compacted to 95% standard Proctor density and inspected by the Owner’s Engineer prior to placement of footing material.
3. The footing material shall be placed to the depth and width called for in the construction documents. It shall be proof rolled and compacted to 95% standard Proctor density and inspected by the Owner's Engineer prior to placement of Foundation Stones.
4. If called for, drainage pipe and geosynthetic filter fabric shall be placed as required in the construction drawings.
3.3 SORTING BUILDING STONE MATERIAL

The selected building stone should be sorted through. Similarly sized stones should be grouped together with attention to creating a safe and efficient work site. The following groups should be visible to the trained eye:

1. Foundation Stones (largest stones).
2. Through Stones (must have appropriate length and shape).
3. Cap or Cope Stones (must have appropriate dimensions).
4. Wall Stone and Backing Stones (may be further sorted by size).
5. Pinning and Hearting (small stones and stone chips).

3.4 PREPARING TO BUILD

1. The Contractor shall build the wall in the location shown on the project plans.
2. The Contractor shall build the wall to the dimensions and grades shown on the project plans.
3. The exterior face of the wall shall have no bulges or hollows.
4. String lines or other guides should be used to achieve a straight, even wall face and level courses.

3.5 BUILDING THE WALL

1. All stones shall be placed with their length into the wall structure (Perpendicular to the face of the wall).
2. Stones should be placed so the joints near the face of the wall are tight. The wall stones should be in contact with the wall stones on either side.
3. Stones should be set level.
4. To the greatest extent possible, stones of the same height should be placed next to each other to form an even horizontal course.
5. The underside of the stone shall be free of voids and well packed with footing material.
6. Stones shall be set so that the top edge of the face (portion of stone visible in completed wall) is in line with the plane of the wall.
7. Back stones of equivalent height and size to the foundation stones shall be placed behind the foundation stones. The length of each back stone shall be placed perpendicular to the face of the wall.
8. Pinning and hearting shall be carefully placed by hand to fill all voids and gaps between all foundation stones and back stones. Fewer larger pieces should be used rather than many small pieces.

3.6 WALL STONES – FIRST LIFT

1. All stones shall be placed with their length into the wall structure (Perpendicular to the face of the wall).
2. Stones must span the vertical joints between stones in the course below. Each stone spanning a joint must have at least 1/3 of its width to either side of the joint and must have contact with and bear weight on both wall stones below.
3. Wall stones should not be placed to sit on more than two wall stones in the course below.
4. Stones should be set level. To the greatest extent possible, stones of the same height should be
5. All stones shall be sound and free of cracks or defects that would interfere with the placement or performance of the stones.
6. Stones should be placed such that there is 3 to 4 points contact with the stone course below. At least two points of contact must be made near front face of the wall.
7. All stones shall be sound and free of cracks or defects that would interfere with the placement or performance of the stones.
8. Stones should be placed such that there is 3 to 4 points contact with the stone course below. At least two points of contact must be made near front face of the wall.
10. Back stones of equivalent height and size to the wall stones shall be placed behind the wall stones. The length of each back stone shall be placed perpendicular to the face of the wall.
11. Pinning and hearting shall be carefully placed by hand to fill all voids and gaps between all wall stones and back stones.
12. Lift height is determined to be whichever distance is greater: up to 30 inches or up to two courses.

C. THROUGH STONES

1. Through Stones are placed on the top of each Lift.
2. Shall be placed no farther apart horizontally than which ever is the greater distance: 3 ft. when measured center to center or two Wall stones between each Through Stones
3. Shall be tightly pinned and hearted beneath so there are no voids.
4. Shall be placed on the wall so they extend all the way through the wall. Should be set so that the length of the stone is approximately perpendicular to the face of the wall.
5. Should be set level.
6. Through Stones must span the vertical joints between stones in the course below. Each stone spanning a joint must have at least 1/3 of its width to either side of the joint, and must have contact with and bear weight on both wall stones below.
7. Through Stones of successive lifts should be placed such that they are centered between the Through Stones on the previous lift.

D. WALL STONES/ 2ND AND ADDITIONAL LIFTS

1. Shall follow all specifications in Section 3.04 B - (Wall Stones/First Lift)

E. PINNING AND HEARTING

1. Shall be placed by hand to the fill voids between other stones.
2. Shall not be placed (pushed in) from the front face of the wall.
3. Pinning stones shall be placed from the interior of the wall.
4. Each void should be placed with the fewer larger stones, rather than many small ones.
5. Shall be placed to securely wedge all other stones in the wall tightly together.
6. Shall not be placed so that downward force will push wall stones out of the wall.

F. CAP STONES

1. Shall be placed so they cover the full width of the top of the wall
2. Cap Stones should be placed so the vertical joints between the stones are not over vertical joints in the course below.
3. Cap Stones shall be placed so they do not tip or shift when weight is applied to the top.
4. Cap should be set so the top of the stones are even, creating a smooth top of the wall.
5. Cap stones should be set level (from the front to the back of the wall).
6. Voids below Cap Stones shall be tightly filled with pinning and hearting stones.
7. Cap Stones should not sit up on pinning stones at the face of the wall. The Cap Stones should make contact the wall stones.

END OF SECTION
To: COUNCIL
Meeting Date: 7/16/2024
Subject: 2024 Operating Financial Update – April Forecast
Submitted By: Sheryl Ayres, Chief Financial Officer
Prepared By: Victoria Terella, Manager of Financial Planning
Report No.: 24-030-CRS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):
THAT Report 24-030-CRS 2024 Operating Financial Update – April Forecast be received;
AND THAT operating forecast changes for the April 2024 reporting period that are reportable to Council under the Budget Control By-Law be approved;
AND FURTHER THAT transfers to and from reserve and reserve funds as identified in report 24-030-CRS be approved.

EXECUTIVE SUMMARY:
Purpose
As per the City's budget control by-law, Council is to be provided with regular updates related to operating budget variances. This report is an update on the City's operations for 2024 based on information as of April 30, 2024, for both tax-supported and the water utility budget.

Key Findings
The tax-supported operations are currently forecasting a year-end surplus for 2024 of $515,532 based on information to date. This variance may continue to be impacted by fluctuations in revenues and expenditures throughout the year; therefore, this preliminary figure is not a certain indication of what may be expected as the year progresses.

The main drivers of the April forecasted surplus include:

- Increased investment income of $865,500;
• Partially offsetting the additional revenues are a reduction in lease revenues of $161,000 along with increase in cost of taking on utilities and minor maintenance work of $82,000 to operationalize the City’s 1300 Bishop Street building;

• The addition of a contract sponsorship position, partially offset by 2024 sponsorship dollars realized and projected increased program revenues in Aquatics due to higher program enrollment and higher grant revenues for Older Adult programs; and

• Increased cost of $88,000 due to increase Clerks operations cost including integrity and related inquiries, investigations, and advice.

The water utility operations are not projecting a year-end surplus or deficit for this reporting period.

Financial Implications

The following tables summarize the forecasts in tax-supported operations and the water utility operations.

The tax-supported operations are forecasting a year end surplus of $515,532, as seen in the table below.

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor and Council</td>
<td>$1,334,000</td>
<td>$0</td>
<td>$1,334,000</td>
<td>$407,676</td>
<td>30.6%</td>
</tr>
<tr>
<td>Office of the City Manager</td>
<td>$3,103,700</td>
<td>$171,756</td>
<td>$3,275,456</td>
<td>$1,036,495</td>
<td>31.6%</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>$51,344,750</td>
<td>$70,600</td>
<td>$51,415,350</td>
<td>$17,626,568</td>
<td>34.3%</td>
</tr>
<tr>
<td>Corporate Enterprise</td>
<td>$7,390,700</td>
<td>$82,000</td>
<td>$7,472,700</td>
<td>$2,035,254</td>
<td>27.2%</td>
</tr>
<tr>
<td>Community Development</td>
<td>$10,123,700</td>
<td>$45,112</td>
<td>$10,168,812</td>
<td>$1,703,368</td>
<td>16.8%</td>
</tr>
<tr>
<td>Infrastructure Services</td>
<td>$28,758,700</td>
<td>($19,500)</td>
<td>$28,739,200</td>
<td>$5,694,504</td>
<td>19.8%</td>
</tr>
<tr>
<td>Corporate Expenditures</td>
<td>($110,656,750)</td>
<td>($865,500)</td>
<td>($111,522,250)</td>
<td>($53,874,400)</td>
<td>48.3%</td>
</tr>
<tr>
<td>Idea Exchange</td>
<td>$8,601,200</td>
<td>$0</td>
<td>$8,601,200</td>
<td>$3,449,939</td>
<td>40.1%</td>
</tr>
<tr>
<td>Total Tax Supported</td>
<td>$0</td>
<td>($515,532)</td>
<td>($515,532)</td>
<td>($21,920,756)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The water utility operations are not forecasting a year end surplus or deficit, as seen in the table below.
<table>
<thead>
<tr>
<th>Department</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Expenses</td>
<td>$41,590,300</td>
<td>$0</td>
<td>$41,590,300</td>
<td>$7,012,167</td>
<td>16.9%</td>
</tr>
<tr>
<td>Water Revenues</td>
<td>($41,590,300)</td>
<td>$0</td>
<td>($41,590,300)</td>
<td>($10,163,793)</td>
<td>24.4%</td>
</tr>
<tr>
<td><strong>Total Water</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>($3,151,626)</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td>Wastewater Expenses</td>
<td>$38,821,800</td>
<td>$0</td>
<td>$38,821,800</td>
<td>$7,512,436</td>
<td>19.4%</td>
</tr>
<tr>
<td>Wastewater Revenues</td>
<td>($38,821,800)</td>
<td>$0</td>
<td>($38,821,800)</td>
<td>($9,135,218)</td>
<td>23.5%</td>
</tr>
<tr>
<td><strong>Total Wastewater</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>($1,622,782)</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>Total City of Cambridge Water Utility</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>($4,774,408)</strong></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>

**STRATEGIC ALIGNMENT:**

☐ Strategic Action

**Objective(s): Not Applicable**

☐ Strategic Action: Not Applicable

OR

☒ Core Service

**Program: Finance**

**Core Service:** Financial Planning

Providing updates to Council on operating budget variances supports responsible oversight of financial resources. It also ensures program managers and departments are accountable for the programs they manage and provide transparency as to where public dollars are spent.

**BACKGROUND:**

**Economic Outlook**

The Bank of Canada, in its latest Monetary Policy Report from April 2024¹, reports that inflation is easing as high interest rates cool the economy.

The growth in the Canadian economy began to stall in the second half of last year and created excess supply. Businesses reduced the frequency of prices raises and price pressures have eased for many goods and services. Additionally, the very overheated

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¹ Monetary Policy Report - April 2024 (bankofcanada.ca)
labour market has slowed as growth in the working-age population outpaces employment growth, the unemployment rate was at 6.1% in March.

The Bank of Canada indicates economic growth is expected to strengthen in 2024 as population growth increases demand as well as the supply of workers and household spending.

The Consumer Price Index (CPI), a key measure of inflation in the economy, remains close to 3% and is expected to ease below 2.5% in the second half of the year and reach the 2% target in 2025.

**ANALYSIS:**

**Tax-Supported Operating Variance**

The City is forecasting a year-end surplus of $515,532 for 2024 based on April year to date information. This variance may continue to be impacted by fluctuations in revenues and expenditures throughout the year, therefore this preliminary figure is not a certain indication of what may be expected as the year progresses.

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<td>$0</td>
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<td>$407,676</td>
<td>30.6%</td>
</tr>
<tr>
<td>Office of the City Manager</td>
<td>$3,103,700</td>
<td>$171,756</td>
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<td>$1,036,495</td>
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<td>$51,415,350</td>
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<td>$2,035,254</td>
<td>27.2%</td>
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<td>48.3%</td>
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<tr>
<td>Idea Exchange</td>
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<td>$0</td>
<td>$8,601,200</td>
<td>$3,449,939</td>
<td>40.1%</td>
</tr>
<tr>
<td><strong>Total Tax Supported</strong></td>
<td>$0</td>
<td>($607,414)</td>
<td>($607,414)</td>
<td>($21,920,756)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Further explanation of variances in spending to date and forecast changes are provided in the following sections by department.

**Mayor & Council**

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
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</thead>
<tbody>
<tr>
<td>Mayor and Council</td>
<td>$1,334,000</td>
<td>$0</td>
<td>$1,334,000</td>
<td>$407,676</td>
<td>30.6%</td>
</tr>
<tr>
<td><strong>Total Mayor and Council</strong></td>
<td>$1,334,000</td>
<td>$0</td>
<td>$1,334,000</td>
<td>$407,676</td>
<td>30.6%</td>
</tr>
</tbody>
</table>
The Office of the Mayor and Council is not projecting a year-end surplus or deficit for this reporting period.

**Office of the City Manager**

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Office of the City Manager Administration</td>
<td>$530,500</td>
<td>$0</td>
<td>$530,500</td>
<td>$184,033</td>
<td>34.7%</td>
</tr>
<tr>
<td>Corporate Communications</td>
<td>$1,056,400</td>
<td>$0</td>
<td>$1,056,400</td>
<td>$339,713</td>
<td>32.2%</td>
</tr>
<tr>
<td>Legal and Realty Services</td>
<td>$1,516,800</td>
<td>$171,756</td>
<td>$1,688,556</td>
<td>$512,749</td>
<td>30.4%</td>
</tr>
<tr>
<td><strong>Total Office of the City Manager</strong></td>
<td><strong>$3,103,700</strong></td>
<td><strong>$171,756</strong></td>
<td><strong>$3,275,456</strong></td>
<td><strong>$1,036,495</strong></td>
<td>31.6%</td>
</tr>
</tbody>
</table>

The Office of the City Manager is projecting a year-end deficit of $171,756 for this reporting period within the Legal and Realty Services division. This is driven by a decrease in lease revenues due to no longer leasing 1300 Bishop Street (formerly leased Magnotta building until early 2024).

**Corporate Services**

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Corporate Services Administration</td>
<td>$273,000</td>
<td>($17,800)</td>
<td>$255,200</td>
<td>$102,985</td>
<td>40.4%</td>
</tr>
<tr>
<td>Office of the City Clerk</td>
<td>$3,936,000</td>
<td>$88,400</td>
<td>$4,024,400</td>
<td>$1,137,968</td>
<td>28.3%</td>
</tr>
<tr>
<td>Financial Services</td>
<td>$3,781,750</td>
<td>$0</td>
<td>$3,781,750</td>
<td>$1,789,525</td>
<td>47.3%</td>
</tr>
<tr>
<td>Fire Services</td>
<td>$30,731,300</td>
<td>$83,300</td>
<td>$30,814,600</td>
<td>$8,554,573</td>
<td>27.8%</td>
</tr>
<tr>
<td>Human Resources</td>
<td>$3,082,200</td>
<td>$0</td>
<td>$3,082,200</td>
<td>$1,146,343</td>
<td>37.2%</td>
</tr>
<tr>
<td>Technology Services</td>
<td>$9,540,500</td>
<td>$0</td>
<td>$9,540,500</td>
<td>$4,895,174</td>
<td>51.3%</td>
</tr>
<tr>
<td><strong>Total Corporate Services</strong></td>
<td><strong>$51,344,750</strong></td>
<td><strong>$70,600</strong></td>
<td><strong>$51,415,350</strong></td>
<td><strong>$17,626,568</strong></td>
<td>34.3%</td>
</tr>
</tbody>
</table>

The Corporate Services department is forecasting a net deficit of $70,600. Corporate Services Administration is recognizing savings of $17,800 in other staffing costs and program supplies. Fire Services’ forecasting exercise has identified that their workplans remain stable and mostly on track. Fire has reported net zero overall forecast change, but are experiencing pressures of $83,300 including one-time costs of a confidential labour relations matter, and the cost of an 11-month contract extension for the Gas Detection devices (frontline equipment) due to the delayed completion of the Gas Monitoring Equipment Replacement capital project (arising from unexpected 2023 capital cost increases, needing council approval). Fire Services also includes a net zero
forecast for the purchase of a Fire Prevention Vehicle that was delayed from 2023 due to supply-chain issues with an offsetting draw from the Equipment Reserve Fund. At this time, Fire has identified salary gaping savings to offset these pressures and will work diligently to mitigate these impacts.

Office of the City Clerk is projecting a year-end deficit of $88,400 for this reporting period due to an increase cost for retention of storage, shredding, mailing cost, along with an increase cost for integrity commissioner inquiries, investigations & advice related to MCIA (Municipal Conflict of Interest Act) and a forecast increase for Council meeting expenses. All other areas are not forecasting a surplus or deficit at this reporting period.

**Corporate Enterprise**

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Corporate Enterprise Administration</td>
<td>$418,000</td>
<td>$0</td>
<td>$418,000</td>
<td>$139,142</td>
<td>33.3%</td>
</tr>
<tr>
<td>Corporate Strategy</td>
<td>$460,100</td>
<td>$0</td>
<td>$460,100</td>
<td>$138,698</td>
<td>30.1%</td>
</tr>
<tr>
<td>Economic Development</td>
<td>$874,200</td>
<td>$0</td>
<td>$874,200</td>
<td>$219,151</td>
<td>25.1%</td>
</tr>
<tr>
<td>Risk and Facilities</td>
<td>$5,638,400</td>
<td>$82,000</td>
<td>$5,720,400</td>
<td>$1,538,263</td>
<td>26.9%</td>
</tr>
<tr>
<td><strong>Total Corporate Enterprise</strong></td>
<td><strong>$7,390,700</strong></td>
<td><strong>$82,000</strong></td>
<td><strong>$7,472,700</strong></td>
<td><strong>$2,035,254</strong></td>
<td><strong>27.2%</strong></td>
</tr>
</tbody>
</table>

The Corporate Enterprise department is projecting a year-end deficit of $82,000 within Risk and Facilities due to taking on utilities and maintenance work required for 1300 Bishop Street to operationalize the building (formerly leased Magnotta Building until early 2024).

For 2024, Economic Development anticipates an abundance of projects stemming from the Economic Development Action Plan in late 2024, in addition the group continues with core economic development programming such as business retention and expansion, investment attraction, business support, and film services with expectation of not projecting a year-end surplus or deficit for this reporting period.

**Community Development**

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development Administration</td>
<td>$443,400</td>
<td>$25,100</td>
<td>$468,500</td>
<td>$161,090</td>
<td>34.4%</td>
</tr>
<tr>
<td>Building Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>($700,096)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Division</td>
<td>Total Restated Budget</td>
<td>April Forecast Changes</td>
<td>Revised Forecast</td>
<td>YTD Actuals as at April 30th</td>
<td>% Spent</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>-----------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Engineering and Transportation Services</td>
<td>$3,828,700</td>
<td>$0</td>
<td>$3,828,700</td>
<td>$1,044,070</td>
<td>27.3%</td>
</tr>
<tr>
<td>Planning Services</td>
<td>$2,086,300</td>
<td>$3,500</td>
<td>$2,089,800</td>
<td>$738,830</td>
<td>35.4%</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>$3,765,300</td>
<td>$16,512</td>
<td>$3,781,812</td>
<td>$459,474</td>
<td>12.1%</td>
</tr>
<tr>
<td><strong>Total Community Development</strong></td>
<td><strong>$10,123,700</strong></td>
<td><strong>$45,112</strong></td>
<td><strong>$10,168,815</strong></td>
<td><strong>$1,703,368</strong></td>
<td><strong>16.8%</strong></td>
</tr>
</tbody>
</table>

The Community Development department is forecasting a deficit of $45,112 for 2024. Recreation and Culture reflects the addition of a contract sponsorship position, partially offset by 2024 sponsorship dollars realized and projected increased program revenues in Aquatics due to higher program enrollment and higher grant revenues for Older Adult programs. The savings is further partially offset by higher expenses in Community Development Administration due to the delay in the implementation of the Community Energy Investment Strategy (CEIS) as the City contribution planned for 2023 was delayed to 2024, additional overtime in Planning Services due to a higher workload and additional $10,000 towards the Cambridge Celebration of the Arts event. There is no change in the forecast for Building Services, and Engineering and Transportation Services.

**Infrastructure Services**

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Services Administration</td>
<td>$438,800</td>
<td>$0</td>
<td>$438,800</td>
<td>$348,110</td>
<td>79.3%</td>
</tr>
<tr>
<td>Asset Management and Project Management</td>
<td>$334,900</td>
<td>$0</td>
<td>$334,900</td>
<td>$280,196</td>
<td>83.7%</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>$7,232,100</td>
<td>$0</td>
<td>$7,232,100</td>
<td>$238,135</td>
<td>3.3%</td>
</tr>
<tr>
<td>Operations</td>
<td>$20,752,900</td>
<td>($19,500)</td>
<td>$20,733,400</td>
<td>$4,828,063</td>
<td>23.3%</td>
</tr>
<tr>
<td><strong>Total Infrastructure Services</strong></td>
<td><strong>$28,758,700</strong></td>
<td><strong>($19,500)</strong></td>
<td><strong>$28,739,200</strong></td>
<td><strong>$5,694,504</strong></td>
<td><strong>19.8%</strong></td>
</tr>
</tbody>
</table>

The Infrastructure Services department is forecasting a surplus of $19,500 for this reporting period, driven by the following impacts:

- Parks surplus of $19,500 is attributed to net additional external recovery revenue partially offset by an increase in contracted services for goose control at Fountain Street Soccer Complex;
• Cemeteries is not projecting a surplus or deficit as all forecast changes net to zero. An increase in general maintenance was funded by a donation to perform monument restorations at Preston Cemetery;

• Forestry is not projecting a surplus or deficit as all forecast changes net to zero. An increase in general maintenance contracts is offset by a decrease in professional services to align with anticipated contract and professional service expenditures; and

• Fleet is not projecting a surplus or deficit as all forecast changes net to zero. An increase in general maintenance contracts is offset by a draw from the Equipment Reserve Fund for:
  o The removal of an in-ground hydraulic hoist that failed due to age and became unsafe to operate ($20,000);
  o The replacement of failed fleet wash bay equipment in the Bishop Operations Centre to support corrosive salt and debris removal from fleet assets ($25,000); and
  o The replacement of electrical cord reels throughout the Bishop Operations Centre maintenance shop and lean-to were required to be replaced as a result of ESA and electrical inspections ($7,500).

Corporate Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Financing</td>
<td>($913,300)</td>
<td>$0</td>
<td>($913,300)</td>
<td>($1,298,691)</td>
<td>142.2%</td>
</tr>
<tr>
<td>Capital Levy</td>
<td>$10,431,300</td>
<td>$0</td>
<td>$10,431,300</td>
<td>$0</td>
<td>0.0%</td>
</tr>
<tr>
<td>External Funding</td>
<td>$2,066,800</td>
<td>$0</td>
<td>$2,066,800</td>
<td>$1,873,761</td>
<td>90.7%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$1,684,100</td>
<td>$0</td>
<td>$1,684,100</td>
<td>$167,974</td>
<td>10.0%</td>
</tr>
<tr>
<td>Income From Investment</td>
<td>($4,284,500)</td>
<td>($865,500)</td>
<td>($5,150,000)</td>
<td>($1,304,798)</td>
<td>25.3%</td>
</tr>
<tr>
<td>Taxation Revenue</td>
<td>($122,590,950)</td>
<td>$0</td>
<td>($122,590,950)</td>
<td>($54,673,853)</td>
<td>44.6%</td>
</tr>
<tr>
<td>Payment in Lieu</td>
<td>($1,060,000)</td>
<td>$0</td>
<td>($1,060,000)</td>
<td>$0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Corporate Grants</td>
<td>($70,100)</td>
<td>$0</td>
<td>($70,100)</td>
<td>($35,050)</td>
<td>50.0%</td>
</tr>
<tr>
<td>Corporate Allocations</td>
<td>($3,309,400)</td>
<td>$0</td>
<td>($3,309,400)</td>
<td>$23,079</td>
<td>(0.7%)</td>
</tr>
<tr>
<td>Capital Debt Finance</td>
<td>$2,673,600</td>
<td>$0</td>
<td>$2,673,600</td>
<td>$516,439</td>
<td>19.3%</td>
</tr>
<tr>
<td>Development Incentives</td>
<td>$4,715,700</td>
<td>$0</td>
<td>$4,715,700</td>
<td>$856,739</td>
<td>18.2%</td>
</tr>
<tr>
<td><strong>Total Corporate Expenditures</strong></td>
<td><strong>($110,656,750)</strong></td>
<td><strong>($865,500)</strong></td>
<td><strong>($111,522,250)</strong></td>
<td><strong>($53,874,400)</strong></td>
<td><strong>48.3%</strong></td>
</tr>
</tbody>
</table>
Corporate Expenditures are forecasted to be in a surplus position of $865,500 from increased investment income. The continued elevated interest rates by Bank of Canada are driving the City’s overall investment income. Additional forecasts within this division that net to zero are:

- Gain on disposal for the sale of 0 Savage Drive for $325,000 and the sale of a portion of Lane Plan 522 for $100,000 transferred to the Capital Works Reserve Fund, previously approved through 23-070-OCM and 23-072-OCM, respectively; and
- Additional Hydro Dividend of $519,161 offset by a forecasted contribution to the Hydro Dividend Reserve Fund.

### Idea Exchange

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idea Exchange</td>
<td>$8,601,200</td>
<td>$0</td>
<td>$8,601,200</td>
<td>$3,449,939</td>
<td>40.1%</td>
</tr>
<tr>
<td>Total Idea Exchange</td>
<td>$8,601,200</td>
<td>$0</td>
<td>$8,601,200</td>
<td>$3,449,939</td>
<td>40.1%</td>
</tr>
</tbody>
</table>

The Library, operating as Idea Exchange, is projecting no surplus or deficit for this reporting period.

### Water Utility Variance

The following summary shows the variance between the annual Council approved budget and year to date actuals for each department, for water utility operations.

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Restated Budget</th>
<th>April Forecast Changes</th>
<th>Revised Forecast</th>
<th>YTD Actuals as at April 30th</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Expenses</td>
<td>$41,590,300</td>
<td>$0</td>
<td>$41,590,300</td>
<td>$7,012,167</td>
<td>16.9%</td>
</tr>
<tr>
<td>Water Revenues</td>
<td>($41,590,300)</td>
<td>$0</td>
<td>($41,590,300)</td>
<td>($10,163,793)</td>
<td>24.4%</td>
</tr>
<tr>
<td>Total Water</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>($3,151,626)</td>
<td>N/A</td>
</tr>
<tr>
<td>Wastewater Expenses</td>
<td>$38,821,800</td>
<td>$0</td>
<td>$38,821,800</td>
<td>$7,512,436</td>
<td>19.4%</td>
</tr>
<tr>
<td>Wastewater Revenues</td>
<td>($38,821,800)</td>
<td>$0</td>
<td>($38,821,800)</td>
<td>($9,135,218)</td>
<td>23.5%</td>
</tr>
<tr>
<td>Total Wastewater</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>($1,622,782)</td>
<td>N/A</td>
</tr>
<tr>
<td>Total City of Cambridge Water Utility</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>($4,774,408)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

For the April 2024 reporting period, the water utility operations are not projecting a surplus or deficit.
EXISTING POLICY / BY-LAW(S):

The Budget Control By-Law 152-14 identifies roles, responsibilities, and spending authorities for accountability around the City’s financial management. It also identifies reporting requirements to ensure both accountability and transparency around the City’s finances. Under the By-law, Council approval is required for the following operating spending deviations:

- Transfers between divisions exceeding the lesser of 10% or $100,000;
- Any net overall deficit within a department.

The Reserve Fund By-Law 2-17, as amended by By-law 19-144, and corporate policy COR-260.010 identify how tax-supported operating surpluses are to be treated.

FINANCIAL IMPACT:

This report provides a comprehensive financial update on the City’s operations as of April 30, 2024, for both tax-supported and water utility operations.

The tax-supported operations are currently forecasting a surplus of $515,532 driven by increased investment income. Incorporated impacts are a reduction in lease revenue and additional costs for 1300 Bishop Street to house City staff, and additional costs in Clerks and Recreation and Culture. This variance may continue to be impacted by fluctuations in revenues and expenditures throughout the year, therefore this preliminary figure is not a certain indication of what may be expected as the year progresses. Any realized surplus/deficit at year-end it will be addressed according to the reserve fund by-law.

The water utility operations are not projecting a year end surplus or deficit for the reporting period.

Certain forecast changes result in impacts to reserve and reserve funds; these are reported in Appendix A.

Restatements

Changes in operations have resulted in restatements of the 2024 approved budget for comparative purposes. The changes reallocate certain costs and revenues between accounts and/or divisions and have no net effect on the total approved budget for 2024.

The restatement for 2024 is the restructure of minor facility work transferring from Recreation and Culture to Risk and Facilities for $258,200.
<table>
<thead>
<tr>
<th>Division</th>
<th>Original Budget</th>
<th>In Year Changes</th>
<th>Total Restated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor and Council</td>
<td>$1,334,000</td>
<td>$0</td>
<td>$1,334,000</td>
</tr>
<tr>
<td>Office of the City Manager</td>
<td>$3,103,700</td>
<td>$0</td>
<td>$3,103,700</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>$51,344,750</td>
<td>$0</td>
<td>$51,344,750</td>
</tr>
<tr>
<td>Corporate Enterprise</td>
<td>$7,132,500</td>
<td>$258,200</td>
<td>$7,390,700</td>
</tr>
<tr>
<td>Community Development</td>
<td>$10,381,900</td>
<td>($258,200)</td>
<td>$10,123,700</td>
</tr>
<tr>
<td>Infrastructure Services</td>
<td>$28,758,700</td>
<td>$0</td>
<td>$28,758,700</td>
</tr>
<tr>
<td>Corporate Expenditures</td>
<td>($110,656,750)</td>
<td>$0</td>
<td>($110,656,750)</td>
</tr>
<tr>
<td>Idea Exchange</td>
<td>$8,601,200</td>
<td>$0</td>
<td>$8,601,200</td>
</tr>
<tr>
<td><strong>Total Tax Supported</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

**PUBLIC VALUE:**

**Sustainability and Transparency:**
This work supports the financial sustainability of the City by ensuring appropriate oversight and governance towards the City’s financial resources. It also provides transparency as to where public dollars are spent.

**ADVISORY COMMITTEE INPUT:**
Not Applicable

**PUBLIC INPUT:**
Posted publicly as part of the report process.

**INTERNAL / EXTERNAL CONSULTATION:**
Staff delegated with budget responsibility have been consulted with respect to their budget variances in the writing of this report.

**CONCLUSION:**
The report provides a comprehensive financial update on the City’s operations as of April 30, 2024, for both the tax-supported and water utility operations. Tax-supported operations are currently forecasting a net year-end surplus of $515,532 for 2024 and the water utility operations is not projecting a year-end surplus or deficit.

**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. 24-030-CRS Appendix A – Impacts to Reserve and Reserve Funds
<table>
<thead>
<tr>
<th>Reserve &amp; Reserve Fund</th>
<th>Estimated Balance as of April 30, 2024</th>
<th>Increase (Decrease) to Reserve Fund</th>
<th>Revised Balance Following Forecast Changes</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Reserve Fund</td>
<td>$2,620,236</td>
<td>($82,848)</td>
<td>$2,537,388</td>
<td>Draw on reserve to offset additional expenses encountered due to a need to perform critical work that wasn't anticipated and to offset the purchase of the Fire Prevention Vehicle that was delayed from 2023 due to supply-chain issues.</td>
</tr>
<tr>
<td>Hydro Dividend Stabilization Reserve Fund</td>
<td>$2,748,428</td>
<td>$519,161</td>
<td>$3,267,589</td>
<td>The dividends received form Energy+/GrandBridge Energy were above the amount budgeted.</td>
</tr>
</tbody>
</table>
To: COUNCIL
Meeting Date: 7/16/2024
Subject: Sustainability Update
Submitted By: Yogesh Shah, Deputy City Manager Infrastructure Services
Prepared By: Michael Hausser, Director of Operations
Report No.: 24-008-IFS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):
THAT Report 24-008-IFS Sustainability Update be received.

EXECUTIVE SUMMARY:
Purpose
To provide Council with an update on various environmental, sustainability, and climate action initiatives.

Key Findings
- The City has completed the street light LED conversion project which has significantly contributed to the GHG emissions reduction target.
- The City has two corporate focused climate action plans:
  - Climate change mitigation through an Energy Conservation and Demand Management (ECDM) Plan with GHG emissions reduction targets of 50% by 2030 and 80% by 2050.
  - Climate Adaptation Plan was approved in 2019 with 31 action items. These action items focus on improving the resilience of city infrastructure.
- The City is a partner in three Community Action Plans:
  - TransformWR having 78 action items. 23 of those action items align with existing City climate action items, projects, processes, jurisdictional items,
and initiatives in varying states of progress. This plan was developed through collaborative partnership known as ClimateActionWR

- Community Climate Adaptation Plan for Waterloo Region
- Community Energy Investment Strategy (CEIS)

- The City is an active leader and partner in a variety of additional sustainability efforts that involve community engagement in the enhancement of our natural environment including the following:
  - Cambridge City Green
  - Cambridge Bee City
  - Tree Cities of the World

**Financial Implications**

No financial implications arise directly from this report. Future capital or operating budget requests associated with action items reflected in this report will be brought forward for Council consideration through future budget cycles.

**STRATEGIC ALIGNMENT:**

☒ Strategic Action

**Objective(s):** RESILIENCY - Use a future-oriented, proactive approach to climate action and emergency preparedness

**Strategic Action:** Take action to combat climate change

OR

☐ Core Service

**Program:** Not Applicable

**Core Service:** Not Applicable

This report is focused on the climate action plans that are directly associated with services delivered by the City. However, there are many important initiatives and efforts in progress through a broader community-wide approach that Cambridge is proud to be a part of.
BACKGROUND:
The first corporate climate change mitigation action was through the development of the 
Energy Conservation and Demand Management (ECDM) Plan and was approved by 
Council in 2014 and updated in 2020; it will be updated in 2024 with a renewed focus on 
achieving a 50% decrease in corporate GHG emissions by 2030. Actions in this plan 
are focused on reducing energy usage and GHG emissions with many having strategic 
capital investments and a financial Return-On-Investment (ROI).

It is anticipated that the largest part of this effort to reach the target will involve 
addressing the emissions of the City’s top ten highest emitting facilities. A study is 
currently underway to identify the energy conservation opportunities in those facilities 
and the investments needed.

One of the earliest successes was the conversion of streetlights to LED fixtures. In 
2016 the City was paying approximately $1.5 million for the electricity associated with 
streetlights with an additional amount for maintenance and regular servicing. By 2023, 
the amount the City spends on streetlight energy usage has dropped to $890,000 
despite growth during that time. The results provide savings of approximately $600,000 
per year, thousands of kilowatts of energy, and significant reductions in corporate GHG 
emissions.

The City’s climate adaptation plan was approved in 2019 and focused on emergency 
response as well as future-proofing infrastructure to be resilient and prepared for 
weather-related disasters as well as incremental climate change. These action items 
are intended to reduce or avoid damage to city infrastructure and service interruptions 
as weather patterns change. The City’s corporate plan contains 31 Actions.

Simultaneously, a broader community effort is being undertaken through a collaborative 
partnership called ClimateActionWR.

The ClimateActionWR partnership is led by Reep Green Solutions, Sustainable 
Waterloo Region, and the Region of Waterloo. The City of Cambridge is part of this 
collaboration providing financial and in-kind support on an equal share with the Region 
of Waterloo, City of Kitchener, and the City of Waterloo. Local government 
collaboration includes identifying opportunities to improve policy and regulations that 
enable residents, businesses, and institutions to make positive impacts to our shared 
environment.

This collaborative approach is unique and leverages the shared resources of the 
partners. The City of Cambridge, and collaborative partners, were recognized by the 
Federation of Canadian Municipalities (FCM) with a Sustainable Communities Award in 
2016 for this unique municipal collaborative approach to community climate change.
In 2018, Council approved a long-term emissions reduction target (i.e. 80% by 2050) and in 2021, the community climate action plan TransformWR was endorsed by all area municipal Councils and features 78 Actions and emission reduction targets consisting of 50% by 2030 and 80% by 2050.

A number of the 78 community action items are addressed through other ongoing City processes, projects, or initiatives (e.g. implementation of active transportation initiatives through the City’s Cycling Master Plan).

Other sustainability initiatives involving community engagement include Cambridge City Green, Cambridge Bee City, and Tree Cities of the World.

**Cambridge City Green** is a subcommittee of the Cambridge Environmental Advisory Committee to Council (CEAC) and since 1993 has coordinated community projects and leveraged thousands of volunteers for the benefit of the local natural environment. Past and ongoing initiatives include educational workshop events and walks (e.g. Jane’s Walk Mill Creek, TREEmendous Cambridge walking tours, etc.), Cambridge Stewardship tree planting project, and the annual Cambridge Community Clean Up. Cambridge City Green posts environmental-themed events, often from community partners such as rare Charitable Research Reserve, Reep Green Solutions or Waterloo Region Nature on a webpage with over 700 followers.

Bee City Canada designated **Cambridge as a Bee City** in 2021 following a City Council Resolution. The designation highlighted community organizations and their projects dedicated to biodiversity, habitat enhancement, food security, monitoring and education around pollinators. The Cambridge Bee City Team conducts planting projects, hosts an annual pollinator event, and submits annual reports to Bee City Canada on community initiatives that benefit pollinators.

Cambridge is one of eighteen Canadian cities recognized through the **2023 Tree Cities of the World award** which acknowledges five core standards for urban forest management such as the City’s Urban Forest Plan, operations, protection measures, educational initiatives, and engagement with the public such as annual tree giveaways.

**ANALYSIS:**

The next milestone for corporate emissions reduction is the 50% by 2030 target; to achieve this target will require capital projects in the City’s 10 highest-emitting facilities. A feasibility study is currently underway that will outline costs, savings, and return on investment.

The community plan is currently reporting a 12% emissions decrease since 2010.

A further 38% emissions reduction will be a challenge to achieve the 2030 target.
Demand for engaging with the public around natural areas and environmental and sustainability themes continues to increase. The Urban Forest Plan proposed a “Stewardship Coordinator” position and the Parks Master Plan, currently underway, is considering a position that would engage corporate and community volunteers in various park and natural areas enhancement projects.

An outline and status of corporate and community action items are provided in the Appendix of this report.

EXISTING POLICY / BY-LAW(S):

The Climate Action Plans reflect City policy and Council-approved targets for reducing emissions and adapting to climate change.

Several actions in the climate plans speak to developing or revising City Policies:

- Reviewing the City’s LEED Building policy
- Continued work from home policies to reduce travel emissions
- Developing a Sustainable Purchasing Policy

Several Policy items are more aligned with Community action items:

- Developing climate action policies within the Official Plan
- Green Development Standards
- Investigating maximum heat by-laws for rental housing

FINANCIAL IMPACT:

This report has no direct financial impact. However, the following provides an outline of current resources, commitments, and known future impacts that will be presented to Council through future budget cycles.

- The City of Cambridge, along with the Cities of Waterloo, Kitchener and the Region of Waterloo have an agreement to fund the administration of the ClimateActionWR collaborative in partnership with Reep Green Solutions and Sustainable Waterloo Region. The City of Cambridge currently contributes $61,500 annually with an anticipated increase to $126,075 to be submitted through the 2025 budget process.

- In addition, the City provides an annual contribution to WR Community Energy for implementation of the Community Energy Investment strategy. In 2023 the
contribution was $19,278, in 2024 it will be $25,000 funded from Community Development operating budget.

- Approximately $25,000 is provided for the retention of consultants for annual regulatory reporting. The draft Fleet Strategy, an ECDM Plan implementation project, was also funded from Asset Management operating budget in 2023-2024.

- The City has an Energy Conservation Reserve Fund which will have a projected balance at year-end 2024 of $2,100,000. Opportunities are being explored to leverage this funding through projects that could further reduce energy costs in the long term that can, in-turn, fund additional future energy saving efforts.

- A GHG pathway study – examining the 10 highest-emitting City facilities and proposing energy conservation measures to achieve 50% by 2030 targets – is anticipated to be complete in 2025 and is an implementation project of the corporate ECDM Plan. The study is funded by capital budget funds of $100,000 (A/01230-20) and additional FCM feasibility study grant of $200,000.

- Community engagement projects are largely financed through the Environmental projects operating budgets for $8,500 a year and includes supplies for the Community Clean Up, plant material for the annual Cambridge Pollinator Preserve planting, and other educational projects. In the past these funds were also leveraged to obtain a variety of grants for the Cambridge Stewardship project. The City’s Tree Give-Away is financed through Urban Forestry budgets.

- The City’s Sustainability Planner (Infrastructure Services / Park Operations Division) and the Energy & Sustainability Specialist (Corporate Enterprise / Sustainable Design & Development Division) support the reporting and implementation of initiatives with the assistance of City staff in all divisions who participate on a GHG Team and Climate Adaptation Team.

- An additional FTE (“Coordinator / Specialist”) was identified in the Climate Adaptation Plan (Action CS8) but remains an outstanding future consideration.

- Many of the Actions in the climate action plans require further effort to define project scopes and costs to be submitted through future budget cycles.

PUBLIC VALUE:

Sustainability

Climate adaptation and mitigation are key elements in sustainability of city services and the health and wellbeing of residents. The City is taking action through the items listed
in this report that help reduce GHG emissions as well as adapting to anticipated affects of climate change. This report also outlines how the City is collaborating on broader community efforts.

**ADVISORY COMMITTEE INPUT:**

Not Applicable

**PUBLIC INPUT:**

Posted publicly as part of the report process.

**INTERNAL / EXTERNAL CONSULTATION:**

City staff have provided updates on corporate initiatives.

**CONCLUSION:**

This report provides a summary on the progress of climate action plans by the City. A number of initiatives have been launched, and some completed, achieving a 17% reduction over 2010 GHG levels. Additional focused efforts are required on remaining action items for the City to realize the 50% emissions reduction targets in the next five years.

The City is an active participant and supporter of broader community climate action plans and initiatives.

**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. 24-008-IFS Appendix A – Summary of Sustainability Efforts and Action Plans
Summary of Sustainability Efforts and Action Plans

The Appendix provides a summary of the actions of the two City plans and other sustainability efforts.

3. Cambridge Bee City Annual Report – this report details the projects, events, and partners involved with planting, educational, and community engagement initiatives around the importance of pollinators.
4. Cambridge City Green – this website posts community engagement opportunities including Cambridge City Green events (e.g. Cambridge Community Clean Up, TREEmendous Cambridge walks, etc.), partnership events (e.g. Bee City Seedy Saturday), and other events related to environment and sustainability topics (e.g. Waterloo Region Nature’s “The Moths All Around Us”).
5. City of Cambridge Urban Forest Plan 2015-2034 – this master plan features 32 actions and a 30% canopy target for the City (currently 25%).

The City of Cambridge is a collaborative partner in three Community Action Plans.

1. TransformWR community climate action Plan
2. Community Climate Adaptation Plan for Waterloo Region
3. Community Energy Investment Strategy (CEIS)
Energy Conservation and Demand Management (ECDM Plan)

This is the City’s corporate mitigation plan with targets of 50% by 2030 and 80% by 2050 through 22 Actions. This plan is updated every five years with the next update coming to Council in 2024.

B1: Update Green Building Policy and Technical Standards

The current corporate policy requires “LEED silver minimum” for new City facilities except for Fire Halls and staff/operational facilities and heritage, major retrofit, or projects under 500 m2 are considered on a case by case basis. The policy should be revised to be comparable with policies in other municipalities. The policy should be updated to LEED gold or be updated to reflect new concepts such as “net zero,” “embodied carbon,” “climate adaptation,” and the lessons learned from Action B3 about the City’s decarbonization plan. Performance standards should be used as they offer benchmarks with other municipalities (e.g. Toronto Green Standard or Canada Green Building Council Zero Carbon Building Performance Standard). This action also implements the community climate action plan (i.e. TransformWR Plan Action 3.2.7 (“Show leadership by building net-zero carbon in the public sector.”)).

B2: Complete Building & Facility Utilization Assessments

This Action is accomplished through the Asset Management process and ongoing planning for future facilities. It involves reviewing the number of buildings and space required by the City and minimizing the number of new buildings requiring construction in the future. This will require the development of programs and policies that allow staff to work from home, staff hoteling, and improved space layouts, and master plans (e.g. Operations Facilities Master Plan) that optimize current facility resources and efficiently plan for growth.

B3: Develop De-Carbonization Plan for Buildings & Facilities

This action is currently under way and anticipated to be completed in 2025. It involves $100,000 in the approved capital budget and $200,000 in FCM grant funding. It will study the City’s 10 highest-emitting facilities and develop pathways to achieve 50% and 80% reduction targets. It will detail the measures, costs, return on investment and savings of GHG and funds. The scope will include typical energy conservation projects, deep retrofits, onsite energy generation, fuel switching, and sustainability projects (such as water conservation and climate adaptation measures). This Action B3 also implements TransformWR community climate plan Action 3.2.7 (“Show leadership by building net-zero carbon in the public sector”). Given 50-60% of the City’s emissions are tied to facilities, and particularly heating, actions implementing energy conservation
measures at facilities are a priority to meet Council-approved 2030 (50% reductions) and 2050 (80%) reductions.

**B4: Implement Energy Audit Recommendations**

This action followed 23 City facility energy audits completed in 2014-2019. In some cases, the identified energy conservation measures were implemented but the majority remain outstanding. A few of the identified energy conservation projects with known ROI could be carried out rapidly using the City’s energy conservation reserve fund (e.g. switching to LED lighting). However, many previously identified items will be paused pending the results of the item B3 outlined above as much of the remaining opportunities are connected to the 10 highest-emitting facilities.

**B5: Implement a Building Commissioning Program**

This is an ongoing operational task by Facilities that reduces operating costs, reduces the risk of failures and informs retrofit plans. Typical commissioning activities include adjusting temperatures, staging/sequencing of boilers, chillers, and air handling units, eliminating simultaneous heating and cooling and verifying controls, including automatic controls for set points, weekends, and holidays.

**B6: Pilot Building Energy Management System**

Discussions and presentations from vendors (e.g. Circuitmeter) have taken place.

**B7: Continue to Develop Alternative Work Strategies and Supportive Policies**

This action is complete and is ongoing as the City has TravelWise and Work From Home (WFH) programs. The WFH program currently has 95 staff participating since the end of the pandemic and it is estimated that this has resulted in 530,842 km of car travel avoided resulting in 109 tonnes CO2e GHG emissions reduced.

**F1: Conduct Fleet Data Analysis with Sustainability Focus**

This has been completed as part of a Fleet Strategy.

**F2: Develop a Low-Carbon Fleet Master Plan**

A draft Fleet Strategy has been completed and is expected to be finalized in the coming months.

**F3: Develop and Implement a Fleet Rightsizing Operational Procedure**

This is an ongoing and annual effort as part of the equipment renewal budget process.
**F4: Continue to Opportunistically Switch Off Road and Hand-Held Equipment to Electric**

Mower and backpack trimmers have been piloted and evaluated. Equipment, at the end of their life cycle are being replaced with electric equivalents where they commercially exist.

**SW1: Develop Corporate Solid Waste Management Plan**

This action has not been initiated.

**W1: Assess the Feasibility of Micro-Hydro Turbine**

This action is complete. After a review of the possibility of Micro-Hydro Turbine power generation in wastewater, Environmental Services continues to monitor advances in Technology and the feasibility of using wastewater as alternate power generation.

**W2: Opportunistically Replace Diesel Powered Backup Generators with Energy Efficient Natural Gas Generators**

This action is complete. Environmental Services continue to replace Backup power Generators with Natural gas generators as applicable as well as during the design phase of new construction will assess if Natural gas Generator is an option in all new development projects.

**C1: Update Asset Management Plan and Policy**

Asset Management Policy update has been adopted by Council in June of 2024.

**C2: Recognize the City’s Urban Forest as a Strategic Infrastructure Asset**

Completed as part of initiative C1. The City’s Asset Management Policy and Plan includes consideration of green infrastructure such as the urban forest.

**C3: Incorporate Life Cycle Considerations into Capital Planning and Purchases.**

Some research and discussions have taken place around accounting for embodied carbon, pathways and carbon budgets, and Council report templates. This action is to be completed along with C4, C6, and C7.

**C4: Develop a Sustainable Purchasing Policy**

This action is carried forward to the next ECDM Plan. This depends on a carbon budget study being done first; other municipalities tie this to capital budget as well.
C5: Develop A Corporate Energy Savings Policy and Terms of Reference

This action is carried forward to the next ECDM Plan and involves revisiting the definitions and scope of the existing ~$2 million Energy Conservation Fund and its terms of reference to better support the implementation of the ECDM Plan (and other City climate change plans), identify costs and dedicated financing (e.g. a portion of the Community Building Fund).

C6: Develop a Sustainable Infrastructure Rating System Policy

This action has not been initiated. Incorporate the Envision ISI Framework into the City's Project Prioritization Model. This should coordinate with the C4 and C1 Actions.

C7: Develop an Internal Cost of Carbon Policy

This action has not been initiated. This project is related to several other Actions (C3, C4, C6) and so should logically proceed concurrently. Develop an internal cost of carbon (ICC) policy to realize the cost of GHG emissions in capital decision frameworks.

C8: Establish Dedicated Sustainability Planning Resource(s)

Completed as Sustainability Planner has been re-assigned from Parks and Forestry Development Planning to City climate change plans / ECDM Plan / TransformWR / climate adaptation, and energy act reporting.
City of Cambridge Climate Adaptation Plan

This is the corporate adaptation plan that concentrates on preparing for the impacts of climate change that impact the City’s infrastructure and public services. It has 32 action items under various categories as listed below.

Neighbourhood Flooding

Better manage the impacts of high intensity and/or sustained rainfall (>90 mm/hr and >100 mm per 24 hr and from localized ice jams) through prioritization of on-site rainwater management and sizing of stormwater systems based on anticipated future precipitation patterns.

Action 1

Implement a sustainable funding model for stormwater management. Introduce a sustainable funding model dedicated to the operation, maintenance, and expansion of the City’s stormwater management infrastructure network. Conduct preventative maintenance of all storm infrastructure, including stormwater management facilities, storm sewers, catch basins, roadside ditches, culverts, drainage channels, natural watercourses and outlets, to minimize the risk of flooding during intense rainfall events.

The 2022 approved budget included a capital project to implement a stormwater user rate for Cambridge and this work will be brought forward to Council for deliberation in 2024. Implementation of a stormwater management funding strategy will be based on consultant recommendation to adopt a user fee approach to addressing revenue needs to cover current and future stormwater management costs. A Stormwater Operations and Maintenance Plan will identify the methods and operations for inspections and maintenance activities for the City’s stormwater collection system, ponds and various facilities. Flood wall installation exercises are part of annual flood preparation measures.

Action 2

Update flood risk mapping for the City of Cambridge. Collaborate with the Grand River Conservation Authority to update existing flood risk maps for the City of Cambridge. Communicate updated flood risk information publicly by hosting the information on the City of Cambridge’s website and incorporate this information into future updates of the Stormwater Management Master Plan.

Not yet initiated.
Action 3

Identify and undertake flood risk-reducing retrofits or upgrades. Based on updated flood risk mapping data, conduct a review of City-owned properties that should be considered for flood risk-reducing retrofits or upgrades. Special consideration should be given to any buildings located within designated floodplains or areas identified by the Grand River Conservation Authority (GRCA) as a Special Policy Area.

In 2024, Infrastructure Services will expand inspections of stormwater pond properties, and related repairs, and the develop a Stormwater Operations and Maintenance Plan. A Stormwater Pond Inspection Program will target 100% of all municipal storm pond properties. Inspections will identify deficiencies at sites and establishment of follow up work queue. Project A/00750-40 will see SWM Pond 151 repaired and cleaned of sediment to full operating capacity as per the Provincial Certificate of Approval. Finally, a project through the City’s Energy Conservation and Demand Management Plan (Action B3) will examine 10 City facilities and their climate adaptation resilience.

Action 4

Review and update current stormwater infrastructure design standards. Work with the Region of Waterloo, other area municipalities, and the GRCA to develop new design standards and review best practices to increase resiliency of buildings and infrastructure to overland flooding. Regularly review guidance from GRCA on changes to regulatory flood lines, floodplain maps, and Intensity Duration and Frequency (IDF) curves. Update storm sewer size standards as necessary based on new data provided by GRCA.

The Stormwater Master Plan Update is anticipated to review and update current stormwater infrastructure design standards.

Action 5

Develop and implement a public awareness and education campaign on stormwater management. Conduct a multi-channel public awareness and education campaign on the risks of overland flooding and bylaw requirements for private property owners to practice stormwater management activities including catch basin management, leaf litter clean-up, and boulevard maintenance. Communicate voluntary actions that property owners could take including on-site mulching, landscape choices to promote on-site rainwater infiltration and detention. Support the Reep Green Solutions storm drain adoption program.
The City has educational information on the website about what property owners can do to mitigate the risks of overland flooding. It is anticipated that following the adoption of a stormwater utility that further public awareness and education campaigns will be developed. In the past, the City has partnered with Reep Green Solutions on delivering workshops to flood prone areas and developing rain gardens on properties.

**Action 6**

Introduce incentives programs to assist property owners with purchasing risk reduction technologies and equipment. Provide incentives to City residents and businesses to subsidize the purchase of equipment such as sump pumps, backflow prevention devices, rain barrels, etc. Investigate potential partnerships with community associations (e.g., Reep Green Solutions, Rain Home Visit Program), the Region of Waterloo, and other partners to offer coordinated and targeted incentives programs with more significant cost savings.

It is anticipated that following the adoption of a stormwater utility that further public awareness and education campaigns will be developed.

**Action 7**

Preserve and expand the area of natural features and green spaces to naturally manage stormwater. Rehabilitate and maintain existing riparian areas and green spaces including parks and natural areas that provide natural water management services (e.g., rare Charitable Research Reserve, conservation areas, neighbourhood parks). Consider purchasing new land to introduce more natural spaces and provide floodplain functions in areas of the City that suffer from repeated flooding events, or which are revealed to be at a high risk from current and future flooding from the updated flood risk maps. Naturalize City-owned properties where possible by removing unnecessary asphalt, concrete, and pavement and/or abandoned buildings, structures, etc. Restore buried rivers and creeks (daylighting) and support efforts of the Region of Waterloo and other local municipalities upstream to do the same.

Not yet initiated.

**Built Environment**

The City will design and manage its buildings in a way that considers and reflects the realities of future climate parameters.
Action 1

Conduct an inventory and vulnerability analysis of all City-owned buildings. Complete a comprehensive risk and vulnerability analysis of all major City-owned buildings using an established and recognized engineering methodology. Conduct pilot projects and create case studies for retrofits on highly vulnerable buildings as revealed by this analysis.

Action B3 in the City's ECDM Plan will be examining climate adaptation strategies for 10 City facilities.

Action 2

Develop a prioritized list of strategic properties to serve as emergency support centres. Review the portfolio of City-owned buildings and designate buildings to provide support functions during extreme weather events. This would include existing buildings designated as critical support centres and cooling/warming centres. Identify any gaps in coverage to ensure equitable access to residents and identify any future or unmet needs. Consider opportunities to create flexibility in existing buildings to provide emergency support functions rather than relying on constructing new facilities. Review bylaws and emergency regulations to include protections or exemptions for alternate uses of select buildings during extreme weather events to serve as ancillary cooling or warming centres.

The City’s Emergency Response Plan (Bylaw 178, updated 2021), Waterloo Region Extreme Heat and Cold Working Group, and City Facilities Division maintains the designated properties for cooling / warming centres, meets regularly and works together with partners and first responders to designate City-owned buildings and their support functions.

Action 3

Acquire and integrate better data management services and toolsets. Purchase or subscribe to data management platforms that will enable better management of building performance. Review current best practices used by peer municipalities to identify potential service providers and systems for asset management. Collect and track robust data on City assets and facilities to assist with decision-making and monitoring of building systems in the context of climate vulnerabilities.

Not yet initiated.
Action 4

Continue to provide staff training. Ensure that staff stay current with best practices by providing access to regular training on new techniques and protocols for building operations and maintenance. Incorporate future climate change parameters and risks into the City’s risk management and emergency response training.

Not yet initiated.

Action 5

Revisit existing building standards to consider resiliency measures. Review existing building standards for City-owned buildings in the context of future climate parameters. Consider promoting or requiring the use of resiliency measures such as passive forms of heating and cooling, increased requirements for backup/emergency power, flood protection measures for buildings within current and anticipated future floodplains, design standards for sizing of heating and cooling systems, and requirements for shade structures.

Not yet initiated. This could be taken up as part of the ECDM Plan Action B1: Update Green Building Policy and Technical Standards.

Action 6

Support the Region of Waterloo in efforts to maintain acceptable indoor temperatures for affordable rental housing units. The Region of Waterloo is a partner for the management of affordable rental housing units in Cambridge. Work with the Region to support policies and programs to protect tenants from excessive heat and to check in on vulnerable individuals or groups during heatwaves or periods of extreme temperature.

Not yet initiated.

Action 7

Develop and implement a white and/or green roof bylaw. Create a white and/or green roof bylaw for institutional buildings and support the Region of Waterloo in developing a region-wide bylaw. Support and incentivize the use of green/white roofs by commercial and industrial buildings.

WR Community Energy, the Region and area municipalities, and utilities are partnering together to explore the idea of Region-wide Green Development Standards (GDS). The GDS is an essential step towards futureproofing and creating resilient communities, defining the attributes of net zero buildings, and managing the energy transition. Green
and white roof by-laws will be examined during the process. The project has been initiated and currently consultation is taking place with partners and developers, and it is anticipated that consultation with the public will take place Autumn 2024.

Action 8

Backup power and fuel supply. Ensure that all buildings identified as critical or strategic properties that will serve as emergency support centres during times of crisis have access to sufficient backup power sources so that services can continue to be provided even in the event of disruptions in electricity supply. Extreme weather and climate-related events pose increased risk to electricity infrastructure (e.g., downed lines, grid overloads, etc.). Consider on-site renewable energy generation as a potential backup power source where feasible. Develop a fuel supply protocol as part of emergency response planning.

City Hall Emergency Operations Centre, Fire Stations, and Sewage and Water Pumping Stations have emergency generators.

Resilient Infrastructure

The City will seek to minimize disruptions to service delivery resulting from changing conditions.

Action 1

Review and update where necessary design standards so that they appropriately consider future climate conditions. Review and update design standards for infrastructure to reflect anticipated future climate conditions. Specifically consider anticipated risks to water crossings, stormwater management systems, and pipe networks and pumping stations from future precipitation and temperature projections. Consider incorporating a higher level of stormwater control on City-owned lands for on-site management.

Not yet initiated.

Action 2

Continue to conduct post-disaster event analyses to identify lessons learned. Continue to comprehensively review the outcomes of disaster and emergency events and their effect on City-owned properties, staff, and service delivery to residents. Track and report data on damages experienced and identify recommended mitigation strategies and response protocols for future similar events. Consider whether events will warrant strategic decisions for City
properties (e.g., hardening, replacement, relocation, etc.). Distribute findings to all relevant staff and leadership via standardized reports.

Not yet initiated.

Action 3

Implement effective preventative maintenance practices based on the directives of the City’s Asset Management Strategy and Plan. Connect future climate considerations to asset management planning processes, including accounting for future climate conditions in assessments of risk, anticipated deterioration rates and overall service life, levels of service that will be delivered, and other planning activities.

Not yet initiated. The City’s Asset Management System has an inventory (July 2022) of 78 bridges, 163 buildings and structures, 3,200 street segments, 6,500 sidewalk segments, 11,500 streetlights, 12,000 water pipes, 37,500 sanitary services, 63,000 trees, and many other types of assets. The total financial replacement value of these assets is estimated at $3 billion.

Action 4

Collaborate with the Region of Waterloo and other local partners to develop guidance and protocols for green infrastructure. Work with local partners to create guidance for the use of green infrastructure and low-impact development techniques on City-owned property. Review pilot projects conducted locally and in peer jurisdictions to assess lessons learned. Consider green infrastructure options as part of corporate asset management planning.

The Green Development Standards initiative will examine green infrastructure, low-impact development techniques. Asset Management is currently in the process of incorporating climate considerations into the plan as per the regulation.

Natural Environment

The City of Cambridge will seek to improve the quality and expand the number of parks, green and natural spaces, and natural assets within the City.

Action 1

Develop an approved landscape species list. Create and publish a comprehensive list of landscape species that are approved for use in Cambridge. This list will only include species that can be expected to be tolerant of anticipated future climate conditions based on the best available science. Drought-resistant species
and those that are resistant to pests and invasive species should be prioritized. Promote community understanding and buy-in of the approved species list through public education and awareness campaigns.

The City has a street tree species list and publishes information for residents and developers who wish to remove trees on its website. The Region of Waterloo has a shade tree list. Both the City and Region offer education and awareness information on their websites.

Action 2

Increase the availability of shade throughout Cambridge. Increase the amount of shade available throughout the City and target ‘hot spots’ revealed through heat mapping using both shade structures installed on City-owned properties and through increased tree canopy targeting 30% coverage by 2034 as directed by the City of Cambridge Forest Plan (2015-2034). Strive for equitable distribution of trees and shade structures with a focus on heavily urbanized areas within the City.

The Parks Master Plan (2025) will be outlining the needs for the next 30 years, as well as the opportunities and underserviced areas in Cambridge regarding trails, natural areas and parks. The City currently has 31 shade structures and most parks (except new) have a robust tree canopy exceeding the Urban Forest Plan’s target of 30%. However, increased shade was one of the most often-mentioned aspects in the Parks Master Plan consultations and the document will be recommending increases to shade structures and tree planting around activity and amenity areas where shade is needed most.

Action 3

Increase the availability of trails, open spaces, and parks. Maintain and expand current trail networks, open spaces, and public parks. Strive for equitable distribution of these features across Cambridge, with specific emphasis on heavily urbanized or historically under-served areas. Require new developments to extend networks and provide appropriate green space or consider the use of development bonuses or other incentives to encourage developers to protect green spaces or integrate parklands into new developments.

The Parks Master Plan (2025) will be outlining the needs for the next 30 years, as well as the opportunities and underserviced areas in Cambridge regarding trails, natural areas and parks.
Action 4

Focus on street tree health. Per the recommendations of the Urban Forest Plan 2015-2034, maintain a current and accurate street tree inventory and identify areas of current street tree deficit and assess factors for poor street tree health. Perform research and explore partnerships to improve ability to track and monitor tree health and current condition. Maintain a program of regular inspection and preventative trimming and pruning of tree branches to promote tree health and limit the risk of damage from falling limbs during extreme weather events.

The City maintains a street tree inventory which can also be accessed by the public through online mapping portals. Council approved the expansion of forestry staff in the 2023 budget to better support pro-active inspection and pruning of street trees and has been implemented in 2024.

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Keeping Our Community Safe

The City will maintain readiness for extreme weather/adverse events and will be prepared to respond in a rapid, coordinated and efficient manner.

Action 1

Promote the personal emergency preparedness of City staff. Provide staff with 72-hour or greater emergency preparedness kits for their personal residences so that in the event of an emergency staff can return to work without concern for the wellbeing of their families. Continue to provide emergency preparedness and response training to all critical staff with defined emergency response roles.

Not yet initiated.

Action 2

Maintain operational readiness. Continue to review and formalize emergency response protocols on an annual or as needed basis. Update existing Emergency Response Plans to factor in anticipated future climate conditions incorporating recommendations from the Built Environment and Resilient Infrastructure themes.

The City’s Emergency Response Plan (updated 2021) Bylaw 178 formalizes emergency response protocols and various in the field exercises (e.g. flood wall, disaster, etc.) are practiced by responders annually.
Action 3

Map areas of potential heat vulnerability. Create a heat stress map for the City to document areas where proactive measures can or should be taken to reduce urban heat island effect, including the provision of new street trees, shade structures, cooling centres and/or additional water fountains.

Not yet initiated. Discussions have taken place with area municipalities to undertake heat island mapping.

Action 4

Review current warming and cooling centre protocols. Review current definitions of heat waves and conduct a strategic review of cooling and warming centres. Consider extending hours for existing cooling centres where needed and explore opportunities to partner with the Region of Waterloo and local partners to create flex spaces for new cooling centres. Strive for equitable distribution of cooling centres with a focus on areas of high risk (as revealed by heat stress mapping) and under-served areas.

The Region Extreme Heat and Cold Partnership, under the leadership of Public Health, includes 200 representatives (including multiple divisions from the City of Cambridge) and regularly meets to discuss and review warming and cooling centre protocols and communications.

Action 5

Conduct a critical review of the availability of cooling and hydration sources. Review and update existing policies for scheduled hydration and rest breaks for City of Cambridge outdoor staff during heat waves and periods of extreme heat. Consider opportunities for flex work during extreme temperatures and/or extreme weather events.

The Region Extreme Heat and Cold Partnership, under the leadership of Public Health, includes 200 representatives (including multiple divisions from the City of Cambridge) and regularly meets to discuss and review warming and cooling centre protocols and communications. The City has a policy in place (“Heat Stress Awareness Procedure”) which is reviewed during extreme weather (e.g. in 2023 with the Quebec wildfire impacts reaching our area).
Action 6

Assist partners in communicating information and best practices. Share existing information and City best practices with local employers and outdoor workers to promote safety in extreme temperatures and weather. Collaborate with regional partners to conduct public information and education campaigns on the location and availability of cooling and warming centres in the community. Post information in public libraries and other City-owned buildings and through City communications channels (e.g., social media, website, etc.) to reach a broad audience.

The Region Extreme Heat and Cold Partnership, under the leadership of Public Health, includes 200 representatives (including multiple divisions from the City of Cambridge) and regularly meets to discuss and review warming and cooling centre protocols and communications.

Action 7

Formally integrate climate change adaptation considerations into City policies, plans, and procedures. Review all existing and complementary City of Cambridge plans, policies, and protocols for relevance to actions defined in this Climate Adaptation Plan. Draw on the findings and actions contained within this plan to inform development of City-wide plans that are scheduled for renewal, including the Official Plan and the Asset Management Plan. Examine protocols, communications, operational emergency plans, and service levels in light of extreme weather for consistency and gaps across the Corporation so that staff, user groups, community associations, and City programs and events manage expectations and risk according to best practices.

It is anticipated that the Official Plan review starting in 2024 will develop and incorporate climate adaptation policies.

Action 8

Provide additional staff support for Emergency Management. Review staff configuration and time allocation to conduct emergency management activities and consider allocating additional support in the form of part-time or full-time staff to the Emergency Management department to support the current Manager.

Not initiated.
**TransformWR Community Climate Action Plan and Dashboard**

The following 23 actions are contained within the 78 TransformWR plan action items. These 23 action items align with City/Regional projects, action items, processes, or initiatives. The partner Cities/Regions are identified as ‘leaders’ as they relate to jurisdictional scope within the span of control of City and/or Regional services.

**Action 1.1.1: Plan a network of major active transportation corridors across cities and townships, that will provide high-volume priority travel for walking, cycling, and rolling to key destinations across the region, as well as access to public transit.**

The City approved the Cycling Master Plan (2020) and Transportation Master Plan (2019) “Active Transportation Network 2041” (page 58) and Action Plan (page 86). Further planning will be incorporated into Schedules and policies associated with the Official Plan review. The Cycling Master Plan contains various scenarios for funding and building the network. Generally, over the next 20 years (to 2041) it is recommended that the City invest approximately $2 million per year to implement the active transportation plans and projects.

**Action 1.1.2: Plan for and build neighbourhood connections to the active transportation network.**

The City of Cambridge is implementing Action 1.1.2 through Plans of Subdivision, Cycling Master Plan implementation, and through major development applications and projects (e.g. pedestrian bridge connecting Lens Mill redevelopment site in Hespeler with Mill Run Trail). New trail networks are being planned in both industrial / commercial and residential subdivisions. An example project is the 2024 Hespeler Transportation Assessment to address and support growth and development in the Hespeler area.

**Action 1.1.3: Implement further policies across the region to prioritize active transportation in road and trail design and reconstruction.**

The City of Cambridge will be reviewing active transportation policies through the Official Plan policy review and the Engineering Development Standards Manual revisions (2023-2024).

**Action 1.1.4: Identify and implement policy and program opportunities to de-incentivize driving.**

The City of Cambridge implements a corporate TravelWise program. The Official Plan review will examine policies to encourage alternative modes of travel (“the 15 minute neighbourhood”) and potentially reduce requirements for new developments to provide parking.
Action 1.1.5: Design and maintain active transportation infrastructure to ensure year-round access, safety, and comfort for people of all abilities.

Levels of Service for year-round active transportation / trails maintenance (including plowing) are being reviewed through the Parks Master Plan (2023-2025). Active Transportation Trail Connections projects continue to implement recommendations of the Cycling Master Plan by expanding the network including a 90m connection from Linear Trail, a 30m MUT connection on Bismark Drive, a 170m MUT from Churchill Park, multi-use trail along the south side of Dunbar Road, and a 180m AAA facility along Beaverdale Road closing the gap along the Mill Run trail. Additional projects include the following:

- Active Transportation/Cycling Plan Update
- Grand Avenue South Protected Bike Lanes
- Replacement of trail bridges
- Southpoint subdivision trails construction connecting to the City’s Southeast Galt Recreation Complex, two schools, and a library
- Sidewalk Installations on Preston Parkway and Edward Street
- Active transportation on Blenheim Road

Action 1.2.4: Connect people to intercity, multimodal, and emerging transportation solutions

The partnering communities of Cambridge, the Region of Waterloo, Halton Region and the Town of Milton have come together in a request to the Province for increased GO Rail service. This includes two-way, all-day GO Rail service to Milton and, as a concurrent and complementary phase, the extension of GO Rail services further west to Cambridge. The extension to Cambridge represents an innovative opportunity to pilot new technologies that could have benefits for the entire commuter rail network in southern Ontario.

Action 1.3.1: Launch micro mobility systems (bike, e-bike and e-scooter-sharing systems) in Waterloo Region communities.

The City of Cambridge is allowing electric scooters to be used on more city streets, and council approved (2022) a change to the Traffic and Parking By-law to allow e-scooters on roads with speed limits of 50km or less, roads with reserved cycling lanes and multi-use trails. The City is collaborating with the Region of Waterloo, and Cities of Kitchener and Waterloo to align respective Traffic and Parking By-laws in relation to e-scooter
permissions and to procure a shared micromobility system. The collaborative partners entered into a joint Licence Agreement with Neuron Mobility in 2023 to launch a shared micromobility program that includes e-bikes and e-scooters. The program operations began in mid-April and ended in late October. At peak times throughout the season there were up to 500 e-scooters and 70 e-bikes available across the three cities with a total of 183,021 trips taken and 387,419 km travelled. Based on Neuron’s program analysis, 37% of all trips started/ended at transit stops and stations, which is higher than the industry average. Staff have renewed the agreement with Neuron for the 2024 season. Based on program data and feedback received, the Project Team priorities for 2024 include working with post-secondary partners and Neuron on outreach and education, planning for service area expansion opportunities in alignment with the 2020 Micromobility Feasibility Study, and working with Neuron to improve geofences and parking compliance.

**Action 1.3.4: Develop active transportation and transit programs that target equity-deserving communities.**

Initial analysis work was completed by the ClimateActionWR Transportation Sector Committee identifying routes in low income neighbourhoods. One of the aims of the Cycling Master Plan was to develop a well-connected cycling network that provides equitable access and serves all areas of the city. An equity analysis determined neighbourhoods with higher concentrations of under-served populations (youth, senior, immigrant, First Nations, and low-income populations). The results of the analysis were used as one of the factors to help prioritize the proposed active transportation networks. The neighbourhoods with the highest equity need were identified as a higher priority for implementation and provided with the highest quality of recommended facilities. Neighbourhoods with the greatest equity need included Elgin Park, Northview, Riverview, Blair, Southwood, Galt City Core, Glenview, Southview, Eastview, and Branchton Park. Cambridge for AAA cycling facilities (“all ages and abilities” separated multi-use trails). The shared micromobility program has a Working Group, in which there is a sub-group that will examine “programming / initiatives to improve access, appeal and equity of the system”. The Cycling Master Plan also looked at equity in neighbourhoods when determining routes and priorities. CyclingWR have done their own analysis and outreach on equity neighbourhoods. They too have created priority cycling routes based on equity, and the City is working with this list to prioritize some wayfinding routes.

**Action 1.3.5: Post-pandemic continued adoption of work from home and flexible work schedules for reducing trips or shifting trips to off-peak times.**

The Work From Home (WFH) / Telecommuting initiative outlined in Cambridge’s Energy Conservation and Demand Management corporate GHG emissions mitigation plan
Action B7 was implemented post-pandemic. Currently 95 employees participate working 1-3 days from home. It is estimated that this has avoided 530,842 km of travel annually and 109 tonnes of CO2e GHG emissions.

**Action 1.5.1: Create “15 minute neighbourhoods” where people can meet their daily needs by walking, cycling, or rolling.**

The Official plan review commencing in 2024 will consider a range of policies to support the concept of “15 minute neighbourhoods”. The [City’s Cycling Master Plan (2020)](#) considered a “minimum grid” and “City Spines” in order to create a complete connected network of regularly spaced cycling routes with the intent that most Cambridge residents would be within 400 m of a designated bicycle route. City Spines are All Ages and Abilities (AAA) cycling facilities that provide high quality and direct connections to all major destinations in the city (major commercial areas, parks, schools). The intent of the City Spine network is to connect to the various growth centres and nodes in the City including urban growth centres, city nodes, community nodes, and neighbourhood nodes as defined in the Official Plan.

**Action 1.5.2: Implement design standards for new developments to build for walking, cycling, and rolling to be the primary mode of travel.**

Design standards for on-and off-road multi-use trails are included in various Master Plans (e.g. Trails Master Plan, Cycling Master Plan, and Transportation Master Plan) and the Engineering Development Standards Manual and are regularly updated. For the foreseeable future, roads will continue to be dedicated to vehicle traffic as the primary mode of travel with more options and choices for travel being introduced within the right-of-way. The [Cycling Master Plan](#) focuses on creating a city-wide network of bicycle facilities that are physically separated from traffic and on streets with low traffic volumes. This is an All Ages and Abilities (AAA) approach meaning the facilities are safe, comfortable, and equitable for several user groups such as older adults and children. This includes focusing on bicycle facilities that are physically separated from traffic and on streets with low traffic volumes.

**Action 2.1.2: Plan and begin to implement a transition to zero emission vehicles for municipal fleets, working towards a goal of at least half of municipal vehicles being zero emissions by 2030.**

Completed as part of the Fleet Strategy.
Action 2.2.2: Require all new residential parking spaces, and a portion of new non-residential parking spaces, to be constructed as "EV-ready".

City Council directed staff (April 2023) to examine an Electric Vehicle (EV) standard that would require all new developments, retail locations, and city parking lots possess a certain number or percentage of parking spots for EV charging stations, including those spots designated as accessible. Ultimately, the Official Plan review and subsequently the Zoning By-law would have to be updated with new standards. The City is also part of the WR Community Energy Green Development Standards initiative, and it is anticipated that any EV charging station standards would be consistent across Waterloo Region.

Action 3.1.9: Offer innovative loans for energy-related residential and commercial building upgrades.

This is currently being pursued as a joint collaborative municipal action together with the utilities providing the mechanism for on-bill loan repayment. The collaborative partners conducted a study that concentrated on residential and equity aspects as well as program development for a maximum uptake of 400 households/year. An analysis report concluded that the utilities are best suited to provide on-bill administration of a loan program.

Action 3.2.3: Develop region-wide building standards to encourage and support zero-carbon development of all new buildings in the region.

WR Community Energy is currently leading a study on Region-wide Green Development Standards for new building construction in partnership with the Region of Waterloo and area municipal planning and building services departments. Green Development Standards were identified in the TransformWR community climate action plan and the Community Energy Investment Strategy as a way to plan for climate change and sustainability in new developments. WR Community Energy, the Region and the area municipalities, and utilities are partnering together to explore the idea of Region-wide Green Development Standards (GDS). The GDS is an essential step towards futureproofing and creating resilient communities, defining the attributes of net zero buildings, and managing the energy transition. The project has been initiated and consultation is currently taking place with partners and developers, and it is anticipated that consultation with the public will take place this fall.

Action 3.2.4: Incorporate energy planning considerations into the development application review process.

WR Community Energy is currently leading a study on Region-wide Green Development Standards for new building construction in partnership with the Region of
Waterloo and area municipal planning and building services departments. Following this study and the identification of measures, such as energy planning, the appropriate processes can be developed for municipal development application review. Concurrently, during the upcoming Official Plan review, policies will also need to be developed to support the requirements for energy planning as a required study and product for review. Municipal Engineering Development Standards Manuals will need to be updated with the energy planning standards, process, and requirements. Finally, utilities staff or other expertise will need to be identified to carry out the development review of energy plans.

**Action 3.2.7: Show leadership by building net-zero carbon in the public sector.**

The City’s corporate [Energy Conservation and Demand Management (ECDM) Plan](#) contains two actions to work toward net-zero buildings: Action B1 requires that the City’s Green Building Policy and associated technical standards be updated in order to require that all newly constructed and deeply renovated buildings undergo a net-zero and alternative energy evaluation as part of the design process and require that the life cycle cost and return considerations for reducing GHG emissions be presented to Council. Action B3 requires the City to conduct a pathway feasibility study on its ten highest-emitting facilities with the aim of taking those buildings to net zero through significant retrofits, fuel-switching, sustainability measures, climate adaptation projects, and on-site energy generation.

**Action 4.2.1: Implement community waste reduction and circular economy campaigns.**

Starting March 2, 2024, the Region of Waterloo will transfer the management of the residential blue box program to Circular Materials. This is part of the provincial shift to a framework where producers are fully responsible for the end-of-life management of blue box materials.

**Action 4.2.4: Reduce unnecessary building demolitions and construction waste.**

The City’s demolition control by-law regulates construction waste.

**Action 5.1.1: Continue to develop and enforce robust land use planning protections for prime agricultural land.**

The City’s Official Plan (and Region Official Plan) provide land use planning protections for prime agricultural land.
**Action 6.1.1**: Establish metrics to measure progress on increasing equity through GHG reduction initiatives in our community.

Initial discussions and workshops have taken place amongst the Region and area municipalities staff.

**Action 6.1.3**: Fund a climate justice committee led by community members from equity-seeking groups.

Initial discussions and workshops have taken place amongst the Region and area municipalities staff.

**Action 6.5.1**: Bring community organizations and local government together to collectively identify and communicate advocacy priorities to multiple levels of government.

Initial discussions and workshops have taken place amongst the Region and area municipalities staff.

**Actions where the city of Cambridge is designated as a “collaborator” with the Region and area municipalities in implementation – 4 actions**

**Action 1.2.2**: Ensure priority access for walking, cycling, and rolling to transit stations and bus stops.

Incorporated into transit station design.

**Action 1.3.3**: Create community active transportation hubs to provide customized support, education, training, and resources.

Not yet initiated.

**Action 2.1.1**: Complete a region-wide electric vehicle strategy.

Initial discussions and workshops have taken place amongst the Region and area municipalities staff.

**Action 3.1.10**: Create a one-window service to support energy-related upgrades for homes and businesses.

This is currently being developed by the Region, Reep, SWR, area municipalities and utilities through a collaborative project that is FCM funded. A one-window service, energy coach, and financing (through on bill repayment through the utilities) is being developed. The priority of the program is to address equity and “energy poverty” households.
Actions where the City is designated as a “supporting organization” – 4 actions

Action 1.4.1 Increase the efficiency of commercial goods movement

The City designates the most efficient routes for commercial goods movement through the Official Plan, transportation studies, balancing of transportation mandates, and by-laws.

Action 2.1.5: Develop and implement an electric vehicle public outreach and communication strategy for personal vehicles.

Initial discussions and workshops have taken place amongst the Region and area municipalities staff.

Action 3.1.5: Identify and implement necessary supports to transition anyone still using fuel oil, or propane for heating to other fuel sources by 2025.

This is being undertaken as part of the financing, one-window, energy coach project by Region, Area Municipalities, FCM, Reep, SWR, and LDCs.

Action 6.1.4: Provide specialized resources/support to organizations on prioritizing equity while planning their transition

Initial discussions and workshops have taken place amongst the Region and area municipalities staff.
Community Climate Adaptation Plan for Waterloo Region

Objective 1: Help vulnerable populations avoid or reduce the health-related risks of extreme weather and temperatures.

Action 1.1: Raise awareness of policies and practices to protect workers from extreme temperatures and weather conditions

Waterloo Region Extreme Heat and Cold Partnership led by Waterloo Region Public Health provides warnings to community partners, information during extreme weather events and the goal is to prevent heat-related illness and cold-related injuries, and to improve resiliency to extreme heat and cold among residents of Waterloo Region. Approximately 200 representatives from government, academia, community organizations belong to the group. Cambridge staff represent Fire, Communications, Facilities, By-law, Recreation, Park Operations and other divisions on the group.

Action 1.2: Explore opportunities to expand current Cooling and Warming Centre programming

Waterloo Region Extreme Heat and Cold Partnership led by Waterloo Region Public Health provides warnings to community partners, information during extreme weather events and the goal is to prevent heat-related illness and cold-related injuries, and to improve resiliency to extreme heat and cold among residents of Waterloo Region. Approximately 200 representatives from government, academia, community organizations belong to the group. Cambridge staff represent Fire, Communications, Facilities, By-law, Recreation, Park Operations and other divisions on the group.

Action 1.3: Explore opportunities to offer improved access to cooling and hydration in public spaces and at public events during hot summer months

Waterloo Region Extreme Heat and Cold Partnership led by Waterloo Region Public Health provides warnings to community partners, information during extreme weather events and the goal is to prevent heat-related illness and cold-related injuries, and to improve resiliency to extreme heat and cold among residents of Waterloo Region. Approximately 200 representatives from government, academia, community organizations belong to the group. Cambridge staff represent Fire, Communications, Facilities, By-law, Recreation, Park Operations and other divisions on the group.
Action 1.4: Continue ongoing work to provide supportive and affordable housing as a means of reducing climate related impacts

The current service provider for affordable housing in the City of Cambridge is the Region of Waterloo. The City has housing targets and several incentive-based programs to create more affordable housing (e.g. Affordable Housing Community Improvement Plan, Affordable Housing Reserve Fund Implementation Policy, etc.).

Action 1.5: Coordinate local efforts to address excessive indoor temperatures in rental housing

Not yet initiated.

Action 1.6: Include mental health considerations as part of emergency preparation and recovery-related information, and in overall climate adaptation messaging.

A report was released April 2022 that addressed mental health. Climate change can affect everyone, but some groups are more vulnerable than others because of exposure, sensitivity, or their ability to adapt. Vulnerable populations include seniors, children, the immunocompromised, those experiencing socioeconomic disadvantages and those who work or spend considerable amount of time outdoors. In April 2022, Region of Waterloo Public Health released a Climate Change and Health Vulnerability Assessment in partnership with Wellington-Dufferin Guelph Public Health. The report focuses on seven key areas of concern:

- Extreme temperatures
- Ultraviolet radiation
- Extreme weather
- Food-and water-borne illnesses
- Air quality
- Vector-borne and zoonotic diseases
- Mental health

Action 1.7: Explore options to establish one or more vulnerable persons’ registries to guide emergency responders and/or other assistance programs to reduce health impacts in extreme weather events

Discussions are ongoing amongst various groups in the region. Mississauga launched a vulnerable persons registry in 2022 and Halifax in 2023.
Objective 2: Improve the personal preparedness of community members to respond to emergencies

Action 2.1: Coordinate public outreach and education on the personal risks and best practices for responding to climate change and extreme weather impacts

Not yet initiated.

Action 2.2: Increase the uptake of household emergency kits

The Region of Waterloo promotes that every household should have an emergency plan and an emergency kit that provides supplies for 72 hours and www.AlertWR.ca provides information on the programs, plans, and how to prepare yourself and your family for emergencies or disasters.

Objective 3: Encourage community-based initiatives to improve community members’ resilience to extreme weather events

Action 3.1: Continue to update existing municipal and regional emergency preparedness and response plans with increased emphasis on protecting, communicating with and helping vulnerable populations during weather-related emergencies

Not yet initiated.

Action 3.2: Establish buddy systems/help-your-neighbour programs to implement during extreme weather events

Not yet initiated.

Objective 4: Monitor and plan for the potential introduction of new vectors and vector-borne illnesses to the community

Action 4.1: Develop and promote educational tools and resources concerning disease vector recognition and prevention

Not yet initiated.
Objective 5: Incorporate climate change into future land use, development and construction, and improve the resilience of existing buildings to climate-related risks.

Action 5.1: Collaborate with local partners on available mapping tools, and share best practices for creating, interpreting and utilizing localized heat- and flood-risk maps to guide adaptation policies and programs

Heat island mapping has been discussed among the area municipalities and Region. Flood risk maps are complete (and updated continually) by the GRCA and through initiatives such as the Stormwater Master Plan and they guide policies such as the Official Plan’s one-zone and two-zone floodplain and GRCA’s regulated areas policies.

Action 5.2: Explore opportunities for increased climate resiliency of new buildings through local adoption of upcoming national or provincial building standards

As Building Code changes incorporate climate adaptation standards they will be applied through building permit review.

Action 5.3: Seek opportunities to incorporate shade features in new development and on existing properties to reduce the urban heat island (UHI) effect

The City’s Official Plan contains requirements for Urban Design Studies (5.15) that examine a development’s impacts to sunlight as well as the provision of shade in public and private areas for health and environmental benefits. The Open Space policies of the Official Plan (7.1 12.) note that wherever feasible and appropriate the City will seek to provide increased shade in the open space system both on its own lands and elsewhere in collaboration with the School Boards, the Region, the GRCA, community organizations and private landowners. Increased shade was one of the often-mentioned desired amenities during consultations for the Parks Master Plan (2025). Average canopy on City park properties is 47% and ranges from 10%-90% (some new parks are 0% until trees grow further) but the shade structures (or trees) need to be co-located with amenities such as playgrounds, seating areas, and splashpads. The City currently has 31 picnic pavilions, shade structures, and pergolas and a city-wide tree canopy of 25%.
Action 5.4: Seek opportunities to reduce flood risks by considering Low Impact Development (LID) features, green infrastructure, and building upgrades

Green Development Standards – a project led by WR Community Energy in partnership with the Region and area municipalities – will be examining LID and other measures related to climate adaptation.

Action 5.5: Encourage homeowners and landlords to improve the climate resilience of residential buildings through upgrades and/or retrofits.

Flood mitigation, shade, use of native species and turf tolerant to drought and heat voluntary programs exist through community organizations (e.g. Reep Green Solutions rain garden program). The upcoming City’s Official Plan review will be introducing climate action policies, including adaptation policies for improving lot-level and building resilience.

Action 5.6: Encourage local businesses and managers of commercial properties to proactively improve the climate resilience of their buildings

The upcoming City’s Official Plan review will be introducing climate action policies, including adaptation policies for improving lot-level and building resilience.

Objective 6: Improve the longevity and resilience of infrastructure to extreme weather and temperatures.

Action 6.1: Periodically review materials, design options, and best practices for new climate-resilient infrastructure, and share best practices between municipalities and other key stakeholders across Waterloo Region

Not yet initiated as a group, however various staff attend workshops, webinars, etc.

Action 6.2: Encourage property owners and managers to keep storm drains clear of leaves and other debris to reduce the risk of flooding.

Information about the City and Region leaf collection / yard waste programs is available on the City’s website.
Objective 7: Reduce transportation disruptions due to extreme weather events and improve safety of travel on roads, sidewalks and trails.

Action 7.1: Promote safer travel practices, choices and alternatives throughout the region

Not yet initiated.

Action 7.2: Explore how traffic flows and communications across municipal boundaries can be enhanced to better facilitate emergency response and business continuity in severe weather events.

Not yet initiated.

Action 7.3: Improve winter travel conditions for pedestrians.

Currently, sidewalk snow clearing is the responsibility of residents, businesses (in core areas), and some City clearing where no residences exist. City of Cambridge Council has directed that sidewalk snow plowing levels of service be evaluated and brought forward for consideration including increased levels of service.

Objective 8: Expand the use of natural features and green infrastructure to better manage storm water runoff and decrease flood risk

Action 8.1: Continue seeking opportunities to protect riparian zones, wetlands and other natural areas to help manage storm water and flood risk

The City’s Official Plan, and regulations administered by the Grand River Conservation Authority, provide protection from development for riparian zones, wetlands, and other natural areas in order to mitigate flood risk and help manage storm water.

Action 8.2: Continue seeking opportunities to acquire or dedicate land and natural areas for conservation, and to enhance the management and restoration of existing natural areas

The City’s current inventory of natural areas is 668 hectares and includes 47 Natural Corridor (riparian), 12 Wetland, and 17 Woodland properties in addition to the natural area patches within 80 City, Community, and Neighbourhood Park properties. New natural areas largely come to the City’s ownership through the development process. An Official Plan policy is needed to formalize this process and will be introduced through the Official Plan review.
Objective 9: Conserve and protect surface water and groundwater resources from urban runoff pollution

Action 9.1: Explore opportunities to improve snow- and ice-clearing response methods to reflect changing weather patterns, and aim to effectively clear roads, parking lots and walking surfaces with less salt

The City’s Winter Control Optimization report (2019) deals with municipal road, sidewalk, multi-use trail and parking lots, and recommends actionable items to improve efficiency and effectiveness of these municipal services. The extensive use of salt is the most economical way to produce safe driving conditions on major roads, by melting snow and ice to produce bare pavement. However, the Region depends upon groundwater for its drinking water and salt concentration in the Region’s well sites has grown substantially over the last twenty years. The City attempts to balance the use of salt with groundwater and safety considerations with an overall objective to reduce salt use in order to protect groundwater. Recommendations from the City’s Winter Control Optimization report including using brine rather than salt (magnesium chloride) for anti-icing and pre-wetting and to gradually introduce using sand rather than salt beginning with lower volume roads and then collector and rural roads.

Action 9.2: Enable residents and landowners to adopt landscaping practices that improve water infiltration or reduce the need for watering

Residents are able to naturalize, use porous pavement, or use xeriscape plant material to improve infiltration and reduce outdoor watering. The Region of Waterloo has additional educational programs both past (e.g. rainbarrels) and present (e.g. in-home water use review) and the Water Conservation By-law for outdoor watering.

Objective 10: Monitor, coordinate, plan for and mitigate the spread of invasive species in the natural environment

Action 10.1: Encourage and support broad community participation in the detection and management of invasive species

Not yet initiated.
Objective 11: Monitor, maintain and improve the diversity and resiliency of urban trees and forests.

Action 11.1: Work with local partners to explore opportunities for tree planting, tree maintenance, and other strategies to improve tree coverage in urban areas.

The City has several programs for increasing the health and distribution of the urban forest canopy including street tree replacement and park planting, tree dedication program, tree give-away events (as the Urban Forest Plan noted that the greatest opportunity for canopy enhancement is on private property), and volunteer and partnership tree planting projects (e.g. Sustainable Waterloo microforests, Reep Green Solutions Backyard Tree Planting Program, and Cambridge Stewardship).

Objective 12: Maximize effective nutrient management and retention to reduce runoff from agricultural practices.

Action 12.1: Continue to support and explore opportunities to enhance or improve the Rural Water Quality Program

This is a GRCA program. Grants are available to farmers to help them undertake projects that protect water quality and soil health. Best management practices (BMPs) are practical, affordable ways to manage land and help improve soil health and water quality, without sacrificing farm productivity. Projects eligible for grants include stream fencing, tree planting, cover crops, erosion control, manure storage, well decommissioning and more.

Action 12.2: Explore opportunities to better understand and share best practices to address agricultural water quality issues and risks

Not a City of Cambridge level of service.

Objective 13: Improve the resilience of energy infrastructure to weather-related disruptions

Action 13.1: Explore opportunities and feasibility of decentralized energy generation, storage, and distribution in Waterloo Region

WR Community Energy has explored the feasibility of decentralized energy generation, renewables potential, and district energy. The Green Development Standards project will further outline opportunities for on-site energy generation for resilience.
Action 13.2: Increase the resilience of electricity distribution infrastructure to extreme weather events through strategic planning and retrofits

Utility master plans.

Objective 14: Enable local organizations, businesses and community members to be more resilient to power interruptions

Action 14.1: Encourage critical and important services in the community to have adequate, working backup power

City of Cambridge has backup power at the City Hall Emergency Operations Centre and Fire Halls.

Objective 15: Encourage local businesses and other organizations to identify and plan for climate-related risks and opportunities that may affect their business activities and/or quality of service.

Action 15.1: Encourage community organizations and businesses to develop their own climate adaptation plans and to include climate adaptation in emergency response plans

A community workshop was held in April 2024 to bring partners together to discuss the implementation of the community Climate Adaptation Plan and priorities.

Action 15.2: Increase the availability and accessibility of climate-related datasets to assist developers, local businesses and other organizations

Not yet initiated.
Community Energy Investment Strategy

The Community Energy Investment Strategy (CEIS) was an implementation project from the first community climate change plan in 2013 "A Climate Action Plan for Waterloo Region, Living Smarter in 2020". In order to meaningfully address our energy challenges, needs and opportunities, nine local organizations, including municipalities and utilities, developed the CEIS to improve and sustain Waterloo Region’s economic competitiveness and quality of life through the coordination of targeted energy investments. The CEIS recommended the creation of WR Community Energy. Through a series of reports WR Community Energy has examined renewable energy development, district energy, wastewater heat recovery, geothermal, and municipal climate change policy. WR Community Energy is currently leading the Green Development Standards project involving the Region’s municipalities and utility organizations. The Deputy City Manager for Community Development represents Cambridge on WR Community Energy.
RECOMMENDATION(S):

THAT Report 24-028-CRS Stormwater Management Funding Study – Approval, By-law and Credit Policy, be received;

AND THAT Council approve the transition of stormwater funding from the tax base to a dedicated rate structure as detailed in Report 24-028-CRS;

AND THAT the Stormwater Management Fee By-law as attached be approved;

AND THAT the Stormwater Management Fee Credit Policy as attached be approved;

AND THAT Council provide the Director of Environmental Services delegated authority to approve credits and to establish a review process, as applicable, through the Stormwater Management Fee Credit Policy;

AND FURTHER THAT Staff be directed to include the Stormwater Management Fee in the 2025 User Fee and Charges By-law for Council approval through the 2025 Budget.

EXECUTIVE SUMMARY:

Purpose

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.
The implementation study has now been completed and the recommendations are being presented to Council for approval, along with a Stormwater Management Fee By-law (Appendix A) and Stormwater Management Fee Credit Policy (Appendix B).

Key Findings

The implementation study recommends that funding for the maintenance and operation of the municipal stormwater management system be supported through a dedicated rate structure, effective January 1, 2025.

The stormwater management rate is proposed to be based on the size of the property multiplied by an average runoff coefficient, with six (6) categories of fees within three (3) types of properties, comprised of residential, non-residential and agricultural.

The fee is to be included on the water/wastewater bill for all properties that have water and/or wastewater meters, and would be on a new stormwater fee only bill for any properties that do not have water and/or wastewater meters.

A credit policy for non-residential lands is being recommended that would allow for the recognition of privately owned and operated stormwater management works that provide peak flow reduction, runoff volume control, and/or water quality treatment. The credit policy provides the opportunity for up to 50% total credit within those categories.

The Stormwater Management Fee By-law (Appendix A) and Stormwater Management Fee Credit Policy (Appendix B) are recommended for approval effective January 1, 2025.

Financial Implications

Moving to a dedicated stormwater rate provides for a more equitable distribution of costs across property owners and the relative share of the runoff generated by different property types, as reflected in the below table.

Table 1: Equivalent Stormwater Management Rate Bill Impact

<table>
<thead>
<tr>
<th>Property Category</th>
<th>Current: Annual Portion of Average Tax Bill Related to Stormwater (2024)</th>
<th>Proposed: Annual Average Stormwater Management Bill Rate (2024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural (per hectare)</td>
<td>$2.26</td>
<td>$2.39</td>
</tr>
<tr>
<td>Small residential</td>
<td>$111</td>
<td>$37</td>
</tr>
<tr>
<td>Property Category</td>
<td>Current: Annual Portion of Average Tax Bill Related to Stormwater (2024)</td>
<td>Proposed: Annual Average Stormwater Management Bill Rate (2024)</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Medium residential</td>
<td>$131</td>
<td>$110</td>
</tr>
<tr>
<td>Large residential</td>
<td>$231</td>
<td>$368</td>
</tr>
<tr>
<td>Small/medium non-residential</td>
<td>$319</td>
<td>$184</td>
</tr>
<tr>
<td>Large non-residential (per acre)</td>
<td>$1,358</td>
<td>$1,747</td>
</tr>
</tbody>
</table>

The shift between funding models is net neutral financially to the City.

Future rates will continue to be adjusted by expenditures impacted by such things including, but not limited to, inflation and capital renewal requirements due to aging infrastructure. Any growth-related capital works will continue to be funded through development charges and/or dedications from developing landowners, as applicable.

Credits up to 50% reduction in the fee for non-residential properties that meet the program requirements, and eligible exempted properties (educational institutions) are calculated to be recovered through the proposed rate structure.

**STRATEGIC ALIGNMENT:**

☒ Strategic Action

**Objective(s):** GREEN SPACES - Protect, enhance and steward our parks, green spaces and environmental areas

**Strategic Action:** Lay the foundation for future community-building

OR

☐ Core Service

**Program:** Not Applicable

**Core Service:** Not Applicable

Stormwater management is one of the major challenges faced by many municipalities in terms of both funding and environmental implications. The transition of funding from the tax base to a dedicated rate structure provides a sustainable funding mechanism for the stormwater management program.
The completion of the stormwater management funding study is one of the Strategic Initiatives included in the Council approved 2024-2026 Strategic Plan.

In addition to the Strategic Initiative, stormwater management operations and maintenance are a core service within the Wastewater group, while stormwater management forms part of the core service of Infrastructure and Development Engineering, and impacts Asset Management, Roads, Tax and Revenue and Finance as well.

BACKGROUND:

Stormwater Management System Infrastructure

The City of Cambridge’s stormwater management system consists of approximately 395 km of storm sewers, 7,600 maintenance holes, 10,450 catch basins, 43 km of ditches, 3 dams, 47 water quality treatment structures (oil/grit separators) 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 management 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 was identified that over the next 10 years (2020 to 2030) there was an estimated funding gap of $15.6M (2020 costs) for stormwater management assets based on the funding levels at that time.

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

Asset management staff have recently initiated the next phase of the Asset Management Plan to meet the requirements of Ontario Regulation 588/17.

A/00909-20 Stormwater Management Funding Study

In 2018, through the approval of capital project A/00909-20 Stormwater Management Funding Study, Council directed staff to explore the benefits of alternative stormwater user fees. The City retained Wood Environment & Infrastructure Solutions (Wood) and Watson & Associates Economists (Watson) to undertake a Stormwater Management Funding Study.
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 rate structure was a combination of a 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 recommended that only properties that are legislated exemptions be excluded from the rate structure, and that the applications of credits to the recommended rate be reviewed through the Implementation Study.

On December 2, 2021, through staff report 21-267(CD), staff received both an endorsement to transition stormwater funding from the tax base to a dedicated rate structure, and direction to initiate an Implementation Study including property exemptions and a credit program.

On March 22, 2024, Council was provided an update on the status of the Stormwater Management Implementation Study via the Council Information Package memo IM24-006(CD).

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 City of Cambridge 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 systems 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 management 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 management program 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.

The Funding Study detailed the City’s current stormwater management program which is primarily delivered by the Environmental Services and Engineering and Transportation Services divisions, along with Asset Management. The Funding Study also completed an analysis of the current program which identified several gaps, issues and areas that require focus.

Recommended Stormwater Management Program

Building on the current stormwater management program, and looking to address the gaps and issues identified, 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 pickup.
• 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.

Levels of Service, either basic, medium, or high, were identified for each of the activities.

This recommended Stormwater Management Program is the basis of the rate calculations, credit policy, and bylaw described in the next sections.

ANALYSIS:

Basis for Calculation of the Stormwater Management Fee

The recommended stormwater management fee is a rate based on the size of the property multiplied by an average runoff coefficient. A runoff coefficient is a factor used to calculate how much rainfall is converted to runoff and leaves the site and enters the City’s stormwater management system. A typical runoff coefficient for undeveloped, green space is 0.2, while the coefficient ranges between 0.45 and 0.60 for residential properties and between 0.7 and 0.9 for industrial and commercial properties.
The rate structure includes six (6) categories within three (3) types of properties:

- 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 acres (0.405 hectares)
  - Large: greater than or equal to 1 acre
- Non-residential properties
  - Small and Medium – less than 1 acre (0.405 hectares)
  - Large – greater than or equal to 1 acre (0.405 hectares)

The agricultural fee is a rate per acre/hectare, the residential and small/medium non-residential rates are flat rates that vary by category and the large non-residential fee is a rate per acre/hectare. This rate structure provides an equitable distribution of costs across all properties based on the typical runoff volumes per type of property and for the level of service received.

Under the current property tax model, residential properties provide approximately 68.5% of the funding, agricultural properties provide 0.1% of the funding and non-residential properties provide 31.4% of the funding for the City’s stormwater management program. This approach does not fairly distribute the costs of the program amongst properties. As a result, residential properties (which have less hard surfaces than non-residential properties) are effectively subsidizing the program.

Through the recommended rate structure, residential properties would provide approximately 29.8% of the funding, agricultural properties would provide 0.2% and non-residential properties would provide approximately 70.0% of the funding. This results in a more fair and equitable distribution of funding charges with the properties that have more hard surfaces generating a greater runoff charged a higher fee.

**Stormwater Management Fee Exemptions**

As recommended through the funding study, the proposed stormwater management fee by-law (Appendix A) includes exemptions only for educational institutions which are exempt under Assessment Act, R.S.O. 1990, c.A.31 and those exempt pursuant to O.Reg. 584/06.

Stormwater runoff is generated from all sites, including those that are being exempted from the fee. Exempting properties has an impact on the fee for all other properties, as the costs assigned to exempted properties are redistributed amongst all other properties.
Stormwater Management Fee Credits

In conjunction with the implementation of the stormwater management fee, a credit policy (Appendix B) is also being recommended for approval. A credit is a fee reduction available to a property owner to recognize the construction, operation and maintenance of private stormwater management systems and best management practices that can potentially reduce the costs associated with the maintenance and operation of the City’s stormwater management system.

In developing the recommended credit program, the focus was to recognize the value of private stormwater management infrastructure, specifically the long-term operation and maintenance, and the contribution that infrastructure provides in supporting the City’s stormwater management goals and infrastructure.

Under the City’s stormwater management criteria, many non-residential properties within the City require private stormwater management systems as part of their development approvals. Depending on the site-specific criteria, property owners are constructing systems that provide peak flow reduction, runoff volume control and/or water quality treatment, all of which are categories under the credit program.

The recommended credit program includes providing credits for peak flow reduction (up to 20% fee reduction), runoff volume reduction (up to 20% fee reduction) and water quality treatment (10% fee reduction) for non-residential properties. A full credit (up to the applicable limit) would be provided to private stormwater management systems on non-residential properties that met the design criteria at the time the site was developed. For non-residential sites that did not require stormwater management systems as a condition of approval but have constructed systems voluntarily, full or partial credits would be available if the owner can demonstrate how the system meets the criteria.

The Stormwater Management Fee Credit Program Report (Appendix C) provides the background and analysis supporting the recommended policy.

Residential credits:

Through the development of the recommended stormwater management credit program, the opportunity to award credits to residential properties was explored. There are practical limitations to installing stormwater management structures on residential properties, specifically space limitations as well as cost/benefit limitations.

The typical residential stormwater management system is a rain barrel, which collects and diverts runoff from the municipal system, which would potentially allow for a credit under the peak flow reduction category. The annual stormwater management fee under
the proposed rate model for a small residential property would be approximately $37, therefore the maximum credit in that category would be 20%, or $7/annually. The cost of a rain barrel is at least $100, meaning it would take over 14 years of earning credits to see a return on that investment.

As noted above, the long-term operation and maintenance of private works is a key goal of the credit program. While rain barrels can initially capture a large volume of water, in order to ensure long term benefits to the municipal stormwater management system, water collected in the barrel must be re-used and the barrel emptied on a frequent basis to create capacity for subsequent rainfall events. The administrative costs and resources associated with regular inspections of rain barrels are likely to be greater than any operational and financial benefit to the public system.

As discussed previously, the transition to a dedicated rate structure will shift the distribution of stormwater funding from residential to non-residential properties. This means there will be a net reduction to residential properties even without credits.

**Disadvantages of Maintaining the Status Quo Funding Structure**

Should the City not proceed with a dedicated stormwater management rate structure, stormwater costs will continue to be collected via taxes based on the property tax rate as determined by tax class whereby the financial burden will continue to rest on the residential taxpayer. As there is less financial burden on higher impervious area properties (i.e. commercial, industrial), there is no motivation for them reduce peak flow or runoff volume, or improve water quality treatment, which otherwise would have been achieved through an incentive to obtain a credit to offset the burden of increased rates.

**EXISTING POLICY / BY-LAW(S):**

**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, best management practices and provincial guidelines and recommendations.

It is anticipated that this policy will be reviewed as part of the planned update to the City’s Stormwater Management Master Plan.
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.


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

FINANCIAL IMPACT:

The table below depicts a current year (2024) comparison between the existing funding model whereby the City’s stormwater management costs ($7.23 million) are collected through taxes, and the proposed billing model which provides for a more equitable distribution of costs via property category as earlier explained. The shift between funding models is net neutral financially to the City. In terms of the average residential property; however, this transition equates to a reduced stormwater charge totaling approximately $110 as compared to the current tax bill charge of $131 based on the 2024 levy and associated tax rates.

Table 2: Equivalent Stormwater Management Rate Bill Impact

<table>
<thead>
<tr>
<th>Property Category</th>
<th>Current: Annual Portion of Average Tax Bill Related to Stormwater (2024)</th>
<th>Proposed: Annual Average Stormwater Management Bill Rate (2024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural (per hectare)</td>
<td>$2.26</td>
<td>$2.39</td>
</tr>
<tr>
<td>Small residential</td>
<td>$111</td>
<td>$37</td>
</tr>
<tr>
<td>Medium residential</td>
<td>$131</td>
<td>$110</td>
</tr>
<tr>
<td>Large residential</td>
<td>$231</td>
<td>$368</td>
</tr>
<tr>
<td>Property Category</td>
<td>Current: Annual Portion of Average Tax Bill Related to Stormwater (2024)</td>
<td>Proposed: Annual Average Stormwater Management Bill Rate (2024)</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Small/medium Non-residential</td>
<td>$319</td>
<td>$184</td>
</tr>
<tr>
<td>Large non-residential (per acre)</td>
<td>$1,358</td>
<td>$1,747</td>
</tr>
</tbody>
</table>

There is a shift in the cost allocation from residential to non-residential properties with agricultural properties funding a smaller share under the rate approach. This is consistent with the share of impervious areas across the City associated with non-residential properties. Moving to a dedicated stormwater rate provides for a more equitable distribution of costs across property owners and the relative share of the runoff generated by different property types.

Should this rate approach be adopted by Council, the 2025 rates will be determined and brought forward as part of the 2025 User Fee and Charges By-law for Council approval through the 2025 Budget.

Future rates will continue to be adjusted by expenditures impacted by such things including, but not limited to, inflation and capital renewal requirements due to aging infrastructure. As staff are building the 2025 budget, there is an awareness that the City should be directing more funding towards stormwater infrastructure and this will be included in future budgets and rates which could result in rate increase being greater than the rate of inflation. Any growth-related capital works will continue to be funded through development charges and/or dedications from developing landowners, as applicable.

Credits up to 50% reduction in the fee for non-residential properties that meet the program requirements, and eligible exempted properties (educational institutions) are calculated to be recovered through the proposed rate structure.

It is anticipated that a full rate study be will completed every five years. In the interim years between rate studies, City staff will review the capital and operating budgets on a yearly basis and recommend rate amendments through the annual budget process.

The Stormwater Management Rate Calculation (Appendix D) provides the background supporting the recommended rate analysis.
PUBLIC VALUE:

The stormwater management funding study supports the public value principle of sustainability through the recommendation of a funding mechanism for the City’s stormwater management program that transfers the burden from the tax base to a dedicated rate structure, which is sustainable, equitable and fairly distributed among properties that generate runoff.

A sustainable funding mechanism also supports the maintenance and enhancement of environmental spaces within the City and climate adaptation.

The Stormwater Management Funding Study also supports the public value principle of collaboration with a Steering Committee comprised of staff from Finance, Technology Services, Engineering and Environmental Services to ensure the recommended fee structure, by-law and credit policy meet the City’s stormwater management needs and can be efficiently implemented.

ADVISORY COMMITTEE INPUT:

Not Applicable.

PUBLIC INPUT:

Stormwater Management Funding Study Public Consultation

Through the initial funding study, a communication and engagement plan was undertaken that included two virtual public consultations due to pandemic conditions. Through the public consultation, a majority of respondents supported shifting funding of the stormwater management program away from the current tax-based method to a rate structure based either on total area of the property or a combination of total area and total hard surface. There was also support for review of a credit program should a rate structure be adopted.

The funding study also included a citizen advisory committee that included representatives from business, development industry, institutions, conservation authority and residents. The citizen advisory committee reviewed, discussed and provided input regarding the existing and proposed stormwater management programs, levels of service, funding approaches, credits, and exemptions.

The information shared with the public and the advisory committee can be found at https://www.engagewr.ca/stormwater-management-funding-study.

The recommendations from the funding study were in alignment with the public input received and form the basis for the implementation study.
Implementation Study

No additional public consultation or engagement has occurred through the completion of the implementation study. However, the recommendations of the implementation study remain in alignment with those of the funding study, which were the subject of public consultation.

Future Education

Subject to Council’s approval of the report recommendations, public education on the implementation of the new rate structure will occur. It is anticipated the engageCambridge page and/or appropriate locations on the City’s website will be updated with information on the planned changes, the timelines, and comparative 2024 rates, as well as frequently asked questions. Notices providing similar details will be included in water and/or tax bills in Fall 2024.

INTERNAL / EXTERNAL CONSULTATION:

Project Steering Committee

The Project Manager for the Stormwater Management Implementation Study was the City’s Deputy Treasurer. The Steering Committee included the following staff:

- Chief Financial Officer
- Director of Environmental Services
- Chief Information Officer
- Manager of Service Cambridge and Revenue
- Manager of Development Engineering

The Steering Committee met regularly throughout the project to review data, confirm the approach to a rate structure, and develop a credit policy.

Additional staff in Finance and Technology Services provided support and input as required.

CONCLUSION:

In alignment with the recently completed implementation study, staff are recommending Council approve the transition of stormwater management funding from the tax base to a dedicated rate structure. This shift provides a sustainable funding mechanism for the stormwater management program, and equitable fee structure based on a calculation of property size and average runoff coefficient. The shift between funding models is net neutral financially to the City. The Stormwater Management Fee By-law (Appendix A) and Stormwater Management Fee Credit Policy (Appendix B) are also sought for Council approval, effective January 1, 2025.
The stormwater management rate is proposed to be six (6) categories of fees within three (3) types of properties, comprised of residential, non-residential and agricultural. The stormwater fee is anticipated to be included on the water/wastewater bill for all properties that have water and/or wastewater meters, and would be on a new stormwater fee only bill for any properties that do not have water and/or wastewater meters.

If approved by Council, 2025 stormwater rates will be determined and brought forward as part of the 2025 User Fee and Charges By-law for Council approval through the 2025 Budget.

REPORT IMPACTS:
Agreement: No
By-law: Yes
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. 24-028-CRS Appendix A – Stormwater Management Fee By-law
2. 24-028-CRS Appendix B – Stormwater Management Fee Credit Policy
3. 24-028-CRS Appendix C – Stormwater Management Fee Credit Program Report
4. 24-028-CRS Appendix D – Stormwater Management Rate Calculations Report
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 24-XXX

Being a by-law to provide for a Stormwater Management Fee and to enact rules and regulations for its billing and collection

WHEREAS sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, c. 25, authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraph 3 of subsection 11(2) authorizes by-laws respecting the financial management of the municipality;

AND WHEREAS subsection 391(1) of the Municipal Act, 2001 provides that sections 9 and 11 of that Act authorize a municipality to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality’s property, including property under its control;

AND WHEREAS subsection 391(2) of the Municipal Act, 2001 provides that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS subsection 391(3) of the Municipal Act, 2001 provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS subsection 391(4) of the Municipal Act, 2001 provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

AND WHEREAS subsection 391(5) of the Municipal Act, 2001 provides that, in the event of a conflict between a fee or charge by-law and the Municipal Act, 2001, other than Part XII thereof, or any other act or regulation made under any other act, the by-law prevails;

AND WHEREAS the City of Cambridge (the "City") has constructed, and is operating and maintaining a stormwater drainage system for the benefit of residents and other property owners in the City;

AND WHEREAS it is deemed just that the cost of operating, maintaining, repairing, replacing and upgrading the stormwater drainage system is paid for by those who benefit from this system;

AND WHEREAS the City desires to maintain a dedicated funding option for the long-term enhancement and operation of its existing stormwater drainage system through effective and efficient capital construction, operation and maintenance programs;
AND WHEREAS the creation of a separate stormwater fee to fund such stormwater management program will bring transparency to the actual costs of providing and maintaining the stormwater drainage system within the City;

AND WHEREAS effective January 1, 2025, the Council desires to impose a stormwater fee on property owners;

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

DEFINITIONS

1. In this By-law,

"Adjustment" means a process by which changes are made to information associated with a given Stormwater Account;

"Agricultural Property" means a property zoned agriculture as per the City’s Zoning By-law No. 150-85, as amended;

"Billing Error" means an undercharge or overcharge caused by an error in the preparation of the Stormwater Bill that is clerical or factual in nature, including the transposition of figures, a typographical error or similar errors;

"Billing Inquiry" means a request for review by a property owner based on a perceived Billing Error, pursuant to Section 16.

"By-law" means this Stormwater Management fee By-law;

"City" means The Corporation of the City of Cambridge or where the context requires the geographical jurisdiction of The Corporation of the City of Cambridge;

"Council" means the elected council of the City;

"Credit Program" means the City’s stormwater credit program which is provided to incentivize stormwater management for certain properties by reducing the applicable Stormwater Fee;

"Director of Environmental Services" means the City’s Director of Environmental Services or his/her designate.

"Chief Financial Officer (CFO)" means the City's Chief Financial Officer and Treasurer or his/her designate;
"HST" means harmonized sales tax;

“MPAC” means the Municipal Property Assessment Corporation of Ontario;

“Non-residential” means a property that contains industrial, commercial, or institutional uses;

"Person" includes an individual, sole proprietorship, partnership, corporation, municipal corporation, unincorporated association or organization, trust, and a natural person in his or her capacity as trustee, executor, administrator, or other legal representative;

"Property" means any real property within the City, including buildings, structures and improvements of any nature and kind in or upon such lands, but excludes real property owned by any entity excluded from municipal fees and charges by law;

"Property owner" means the registered owner of property and any other person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy;

“Residential” means a property that is not agricultural or non-residential;

“Request for Review” means a process by which a person challenges information that has been associated to their stormwater credit application;

“Stormwater Account” means the City’s customer account to which Stormwater Bills are invoiced;

"Stormwater Management Bill" means the City's Stormwater Management Fee as invoiced by the City in the same manner as the City’s water and wastewater utility charges and itemized on the same monthly or quarterly invoice or separately as a Stormwater Management fee-only invoice;

"Stormwater Management Fee" means the City's stormwater management fees and charges pursuant to ss. 9 and 11 and Part XII of the Municipal Act, 2001 and subsequently identified in the City’s Annual Rates and Fees By-law;

"Stormwater Drainage System" means the infrastructure used, controlled, maintained or operated by the City to manage stormwater flow and drainage and all appurtenances thereto owned, and includes, but is not limited to, storm sewers, catch basins, storm service connections, drains, pipes, overland conveyance systems including road corridors, culverts, channels, ditches, rivers, streams, creeks, ravines and watercourses, stormwater management facilities including landscaping features, storage ponds or tanks, and oil and grease interceptors that control quantity or quality of stormwater runoff, pumping stations, outfalls, swales and all equipment laid within any highway or road allowance, City right-of-way or easement or City property used for the collection, transmission, detention and treatment of stormwater or uncontaminated water.
SCOPE

2. A Stormwater Management Fee shall be imposed upon all property owners in the City in accordance with the City’s Annual Rates and Fees By-law, which is based on the following:

   (1) Agriculture – rate per acre

   (2) Residential – flat rate based on the following property size categories:
       i. Residential properties less than or equal to 0.2 acres (0.0809 hectares);
       ii. Residential properties more than 0.2 but less than or equal to 1 acre (0.405 hectares); and
       iii. Residential properties greater than 1 acre.

   (3) Non-residential
       i. Non-residential properties less than or equal to 1 acre in size – flat rate
       ii. Non-residential properties greater than 1 acre – rate per acre

   (4) In the event a property has more than one property owner, the liability of those property owners shall be joint and several.

   (5) The Stormwater Management Fee for mixed-use properties shall be applied based on the primary use of the property as determined by City staff.

3. The Director of Environmental Services shall be responsible for the administration of this By-law and shall prescribe all forms necessary to implement this By-law and may amend such forms from time to time as the Director of Environmental Services deems necessary.

4. Council hereby establishes Stormwater Management Fees as annually identified in the City’s Annual Rates and Fees By-law and the Credit Program as set out in City Policy #________. Stormwater management fees will be subject to HST where applicable.

EXEMPTIONS

5. Educational institutions which are exempt under Assessment Act, R.S.O. 1990, c.A.31 and those exempt pursuant to O.Reg. 584/06 are the only properties that will be exempted from the Stormwater Management Fee.
ADMINISTRATION AND ENFORCEMENT

6. The City is hereby authorized to invoice and collect the City’s Stormwater Fees pursuant to this By-law, together with any interest and fees related to such collection.

7. The City may assign a property type and area for Stormwater Management Fee purposes, based on land use information as provided for by the Assessment Act, Municipal Property Assessment Corporation (MPAC), City’s property tax, water billing database, and geographical information system.

8. Unless exempted through clause 5, the City will include the Stormwater Management Fee, including the payment due date on the property water bill.

9. Unless exempted through clause 5, the City will issue a separate bill specifying the Stormwater Management Fee, including the payment due date to eligible properties.

10. The City shall send the water, wastewater and stormwater management bill or, a stormwater management only bill, to the property municipal address, unless the property owner directs the City, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the property owner in writing.

11. The amounts levied by this By-law shall be due and payable on the due date identified on the bill and be payable to the City of Cambridge. Properties enrolled in the Preauthorized Payment program shall have the Stormwater Management Fee levied by this By-law due and payable in the same manner as agreed to by the property owner under the provisions of the preauthorized debit agreement, for payment of the water and wastewater consumption charges for the property.

12. Interest on any outstanding accounts shall be applied and calculated per the interest charge for late payment as identified in the City’s Annual Rates and Fees By-law. Interest shall accrue from the due date and shall be added to the next subsequent Stormwater Management Bill that is issued, together with unpaid and carried-forward Stormwater Management Fees.

13. A Stormwater Management Fee imposed upon a property owner under this By-law, which shall be deemed to include any interest charges, penalties and all costs of collection, constitutes a debt of the person to the City.

14. Notwithstanding Section 18 of this By-law, all costs, including any interest on such costs, recoverable by the City pursuant to this By-law or otherwise pursuant to the Municipal Act, 2001, may be recovered by any lawful means available to the City, and such recovery methods may include pursuant to subsection 398(2) of the Municipal Act, 2001 and any outstanding
monies owed with respect to Stormwater Management Fees may be added to the tax roll of
the property in respect of the money owed, and shall be collected in the same manner as
municipal taxes.

15. The Chief Financial Officer shall have delegated authority and is authorized to adjust the
Stormwater Management Fee on any property, to the extent it is deemed appropriate due to a
Billing Error or pursuant to Request for Review, retroactively up to a year or up to the
date/extent at which it is determined in the opinion of the Chief Financial Officer as
appropriate, with resulting credits or charges being applied to the property owner's Stormwater
Account, and the decision of the Chief Financial Officer shall be final and binding.

BILLING INQUIRY

16. Billing Inquiry:
   a. Billing Inquiry shall be allowed under the following situations:
      i. Incorrect Stormwater Management Fee due to the following reasons:
         1) Property type assigned to land parcel
         2) Total land area measurement if not matching MPAC
         3) Effective from and to date of the Stormwater Management Fee
   b. A Person filing an Inquiry may be asked to provide further information to complete
      review of the Inquiry.
   c. The filing of an Inquiry does not stay the requirement for payment of a Stormwater
      Management Fee. Any Stormwater Management Fee billed during the course of the
      Inquiry will be due and payable as provision of Sections 6 through 15 of this By-law.
   d. If it is determined that a billing error has occurred, a Stormwater Management Fee may
      be revised in either of the following instances:
         i. A Billing Inquiry from a property owner, or
         ii. An internal adjustment whereby the City may revise, modify or amend a
             Stormwater Management Fee. Internal adjustments include but are not limited to
             an error in preparation of the assessment roll, or because of a decision/change
             by the Municipal Property Assessment Corporation or, the Assessment Review
             Board or, if the City has made a Billing Error.
REQUEST FOR REVIEW – Credit Application

17. A Request for Review of a decision on a stormwater credit application will follow the Review process as established by the Director of Environmental Services from time to time.

   a. A Request for review will be permitted under the following situations:
      
      i. Incorrect Stormwater Management Credit eligibility
      ii. Incorrect Stormwater Management Credit calculation

   b. A Person filing a Request for Review may be asked to provide further information to complete review of the Review.

   c. The filing of a Request for Review does not stay the requirement for payment of a Stormwater Management Fee. Any Stormwater Management Fee billed during the course of the Review will be due and payable as provision of Sections 6 through 15 of this By-law.

   d. If it determined that a Request for Review is successful, the Stormwater Management Fee may be adjusted retroactively up to 1 year or up to the date/extent at which it is determined in the opinion of the Chief Financial Officer as appropriate. The decision of the Chief Financial Officer shall be final and binding.

GENERAL

18. Should any part of this By-law be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law shall continue to operate and to be in force and effect.

19. Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of this By-law otherwise requires.

20. Any decision or determination required to be made by the City or any official of the City under this By-law shall be made in the sole and absolute discretion of the City or the City official.

21. This By-law shall be known as the "Stormwater Management Fee By-Law".

22. This By-law shall come into force and effect on January 1, 2025.
Enacted and Passed this 16 day of July, 2024.

________________________________________
MAYOR

________________________________________
CLERK
POLICY STATEMENT
The Stormwater Management Fee Credit Program Policy establishes policies for the application, administration and issuance of credits against the City’s stormwater management fee.

Strategic Plan links: The Stormwater Management Fee is a 2024 Strategic Initiative to support the Strategic Action: Lay the foundation for future community building.

PURPOSE
This policy provides a framework to identify circumstances under which the City may provide stormwater management fee credits to eligible properties that have undertaken steps to reduce or improve their stormwater runoff.

DEFINITIONS
“Best Management Practices” or “BMPs” is a term used to describe a type of stormwater quantity and quality control. BMPs refer to a principal control or treatment technique.

“Credit Application” means a completed application form and all required supporting documents demonstrating on-site stormwater BMPs eligible to receive a Stormwater Fee Credit.

“Non-residential” means a property that contains industrial, commercial, or institutional uses.
“Stormwater” means water generated by rain or snow, that falls to the surface of the earth that can soak into the soil, be stored on land surface, evaporate, or contribute to surface runoff. It is also defined in terms of a pollutant carrier as it picks up and transports various pollutants along streets, drains, and storm sewer systems.

“Stormwater Management Program” means the planning, development, construction, operation, maintenance, renewal and enforcement of by-laws associated with the municipal Stormwater Management System to protect property, infrastructure and the natural environment from erosion, flooding, and to improve water quality.

“Stormwater Management System” means the City’s infrastructure, or measures, used, controlled, or maintained to manage stormwater flow and drainage systems.

“Water Resources Engineer” means the City’s Water Resources Engineer who is appointed by the Director of Environmental Services under the City’s Stormwater Management Policy.

**AUTHORITY**

Municipal Act S.O. 2001, c.25 – Sections 8, 9, 11, 107, and 391 or its successor, and/or applicable authority.

**SCOPE**

This policy applies to eligible properties in the City of Cambridge who meet the specified criteria and undertake steps to reduce/improve stormwater runoff for their property.

**POLICY**

1. **Eligible Properties**

1.1 Credits for stormwater management fees will be considered for non-residential properties.

2. **Eligible Practices**

2.1 The credit policy encourages BMPs that demonstrate effective water quality treatment and runoff controls. The following practices are examples of such BMPs that provide measurable reductions in demand on the public system:

   2.1.1 Bioretention facilities
   2.1.2 Constructed wetlands
   2.1.3 Green roofs
   2.1.4 Dry and wet ponds
2.1.5 Permeable pavers/porous pavement
2.1.6 Vegetated Filter strips
2.1.7 Oil/grit separators
2.1.8 Cisterns and/or Greywater Reuse Systems

2.2 Credits are provided for BMPs that are operational and maintained regardless of purpose for original implementation. Maintaining the BMPs for a stormwater structure is the critical factor in awarding a credit, regardless of the reason for installation.

2.3 If the City takes on maintenance responsibilities for certain stormwater structures built as a condition of development, those structures do not qualify for credit.

3. Credit Categories

3.1 Three categories of credits are available; Peak Flow Attenuation, Runoff Volume Reduction, and Water Quality Treatment.

3.2 Peak Flow Reduction includes the planning, design, construction, operation, maintenance, and renewal of infrastructure to manage stormwater runoff rates and lessen the potential and severity of potential flooding impacts on downstream lands. Examples of related infrastructure include stormwater detention basins, stormwater quantity control ponds, and underground chamber systems.

3.3 Runoff volume reduction includes the planning, design, construction, operation, maintenance and renewal of infrastructure to promote the reduction of urban stormwater runoff volumes conveyed to the City's stormwater system. Examples of related infrastructure include low impact development works or green infrastructure and rainwater harvesting systems.

3.4 Water Quality Treatment includes the planning, design, construction, operation, maintenance and renewal of infrastructure to actively or passively remove suspended solids and other contaminants from urban stormwater runoff. Examples of related infrastructure include stormwater quality control ponds, manufactured treatment devices (e.g. oil and grease treatment devices) and low impact development works or green infrastructure.

4. Credit Amounts

4.1 Credits may be a combination of 3.2, 3.3 and/or 3.4 with the total credit not exceeding 50% of the applicable stormwater management fee for the applicant’s property.
4.2 The maximum credit amount is proposed to be based on if stormwater structures on a property achieve the performance criteria set out at the time of development.

4.3 Peak Flow Reduction

4.3.1 Evaluation Criteria: Structures that control the peak flow of stormwater discharged from the property, based on the outlet rate in comparison to natural hydrologic conditions.

4.3.2 Credit Amount: Up to 20%

4.4 Runoff Volume Reduction

- Evaluation Criteria: Structures that control the amount of stormwater retained on the property, based on retention volume resulting from increased infiltration, evapotranspiration, or reuse.

4.4.1 Credit Amount: Up to 20%

4.5 Water Quality Treatment

4.5.1 Evaluation Criteria: Structures that control the quality of stormwater discharged from the property, based on treatment type, pollutant load reduction, or level of protection.

4.5.2 Credit Amount: 10%

5. Application Process

5.1 Application for a Stormwater Fee Credit is required. The application form is available on the City’s website www.cambridge.ca.

5.2 Credit applications will be considered for new credit applications, updates to existing credit applications, and credit renewals.

5.3 Credit applications will be approved by Environmental Services.

5.4 Applicants may appeal a decision by notifying the Water Resources Engineer in writing. A formal review will be initiated.

5.5 Property ownership changes will require resubmission of a credit application.

5.6 No application fee will be required.

6. Credit Effective Date, Duration, and Renewal
6.1 Once approved, the credit shall be applied to the next stormwater management fee bill.

6.2 Stormwater management fee credits shall be applied for a period of five (5) years from the date first applied to the stormwater management bill.

6.3 Credit renewal applications must be submitted at least six (6) months prior to expiration of the current credit. The completed annual maintenance log must be submitted with the renewal application.

6.4 Credit update applications may be submitted by an applicant to receive additional stormwater credits. Credit update applications will not extend the expiry of the existing credit.

7. Function Verification and Maintenance Agreement

7.1 The City will require the applicant to submit an Engineering Certification and submit an Inspection and Maintenance Log at least once every five (5) years to renew the credits.

7.2 The property owner must agree to a maintenance commitment to maintain the structure so that it continues to function as designed. As part of the commitment, the property owner must authorize access to City staff to enter the premises to verify the structure is functioning as designed.

7.3 The City may require an existing Maintenance Commitment to be updated as a condition of continued credit based on changes in maintenance best practices or the result of an inspection by City staff.

8. Site Inspections and Penalties

8.1 The City may, during normal business hours of the applicant, enter and inspect the applicants property for purposes of verifying the ongoing maintenance is occurring subject to the Maintenance Commitment.

8.2 If the structure fails a City inspection, or the owner fails to submit documents as required in the maintenance agreement, the City will revoke the credit if corrective actions are not taken within the time specified by the City.

8.3 The revocation of the credit will be reflected in the next billing cycle.

8.4 Account holders whose credits have been cancelled will be required to submit a new credit application.
POLICY COMMUNICATION
The policy shall be made available on the City’s website.

RELATED PROCEDURES
There are no related procedures.

RELATED DOCUMENTS/LEGISLATION
Municipal Act S.O. 2001, c.25 – Sections 8, 9, 11, 107, and 391
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Acronyms and Definitions

Best Management Practice (BMP) is a term used to describe a type of stormwater quantity and quality control. BMPs refer to a principal control or treatment technique.

Credit Application means a completed application form and all required supporting documents demonstrating on-site stormwater BMPs eligible to receive a Stormwater Fee Credit.

Impervious Area refers to the hard surface area of a property that impedes the absorption of water into the soil, causes reduced quality of runoff water, or causes greater quantities of runoff water relative to the natural surface.

Non-residential means a property that contains industrial, commercial, or institutional uses.

Stormwater means water generated by rain or snow, that falls to the surface of the earth that can soak into the soil, be stored on land surface, evaporate, or contribute to surface runoff. It is also defined in terms of a pollutant carrier as it picks up and transports various pollutants along streets, drains, and storm sewer systems.

Stormwater Management Program means the planning, development, construction, operation, maintenance, renewal and enforcement of by-laws associated with the municipal Stormwater Management System to protect property, infrastructure and the natural environment from erosion, flooding, and to improve water quality.

Stormwater Management System means the City’s infrastructure, or measures, used, controlled, or maintained to manage stormwater flow and drainage systems.
City of Cambridge
Draft Stormwater Fee Credit Program
Summary

1. INTRODUCTION

The City of Cambridge (the City) is in the process of implementing a Stormwater Management Fee to provide a source of revenue to maintain and improve the City’s stormwater infrastructure. The Stormwater Management Fee is based on the City’s Stormwater Financing Study, finalized in 2021, which recommended a preferred funding model and rate structure. The Stormwater Management Fee was established to support the objectives within the City’s Stormwater Management Policies and Guidelines.

One component of a Stormwater Management Fee and funding model is the consideration and adoption of a credit program.

A credit is a fee reduction to a specific property owner in recognition that private operation and maintenance of stormwater management systems and best practices can ultimately reduce the cost of publicly delivered stormwater services. A direct relationship between the credit amount and the benefit to the publicly funded program is a critical component of a credit program, as the Stormwater Management Fee follows the user-pay principle.

This document summarizes key policy considerations in the development of the Stormwater Management Fee Credit Program. Guidance manuals developed by the cities of Brampton, Guelph, Mississauga, Newmarket, Windsor, Kitchener, and Waterloo were used as references for the draft, with modifications to meet the unique needs and goals of Cambridge. WSP Earth & Environment Inc. (WSP), Watson & Associates Economists Ltd. (Watson), and City staff consulted to work through policy issues and develop the credit policy set out in this report. The credit policy framework was presented to the City’s Stormwater Funding Implementation Steering Committee to review and develop consensus on policy principles and priorities. This policy report supports the Stormwater Management Fee Credit Program that will be
recommended to City of Cambridge Council along with the Stormwater Management Fee by-law for approval.

2. OBJECTIVE

The objective of this Credit Program is to recognize the value of private investments in the construction, operation and long-term maintenance of stormwater management infrastructure and the contributions those investments play in supporting the City's stormwater management goals and infrastructure. Where private investment in stormwater management infrastructure assists in reducing the costs to operate and maintain the overall City stormwater management system, and assists in meeting the City's stormwater management objectives, credits would be applicable.

As stated in the City's Stormwater Management Policies and Guidelines, the City's stormwater management objectives include:

1. Prevent loss of life, minimize property damage and health hazards.
2. Protect receiving water courses by minimizing the effect of increased runoff due to new developments and assist in ground water recharge wherever possible.
4. Reduce or eliminate inconvenience from surface ponding or flooding.
5. Minimize sedimentation, siltation, and other forms of pollution on receiving water courses which may result from new developments during all stages of construction.
6. Minimize the total capital and operation and maintenance cost of drainage works related to the drainage basin.
7. Apply adaptive management principles for future adjustments to facility functions.

3. POLICY CONSIDERATIONS AND GUIDING PRINCIPLES

There are several items to consider when designing a credit policy. These include:

- Rational Relationship. A rational relationship must exist between the credit and the benefit to the publicly funded system.
• **Program Priorities.** The credit must further the City's stormwater priorities and objectives.

• **Administration.** A broader, more complex program increases administrative oversight and costs and therefore the credit program shall consider the impacts of administering the program to ensure it is cost effective.

• **Verification and Enforcement.** A credit recognizes a benefit to the public system. Ongoing operation and maintenance of a privately owned stormwater management best practice must be verifiable and enforceable.

• **Equity versus Complexity.** Not all stormwater practices are created equal or are installed for the same reason. Differentiation among practices can make the policy more equitable, but also more complex.

• **Shifting Costs.** More credit awarded to property owners means more pressure on the stormwater rate to other users.

• **Public Expectations.** Each municipality is unique in terms of public expectations. It is appropriate to consider these expectations provided there is a rational relationship with the Stormwater Management Program.

Based on these considerations, and to ensure a consistent credit policy framework, the following set of guiding principles frame the credit policy:

- There must be a rational relationship between the credit amount and the benefit to the publicly funded stormwater management program.
- Credits should be targeted to those properties' Stormwater Best Management Practices (BMPs) that align to the City's Stormwater Management Policies and Guidelines.
- Stormwater management ongoing operation and maintenance of qualifying best practices must be verifiable.
- The administration of the program should be reasonable and cost-effective.
- The amount of credit should be reasonable per the purpose of the charge, which is to adequately fund the public stormwater management program/system.
4. ELIGIBLE PROPERTIES

Determining whether all properties subject to the Stormwater Management Fee should be eligible for a credit program, or if credit eligibility should be limited to certain property types, is taken into consideration when a credit policy is developed. Some communities, like Kitchener and Waterloo, have included all eligible properties within the credit program, while other communities, like Guelph, Mississauga, and Windsor have found it more effective to apply the credit to non-residential properties and work with residential property owners through residential incentives programs (such as rain barrel programs and small grants) to address runoff from individual parcels.

In reviewing the types of properties that may be eligible for credits, the following were considered:

- **Practical Limitations.** There are practical limitations to installing stormwater structures on single-family lots. This includes space limitations as well as the cost/benefit to the property owner. Non-residential properties generally have larger site areas, with rooftops, landscape, and parking areas available for installation of structures.

- **Administrative Cost.** The cost to manage a residential credit program would likely be greater than the operational and financial benefit to the public system. Administrative costs for the City are incurred to ensure appropriate operation and maintenance, especially at times of property ownership change.

- **System Impact.** Non-residential properties represent a larger percent of impervious area per property. As a result, property owners are more likely to install stormwater structures that will reduce the burden on City responsibilities.

Based on the considerations noted above, it is recommended that only non-residential properties be included in the Credit Program. Consideration of residential credits or residential incentives may be undertaken upon subsequent reviews of the City's Stormwater Management Fee Credit Program Policy.
5. ELIGIBLE PRACTICES

Typical credit programs recognize that it is engineered structures designed for flood control and/or pollutant removal efficiencies that have the greatest impact to reduce the burden on the public stormwater system. The Credit Program reinforces and encourages the implementation and on-going maintenance of BMPs that demonstrate effective water quality treatment and water quantity controls. The following practices are examples of BMPs that provide measurable reductions in demand on the public system (See Appendix A for photographic examples of BMPs):

- Bioretention facilities
- Constructed wetlands
- Green roofs
- Dry and wet ponds
- Permeable pavers/porous pavement
- Vegetated Filter strips
- Oil/grit separators
- Cisterns and/or Greywater Reuse Systems

It is recognized that there are non-engineered activities that can help raise awareness of the owner’s impacts on and responsibility for the Stormwater Management Program. The impacts and efficiency of non-engineered structures are difficult to verify and can result in a significant administrative burden for the City. Based on these considerations, it is recommended that the Credit Program limits credit eligibility to engineered stormwater structures that are, at time of credit application, operating as designed when constructed and implemented. Application requires a commitment for continuing maintenance for the award of the credit. Such BMPs will most directly benefit and work in alignment with the City's Stormwater Management Program.

A further consideration reviewed during policy development is whether to allow credit for all eligible structures, including those installed to meet minimum regulatory requirements, or only structures installed/enhanced on a voluntary basis. Considerations for eligible structures include:

- *Equal Credit for All Structures.* Some municipalities provide equal credit for all structures regardless of if they were installed as a requirement for development, as a property enhancement or a system
retrofit. An argument for this approach is that a property owner who operates and maintains a stormwater structure, regardless of purpose, is doing more than someone who does not have a stormwater structure. The credit verification process requires ongoing maintenance, which improves and/or sustains the performance of the structure over time.

- **Increased Credit for Voluntary Structures.** Some municipalities provide a base-level of credit for structures installed as a condition of development but increase the credit for voluntarily installed structures.

- **Credit for Voluntary Structures Only.** Some municipalities only provide credit for voluntarily installed new structures or structures that go measurably above regulatory requirements. The rationale is that structures installed to meet minimum requirements will continue to operate regardless of the credit program and that the credit program should be used to incentivize actions that enhance stormwater management.

The City’s Stormwater Management Fee Credit Program recommends approval of credits for BMPs that are operational and maintained regardless of purpose for original implementation. Maintaining the BMPs for a stormwater structure is the critical factor in awarding a credit, regardless of the reason for installation.

Note: if the City takes on maintenance responsibilities for certain stormwater structures built as a condition of development, those structures do not qualify for credit.

### 6. CREDIT CATEGORIES

The Credit Program recommends targeting three (3) categories of BMP controls to align the impacts of private property investments with the goals identified in Section 2.

- **Peak flow reduction**: reduce downstream erosion and flood attenuation;
- **Runoff volume reduction**: sustain capacity of the public system and reduce flooding; and
- **Water quality treatment**: reduce negative impacts of the public system at the point of outfall to natural systems.
These categories are similar to those used by several other municipalities, including the cities of Kitchener, Waterloo, Guelph, Brampton, Windsor, and Mississauga.

Within the above three (3) categories, stormwater structures must meet the following criteria to be eligible for credits:

- Demonstrated ongoing performance to meet design criteria and standards at the time of original installation;
- Designed in accordance with the City of Cambridge Engineering Standards and Development Manual and the Ministry of the Environment, Conservation, and Parks (MECP) Stormwater Management Planning and Design Manual; and
- Fully maintained and operated by the property owner. Structures that have been assumed by the City for maintenance are not eligible for credit.

7. CREDIT AMOUNT

The amount of credit per category and the maximum total credit must have a relationship to the public Stormwater Management Program. This can be quantitative (how much of the budget is dedicated to a particular service or expense category) and/or qualitative (how much value does the City place on incentivizing certain behaviors). Typically, a credit policy considers both factors. The recommended credit policy reflects a maximum credit of 50%, like the policies adopted by the cities of Guelph, Brampton and Mississauga. This recognizes that many of the City’s stormwater functions (operations and maintenance, planning and engineering, administration) are required regardless of private, on-site improvements. However, the need for new capital expenditures does tend to be influenced by on-site improvements.

The maximum amount of credit per category is based on their relative importance to the City’s Stormwater Management Program, which includes planned capital infrastructure investments focusing on reducing flooding, erosion protection, and water quality protection.

The credit amount is based on the BMP purpose.
Table 1: Credit Policy Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
<th>Total Credit (50% Maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peak Flow Reduction</td>
<td>Stormwater structures that control the peak flow of stormwater discharged from the property, based on the discharge rate in comparison to natural hydrologic conditions.</td>
<td>Up to 20%</td>
</tr>
<tr>
<td>Runoff Volume Reduction</td>
<td>Stormwater structures that control the amount of stormwater retained on the property, based on retention volume resulting from increased infiltration, evapotranspiration, or reuse.</td>
<td>Up to 20%</td>
</tr>
<tr>
<td>Water Quality Treatment</td>
<td>Stormwater structures that control the quality of stormwater discharged from the property, based on treatment type, pollutant load reduction, or level of protection.</td>
<td>10%</td>
</tr>
</tbody>
</table>

Further details on eligibility and evaluation criteria are provided in Appendix B.

8. PERFORMANCE CRITERIA

The property owner must demonstrate that the qualifying structure(s) is fully functional as designed and constructed to meet standards required at time of installation. In addition, the property owner must commit to ongoing maintenance and operation of the BMPs.

9. CREDIT POLICY CHANGES

While credit stability and reliability are important factors when a property owner decides to invest in a stormwater structure, it is also recognized that the City Stormwater Management Program priorities will change over time. The credit policy reserves the City’s right to modify criteria and credit amounts as the Stormwater Management Program evolves and priorities shift.
10. TOTAL ANNUAL CREDIT AMOUNT

A credit program should ensure the total amount of annual credits approved does not diminish the ability of the municipality to maintain and sustainably fund the City’s Stormwater Management Program. Stormwater credit policy options to ensure this does not occur include:

- *Cap on individual credit criteria.* Establish a cap on the amount of a specific credit category granted.
- *Cap the total credit award.* Properties may be eligible for more than one category however the total credit award is capped.

Implementation of these criteria provide sound management of the award of a reduction on a property of the charge levied for stormwater services. They work in concert, placing a limit on the reductions to ensure that sufficient overall revenue meets the needs to maintain ongoing service.

It is anticipated that the City will have time to adjust the Credit Program Policy if the total amount of credit compared to the overall Stormwater Management Program is unacceptably high and risks the ability of the City to meet program needs. This will be monitored by the City throughout the first five (5) years of the program.

11. APPLICATION PROCESS

The Credit Program is implemented through an application and approval process that involves initial documentation, certification that the necessary information is complete, City review of the application, and approval or denial of the credit. Some municipalities require a re-application process. For example, the cities of Brampton and Mississauga require reapplication every five years. The City of Guelph requires renewal every four years. It is recommended that the awarded credit be renewed every five years through submittal of a recertification process.

11.1. Types of Applications

There are three (3) types of applications for which the City would consider providing credits:
• **New Credit** applications will be utilized for first time applicants of stormwater credits or for applications subsequent to the cancellation of approved credits.

• **Credit Update** applications will be utilized by properties that currently receive a credit; wherein significant changes are made to the property which may warrant an increase in credit amounts.

• **Credit Renewal** applications are to be utilized by applicants in advance of their existing credit expiring. Applications must be submitted to the City no less than six (6) months prior to the expiration date of the existing credit.

11.2. Documentation Required

For all credit applications, supporting documentation is required which demonstrates how the BMPs meet the criteria set out in this Credit Program Policy. Supporting documentation must be prepared by a Professional Engineer.

The applicant is solely responsible for costs incurred in the preparation of the required documentation and/or the submission of the credit application.

11.3. Application Process and Review Timelines

The following generally outlines the application review and approval process:

**Application Received**
The applicant will prepare and submit the online application form. Applications will be available on the City’s website: [www.cambridge.ca](http://www.cambridge.ca).

**Completeness Review**
Once the application is received, City staff will review the application for completeness. If the application appears to have all of the required information, it will be sent to the technical review team. If the information is not complete, the application will be returned to the applicant for completion and resubmission.
Technical Review
The technical review team will review all components of the complete application to verify the eligibility requirements are met for the respective credits. It is anticipated that this technical review will be completed within sixty (60) calendar days following receipt of the application.

The applicant may be required to submit additional information to enable review and evaluation of their application.

By submitting the application, the applicant grants the City permission to conduct a site inspection. The City will contact the applicant to arrange a site inspection during the applicant’s normal business hours.

Final Determination
Upon review of the application and a site inspection, the City will notify the applicant of the final determination of the technical review team. If successful, the applicant will receive the applicable credit(s).

Appeal Process
If the applicant is unsuccessful in their application for a credit, or their existing credit is reduced or cancelled, the applicant may appeal the decision by contacting the Water Resources Engineer in writing. A formal review process will be initiated.

11.4. Effective Date and Duration of Approved Credit
Once the City has approved the credit application, the effective date of the credit will be upon the next complete billing cycle. Once applied, the credit will remain in place for a period of five (5) years. Credit update applications will not extend the period of the existing credit.

12. FUNCTION VERIFICATION AND MAINTENANCE COMMITMENT
Stormwater structure verification is a key component to granting a credit and involves both initial verification that a structure is operating as designed, as well as ongoing verification through regular inspections. This is conducted by a professional engineer, or another qualified person as approved by the City.

The City will require the applicant to submit an Engineering Certification as well as an Inspection and Maintenance Log at least once every five (5) years.
after the initial application is submitted. If these documents are not submitted, no further credit will be provided.

As part of the application process, the property owner will be required to agree to a maintenance commitment to ensure the stormwater structure continues to function as designed. As part of the commitment, the property owner must authorize City staff to enter the premises to verify the structure is functioning as designed.

The City may require an existing Maintenance Commitment to be updated as a condition of continued credit based on changes in maintenance best practices or the result of an inspection by City staff.

**13. SITE INSPECTIONS AND PENALTIES**

Subsequent to the approval of the credit application, the City may, during normal business hours of the applicant, enter and inspect the applicant’s property for purposes of verifying the ongoing maintenance is occurring subject to the Maintenance Commitment.

If the stormwater structure fails a City inspection, or the applicant fails to submit documents as required in the Maintenance Commitment, the credit may be suspended and the stormwater account holder will have sixty (60) business days to repair, clean, fix, or otherwise correct deficiencies, and schedule an inspection with the City. If the property owner awarded the credit fails to demonstrate action and reasonable progress to correct the deficiencies and schedule a re-inspection within sixty (60) business days, the credit will be cancelled. Suspension period extensions may be granted at the discretion of the City. The suspension of the credit will be reflected in the next billing cycle for the Stormwater Management Fee.

**Cancellation**

Account holders whose credits have been cancelled will be required to submit a new credit application.

**14. EFFECTIVE DATE AND REVIEW OF CREDIT PROGRAM**

The Credit Program will be implemented for January 1, 2025. This program will be reviewed by City staff at least every five (5) years.
Appendix A - Examples of Stormwater Management BMPs
Examples of Stormwater Management BMPs

As identified in Section 5, examples of Stormwater Management Best Management Practices (BMPs) eligible for credit consideration include, but are not limited to:

- Bioretention facilities
- Constructed wetlands
- Green roofs
- Dry and wet ponds
- Permeable pavers/porous pavement
- Vegetated Filter strips
- Oil/grit separators
- Cisterns and/or Greywater Reuse Systems

The design and ultimate purpose of stormwater management facilities varies along with the standards under which the BMP was built. The following photographs provide examples of each of these primary categories of BMPs.

Bioretention Facility  Constructed Wetland
Appendix B Credit Evaluation Criteria & Examples
Peak Flow Reduction

A site that meets the City's current stormwater management design criteria (controlling the 100-year design storm post-development flow rate to the pre-development flow rate) or that meets the applicable design standard at the time the BMP was originally approved and constructed would be eligible for the full 20% value of the peak flow reduction credit.

For sites that did not require peak reduction controls at the time of development approvals but have constructed BMPs that provide voluntary reductions and/or have retrofitted existing BMPs, credits would be available based on the percentage of reduction of the 100-year design storm post-development flow rate to the pre-development flow rate.

- **20% credit** – full reduction of the post-development flows to the pre-development flow rate
- **15% credit** – 75% reduction of the post-development flows to the pre-development flow rate
- **10% credit** - 50% reduction of the post-development flows to the pre-development flow rate
- **5% credit** – 25% reduction of the post-development flows to the pre-development flow rate

Flow reductions that fall between the above limits for a credit will be assigned to an appropriate credit at the discretion of City staff through the technical review process.

The reduction would be calculated as:

\[
\frac{\text{Uncontrolled post-development flow} - \text{controlled post-development flow}}{\text{Uncontrolled post-development flow} - \text{pre-development flow}}
\]

For the purposes of calculation, the pre-development flow is the flows included in an approved Stormwater Management Report or the flow calculated using a runoff coefficient of 0.25.

Example:
The uncontrolled 100-year post-development flows from a site are 70 L/s. The pre-development flows are 20 L/s. A property owner has designed and constructed a bioretention facility that controls the post-development flows leaving the site to 58 L/s.

\[
\frac{(70 \text{ L/s} - 58 \text{ L/s})}{(70 \text{ L/s} - 20 \text{ L/s})} = \frac{12}{50} = 25\%
\]

Under the peak reduction credit, the owner would be eligible for a credit of 5% as there is a 25% reduction of peak flows.

**Runoff Volume**

At this time, the City's stormwater management design criteria do not include runoff volume controls. However, many sites are subject to runoff volume controls that are identified through Subwatershed Studies or similar reports. Typically, in order to meet the targets in the Subwatershed Studies, a site would be required to infiltrate or retain on site between 5 and 10 mm of runoff from the site's impervious areas.

A site that meets runoff volume controls as required through a Subwatershed Study for an area that includes the specific site would be eligible for the full 20% value of the runoff volume credit.

For sites that do not have requirements for runoff volume controls but have constructed BMPs that provide voluntary controls and/or have retrofitted existing BMPs to include runoff volume controls, credits would be available based on the equivalent volume of runoff controlled/retained on site.

- **20% credit** – runoff volume controls as per the requirements of a Subwatershed Study or the control of the equivalent volume of 10 mm of runoff from all impervious surfaces on the site
- **15% credit** – runoff volume control of the equivalent volume of 7.5 mm of runoff from all impervious surfaces on the site
- **10% credit** - runoff volume control of the equivalent volume of 5 mm of runoff from all impervious surfaces on the site.

Sites that control/retain runoff from only some impervious areas (i.e. the rooftop) may be eligible for credits if the equivalent volume from the limited
areas meets one of the above criteria when compared against the volumes for the entire site.

Example 1:

A site is located within the boundaries of the ABC Subwatershed, and the corresponding Subwatershed study identifies that 9mm of runoff is to be controlled/retained on site. The site design includes a bioretention facility which will retain and infiltrate the equivalent volume from 9 mm of runoff from the rooftop and parking areas of a site.

Under the runoff volume credit, the owner would be eligible for a credit of 20% as there is control/retention of the required volumes as identified in the Subwatershed study.

Example 2:

A 10,000m² site consists of 2,500m² of rooftop and 4,500m² of parking/impervious surfaces with the remainder of the site being landscaped or grass areas.

An infiltration gallery has been designed and constructed to retain and infiltrate the equivalent volume from 15 mm of runoff from the rooftop area only.

15mm x 2,500 m² of rooftop = 38 m³ of runoff

By comparison, 5 mm of rainfall x 7000 m² of total impervious area = 35 m³ of runoff.

Under the runoff volume credit, the owner would be eligible for a credit of 10% as the controlled/retained volume from the rooftop only is comparable to the equivalent volume of 5 mm of runoff across the entire site.

**Water Quality Treatment**

A site that includes a targeted water quality treatment device, i.e. an oil/grit separator, would be eligible for the full water quality treatment credit of 10%.
There is no partial credit for the water quality treatment credit.
Stormwater Rate Calculations
City of Cambridge
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Appendix A: **Property Code Summary** .................................................................................. A-1
1. Introduction

The City of Cambridge initiated a Stormwater Management Funding Study in October 2021 (herein referred to as the “2021 Stormwater Management Funding Study”) to assess its current program for stormwater management, identify gaps in the current program, prioritize the required program elements and level of service, and investigate the methods for funding a more sustainable stormwater program. Based on this work, a preferred funding model and rate structure was recommended and approved by Council. The 2021 study recommended that the next step for the City was to enter the implementation phase related to the creation and activation of the Stormwater Rate for Council consideration and approval.

Watson & Associates Economists Ltd. (Watson) and WSP Inc. (WSP) have been retained by the City to undertake the implementation phase of the Stormwater Funding Study, herein referred to as the “2024 Stormwater Rate Implementation Study”. This phase of work builds upon the 2021 study and involves an update to the rate calculations, the preparation of policies and procedures and the implementation of the stormwater rates.

This report provides the details and methodology related to the update of the stormwater rate calculations. The policies and procedures related to credit programs, and the draft by-law are provided under separate cover.

This report first provides a summary of the findings from the 2021 Stormwater Management Funding Study. This is followed by a summary of the calculation methodology, the capital and operating budgets, the rate calculations, and next steps in the implementation of the rate.
2. Summary of 2021 Stormwater Management Funding Study

Watson and WSP (formerly Wood Environment & Infrastructure Solutions) were retained by the City to undertake the 2021 Stormwater Management Funding Study. This study was undertaken to assess the City’s current program for stormwater management, identify gaps in the program, prioritize the various proposed program elements and level of service, and investigate the methods for funding the recommended program.

2.1 Development of Stormwater Program

An assessment was undertaken on the City’s existing assets, staffing levels associated with stormwater management, and annual spending on operating and capital costs. As part of this process, an extensive engagement program was undertaken to build awareness of the importance of managing stormwater infrastructure and to solicit feedback from stakeholders. A City Steering Committee, comprised of City Staff, and a Stormwater Advisory Committee comprised of external stakeholders from residential, institutional, industrial groups, as well as the conservation authority were established to inform the study process and findings.

Through interviews with staff and review of existing documents, a preliminary list of program gaps and known limitations were identified. The following provides the key focus areas:

- Keeping the system in good repair
- Staffing
- Flooding, erosion, and water quality
- Financial system support and billing support
- Policies and guidelines, master plan
- Public education
- Sustainability

Various program needs were used to develop the proposed future program related to operations, maintenance, planning and engineering, capital improvements, and financial administration.
Various options for enhancing the stormwater program were reviewed with City staff. The cost estimate identified in 2021 to get the City to recommended levels of service for the future program was $8.55 million (2021 dollars). This represented an addition of $2.4 million to the estimated $6.15 million in operating and capital funding provided by the tax levy in 2021.

2.2 Development of Dedicated Funding Source

The annual stormwater operating and capital budgets are currently funded through property taxes. Growth-related capital works may be funded through development charges and/or dedications from developing landowners.

Through this study, an assessment of moving to a dedicated rate-based funding source for stormwater management was undertaken. A dedicated user fee allows for costs related to stormwater management to be more fairly distributed amongst benefitting properties.

Various rate structure options were explored through the 2021 Funding Study including: flat rates, utility rates, rates based on runoff coefficients, and rates based on measured imperviousness. Based on input received from stakeholders, considerations of equity, administrative burden, etc. two rate structure options were selected for further review:

- Option 1: flat rates based on total land area, grouped by property type; and
- Option 2: rate based on the size of the property multiplied by an average runoff coefficient\(^1\).

Under both options, the properties in the City were categorized into the following groups:

- Agricultural
- Residential
  - Small – less than or equal to 0.2 acres (0.0809 hectares)
  - Medium – greater than 0.2 acres, but less than 1 acre (0.405 hectares)

\(^1\) A runoff coefficient is a factor used to calculate how much rainfall migrates from a property (or surface) and becomes stormwater runoff. A property with a high runoff coefficient would generate more stormwater runoff relative to a property with a lower runoff coefficient.
Large – greater than 1 acre

Non-Residential
  o Small/Medium – less than 1 acre
  o Large – greater than 1 acre

Note: for agricultural properties, the cost of works typically undertaken related to ditching in the past has been equal to 2% of total annual stormwater expenditures. As a result, the agricultural land areas have been adjusted by this percentage to allow for a more equitable distribution of costs.

Through the analysis, a recommendation was made to Council to implement the rate structure under option 2 (i.e., rate based on the size of the property multiplied by an average runoff coefficient). This option provides for a more equitable distribution of costs relative to option 1, given that costs are allocated based on both property size and type.

Properties to be exempt from the stormwater rate were also reviewed as part of this study. Two alternatives were reviewed for properties that may be exempt:

- Alternative 1: Government, Special Use, and Institutional School Exemptions:
  o properties on government lands, special use properties and schools would be excluded from the calculation.
- Alternative 2: Institutional School Exemption:
  o Only properties associated with schools would be excluded from the calculation.

Alternative 2 was recommended to Council given that this policy would limit exemptions only to properties that are legislatively required to be exempt. Limiting the exemptions provided assists in lowering the overall rate for all properties in the City.

2.3 Credits/Incentives

There are properties within the City that have on-site stormwater management practices. As such there is interest in establishing a mechanism for fee reductions and/or incentives to lower bills and support improved stormwater management practices. A policy scan of credit/incentive programs in other Ontario municipalities was undertaken. It was discovered that most programs are focused on non-residential
properties however, there are municipalities that provide programs for residential properties as well. Often there are limits (or “caps”) put in place for the various programs to recognize the broader costs associated with stormwater conveyance. These types of programs can add additional costs for administration which would in turn put upward pressure on the rates for all other properties.

It was determined that the type of credit/incentive program and the associated cost and impact would be analyzed through the implementation phase.

2.4 Next Steps

Based on the presentation of the above and the associated findings, Council approved the above recommendations related to the stormwater program and the rate calculations. Subsequent to Council approval, an implementation phase was to follow which would include the following:

- Establish data maintenance protocols and build a parcel database;
- Finalize the program costs that reflect the addition of new stormwater resources, including staff resources;
- Review and finalize properties that will receive exemptions from the stormwater charges;
- Review and select billing alternatives;
- Formalize credit/incentive policies and identify the cost implications;
- Develop recommended rates;
- Develop the draft by-law for Council consideration; and
- Prepare a financial model for use by City staff.

The memo provided herein provides a summary of the updated rate calculations that are recommended for implementation. It is noted that the information on credit/incentive policies and the draft by-law are provided under separate cover.
3. Rate Calculation Methodology

Rates in their simplest form can be defined as total costs to maintain the utility function divided by the expected amount of a charging parameter to be generated for the period. The charging parameter could, for example, be the volume of water consumption, number of properties, or acres of impervious area. Total costs are usually a combination of operating costs (e.g. staff costs, materials and supplies, contracted services, maintenance, administration, etc.) and capital related costs (e.g. past debt to finance capital projects, transfers to reserves to finance future expenditures, etc.). These operating and capital expenditures will vary over time. Examples of factors which will affect the expenditures over time are provided below:

Operations

- Inflation;
- Increased maintenance as system ages;
- Changes in costs reflecting level of service investments;
- Changes to Provincial legislation; and
- Changes in administration and overhead costs associated with the funding mechanism/rate structure implemented.

Capital Related

- Replacement capital needed as system ages (asset management);
- New capital emplaced or built as development occurs; and
- Financing of capital costs is a function of policy (e.g. direct financing from rates (pay as you go), debt, and user pay methods (e.g. development charges)).

The 2021 Stormwater Management Funding Study identified a preferred rate structure option for implementation based on defining properties within the City by land area, weighted by runoff coefficient. The runoff coefficient is a factor used to calculate how much rainfall migrates from a property (or surface) and becomes stormwater runoff (as opposed to infiltrating or evaporating). Under this rate structure, the runoff coefficient (specific to property categories) is applied to each individual property’s land area, thereby estimating each property’s land area weighted by the runoff coefficient. Summing the weighted areas of all properties would facilitate the calculation of a charge which can then be applied to each property’s area.
Within this rate structure, each residential property is grouped into three categories (i.e., small, medium, and large) and charged on a per property basis. Non-residential properties are grouped into two categories (i.e. small/medium and large) with the small/medium properties paying on a per property basis and the large properties based on a per hectare basis. Further, agricultural properties are calculated based on a rate per hectare basis\(^1\).

The next section provides a summary of the analysis undertaken to update the rate calculations from 2021 based on current information.

\(^1\) Note: agricultural property areas have been adjusted by a 2% weighting factor to reflect the cost of stormwater works related to ditching in agricultural areas.
4. Stormwater Rate Calculation

This section provides for the stormwater rate calculation based on the operating and capital expenditures identified in the 2024 budget. Given that these expenditures are currently funded through the tax levy, a comparison of the average “equivalent stormwater rate” relative to what is currently paid through taxes is provided at the end of this section.

4.1 2024 Capital Budget

Based on the City’s 2024 capital budget, Table 4-1 provides for the capital that is currently being funded through property taxes. Through the budget process, the City has identified approximately $4.29 million in capital expenditures related to stormwater for 2024. The capital plan addresses both growth and replacement (asset management) projects.

Table 4-1
City of Cambridge
2024 Stormwater Capital Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackbridge Rd and Bridge Reconstruction</td>
<td>1,236,000</td>
</tr>
<tr>
<td>Infrastructure Design (2024)</td>
<td>107,200</td>
</tr>
<tr>
<td>East Side Middle Block Rd Design (Fountain to NS Collector)</td>
<td>24,550</td>
</tr>
<tr>
<td>Elgin Street North Utility Relocations</td>
<td>50,000</td>
</tr>
<tr>
<td>SWM Pond 151 Rehabilitation</td>
<td>605,000</td>
</tr>
<tr>
<td>Argyle Street North and South Reconstruction</td>
<td>207,580</td>
</tr>
<tr>
<td>Glendale Place and Ash Street Reconstruction</td>
<td>261,607</td>
</tr>
<tr>
<td>Oxford St. Reconstruction</td>
<td>567,146</td>
</tr>
<tr>
<td>Albert St. Reconstruction</td>
<td>601,088</td>
</tr>
<tr>
<td>Limerick Road Design</td>
<td>101,250</td>
</tr>
<tr>
<td>Blenheim Road Reconstruction (2024)</td>
<td>102,719</td>
</tr>
<tr>
<td>Dickson St. Parking Lot Storm Improvements</td>
<td>350,000</td>
</tr>
<tr>
<td>Asset Management Plan - Phase 3</td>
<td>75,000</td>
</tr>
<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td><strong>4,289,139</strong></td>
</tr>
</tbody>
</table>

The City has identified that these expenditures will be funded through existing reserves and no debt will be issued for any of the above projects.
### 4.2 2024 Operating Budget

Table 4-2 below provides a summary of the 2024 operating budget related to stormwater:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Costs</strong></td>
<td></td>
</tr>
<tr>
<td>101680 Leaf Pickup</td>
<td></td>
</tr>
<tr>
<td>501010 Salaries and Wages</td>
<td>183,700</td>
</tr>
<tr>
<td>501011 Overtime</td>
<td>9,900</td>
</tr>
<tr>
<td>501012 Benefits</td>
<td>62,400</td>
</tr>
<tr>
<td>501023 Program Suppl &amp; Mat</td>
<td>11,400</td>
</tr>
<tr>
<td>501027 General Maint Contr</td>
<td>47,900</td>
</tr>
<tr>
<td>501049 Fleet Recovery – Exp</td>
<td>236,000</td>
</tr>
<tr>
<td>101710 Storm</td>
<td></td>
</tr>
<tr>
<td>501010 Salaries and Wages</td>
<td>423,300</td>
</tr>
<tr>
<td>501011 Overtime</td>
<td>23,000</td>
</tr>
<tr>
<td>501012 Benefits</td>
<td>139,100</td>
</tr>
<tr>
<td>501013 Other Staffing Costs</td>
<td>2,500</td>
</tr>
<tr>
<td>501018 Professional Dev</td>
<td>1,800</td>
</tr>
<tr>
<td>501023 Program Suppl &amp; Mat</td>
<td>139,100</td>
</tr>
<tr>
<td>501027 General Maint Contr</td>
<td>274,000</td>
</tr>
<tr>
<td>501049 Fleet Recovery – Exp</td>
<td>206,900</td>
</tr>
<tr>
<td>401059 Time &amp; Material Recovery - Rev</td>
<td></td>
</tr>
<tr>
<td>501010 Salaries and Wages</td>
<td>91,200</td>
</tr>
<tr>
<td>501011 Overtime</td>
<td>5,000</td>
</tr>
<tr>
<td>501012 Benefits</td>
<td>31,000</td>
</tr>
<tr>
<td>501023 Program Suppl &amp; Mat</td>
<td>1,400</td>
</tr>
<tr>
<td>501027 General Maint Contr</td>
<td>73,200</td>
</tr>
<tr>
<td>501049 Fleet Recovery – Exp</td>
<td>126,900</td>
</tr>
<tr>
<td>102810 Storm Overhead</td>
<td></td>
</tr>
<tr>
<td>501059 Time and Materials Recovery - Exp</td>
<td>166,400</td>
</tr>
<tr>
<td><strong>102820 Storm General / Admin</strong></td>
<td>-</td>
</tr>
<tr>
<td>501059 Time and Materials Recovery - Exp</td>
<td>1,483,600</td>
</tr>
<tr>
<td><strong>Sub Total Operating</strong></td>
<td>3,739,700</td>
</tr>
<tr>
<td><strong>Capital-Related</strong></td>
<td></td>
</tr>
<tr>
<td>New Growth Related Debt (Principal)</td>
<td></td>
</tr>
<tr>
<td>New Growth Related Debt (Interest)</td>
<td></td>
</tr>
<tr>
<td>New Non-Growth Related Debt (Principal)</td>
<td></td>
</tr>
<tr>
<td>New Non-Growth Related Debt (Interest)</td>
<td></td>
</tr>
<tr>
<td><strong>Transfer to Capital</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total Capital Related</strong></td>
<td>3,837,600</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>7,577,300</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>101710 Storm</td>
<td></td>
</tr>
<tr>
<td>401012 Application Fees</td>
<td>275,200</td>
</tr>
<tr>
<td>401038 Ext Recovery - Other</td>
<td>70,000</td>
</tr>
<tr>
<td><strong>Contributions from Development Charges Reserve Fund</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Contributions from Reserves / Reserve Funds</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>345,200</td>
</tr>
<tr>
<td><strong>Stormwater Billing Recovery - Total</strong></td>
<td>7,232,100</td>
</tr>
</tbody>
</table>
As noted above, approximately $3.74 million in day-to-day operating expenditures related to stormwater have been identified. In addition, there is approximately $3.84 million in transfers to capital reserves to assist in funding the capital program for stormwater. A minor recovery of $345,000 has been identified related to application fees and other external recoveries. As a result, the total amount funded from the tax levy related to stormwater for 2024 is $7.23 million.

4.3 Analysis of Stormwater Rates

As noted, stormwater expenditures are currently recovered through taxes. Based on the table above, there is approximately $7.23 million in capital and operating costs that are currently funded by property taxes. Based on the 2024 levy and the associated tax rates, this equates to approximately $110 of the total tax bill for the average residential home (assessment of $365,000) allocated to stormwater. The next section will summarize the analysis to determine what the equivalent stormwater rates would be if these expenditures were to be funded by a stormwater rate as opposed to property taxes. These equivalent stormwater rates are calculated based on the methodology established as per the 2021 Stormwater Management Funding Study.

4.3.1 Property Classification

City staff provided the updated property database for 2024, which includes all properties within the City. This property database has been developed as the master billing file to be utilized once the rate is implemented. Each property code\(^1\) was mapped to the following broad property types:

- Agricultural
- Residential
- Non-Residential
- Schools (to be exempt and removed from the calculations)

\(^1\) Property codes are designated to each property type by the Municipal Property Assessment Corporation (MPAC). These codes describe all types of Ontario property that MPAC classifies.
A detailed mapping of the property codes into these broader property types is provided in Appendix A. The properties were then grouped into the following classifications based on property area as follows:

- Agricultural
- Small residential: less than or equal to 0.2 acres (0.0809 hectares)
- Medium residential: greater than 0.2 acres and less than 1 acre (0.405 hectares)
- Large residential (equal to or greater than 1 acre)
- Small/Medium non-residential (less than 1 acre)
- Large non-residential (equal to or greater than 1 acre)
- Schools

The total existing land area for these classifications is outlined in Table 4-3 below. As noted, schools have been excluded from the calculations.

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Size Category</th>
<th>Hectares</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>&lt;=0.2 acres (0.0809 hectares)</td>
<td>1,574</td>
</tr>
<tr>
<td>Residential</td>
<td>&gt;0.2 &amp; &lt;1 acre (0.405 hectares)</td>
<td>692</td>
</tr>
<tr>
<td>Residential</td>
<td>&gt;=1 acre</td>
<td>1,067</td>
</tr>
<tr>
<td>Non-Residential</td>
<td>&lt;1 acre</td>
<td>155</td>
</tr>
<tr>
<td>Non-Residential</td>
<td>&gt;=1 acre</td>
<td>3,459</td>
</tr>
<tr>
<td>Agricultural</td>
<td>All Property Sizes</td>
<td>2,437</td>
</tr>
<tr>
<td><strong>Total Area (hectares)</strong></td>
<td></td>
<td><strong>9,384</strong></td>
</tr>
</tbody>
</table>

### 4.3.2 Land Area Weighting

Adjustments have been applied to the residential and agricultural property categories as follows:

**Agricultural Properties**

For agricultural properties, the cost of works typically undertaken related to ditching in the past has been equal to 2% of total annual stormwater expenditures. Therefore, the agricultural land areas have been adjusted by this percentage. This provides for a more equitable distribution of costs.
Residential Properties

For residential properties, the land area has been adjusted based on the average acres per property. The small residential properties average 0.04 hectares (0.11 acres). The medium and large properties were then assessed based on the average size within the medium/large property categories relative to the size of a small property. Based on this comparison, medium properties are on average three times the size of small properties. Large properties ranged significantly in size, and therefore were capped at 10 times the size of a small property for the purposes of the weighting calculation.

Table 4-4 below provides a summary of the weighting of residential properties:

<table>
<thead>
<tr>
<th>Residential Property Type</th>
<th>Size</th>
<th>Total Number of Properties</th>
<th>Total Property Size (hectares)</th>
<th>Average Hectares per Property</th>
<th>Relationship to Small Property*</th>
<th>Total Weighted property Size (hectares)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>&lt;=0.2 acres (0.0809 hectares)</td>
<td>35,339</td>
<td>1,574</td>
<td>0.04</td>
<td>1</td>
<td>1,574</td>
</tr>
<tr>
<td>Medium</td>
<td>&gt;0.2 &amp; &lt;1 acre (0.405 hectares)</td>
<td>5,295</td>
<td>692</td>
<td>0.13</td>
<td>3</td>
<td>707</td>
</tr>
<tr>
<td>Large</td>
<td>&gt;=1 acre</td>
<td>725</td>
<td>1,067</td>
<td>1.47</td>
<td>10</td>
<td>323</td>
</tr>
</tbody>
</table>

*Relationship of residential large properties to small properties is capped at 10 times the size of a small property

The next step in the calculation process is to apply the runoff coefficient to the different property types. As noted above, runoff coefficients approximate the proportion of rainwater that runs off a property that is not absorbed by the ground. Property types that tend to have larger building footprints or larger paved areas relative to the parcel size have higher runoff coefficients, given that they generate more stormwater runoff. The more runoff a property generates, the larger the cost that property imposes on the City’s stormwater system.

Table 4-5 below provides for the runoff coefficients that have been applied to the various property categories:
These runoff coefficients were applied to the weighted land areas in Table 4-3 to provide for the area weighted by runoff coefficient. It is noted that for the purposes of the rate calculations, all categories need to be normalized to a common basis. As a result, all weighted land areas have been normalized relative to the non-residential runoff coefficient. These relationships are noted in the table below:

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Size Category</th>
<th>Runoff Coefficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>&lt;=0.2 acres (0.0809 hectares)</td>
<td>0.56</td>
</tr>
<tr>
<td>Residential</td>
<td>&gt;0.2 &amp; &lt;1 acre (0.405 hectares)</td>
<td>0.56</td>
</tr>
<tr>
<td>Residential</td>
<td>&gt;=1 acre</td>
<td>0.56</td>
</tr>
<tr>
<td>Non-Residential</td>
<td>&lt;1 acre</td>
<td>0.95</td>
</tr>
<tr>
<td>Non-Residential</td>
<td>&gt;=1 acre</td>
<td>0.95</td>
</tr>
<tr>
<td>Agricultural (2%)</td>
<td>All Property Sizes</td>
<td>0.2</td>
</tr>
</tbody>
</table>

As a result of the above, the weighted land area used in the denominator of the stormwater management rate calculations is 5,159 hectares.

### 4.4 Stormwater Rates

This section provides a summary of the equivalent stormwater rates based on the above land areas by property type and the 2024 stormwater budget.
Based on the stormwater budget identified in Section 4.2, the City is currently recovering $7.23 million related to stormwater from the property tax levy. To provide for the equivalent stormwater rate, this recovery is divided into the total land area weighted by runoff coefficient noted above in Table 4-6. Based on the calculation in Table 4-7, this provides for a rate per weighted area of $1,402.

Table 4-7
City of Cambridge
Equivalent Stormwater Rate Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Stormwater Billing Recovery</td>
<td>7,232,100</td>
</tr>
<tr>
<td>Total Area Weighted by Runoff Coefficient (Normalized)</td>
<td>5,159</td>
</tr>
<tr>
<td>Rate per Weighted Area</td>
<td>$1,401.86</td>
</tr>
</tbody>
</table>

Given the property types that were established through the 2021 Stormwater Funding Study and utilizing the rate per weighted area in Table 4-6, the following table provides the rate forecast for the different property types:

Table 4-8
City of Cambridge
Equivalent 2024 Stormwater Rate by Category

<table>
<thead>
<tr>
<th>Rates by Category</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential &lt;=0.2 acres (flat rate)</td>
<td>$36.79</td>
</tr>
<tr>
<td>Residential &gt;0.2 &amp; &lt;1 acre (flat rate)</td>
<td>$110.38</td>
</tr>
<tr>
<td>Residential &gt;=1 acre (flat rate)</td>
<td>$367.95</td>
</tr>
<tr>
<td>Non-Residential &lt;1 acre (flat rate)</td>
<td>$183.92</td>
</tr>
<tr>
<td>Non-Residential &gt;= 1 acre (rate per hectare)</td>
<td>$1,401.86</td>
</tr>
<tr>
<td>Agricultural (per hectare)</td>
<td>$5.90</td>
</tr>
</tbody>
</table>

Table 4-9 provides the annual stormwater bill impacts that could be expected by the average property in the different categories. This figure also provides a comparison of the bill impacts under the current property tax funding model relative to the bill impacts with a dedicated stormwater rate.
Table 4-9  
City of Cambridge  
Equivalent Stormwater Management Rate Bill Impact

<table>
<thead>
<tr>
<th>Property Category</th>
<th>Average Assessment</th>
<th>Portion of Tax Bill Related to Stormwater</th>
<th>Average Stormwater Management Rate Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential &lt;=0.2 acres (0.0809 hectares)</td>
<td>$365,000</td>
<td>$111</td>
<td>$37</td>
</tr>
<tr>
<td>Residential &gt;0.2 &amp; &lt;1 acre (0.405 hectares)</td>
<td>$431,000</td>
<td>$131</td>
<td>$110</td>
</tr>
<tr>
<td>Residential &gt;=1 acre</td>
<td>$761,000</td>
<td>$231</td>
<td>$368</td>
</tr>
<tr>
<td>Non-Residential &lt;1 acre</td>
<td>$540,000</td>
<td>$319</td>
<td>$184</td>
</tr>
<tr>
<td>Non-Residential &gt;=1 acre*</td>
<td>$2,300,000</td>
<td>$1,358</td>
<td>$1,747</td>
</tr>
<tr>
<td>Agricultural**</td>
<td>$30,000</td>
<td>$2.26</td>
<td>$2.39</td>
</tr>
</tbody>
</table>

*Average assessment based on property 3.08 acres (1.2464 hectares)  
**Average assessment based on property 1 acre (0.4047 hectares)

The graph in Figure 4-1 provides a comparison of how stormwater costs are shared between residential, non-residential, and agricultural properties under the City’s current cost recovery model (i.e. property taxes) versus the stormwater rate calculated above. Based on the graph, there is a shift in the cost allocation from residential to non-residential properties with agricultural properties funding a smaller share under the rate approach. This is consistent with the share of impervious areas across the City associated with non-residential properties. Moving to a dedicated stormwater rate provides for a more equitable distribution of costs across property owners and the relative share of the runoff generated by different property types.
Figure 4-1
City of Cambridge
Cost Share between Residential, Non-Residential, and Agricultural Properties

*Although 2% of the costs relate to ditching and drainage in the rural areas, due to weighting the properties by the runoff coefficient, as well as the relative perviousness of agricultural land, the overall share of the stormwater management costs borne by agricultural properties is less than 1%.
5. 2025 Stormwater Rates and Beyond

5.1 Overview

It is anticipated that detailed stormwater rate forecasts for future years will be updated on a periodic basis (e.g. every five years). To undertake the rate analysis and forecast, staff would complete a detailed review of the capital and operating budgets for stormwater management and prepare 10-year rate forecasts similar to the process utilized for forecasting water and wastewater rates for the City. A detailed review will provide for an analysis of the operating and capital costs, including costs required due to asset management.

In the interim years between rate studies, City staff will review the capital and operating budgets on a yearly basis and recommend rate changes through the annual budget process.

The following section summarizes the rate forecast that was developed as part of the 2021 Stormwater Management Funding Study. The recommended rates for implementation in 2025 have been provided at the end of this section for consideration.

5.2 Forecasts from the 2021 Stormwater Management Funding Study

5.2.1 Operating Forecast

The detailed operating forecast was developed and presented in 2022 dollars as part of the 2021 Stormwater Management Funding Study. The operating expenditures identified in the study include the following:

- Regular inspections of stormwater infrastructure;
- Catch basin cleaning;
- Routine pond maintenance;
- Street sweeping;
- Leaf pickup;
- Staffing costs and related recoveries;
- Recovery of indirect overhead costs; etc.
As part of the rate analysis, inflationary adjustments were applied to the expenditures. For operating expenditures, an annual inflation rate of 2% was applied, reflective of the average annual increase in the Canadian Consumer Price Index over the period 2010-2020. Day-to-day operating expenditures were forecasted to grow from $3.76 million in 2022 to $4.50 million by 2031.

5.2.2 Capital Forecast

Similar to the operating forecast, the capital forecast was developed by Wood to target the desired levels of service that were recommended by the Stormwater Advisory Committee. The following capital investments were identified as part of the 2021 Stormwater Management Funding Study:

- Annual storm sewer system improvements;
- Stormwater management pond cleaning;
- Hydraulic structure upgrades/replacement
- Repair/replace inlet/outfalls;
- Investments in clearing the current storm sewer system improvement backlog;
- Stormwater management master plan update; and
- Various growth-related expenditures identified through the development charges study.

Capital expenditures were indexed at a rate of 2% annually based on the non-residential building construction price index over the period 2010-2020. Annual expenditures (in inflated dollars) varied from a low of $5.98 million to a high of $13.81 million over the 2022 to 2031 forecast period. The total capital expenditures anticipated over this time period was $76.59 million, of which $9.95 million were growth-related expenditures (i.e. development charge eligible) and $66.64 million were non-growth-related.

Based on the capital forecast identified over the forecast period, various capital financing sources were considered. Of the growth-related expenditures, approximately $2.32 million were anticipated to be funded by existing development charge reserves and $7.63 million were to be funded by growth-related debt. These expenditures would not have an impact on the stormwater rates given that funding is provided through development charge revenues.
Of the non-growth related expenditures, approximately $60.74 million was anticipated to be funded through transfers from the operating budget (i.e. rate revenue) to the stormwater reserve. The remaining $5.90 million was anticipated to be funded with debt.

The following table provides for the total operating related and capital related expenditures that were forecasted for the 2022 to 2031 period (note: capital related expenditures include transfers to reserves and annual debt payments):

![Figure 5-1](image)

These forecasted amounts were utilized to determine the stormwater rate forecast discussed below.
5.2.3 Forecasted Rates

Based on the operating and capital forecast identified in the 2021 Stormwater Management Funding Study, the following provides for the rate forecast identified based on property type:

Table 5-1
City of Cambridge
Stormwater Rate Forecast from 2021 Stormwater Management Funding Study

<table>
<thead>
<tr>
<th>Rates by Category</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential &lt;=0.2 acres (flat rate)</td>
<td>$41</td>
<td>$45</td>
<td>$49</td>
<td>$53</td>
<td>$58</td>
<td>$59</td>
<td>$60</td>
<td>$61</td>
<td>$61</td>
<td>$62</td>
</tr>
<tr>
<td>Residential &gt;0.2 &amp; &lt;1 acre (flat rate)</td>
<td>$122</td>
<td>$134</td>
<td>$146</td>
<td>$160</td>
<td>$175</td>
<td>$177</td>
<td>$180</td>
<td>$182</td>
<td>$184</td>
<td>$187</td>
</tr>
<tr>
<td>Residential &gt;=1 acre (flat rate)</td>
<td>$408</td>
<td>$446</td>
<td>$487</td>
<td>$532</td>
<td>$582</td>
<td>$590</td>
<td>$598</td>
<td>$607</td>
<td>$615</td>
<td>$623</td>
</tr>
<tr>
<td>Non-Residential &lt;1 acre (flat rate)</td>
<td>$182</td>
<td>$198</td>
<td>$217</td>
<td>$237</td>
<td>$259</td>
<td>$263</td>
<td>$266</td>
<td>$270</td>
<td>$274</td>
<td>$277</td>
</tr>
<tr>
<td>Non-Residential &gt;= 1 acre (rate per hectare)</td>
<td>$1,426</td>
<td>$1,557</td>
<td>$1,701</td>
<td>$1,860</td>
<td>$2,035</td>
<td>$2,062</td>
<td>$2,090</td>
<td>$2,119</td>
<td>$2,147</td>
<td>$2,177</td>
</tr>
<tr>
<td>Agricultural (per hectare)</td>
<td>$6</td>
<td>$7</td>
<td>$7</td>
<td>$8</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
</tr>
<tr>
<td>Annual Percentage Change</td>
<td>9%</td>
<td>9%</td>
<td>9%</td>
<td>9%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
</tr>
</tbody>
</table>

Based on the recommendations of the study, these rates were to be updated and put in place through the implementation phase.

5.3 Recommended Rates for 2025

Although a rate forecast was established as part of the 2021 Stormwater Management Funding Study, the information from this report will need to be updated to reflect updated capital and operating costs arising from changes in legislation (e.g. asset management requirements, climate change initiatives, etc.). As such, it is recommended that the City apply inflation to the equivalent 2024 stormwater rate calculated in Section 4 of this report to establish the 2025 stormwater rate. Subsequent to this, it is recommended that the City undertake an updated review of the 10-year rate forecast upon completion of the stormwater rate implementation.

Based on the preliminary forecast of 2025 capital and operating expenditures identified by the City, it is anticipated that inflationary pressures would result in a 5% increase in expenditures from 2024 to 2025. Based on this, the following stormwater rates are provided for consideration for implementation as of January 1, 2025:
### Table 5-2
City of Cambridge
2025 Stormwater Rates by Category

<table>
<thead>
<tr>
<th>Rates by Category</th>
<th>2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential &lt;= 0.2 acres (flat rate)</td>
<td>$38.63</td>
</tr>
<tr>
<td>Residential &gt; 0.2 &amp; &lt; 1 acre (flat rate)</td>
<td>$115.89</td>
</tr>
<tr>
<td>Residential &gt;= 1 acre (flat rate)</td>
<td>$386.30</td>
</tr>
<tr>
<td>Non-Residential &lt; 1 acre (flat rate)</td>
<td>$193.10</td>
</tr>
<tr>
<td>Non-Residential &gt;= 1 acre (rate per hectare)</td>
<td>$1,471.79</td>
</tr>
<tr>
<td>Agricultural (per hectare)</td>
<td>$6.20</td>
</tr>
</tbody>
</table>
Appendix A
Property Code Summary
## Appendix A: Property Code Summary

### City of Cambridge Property Code Summary

<table>
<thead>
<tr>
<th>Property Code</th>
<th>Description</th>
<th>Classification</th>
<th>Total Properties</th>
<th>Total Site Area (Hectares)</th>
<th>Number of Propertiers</th>
<th>Total Hectares</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Vacant residential land not on water</td>
<td>Residential</td>
<td>1,238</td>
<td>469 (0.009 ha)</td>
<td>32.0</td>
<td>28.2</td>
</tr>
<tr>
<td>002</td>
<td>Conservation authority land</td>
<td>Non-Residential</td>
<td>37</td>
<td>357 (0.007 ha)</td>
<td>11</td>
<td>2.3</td>
</tr>
<tr>
<td>003</td>
<td>Municipal park (excludes provincial parks, federal parks, campgrounds)</td>
<td>Non-Residential</td>
<td>89</td>
<td>245 (0.012 ha)</td>
<td>68</td>
<td>0.5</td>
</tr>
<tr>
<td>004</td>
<td>Vacant commercial land</td>
<td>Non-Residential</td>
<td>67</td>
<td>42 (0.016 ha)</td>
<td>23</td>
<td>0.8</td>
</tr>
<tr>
<td>005</td>
<td>Vacant industrial land</td>
<td>Non-Residential</td>
<td>113</td>
<td>256 (0.13 ha)</td>
<td>76</td>
<td>0.6</td>
</tr>
<tr>
<td>006</td>
<td>Multi-residential vacant land</td>
<td>Residential</td>
<td>25</td>
<td>18 (0.02 ha)</td>
<td>18</td>
<td>0.1</td>
</tr>
<tr>
<td>007</td>
<td>Condominium development land—residential</td>
<td>Residential</td>
<td>3</td>
<td>7 (0.003 ha)</td>
<td>3</td>
<td>0.3</td>
</tr>
<tr>
<td>008</td>
<td>Residential development land</td>
<td>Residential</td>
<td>12</td>
<td>37 (0.002 ha)</td>
<td>10</td>
<td>0.4</td>
</tr>
<tr>
<td>009</td>
<td>Townhouse block—freehold units</td>
<td>Residential</td>
<td>34</td>
<td>12 (0.23 ha)</td>
<td>6.2</td>
<td>3.4</td>
</tr>
<tr>
<td>010</td>
<td>Non-buildable land (walkways, buffer/berm, storm water management pond, etc.)</td>
<td>Non-Residential</td>
<td>179</td>
<td>121 (0.87 ha)</td>
<td>48</td>
<td>2.4</td>
</tr>
<tr>
<td>011</td>
<td>Land designated and zoned for open space</td>
<td>Non-Residential</td>
<td>137</td>
<td>341 (1.8 ha)</td>
<td>90</td>
<td>5.6</td>
</tr>
<tr>
<td>012</td>
<td>Vacant land condominium (residential)—defined</td>
<td>Residential</td>
<td>1</td>
<td>3 (0.001 ha)</td>
<td>1</td>
<td>2.8</td>
</tr>
<tr>
<td>013</td>
<td>Farm property, without any buildings/structures</td>
<td>Agriculture</td>
<td>5</td>
<td>125 (0.005 ha)</td>
<td>5</td>
<td>1.3</td>
</tr>
<tr>
<td>014</td>
<td>Farm with residence—with or without secondary structures; no farm outbuildings</td>
<td>Agriculture</td>
<td>2</td>
<td>6 (0.002 ha)</td>
<td>2</td>
<td>0.9</td>
</tr>
<tr>
<td>015</td>
<td>Farm with residence—with or without secondary structures; with farm outbuildings</td>
<td>Agriculture</td>
<td>12</td>
<td>234 (0.012 ha)</td>
<td>12</td>
<td>2.3</td>
</tr>
<tr>
<td>016</td>
<td>Farm without residence—with commercial/industrial operation</td>
<td>Agriculture</td>
<td>3</td>
<td>36 (0.003 ha)</td>
<td>3</td>
<td>0.9</td>
</tr>
<tr>
<td>017</td>
<td>Farm with residence—with commercial/industrial operation</td>
<td>Agriculture</td>
<td>4</td>
<td>111 (0.004 ha)</td>
<td>4</td>
<td>1.1</td>
</tr>
<tr>
<td>018</td>
<td>Intensive farm operation—with residence</td>
<td>Agriculture</td>
<td>1</td>
<td>2 (0.001 ha)</td>
<td>1</td>
<td>0.2</td>
</tr>
<tr>
<td>019</td>
<td>Large scale poultry operation</td>
<td>Agriculture</td>
<td>2</td>
<td>2 (0.002 ha)</td>
<td>2</td>
<td>0.7</td>
</tr>
<tr>
<td>020</td>
<td>Managed forest property, vacant land not on water</td>
<td>Agriculture</td>
<td>1</td>
<td>10 (0.001 ha)</td>
<td>1</td>
<td>0.1</td>
</tr>
<tr>
<td>021</td>
<td>Managed forest property, residence not on water</td>
<td>Agriculture</td>
<td>2</td>
<td>20 (0.002 ha)</td>
<td>2</td>
<td>0.9</td>
</tr>
<tr>
<td>022</td>
<td>Vacant residential/commercial/industrial land</td>
<td>Agriculture</td>
<td>47</td>
<td>910 (0.46 ha)</td>
<td>46</td>
<td>0.2</td>
</tr>
<tr>
<td>023</td>
<td>Land owned by a non-farmer improved with a non-farm residence with a portion being farmed</td>
<td>Agriculture</td>
<td>42</td>
<td>781 (0.42 ha)</td>
<td>42</td>
<td>0.7</td>
</tr>
<tr>
<td>024</td>
<td>Land owned by a farmer improved with a non-farm residence with a portion being farmed</td>
<td>Agriculture</td>
<td>4</td>
<td>94 (0.04 ha)</td>
<td>4</td>
<td>0.2</td>
</tr>
<tr>
<td>025</td>
<td>Single family detached (not on water)</td>
<td>Residential</td>
<td>29,246</td>
<td>2,213 (24477 ha)</td>
<td>4353 (416)</td>
<td>1,238.5</td>
</tr>
<tr>
<td>026</td>
<td>More than one structure used for residential purposes with at least one of the structures</td>
<td>Residential</td>
<td>27</td>
<td>21 (1.1)</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>027</td>
<td>Residence with a commercial unit</td>
<td>Non-Residential</td>
<td>80</td>
<td>11 (0.44 ha)</td>
<td>31</td>
<td>2.4</td>
</tr>
<tr>
<td>028</td>
<td>Residence with a commercial/industrial use</td>
<td>Non-Residential</td>
<td>12</td>
<td>4 (0.1 ha)</td>
<td>8</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Figures A-1 and A-2 should replace the Property Code Summary from the previous report. The new figures are based on the Cambridge Stormwater Rate Report guidelines.
### Figure A-1 (Cont’d)

<table>
<thead>
<tr>
<th>Property Code</th>
<th>Description</th>
<th>Property Classification</th>
<th>Total Properties</th>
<th>Total Site Area (Hectares)</th>
<th>Number of Propertiers</th>
<th>Total Hectares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>305</td>
<td>Link home—homes linked together at the footing or foundation by a wall above or below</td>
<td>Residential</td>
<td>284</td>
<td>10</td>
<td>282</td>
<td>2</td>
</tr>
<tr>
<td>306</td>
<td>Freehold townhouse/row house—more than two units in a row with separate ownership</td>
<td>Residential</td>
<td>1,769</td>
<td>70</td>
<td>1745</td>
<td>7</td>
</tr>
<tr>
<td>311</td>
<td>Semi-detached residential—two residential homes sharing a common centre wall</td>
<td>Residential</td>
<td>3,453</td>
<td>127</td>
<td>3386</td>
<td>67</td>
</tr>
<tr>
<td>313</td>
<td>Single family detached on water—year-round</td>
<td>Residential</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>314</td>
<td>Semi-detached residence with both units under one ownership—two residential homes sharing a common centre wall</td>
<td>Residential</td>
<td>164</td>
<td>15</td>
<td>116</td>
<td>47</td>
</tr>
<tr>
<td>315</td>
<td>Typically a Duplex—residential structure with two self-contained units</td>
<td>Residential</td>
<td>713</td>
<td>50</td>
<td>560</td>
<td>149</td>
</tr>
<tr>
<td>316</td>
<td>Residential property with three self-contained units</td>
<td>Residential</td>
<td>118</td>
<td>9</td>
<td>92</td>
<td>26</td>
</tr>
<tr>
<td>317</td>
<td>Residential property with four self-contained units</td>
<td>Residential</td>
<td>97</td>
<td>8</td>
<td>55</td>
<td>41</td>
</tr>
<tr>
<td>318</td>
<td>Residential property with five self-contained units</td>
<td>Residential</td>
<td>27</td>
<td>2</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>319</td>
<td>Residential property with six self-contained units</td>
<td>Residential</td>
<td>44</td>
<td>5</td>
<td>13</td>
<td>31</td>
</tr>
<tr>
<td>320</td>
<td>Multi-residential, with seven or more self-contained units (excludes row-housing)</td>
<td>Residential</td>
<td>168</td>
<td>82</td>
<td>1</td>
<td>101</td>
</tr>
<tr>
<td>321</td>
<td>Multi-residential, with seven or more self-contained residential units, with small</td>
<td>Residential</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>322</td>
<td>Row housing, with three to six units under single ownership</td>
<td>Residential</td>
<td>93</td>
<td>9</td>
<td>38</td>
<td>55</td>
</tr>
<tr>
<td>323</td>
<td>Row housing, with seven or more units under single ownership</td>
<td>Residential</td>
<td>38</td>
<td>26</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>324</td>
<td>Non-owner occupied house—rental by room/bedroom; tenant(s) share a kitchen</td>
<td>Residential</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>325</td>
<td>Group home as defined in Claus 240(1) of the Municipal Act, 2001—a residence licensed or funded under a federal or provincial statute for the accommodation of three to ten persons, exclusive of staff, living under supervision in a single housekeeping unit and who, by reason of their emotional, mental, social or physical condition or legal status, require a group living arrangement for their well being</td>
<td>Residential</td>
<td>18</td>
<td>2</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>326</td>
<td>Student housing (off campus) — residential property licensed for rental by students</td>
<td>Residential</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>327</td>
<td>Vacant land condominium (residential) improved—condo plan registered against the</td>
<td>Residential</td>
<td>111</td>
<td>2</td>
<td>110</td>
<td>1</td>
</tr>
<tr>
<td>328</td>
<td>Residential condominium unit</td>
<td>Residential</td>
<td>3,653</td>
<td>113</td>
<td>3455</td>
<td>186</td>
</tr>
<tr>
<td>329</td>
<td>Cooperative housing—non-equity: Non-equity co-op corporations are not owned by individual shareholders; the shares are often owned by groups such as unions or non-profit organizations which provide housing to the people they serve. The members who occupy the co-operative building do not hold equity in the corporation. Members are charged housing costs as a result of occupying a unit</td>
<td>Residential</td>
<td>8</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Property Code</td>
<td>Description</td>
<td>Property Classification</td>
<td>Total Properties</td>
<td>Total Site Area (Hectares)</td>
<td>Number of Properties</td>
<td>Total Hectares</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>------------------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>380</td>
<td>Residential common elements condominium corporation – consists only of the common</td>
<td>Residential</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>381</td>
<td>Mobile home park—more than one mobile home on a parcel of land, which is a mobile</td>
<td>Residential</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>391</td>
<td>Seasonal recreational dwelling—first tier on</td>
<td>Residential</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>400</td>
<td>Small office building (generally single tenant or owner occupied under 7,500 s.f.)</td>
<td>Non-Residential</td>
<td>38</td>
<td>8</td>
<td>11</td>
<td>22</td>
</tr>
<tr>
<td>401</td>
<td>Small medical/dental building (generally single tenant or owner occupied under 7,500 s.f.)</td>
<td>Non-Residential</td>
<td>16</td>
<td>2</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>402</td>
<td>Large office building (generally multi-tenanted, over 7,500 s.f.)</td>
<td>Non-Residential</td>
<td>35</td>
<td>60</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>403</td>
<td>Large medical/dental building (generally multi-tenanted over 7,500 s.f.)</td>
<td>Non-Residential</td>
<td>8</td>
<td>5</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>405</td>
<td>Office use converted from house</td>
<td>Non-Residential</td>
<td>76</td>
<td>7</td>
<td>47</td>
<td>28</td>
</tr>
<tr>
<td>406</td>
<td>Retail use converted from house</td>
<td>Non-Residential</td>
<td>40</td>
<td>3</td>
<td>30</td>
<td>9</td>
</tr>
<tr>
<td>407</td>
<td>Neighbourhood shopping centre—more than 2 stores attached, under one ownership, with anchor: generally less than 7,500 s.f.</td>
<td>Non-Residential</td>
<td>9</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>408</td>
<td>Large retail building centre, generally greater than 7,500 s.f.</td>
<td>Non-Residential</td>
<td>1</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>409</td>
<td>Regional shopping centre</td>
<td>Non-Residential</td>
<td>1</td>
<td>22</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>410</td>
<td>Small service/car or truck wash</td>
<td>Non-Residential</td>
<td>48</td>
<td>16</td>
<td>5</td>
<td>33</td>
</tr>
<tr>
<td>411</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
<td>11</td>
<td>13</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>412</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>413</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
<td>66</td>
<td>70</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>414</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>415</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>416</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
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<td>4</td>
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<td>2</td>
</tr>
<tr>
<td>417</td>
<td>Non-Residential</td>
<td>Non-Residential</td>
<td>3</td>
<td>13</td>
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</table>

Figure A-1 (Cont’d)
<table>
<thead>
<tr>
<th>Property Code</th>
<th>Description</th>
<th>Property Classification</th>
<th>Total Properties</th>
<th>Total Site Area (Hectares)</th>
<th>Number of Proprietors</th>
<th>Total Hectares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>439</td>
<td>Neighbourhood shopping centre with offices</td>
<td>Non-Residential</td>
<td>3</td>
<td>3</td>
<td>0.0</td>
<td>3.1</td>
</tr>
<tr>
<td>441</td>
<td>Tavern/public house/small hotel</td>
<td>Non-Residential</td>
<td>6</td>
<td>1</td>
<td>0</td>
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</tr>
<tr>
<td>444</td>
<td>Full service hotel</td>
<td>Non-Residential</td>
<td>4</td>
<td>16</td>
<td>0</td>
<td>15.7</td>
</tr>
<tr>
<td>445</td>
<td>Limited service hotel</td>
<td>Non-Residential</td>
<td>6</td>
<td>10</td>
<td>0</td>
<td>8.7</td>
</tr>
<tr>
<td>471</td>
<td>Retail or office with residential unit(s) above or behind—less than 10,000 s.f. gross building area (GBA), street or onsite parking, with 6 or less apartments, older downtown core</td>
<td>Non-Residential</td>
<td>123</td>
<td>7</td>
<td>96</td>
<td>1.0</td>
</tr>
<tr>
<td>472</td>
<td>Retail or office with residential unit(s) above or behind—greater than 10,000 s.f. GBA, street or onsite parking, with 7 or more apartments, older Non-Residential</td>
<td>25</td>
<td>3</td>
<td>9</td>
<td>15</td>
<td>0.5</td>
</tr>
<tr>
<td>473</td>
<td>Retail with more than one non-retail use</td>
<td>Non-Residential</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0.1</td>
</tr>
<tr>
<td>477</td>
<td>GBA with offices above</td>
<td>Non-Residential</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>0.1</td>
</tr>
<tr>
<td>478</td>
<td>GBA with offices above</td>
<td>Non-Residential</td>
<td>7</td>
<td>2</td>
<td>2</td>
<td>0.1</td>
</tr>
<tr>
<td>480</td>
<td>Surface parking lot—excludes parking facilities that are used in conjunction with another Non-Residential</td>
<td>20</td>
<td>6</td>
<td>5</td>
<td>11</td>
<td>0.2</td>
</tr>
<tr>
<td>482</td>
<td>Surface parking lot—used in conjunction with another property</td>
<td>Non-Residential</td>
<td>19</td>
<td>6</td>
<td>8</td>
<td>0.4</td>
</tr>
<tr>
<td>485</td>
<td>Driving range/golf course—stand alone, not part of a regulation golf course</td>
<td>Agriculture</td>
<td>1</td>
<td>10</td>
<td>0</td>
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<tr>
<td>490</td>
<td>Golf course</td>
<td>Agriculture</td>
<td>3</td>
<td>95</td>
<td>0</td>
<td>94.5</td>
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<tr>
<td>496</td>
<td>Communication buildings</td>
<td>Non-Residential</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>0.8</td>
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<tr>
<td>503</td>
<td>Sawmill/lumber mill</td>
<td>Non-Residential</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>510</td>
<td>Heavy manufacturing (non-automotive)</td>
<td>Non-Residential</td>
<td>3</td>
<td>45</td>
<td>0</td>
<td>45.5</td>
</tr>
<tr>
<td>512</td>
<td>Cement/asphalt manufacturing plant</td>
<td>Non-Residential</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>6.3</td>
</tr>
<tr>
<td>514</td>
<td>Automotive assembly plant</td>
<td>Non-Residential</td>
<td>1</td>
<td>145</td>
<td>0</td>
<td>145.3</td>
</tr>
<tr>
<td>516</td>
<td>Automotive parts production plant</td>
<td>Non-Residential</td>
<td>2</td>
<td>24</td>
<td>0</td>
<td>24.4</td>
</tr>
<tr>
<td>517</td>
<td>Specialty steel production (mini-mills)</td>
<td>Non-Residential</td>
<td>1</td>
<td>14</td>
<td>0</td>
<td>13.7</td>
</tr>
<tr>
<td>520</td>
<td>Standard industrial properties not specifically identified by other industrial property codes</td>
<td>Non-Residential</td>
<td>337</td>
<td>493</td>
<td>15</td>
<td>478.2</td>
</tr>
<tr>
<td>522</td>
<td>Process elevators—floor mills, oilseed crushing, malt houses</td>
<td>Non-Residential</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1.8</td>
</tr>
<tr>
<td>528</td>
<td>Food processing plant</td>
<td>Non-Residential</td>
<td>5</td>
<td>34</td>
<td>0</td>
<td>33.7</td>
</tr>
<tr>
<td>530</td>
<td>Warehouse</td>
<td>Non-Residential</td>
<td>82</td>
<td>152</td>
<td>0</td>
<td>150.1</td>
</tr>
<tr>
<td>531</td>
<td>Min-warehousing</td>
<td>Non-Residential</td>
<td>10</td>
<td>11</td>
<td>0</td>
<td>11.0</td>
</tr>
<tr>
<td>540</td>
<td>Other industrial (all other types not specifically identified by other industrial property codes)</td>
<td>Non-Residential</td>
<td>112</td>
<td>149</td>
<td>3</td>
<td>141.0</td>
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<tr>
<td>544</td>
<td>Truck terminal</td>
<td>Non-Residential</td>
<td>1</td>
<td>5</td>
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<td>5.0</td>
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<tr>
<td>545</td>
<td>Distribution Centre</td>
<td>Non-Residential</td>
<td>1</td>
<td>37</td>
<td>0</td>
<td>37.0</td>
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<tr>
<td>558</td>
<td>Hydro One transformer station</td>
<td>Non-Residential</td>
<td>2</td>
<td>9</td>
<td>0</td>
<td>9.0</td>
</tr>
<tr>
<td>560</td>
<td>MEU transformer station</td>
<td>Non-Residential</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>561</td>
<td>Hydro One right-of-way</td>
<td>Non-Residential</td>
<td>7</td>
<td>20</td>
<td>0</td>
<td>20.0</td>
</tr>
<tr>
<td>566</td>
<td>Private transformer station</td>
<td>Non-Residential</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0.0</td>
</tr>
<tr>
<td>575</td>
<td>Industrial condominium</td>
<td>Non-Residential</td>
<td>8</td>
<td>6</td>
<td>0</td>
<td>6.0</td>
</tr>
<tr>
<td>576</td>
<td>Aerospace Manufacturing Plant</td>
<td>Non-Residential</td>
<td>2</td>
<td>10</td>
<td>0</td>
<td>10.0</td>
</tr>
<tr>
<td>577</td>
<td>Pharmaceutical Manufacturing Plant</td>
<td>Non-Residential</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
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<tr>
<td>578</td>
<td>Data Centre</td>
<td>Non-Residential</td>
<td>1</td>
<td>11</td>
<td>0</td>
<td>11.0</td>
</tr>
<tr>
<td>580</td>
<td>Industrial mail</td>
<td>Non-Residential</td>
<td>114</td>
<td>151</td>
<td>0</td>
<td>147.5</td>
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<tr>
<td>Property Code</td>
<td>Description</td>
<td>Property Classification</td>
<td>Total Properties</td>
<td>Total Site Area (Hectares)</td>
<td>Number of Propertiers</td>
<td>Total Hectares</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>-------------------------</td>
<td>------------------</td>
<td>---------------------------</td>
<td>-----------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>585</td>
<td>Closed Landfill/Waste Disposal Site</td>
<td>Non-Residential</td>
<td>1</td>
<td>105</td>
<td>4</td>
<td>0.2</td>
</tr>
<tr>
<td>590</td>
<td>Water treatment/irrigation/water towers/pumping site</td>
<td>Non-Residential</td>
<td>30</td>
<td>20</td>
<td>12</td>
<td>0.5</td>
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<tr>
<td>591</td>
<td>Sewage treatment/waste pumping/waste</td>
<td>Non-Residential</td>
<td>9</td>
<td>2</td>
<td>5</td>
<td>0.2</td>
</tr>
<tr>
<td>592</td>
<td>Railway rights of way</td>
<td>Non-Residential</td>
<td>24</td>
<td>49</td>
<td>0</td>
<td>1.0</td>
</tr>
<tr>
<td>598</td>
<td>Railway buildings and lands described as assessable in the Assessment Act</td>
<td>Non-Residential</td>
<td>18</td>
<td>22</td>
<td>0</td>
<td>1.1</td>
</tr>
<tr>
<td>601</td>
<td>Post-secondary education—university; community college, etc.</td>
<td>Non-Residential</td>
<td>4</td>
<td>72</td>
<td>0</td>
<td>0.7</td>
</tr>
<tr>
<td>605</td>
<td>School—elementary or secondary, including School</td>
<td>Non-Residential</td>
<td>54</td>
<td>178</td>
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</tr>
<tr>
<td>609</td>
<td>Daycare</td>
<td>Non-Residential</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>0.7</td>
</tr>
<tr>
<td>610</td>
<td>Other educational institution, e.g. schools for the blind, deaf, special education, training</td>
<td>Non-Residential</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0.1</td>
</tr>
<tr>
<td>621</td>
<td>Hospital, private or public</td>
<td>Non-Residential</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0.1</td>
</tr>
<tr>
<td>624</td>
<td>Retirement/nursing home (combined)</td>
<td>Non-Residential</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0.2</td>
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<tr>
<td>625</td>
<td>Nursing home</td>
<td>Non-Residential</td>
<td>4</td>
<td>23</td>
<td>0</td>
<td>0.2</td>
</tr>
<tr>
<td>626</td>
<td>Old age/retirement home</td>
<td>Non-Residential</td>
<td>9</td>
<td>4</td>
<td>2</td>
<td>0.2</td>
</tr>
<tr>
<td>627</td>
<td>Other healthcare facility</td>
<td>Non-Residential</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.2</td>
</tr>
<tr>
<td>700</td>
<td>Place of worship—with a clergy residence</td>
<td>Non-Residential</td>
<td>9</td>
<td>10</td>
<td>0</td>
<td>0.2</td>
</tr>
<tr>
<td>701</td>
<td>Place of Worship—without a clergy residence</td>
<td>Non-Residential</td>
<td>62</td>
<td>39</td>
<td>6</td>
<td>0.3</td>
</tr>
<tr>
<td>702</td>
<td>Cemetery</td>
<td>Non-Residential</td>
<td>17</td>
<td>67</td>
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<td>0.2</td>
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<tr>
<td>703</td>
<td>Funeral home</td>
<td>Non-Residential</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0.2</td>
</tr>
<tr>
<td>710</td>
<td>Recreational sport club—non-commercial (excludes golf clubs and ski resorts)</td>
<td>Non-Residential</td>
<td>6</td>
<td>8</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>720</td>
<td>Commercial sport complex</td>
<td>Non-Residential</td>
<td>7</td>
<td>51</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>730</td>
<td>Museum and/or art gallery</td>
<td>Non-Residential</td>
<td>1</td>
<td>44</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>731</td>
<td>Library and/or literary institutions</td>
<td>Non-Residential</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>735</td>
<td>Banquet hall</td>
<td>Non-Residential</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>736</td>
<td>Assembly hall, community hall</td>
<td>Non-Residential</td>
<td>9</td>
<td>7</td>
<td>2</td>
<td>0.5</td>
</tr>
<tr>
<td>746</td>
<td>Club—private, fraternal</td>
<td>Non-Residential</td>
<td>19</td>
<td>23</td>
<td>2</td>
<td>0.5</td>
</tr>
<tr>
<td>747</td>
<td>Transit garage</td>
<td>Non-Residential</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>750</td>
<td>Public transportation—other</td>
<td>Non-Residential</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>800</td>
<td>Post office or depot</td>
<td>Non-Residential</td>
<td>2</td>
<td>18</td>
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<td>0.5</td>
</tr>
<tr>
<td>810</td>
<td>Fire hall</td>
<td>Non-Residential</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>815</td>
<td>Ambulance station</td>
<td>Non-Residential</td>
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<td>3</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>43,945</td>
<td>9,635</td>
<td>35,866</td>
<td>5,952</td>
</tr>
</tbody>
</table>

Total (Excluding Schools)  
43,886  9,364  35,866  5,950  2,073  1,596  825  7,214
To: COUNCIL  
Meeting Date: 7/16/2024  
Subject: Landlord Tenant Water Account Review  
Submitted By: Sheryl Ayres, Chief Financial Officer  
Prepared By: Wade Novak, Manager of Service Cambridge and Revenue  
Report No.: 24-037-CRS  
File No.: C11  
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 24-037-CRS Landlord Tenant Water Account Review be received.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to fulfill the requirements of Council Motion 24-123, which directed staff to report back on changing the current landlord and tenant water billing and collection procedure to require tenants to be financially responsible as the end user for unpaid water and sewage bills.

Key Findings

- Municipal water billing and collection practices and regulations remain consistent with the findings of the 2015 BMA Management Consulting Inc report and many municipalities utilize the transfer to tax provisions under the Municipal Act 2001, Section 398(2) regardless of type of occupancy (tenant vs. owner occupied).

- Reintroducing a separate tenant billing and collection process would initiate ongoing operating costs that are unfunded under the current water and wastewater rate structure.

- Benefits of this policy change would be limited to a small subset of water customers who choose to lease their properties and experience collection issues with their tenants.
Financial Implications

The pre-2015 water billing data, contained in report #15-008 CAO and 2021 census data were used to estimate the approximate number of tenant properties at 9,500. Based on this approximate number of tenant properties, the estimated financial capital impact of a policy change is $68,180 while the estimated operating impact has been determined based on the following two options that are outlined in this report.

- Option 1 has an annual operating impact of $960,058 which would result in a total projected water rate increase of 5.8% in 2025, 3.2% in 2026, 3.1% in 2027 and 4.0% thereafter until 2034.
- Option 2 has an annual operating impact of $1,061,902 with a projected water rate increase of 6.0% in 2025, 3.2% in 2026, 3.1% in 2027 and 4.0% thereafter until 2034.

If a policy change is desired, it is recommended that the Water Rate Stabilization Reserve Fund be used as the funding source for the capital impacts of $68,180 and an increase to the annual water rates will be required to fund the additional operating costs of Option 1 $960,058, or Option 2 $1,061,902.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Water

Core Service: Billing and Collection

The City’s current water billing process provides public value through a focus on the responsible management of financial resources and ensures transparency and accountability to all rate payers.

BACKGROUND:

On February 17th, 2015 report #15-008 CAO was presented to Council (Appendix A), which included a full audit report by BMA Management Consulting of the City’s water billing and collections practices. The report provided an in-depth review of the City’s current practices as well as comparable surrounding municipalities and highlighted
various operational challenges and financial implications of the City’s system and alternatives.

A variety of recommendations for improvement were included in the report for Council consideration, including one aimed at minimizing the costs incurred by rate payers associated with write-offs and collections activities for delinquent water accounts. It was recommended the City hold property owners financially responsible for all water-related charges, regardless of who the ultimate consumer is, including accounts held by tenants.

This recommendation, among others, was endorsed, resulting in the City instituting the practice that is currently in place, whereby delinquent water bills are transferred to the property tax account following an established period of collection attempts and reminders.

On April 30th, 2024 Council Motion 24-123 was filed by Councillor Shwery, seconded by Councillor Devine, and endorsed by Council that directed staff to review the current practice and “report back by July 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.”

**Current Water Billing Practice**

As recommended in the water review study commissioned by the City of Cambridge and prepared by BMA Management Consulting Inc. in 2015, the City of Cambridge does not currently have tenant held water accounts. All accounts are created and confirmed in the name of the property owner. Landlords have the option to redirect water bills to their tenants through alternate mailing options, but responsibility for the account is maintained with the property owner. For all water accounts that are active (ie. have ongoing billing), payment reminder notices are mailed to the property tax mailing address, which allows the notice to reach the property owner regardless of water account mail direction or occupancy status. The MyWater portal is available to landlords, which enables an option to monitor account transactions including billing, adjustments and payments in near real time.

The excerpt below summarizes the five recommendations from the report prepared by BMA Management Consulting Inc. that were specifically related to water billing and collection which were fully implemented in 2015.

**“Delinquent Account/Arrears Recommendations**

1. To minimize the need for water write-offs in the future, and to reduce collection costs incurred by the City, it is recommended that Council
endorse the concept of property owners as being financially responsible for all water-related charges, regardless of who is the ultimate consumer. This would also include tenant accounts established prior to January 1, 2011. This supports the goal of revenue stability/maximization whereby every opportunity to safeguard the City’s water revenue should be taken within the confines of the legislation.

2. It is recommended that a $50 penalty be charged at the time that the delinquent account is transferred to property taxes instead of at the issuance of the disconnect/transfer notice.

3. It is recommended that the City consider adopting the City of Hamilton approach to delinquent owner tenant accounts whereby all accounts would be in the landlord’s name and, as a customer service, the City will direct bill to non-owner consumers upon their request.

4. That the City no longer collect deposits on tenant accounts. Property owners can use their own discretion whether a deposit is necessary and, if deemed by the property owner to be required, collect the appropriate amount of the deposit directly.

5. That the MyWater account be made available to property owners with a tenant to be able to monitor the payment history of the tenant.”

With the removal of tenant accounts in 2015 the following processes, charges and protections have been removed.

- Tenant deposits were refunded to all tenants in 2015.
- Tenant accounts were closed and all monthly tenant fees have been removed.
- A full-time equivalent (FTE) for collection of overdue accounts was eliminated.
- Contracted water disconnection services were discontinued.
- Web processes were streamlined to eliminate differentiation by occupancy type.
- Arrears and bad debt collection processes are inactive and unfunded.

**Current Billing and Collection Process**

<table>
<thead>
<tr>
<th>Step</th>
<th>60 Day Cycle</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 – Water Bills Issued</td>
<td>Days 1-5</td>
<td>7 days after the water meter is read or an estimate is determined, a billing file is sent off site to a</td>
</tr>
<tr>
<td>Step</td>
<td>60 Day Cycle</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contractor for printing and taken to Canada Post for delivery (5 Calendar days to complete printing and mailing).</td>
</tr>
<tr>
<td>Step 2 – Bill Due Date</td>
<td>Days 16-20</td>
<td>Due date is no less than 15 calendar days from date of mailing</td>
</tr>
<tr>
<td>Step 3 – Interest Add</td>
<td>Day 23</td>
<td>3 business days after the due date interest is added to outstanding accounts</td>
</tr>
<tr>
<td>Step 4 – Reminder Notice</td>
<td>Day 32</td>
<td>A notice is mailed 12 calendar days after the billing due date and directed to the property owner using the tax account mailing address.</td>
</tr>
<tr>
<td>Step 5 – Transfer to Tax</td>
<td>Day 55</td>
<td>4 business days after the reminder notice due date any account with an overdue balance over $200 is charged a fee of $53. The fee plus water arrears is then transferred to the tax account</td>
</tr>
<tr>
<td>Step 6 – Transfer to Tax Notice</td>
<td>Day 55</td>
<td>A notice is mailed to the property owner with the amount of water arrears transferred to the tax account, payment is requested on receipt and paid to the tax roll number</td>
</tr>
<tr>
<td>Step 7 – Review Tax Accounts</td>
<td>Day 65</td>
<td>10 business days after mailing the Transfer to Tax Notice any tax account enrolled on a Pre- Authorized Payment Plan will receive a letter outlining options to clear the arrears balance.</td>
</tr>
</tbody>
</table>

The current billing and collection policies support revenue stability/maximization and ensure property owners remain accountable for the utilities supplied to their property. These policies also support the City’s Public Value Statement to “Focus on the responsible management of financial resources, ensuring transparency and accountability”, as outlined in our Strategic Plan – Cambridge Connected.

**Water Billing Process – Municipal Review**

The following Municipalities were included in the original BMA study and as outlined below, the participant’s practices related to water billing and collection remain consistent with the original study and recommendations. Municipalities who responded to the update request did not indicate any review towards reducing or eliminating the application of Section 398 of the Municipal Act, 2001.
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Do you transfer delinquent accounts to the owner’s property tax account for owner/tenant properties?</th>
<th>Do you shut off water for delinquent accounts?</th>
<th>Do staff have the authority to write off delinquent accounts?</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Cambridge</td>
<td>Yes - Water is shut-off and deposit would be applied before this would occur</td>
<td>Yes - Tenants only - approximately 60 days after billing date</td>
<td>No</td>
</tr>
<tr>
<td>Durham Region</td>
<td>Yes - only balances over $500</td>
<td>Yes - 54 days after late payment</td>
<td>No</td>
</tr>
<tr>
<td>Halton Region</td>
<td>Yes</td>
<td>No</td>
<td>under $2500 per account</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Yes</td>
<td>No</td>
<td>Our billing agent can for amounts &lt;= $20</td>
</tr>
<tr>
<td>City of Kitchener</td>
<td>Yes - Owner utility accounts only. Do not transfer tenant utility accounts to the owners taxes.</td>
<td>As outlined in the collection policy</td>
<td>Write-offs are sent to council for approval</td>
</tr>
<tr>
<td>City of London</td>
<td>Yes</td>
<td>No</td>
<td>Whatever is required</td>
</tr>
<tr>
<td>City of Markham</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>City of Niagara Falls</td>
<td>Yes - Only owner accounts, tenant accounts get shut off then sent to credit bureau</td>
<td>Yes - Only tenant account approximately one month after the due date of the bill for all balances over $50. Often make arrangements with tenants to extend past the disconnection date</td>
<td>$20</td>
</tr>
<tr>
<td>City of Ottawa</td>
<td>Yes, If they have signed a tenant authorization form or if owner is not paying</td>
<td>Yes, if it is a tenant lease account and therefore landlord is not responsible; many attempts have been made to contact the tenant prior to shut off</td>
<td>No</td>
</tr>
<tr>
<td>Peel Region</td>
<td>Yes - As a last resort when overdue payment is nor received despite all collection efforts - transferred to tax roll</td>
<td>Yes - &gt; 38 days and outstanding balance &gt; $350 and the customer does not respond and make payment arrangement - we shut off</td>
<td>Supervisor &lt; $100, over and above Manager and up</td>
</tr>
</tbody>
</table>
ANALYSIS:

Impacts of Policy Change

A change to the City’s water practices would require alterations to the current account, billing and collection processes and systems. As noted earlier in this report, the billing and collection processes were revised in 2015 to remove the systems and processes designed to manage tenant account identification, billing and collection. Reversing the process would require an investment of internal/external resources and in many cases may not be fully realized until an account update is received on all tenanted accounts from the tenant directly.

The City of Cambridge water utility consists of approximately 40,945 accounts with 39,499 billed at a 60 day interval and 1,446 (larger commercial accounts) being billed at a 30 day interval. Approximately 255,000 bills are mailed annually and over $78 million is collected to support the water and wastewater systems. This proposed policy change will impact all account holders from a rate perspective, with the most direct impact to tenant accounts in both the commercial and residential classes from an account setup, billing and collection perspective.

The proposal contained within this report will require a new requirement for the collection of personal information from tenants residing within the city. To ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act, a Privacy Impact Assessment will be required to minimize any risks involved with the collection, use, retention, disclosure and disposal of the personal information.

A Privacy Impact Assessment is a privacy management tool used to identify the actual or potential effect that a proposed or existing information system, technology, program, process, or other activity may have on an individual’s privacy. Utilizing a Privacy Impact Assessment will demonstrate due diligence and compliance with MFIPPA, support informed decision-making, accountability and transparency, and mitigate the risk of internal and external privacy breaches.

Due to the scope of this proposal, a Privacy Impact Assessment will be required to be conducted externally by a consultant. The estimated cost associated of this work will be approximately $25,0000.

In response to the Council Motion, staff consulted with Kitchener Utilities, Grand Bridge Energy (Brant County Water) and the City of Waterloo to understand their current processes. Each of these organizations bill and collect water utility charges with tenants identified as account owners. Kitchener Utilities is the only respondent that does not transfer tenant arrears balances to the owner’s tax account as the final collection step. The following account life cycle steps outline the changes required and impacts based
on the direction of this motion to require tenants to be financially responsible as the end user for unpaid water and sewage bills.

1.0 Account Setup

Under our current system many landlords and tenants no longer open and close accounts between tenancies as there is no change in the collection path. Under a tenant account structure, account changes will be required in order to properly establish and refund deposits as well as validating the responsible applicant. The fees associated with opening and closing an account are $55.

Tenants are required to provide identification (ID), in many cases a drivers license or alternate form of ID and are required to sign a tenant agreement with the City. Landlords are advised not to provide occupancy until a confirmation is provided by the tenant as account responsibility would not be transferred from the owner until the water application process is completed to the satisfaction of the service provider.

A deposit of $250 or alternative would be required to be paid as part of the application process. Alternatives to a cash deposit may include establishing pre-authorized payments or a documented previous credit history. Most of this account setup can be accomplished through a redesign of our self-serve application process, but would require development time and costs which are included in the Financial Impacts section of this report. Additional staff resources would be required for the ongoing review and customer contacts would be part of the collection staff requirements outlined in the Financial Impact section of this report.

As the City of Cambridge does not have a record of tenanted accounts within the city, these account changes would be done as a voluntary measure for existing tenanted properties.

2.0 Billing

In order to better manage the tenant water account balances at risk and improve revenue protection, tenant accounts would be moved into the 30-day billing cycle. This change would increase printing and mailing costs as outlined in the Financial Impacts section.

3.0 Collections
Reminder notices are currently generated based on a review of a list created through an internal program. This internal program would require modification to accommodate an alternate message for tenanted properties. Contact attempts, payment arrangement negotiations, payment plan review and pre-disconnection reviews are new tasks and will be part of the FTE requirements contained in the Financial Impacts section. As disconnections can become contentious and a safety risk for the staff attempting to enforce the order, it was recommended by other organizations currently doing tenant water shut-off processes, that Bylaw staff be responsible for delivery of disconnection notices and be in attendance with the technician or contractor who may be assigned to complete the task. Additional Bylaw staff are required and are considered in the Financial Impact section below.

Service disconnections are estimated to be up to 40 monthly and spread over 4 weeks which equates to as many as 10 weekly. Environmental Services will be responsible for the disconnection process, either with internal staff or contracted support, and would partner with Bylaw as outlined above. There are two possible options that could be used to undertake this part of the collection process.

1. Option one would utilize a specialty water meter that is equipped with an integrated shut-off valve. This device would leverage the new smart meter network to allow the valve to be remotely operated to either constrict or fully disconnect the water service. There are several benefits to this option with the first being the ability to restrict water consumption rather than fully disconnect it. Water would still be available to the residents for basic needs but revenue is

<table>
<thead>
<tr>
<th>Reminder</th>
<th>Contact Attempt</th>
<th>24 hr Notice of Disconnection</th>
<th>Disconnection</th>
</tr>
</thead>
<tbody>
<tr>
<td>One business day after the due date a reminder notice is sent for any overdue account with applicable 1.25% monthly interest charges applied.</td>
<td>Contact attempt by phone or email (if available) by day 7 after notice is mailed for accounts with a balance &gt;= $50 or beyond 40 days. Maximum 2 week payment plan for balance can be arranged.</td>
<td>Review of accounts by Collection staff with Bylaw staff to hand deliver notice of disconnection (door knocker) to the residence of the selected accounts. A disconnection fee will be applied to the account at this time.</td>
<td>Completed weekly on Thursday to allow time for payment and reconnection before the weekend when after hours staffing may not be able to accommodate reconnection.</td>
</tr>
</tbody>
</table>
protected to a greater degree and the inconvenience of the restriction should be sufficient to encourage payment. If full disconnection is later required, it can again be accomplished remotely. The second core benefit is the reduced risk to staff or contractors of physical confrontation at the property during the shut off process. It also reduces the impact on staff resources, as staff would not need to be dispatched. Each meter comes at a current cost (2024) of $856 and a cost to install of approximately $100 per meter for a total estimated cost of $9,082,000. It is recommended that the cost for such a device and its installation would be charged to the property owner.

2. Option two is a legacy process that the City of Cambridge used prior to 2015 and is the method currently in place with the comparable municipalities. The process entails a physical shut-off of the complete water flow using an external shut-off valve at the property. This process has proven problematic in the past, as residents are often obstructing access by parking vehicles over the valve access, or vandalize the valve itself to prevent use. It is also possible for residents to find the tool needed to turn their water back on themselves. In these cases, City staff must apply a locking mechanism to the valve or even bury the valve completely to prevent unauthorized access. This process often results in additional visits to the property and extended periods of usage which increase the risk of additional revenue losses for the City.

4.0 Account Closure

The online process for requesting a water account to be closed will require initial setup to allow for differentiation by tenant and owner types, which includes alternative messaging related to deposit placement on account and then a subsequent refund. Most often deposit balances will exceed the balance due on a final bill and a refund cheque will need to be issued at the expense of the City. Refunds and timing tend to be an issue that generates additional contacts to the Service Cambridge team and will be part of the additional tasks covered by a Customer Service Representative staff resource requirement.

5.0 Inactive Account Collection

Inactive accounts are currently mailed a reminder notice within 30 days of the due date provided on the invoice. If a balance remains after the reminder notice due date it would be transferred to the property tax account. In a tenant account scenario, the balance would be referred to a collection agency. The collection agency will tag the arrears on the tenant’s credit report and begin the process of collecting the debt. This process often results in additional contacts to the Customer Service Representative and would be part of the additional staff requirement. Direct commission charges are paid to
the collection agency for any balances recovered at a rate of 20%. Credit reporting can have long term negative impacts for residents impacted by it.

6.0 Other Considerations

1. Storm Water Billing Adjustment – the proposed stormwater billing program, which is scheduled to be presented to council on July 16, 2024 has been designed as an extension of the existing system. The process for billing tenanted properties will need to be adjusted if water billing at these types of properties become the sole responsibility of the tenant. A separate bill will have to be produced for storm water and sent directly to the property owner. As stormwater billing will be subject to a transfer to tax process, a new internal IT system will need to be developed. The costs for additional mailing and development costs have been included in the Financial Impact section.

2. Shared Meters Not Eligible for Tenant Account Setup – Some properties will have several residential or commercial tenants, but water is supplied through a single meter to the property. In these situations, it is not possible to complete a full collection process to restriction or disconnection without impacting all tenants. For this type of property service, the recommendation received is that tenant accounts would not be an option and the account would remain as the owner’s responsibility.

7.0 Potential Timing

Given the extensive work required to prepare the processes and materials for implementation, as well as the need to fund the additional costs within the water rates, it is most appropriate to target a launch for 2025.

EXISTING POLICY / BY-LAW(S):

Legislation covering the collection of overdue utility charges as a liability against the property the utility is supplied to, remains unchanged under Municipal Act 2001, Section 398(2). The water billing collection practices would require adjustment to align with a new direction if provided by Council.

FINANCIAL IMPACT:

As tenant accounts are not currently segmented in the billing system records, the following sources have been utilized to create an estimate. The sources include pre-2015 water billing data, data contained in report 15-008 CAO and 2021 census data. The approximate number of tenant properties that may be eligible for a change with this updated policy is estimated at 9,500 for the purposes of analyzing the financial impact of this change. It was noted in the 2015 report (Appendix A - 15-008 CAO Water Billing) that approximately 15,600 rental units were present in the City of Cambridge and 81%
of the units were in the name of the property owner. If the City takes over the collection costs and risk of loss for the water utility, it will create a greater financial incentive for landlords to shift accounts into the tenant’s name increasing operating costs.

Capital Impacts

<table>
<thead>
<tr>
<th>Capital Item</th>
<th>Cost</th>
<th>Timing / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Web Service Changes - Contracted</td>
<td>$36,180</td>
<td>• 33.5 working days estimated by vendor</td>
</tr>
<tr>
<td>Valve Enabled Meters</td>
<td>$9,082,000</td>
<td>• Cost of meters and the installation, recommended to be recovered from property owners.</td>
</tr>
<tr>
<td>Additional Costs / Contingency</td>
<td>$30,000</td>
<td>• Rework of reminder notices, website information, tenant information added to water bills, development of disconnection notice and printing.</td>
</tr>
<tr>
<td>Rework of Stormwater Mailing</td>
<td>$2,000</td>
<td>• Setup of specific notices and transfer to tax process for accounts billed outside standard water billing (does not include potential programming changes with our billing software)</td>
</tr>
<tr>
<td>Cost of valve meter to Landlord</td>
<td>($9,082,000)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Capital Impacts</strong></td>
<td><strong>$68,180</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Operating Impacts

<table>
<thead>
<tr>
<th>Operating Item</th>
<th>Option 1 Cost (valve meter)</th>
<th>Option 2 Cost</th>
<th>Timing / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Specialist (2 FTE)</td>
<td>$199,006</td>
<td>$199,006</td>
<td>• Building job description, rating and hiring – 4 months</td>
</tr>
<tr>
<td>Municipal Bylaw Officer (1 FTE)</td>
<td>$108,396</td>
<td>$108,396</td>
<td>• 60 days hiring</td>
</tr>
<tr>
<td>Customer Service Rep (1 FTE)</td>
<td>$85,075</td>
<td>$85,075</td>
<td>• 60 Days hiring</td>
</tr>
<tr>
<td>Water Operator (1)</td>
<td>$0</td>
<td>$101,844</td>
<td>• 60 Days hiring</td>
</tr>
<tr>
<td>Operating Item</td>
<td>Option 1 Cost (valve meter)</td>
<td>Option 2 Cost</td>
<td>Timing / Notes</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td>Required with disconnection Option 1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Includes uniform</td>
</tr>
<tr>
<td>Administrative Service (1FTE) Representative (Meters)</td>
<td>$85,076</td>
<td>$85,076</td>
<td>• 60 Days hiring</td>
</tr>
<tr>
<td>Uncollectible Revenue</td>
<td>$351,208</td>
<td>$351,208</td>
<td>• Estimated based on information from Grand Bridge Energy at 0.45% of revenue.</td>
</tr>
<tr>
<td>Overhead Costs of Disconnect Process</td>
<td>$54,000</td>
<td>$54,000</td>
<td>• vehicle, equipment,</td>
</tr>
<tr>
<td>Additional Mailing</td>
<td>$88,417</td>
<td>$88,417</td>
<td>• Billing from 6 to 12 annual and associated increase in reminders</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Disconnection Notices</td>
</tr>
<tr>
<td>Disconnection Fee</td>
<td>($36,120)</td>
<td>($36,120)</td>
<td>• Covers reconnection of service after payment</td>
</tr>
<tr>
<td>Privacy Impact Assessment</td>
<td>$25,000</td>
<td>$25,000</td>
<td>One time cost to complete a privacy impact assessment</td>
</tr>
<tr>
<td><strong>Total Operating Impact</strong></td>
<td><strong>$960,058</strong></td>
<td><strong>$1,061,902</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

If water billing changes from landlord to tenant billing, the projected operating impact under Option 1 would be $960,058. This would result in an incremental water rate increase of 2.3% in addition to the projected 3.5% increase, as forecast through the Water and Wastewater Long-Range Financial Plan approved by Council on April 30, for a total of 5.8%.

If water billing changes from landlord to tenant billing, the projected operating impact under Option 2 would be $1,061,902. This would result in an incremental water rate increase of 2.5% in addition to the projected 3.5% increase, as forecast through the Water and Wastewater Long-Range Financial Plan, for a total of 6.0%.
The increased annual operating cost of $101,844 for Option 2 over Option 1 is a result of an additional Water Operator FTE that would be required to complete the manual shut off and turning back on of water service.

PUBLIC VALUE:

The current water billing process was implemented in 2015, based on recommendations provided by BMA Management Consulting Inc., as the most cost-effective process for the City’s billing of water. Maintaining the current process achieves value to the public as it focuses on the responsible management of financial resources, ensuring transparency and accountability.

ADVISORY COMMITTEE INPUT:

Not Applicable

PUBLIC INPUT:

Posted publicly as part of the report process

INTERNAL / EXTERNAL CONSULTATION:

Consultations with External Organizations

Kitchener Utilities (City of Kitchener)

The services that are billed by Kitchener Utilities include gas, water heater rentals, stormwater, water and wastewater. The gas services are managed as a priority and collection actions begin with that service. Tenant accounts are established after application screening and follow a similar billing and collection path to the one proposed in this report. A transfer of utilities to the tax account of the property is not used as a final collection step, but instead the accounts are forwarded to an external collection agency. The collection process has been reasonably effective with feedback being that potential gas service disruption tends to provide a strong incentive for payment.

GrandBridge Energy

GrandBridge Energy has a main utility service line of electricity, but also bills water charges for the County of Brant. Tenant accounts are an option and an application process as well as appropriate deposit protection is required. Electricity charges as a more highly regulated service are the focus of the collection activities completed by GrandBridge Energy. The later stages of water utility collections are transferred back to the municipality where collection actions up to suspension of service are completed. Final account water charges are eligible for transfer to the property tax account of the property the service is provided to, regardless of tenant or owner account setup.
City of Waterloo

City of Waterloo bills for water, sewer and stormwater and allows for tenant accounts, which are mainly developed as a result of the very high student concentration in the city’s population. Collection actions are completed which may result in a final transfer to the property tax account of the property the utility is supplied to.

CONCLUSION:

Through Council Motion 24-123, Council had directed staff to report back on changing the current landlord and tenant water account billing to require tenants to be financially responsible as the end user for unpaid water and sewage bills. Staff recommend that the current landlord water billing structure be maintained. By maintaining the existing structure, the following benefits will continue to be realized,

- The current billing and collection policies support revenue stability/maximization and ensure property owners remain accountable for the utilities supplied to their property.
- Aligns with the City’s Strategic Plan, to “Focus on the responsible management of financial resources, ensuring transparency and accountability”.
- Reduced costs to all water customers as reintroducing a separate tenant billing and collection process would initiate ongoing operating costs, including additional FTEs, that are unfunded under the current water and wastewater rate structure.
- Reduced costs contributed by all customers through their water rates as tenant collection risks are carried by the property owner as part of their business practice.
- Avoiding the City engaging in collection processes, which may include discontinuance of water services, which historically have resulted in high levels of escalated engagement with staff and council members.

The City of Cambridge provides options and tools to support property owners by sending notice of arrears directly to the owner and enabling near real time monitoring of tenant accounts. Since the changes were made in 2015 contacts to Service Cambridge related to water services have reduced from over 60 percent of our total volume to around 50 percent. Escalated engagement with landlords and tenants have also reduced significantly and there has been no increase to rates of water transfer to tax, which suggests the system is working well and tenants, in most cases, are continuing to take responsibility under the terms of their lease for their utility use.

Ultimately the benefits of this change would be to landlords who have tenants who experience financial hardship and does not make tenants more financially responsible for their utility charges than they already are within their lease agreement. This change
would shift the risk of revenue loss and costs of collection from the rental business operator to all water customers through increased rates.

**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:**

None
To: COUNCIL
Meeting Date: 7/16/2024
Subject: Recommendation Report – Proposed Official Plan Amendment for
the North Cambridge Secondary Plan
Submitted By: Joan Jylanne, MCIP, RPP, Manager of Policy Planning
Prepared By: Kathy Padgett, MCIP, RPP, Senior Planner – Environment
Report No.: 24-031-CD
File No.: D03.01.14.01
Wards Affected: Ward 1

RECOMMENDATIONS:

Amendment for the North Cambridge Secondary Plan be received;

AND THAT Council approves the Subwatershed Study for the Randall and Breslau
Drains and the East Side Lands – Stage 2 Scoped Master Drainage Report for
implementation as development planning proceeds in the area;

AND THAT Council adopts Official Plan Amendment No. 67 to establish the North
Cambridge Secondary Plan, and that the adopted Official Plan Amendment be
submitted to the Regional Municipality of Waterloo for approval;

AND THAT Council is satisfied that a subsequent public meeting in accordance with
subsection 17(15) of the Planning Act is not required;

AND FURTHER THAT the attached By-law is passed.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to provide a recommendation on the proposed Official Plan
Amendment for the North Cambridge Secondary Plan; to receive Council approval of
the Subwatershed Study for the Randall and Breslau Drains and the East Side Lands –
Stage 2 Scoped Master Drainage Report; and, to provide a summary of, and a
response to, the comments raised at the statutory public meeting for the North
Key Findings

- As part of the Regional Official Plan appeal settlement, an additional 115 hectares (284 acres) of land for primarily residential uses were added to the Urban Area boundary in north Cambridge. A Secondary Plan and supporting technical documents have been prepared to guide development of these lands.

- The North Cambridge Secondary Plan establishes principles for the development of these lands. The Secondary Plan area is expected to provide for an environmentally sustainable, healthy, and complete community with integrated and connected green spaces, and pedestrian scale residential and mixed-use neighbourhoods that support active transportation.

- The Subwatershed Study for the Randall and Breslau Drains provides the technical basis for the natural heritage system in the Secondary Plan area.

- The East Side Lands – Stage 2 Scoped Master Drainage Report provides the technical basis to support planning for stormwater management and drainage in the Secondary Plan area.

- The North Cambridge Secondary Plan area is expected to accommodate a combined 5,200 to 5,700 new residents and jobs.

- Amendments to Maps 1A, 1B, 2 and 13 of the Cambridge Official Plan are proposed through this Official Plan Amendment.

- The addition of Chapter 19: North Cambridge Secondary Plan and four new definitions are proposed through this Official Plan Amendment.

- The Region of Waterloo is the final approval authority for Official Plan Amendments.

Financial Implications

- Project A/00223-20 (16S004) East Side Lands MESP was approved in the City’s 2016 budget in the amount of $150,000, funded from Development Charges, to complete a Master Environmental Servicing Plan and Secondary Plan for the Stage 2 Lands.

- Capital projects for municipal servicing and road construction for the broader north Cambridge area, which includes these lands, have previously been identified and are included in the current Development Charges By-law and the 10-year capital projects forecast. Upon approval of the Secondary Plan, any further projects will be captured in a future Development Charges Study and capital projects forecast.
• The Official Plan Amendment proposes a new Community Park be developed. Any real estate requirements would be brought to Council by Realty Services for its consideration.

• Future operating impacts associated with providing service levels to this new growth area of the community will be further analyzed and identified through master planning studies such as the Parks Master Plan and Transportation Master Plan Update. While increased operating expenses to provide services will be offset by additional revenue from assessment growth, there may be a net increase to the property tax levy that will be analyzed and reported through future plans and studies.

STRATEGIC ALIGNMENT:

☒ Strategic Action

Objective: 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: Lay the foundation for future community-building

OR

☐ Core Service

Program: Not Applicable

Core Service: Not Applicable

The secondary plan approach used to guide development in this area of the City of Cambridge allows for the responsible and sustainable management of the area’s natural resources while facilitating appropriate development.

BACKGROUND:

The Regional Official Plan (ROP) was adopted by Regional Council in 2009, approved by the Ministry of Municipal Affairs in 2010 and subsequently appealed to the Ontario Municipal Board. As part of the ROP appeal settlement, an additional 115 hectares (284 acres) of land for primarily residential uses were added to the Urban Area boundary in north Cambridge.

To identify the specific location of lands to be added to the Urban Area additional supporting work was required in accordance with ROP policies, specifically:

• Policy 2.B.3 (g) the completion of applicable watershed studies, and
Policy 2.B.3 (h) the completion of a planning process to determine development densities and the general mix and location of land uses appropriate for the area.

In 2016, the East Side Lands – Stage 2 Master Environmental Servicing Plan (Stage 2 MESP) was initiated to satisfy these requirements. The purpose of the MESP is to assist in identifying which lands should be added to the Urban Area boundary and how the lands will be planned and serviced in a fiscally and environmentally responsible manner. A MESP provides the environmental foundation for development within greenfield areas (undeveloped lands). The Subwatershed Study for the Randall and Breslau Drains (WSP, 2017), the Addendum to the Subwatershed Study (WSP, 2018), and the East Side Lands – Stage 2 Scoped Master Drainage Report (WSP, 2024) has been completed. In addition, the planning process to determine appropriate land uses and locations has been completed.

While the Stage 2 MESP remains incomplete, sufficient work has been completed as part of other projects. Specifically, the Stage 1 MESP servicing strategy for the lands located immediately to the south of the Secondary Plan area, the interim Freeport Creek Sanitary Pumping Station, and the long-term servicing of these lands through the Kitchener Wastewater Treatment Facility as identified through various Municipal Class Environmental Assessments, provide the framework for the logical extension of servicing into the Stage 2 Lands.

The Secondary Plan builds on the technical studies previously completed to identify land uses and to guide development of the lands added to the Urban Area boundary in north Cambridge.

Location

The North Cambridge Secondary Plan area consists of approximately 115 hectares (284 acres) of land located north of Middle Block Road, east and south of Riverbank Drive and south of Fairway Road. Fountain Street North runs through the study area. See Figure 1 below for the Secondary Plan area.
Figure 1: Secondary Plan area

**Existing/surrounding land uses**

The subject lands are currently used largely for agricultural uses along with some rural residential and industrial uses. The Randall Drain crosses the subject lands. The subject lands are surrounded by agricultural lands and the Grand River to the north; agricultural lands and natural features to the east; agricultural lands, natural features and future employment lands to the south; and rural residential, natural features and the Grand River to the west.

**ANALYSIS:**

The proposed North Cambridge Secondary Plan guides development of these lands and implements the technical studies that were completed for lands within the Secondary Plan area, including:

- The [Subwatershed Study for the Randall and Breslau Drains and Addendum](#), approved by Regional Council on May 1, 2018. The objective of the subwatershed study is to inventory and assess the form and function of the natural heritage features and provide guidance for sound and sustainable land use planning that will maintain and enhance natural heritage features, their ecological functions, and the connections between them to ensure their long-term viability.

- The [East Side Lands – Stage 2 Scoped Master Drainage Report](#) and the [Technical Appendix](#), approved by Regional Council on June 19, 2024. The purpose of this
The Cambridge Official Plan is proposed to be amended by adding a Secondary Plan with site-specific policies and mapping changes for future residential and mixed-use lands in north Cambridge.

A number of changes have been made to the proposed North Cambridge Secondary Plan Official Plan Amendment based on the comments received at the June 28, 2022 statutory public meeting. The following is a summary of the main components of the Secondary Plan including notable changes from the statutory public meeting. The entirety of the proposed North Cambridge Secondary Plan Official Plan Amendment can be found in Appendix A. Responses to all comments received from the statutory public meeting can be found in Appendix D.

**Transportation and Pedestrian Network**

A new North-South Collector Road is proposed from Fairway Road North to Middle Block Road with Riverbank Drive terminating into the proposed North-South Collector Road as a T-intersection. Realigning Riverbank Drive into the new North-South Collector Road means that traffic flowing south from Fairway Road North would make a right turn onto the new North-South Collector Road and then another right turn to access Riverbank Drive, making Riverbank Drive less desirable as a cut-through road. The current alignment involves one right turn onto Riverbank Drive from Fairway Road North. See Figure 2 below for the road network.

Two new East-West Collector Roads are also proposed to connect to Fountain Street North. Collector roads intersecting with Fairway Road North and Fountain Street North will be accessed via right-in, right-out turning movements only.

Collector Roads are proposed to be 23 to 26 metres in width and an updated cross-section has been included in the Secondary Plan.

The Secondary Plan area also proposes a network of trails for both cycling and pedestrians.

There have been no changes to the transportation and pedestrian network from the draft Secondary Plan.
Figure 2: Mobility Network (Schedule C)

Riverbank Drive

A number of public comments recommended a continuous buffer be established along the east side of Riverbank Drive to create a transition area to the established Riverbank Drive neighbourhood. As such, Section 19.3.4.2 has been added to address the Riverbank Drive Transition Buffer (Transition Buffer). The Transition Buffer is proposed to be a minimum of 10 metres wide and consist of both tree and understory shrub plantings comprised of native species. The Transition Buffer is proposed to be naturalized to fit in with the rural nature of the current landscape rather than manicured.

The Transition Buffer has been identified as an overlay on the Secondary Plan schedules and designated as Natural Open Space System to ensure it is established and protected over the long-term as development proceeds in this area (see Figure 3 below). Since the Transition Buffer extends along the east side of Riverbank Drive, it does impact the first 10 metres of four rural residential properties and farm fields. These properties will only be impacted by the Transition Buffer policies should development proceed on these properties in the future through a Planning Act application.

To further support the Transition Buffer, the maximum height of the first row of residential development closest to the Transition Buffer is proposed to be two storeys,
whereas four storeys was previously proposed. This is proposed in order to reduce the visual impact of the Secondary Plan area on Riverbank Drive.

Figure 3: Land Use (Schedule A)

Land Uses

As identified in Figure 3, land uses within the Secondary Plan area include:

- Low/Medium Density Residential which proposes a mix of single and semi-detached, duplex, triplex, townhouse and multiple unit dwellings to a maximum of four storeys; and

- Mixed-Use Node which proposes a mix of multiple unit, townhouse, live-work townhouse and apartment dwellings, and commercial and community services with a minimum of three storeys to a maximum of 10 storeys. Previously, a minimum height of two storeys and a maximum height of six storeys was proposed. Staff recommend the proposed building heights from three to 10 storeys in the Mixed-Use Node to provide for a variety of built form and unit types and to support future transit service in north Cambridge. Providing for this height specifically within the Mixed-Use Node is not expected to impact views from Riverbank Drive as the Mixed-Use Node is approximately 1 km away.
A number of public comments expressed concern over the policy associated with reverse frontage along community edges (Fairway Road North, Fountain Street North, Middle Block Road and Riverbank Drive). Previously, it was proposed that reverse frontage development will not be permitted as an interface along community edges, but also indicated that reverse frontage development may be considered due to technical or urban design justification. Based on the feedback received from the public and the overall support for window streets along community edges (local road running in parallel with the main community edge roads) the policy has been revised to prohibit reverse frontage development.

Lands within the Secondary Plan area are planned to achieve an overall minimum density of 59 residents and jobs per hectare to align with the density targets in the Regional Official Plan. The previous density target was 55 residents and jobs per hectare.

Additionally, the maximum number of contiguously attached street townhouses is proposed to be eight, whereas six was previously proposed. This was revised to allow for greater design flexibility and to be in line with industry standards.

**Recreational Open Space (Parks)**

A central Community Park is proposed to serve as the focal point for the community and is proposed to be approximately seven hectares of developable land in size. The Community Park would accommodate a range of park facilities and active recreational uses such as sports field(s) and courts (e.g., cricket and pickleball), fully accessible playground and splashpad, picnic shelter/shade structure, parking, and washrooms. It would also house a Park Operations satellite facility to store equipment and materials (e.g., salt), which is currently lacking in this area of the city. The Community Park would serve as an important recreational space for those who live in the Secondary Plan area and surrounding areas. Previously, the Community Park was proposed to be five to seven hectares in size, but due to the location of this community and the lack of park space in north Cambridge, a larger park is needed to provide adequate amenities for future residents. This will be reflected in the upcoming Parks Master Plan.

Four Neighbourhood Parks are proposed throughout the Secondary Plan area, with an approximate size of 2 hectares. Neighbourhood Parks are proposed to provide amenities such as open free play area and climbing structures, along with other passive and active recreational amenities.

The location of the Community Park and Neighbourhood Parks are conceptually shown on Figure 3 and remain unchanged from the draft Secondary Plan.
Urban Greens and Squares are also proposed and will generally be 75 square metres to 1000 square metres in size. Urban Greens and Squares are small-scale components of the park system intended to provide passive and open space areas, both landscaped and hardscaped and serve as focal points within sub-areas of each neighbourhood. Urban Greens and Squares are not identified on the schedules and will be established through the development approvals process.

The parkland policies in Section 19.6.3.2 have been further refined to specify what the City will not accept as parkland dedication.

**Elementary Schools**

Two elementary schools are identified within the Secondary Plan area based on feedback from the Waterloo Region District School Board and Waterloo Catholic District School Board (see Figure 3). The elementary schools are located on opposite ends of the proposed Community Park to provide a central community focal point and create the opportunity for shared facilities. This remains unchanged from the draft Secondary Plan.

**Natural Open Space System**

The proposed Secondary Plan recognize the woodlands, wetlands, watercourses, floodplains, and buffers that make up the Natural Open Space System. The Natural Open Space System identified in Figure 4 below represents the best information available at this time. The Natural Open Space System will be reviewed and confirmed through the submission of an Environmental Impact Statement for future development applications that may identify adjustments or refinements. There have been no changes to the Natural Open Space System from the draft Secondary Plan, except for the addition of the Riverbank Drive Transition Buffer as described above.
Figure 4 – Natural Open Space System (Schedule B)

Cultural Heritage

The cultural heritage policies in Section 19.4.5 have been strengthened to allow staff to require a Cultural Heritage Impact Assessment in more scenarios, including for development proposals that may pose significant impacts to the Riverbank Drive Scenic Route (north of Middle Block Road) or the Grand River Heritage River corridor.

Details will continue to be refined and implemented through the development planning process when future Planning Act applications are received for lands within the Secondary Plan area. All future Planning Act applications must conform to the policies of the Secondary Plan.

The proposed Official Plan Amendment, if adopted by Council and approved by the Region, will redesignate lands within the North Cambridge Secondary Plan area from Prime Agricultural and Natural Open Space System to site-specific policies for Low/Medium Density Residential and Mixed-Use Node Neighbourhoods; Recreation, Cemetery and Open Space; and Natural Open Space System.

The proposed Official Plan Amendment would modify Chapter 14: Maps in the Cambridge Official Plan, including Maps 1A, 1B, 2 and 13. It is important to note that Regional Official Plan Amendment 6 (ROPA 6) mapping updates will be reflected
through an update of the Cambridge Official Plan. Proposed mapping updates are strictly related to this Official Plan Amendment and include:

- Map 1A – Urban Structure is amended by adding the boundary of the North Cambridge Secondary Plan area; expanding the Urban Area boundary to include the Secondary Plan area; and, changing the land use designation from Countryside (RMW) to Designated Greenfield Area (RMW).

- Map 1B – Countryside is amended by adding the boundary of the North Cambridge Secondary Plan area; and removing the Prime Agricultural (RMW) designation from the Secondary Plan area.

- Map 2 – General Land Use Plan is amended by adding the boundary of the North Cambridge Secondary Plan area.

- Map 13 – Subwatersheds and Drainage Areas is amended to acknowledge completion of the Subwatershed Study for the Randall and Breslau Drains and the East Side Lands – Stage 2 Scoped Master Drainage Report. Additional lands beyond the Randall Drain boundary towards the Grand River have also been identified to match the boundaries of the completed subwatershed study for the area.

Additionally, the proposed Official Plan Amendment would modify Chapter 1 by adding Policy “1.2 h) Secondary Plans starting at Chapter 17” to organize secondary plan as chapters in the Official Plan going forward, as well as Chapter 13 to add four new definitions for 15-minute neighbourhoods, active transportation, privately owned public spaces (POPS), and walking, cycling, and rolling.

Official Plan Amendment No. 67 (OPA No. 67) has been prepared in accordance with the Planning Act and generally aligns with the policies of the Cambridge Official Plan, the Regional Official Plan, the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe (2020).

Accordingly, staff recommend adoption of OPA No. 67 to facilitate the addition of the North Cambridge Secondary Plan as Chapter 19 to the Cambridge Official Plan, along with the accompanying schedules.
EXISTING POLICY / BY-LAWS:

City of Cambridge Official Plan, 2018, as amended

The subject lands are currently designated Prime Agricultural and Natural Open Space System.

The Official Plan Amendment has been prepared in accordance with Section 10.2 of the Cambridge Official Plan, which provides the basis for developing Secondary Plans.

City of Cambridge Zoning By-law 150-85, as amended

The subject lands are currently zoned primarily as Agricultural (A1) as well as Open Space (OS1), Low Density Residential (RR2) and Industrial (M5).

Zoning By-law Amendments will be required for future development applications and must conform to the Official Plan policies for the North Cambridge Secondary Plan.

FINANCIAL IMPACT:

- The East Side Lands – Stage 2 Master Environmental Servicing Plan (MESP) is cost-shared by the Region of Waterloo and the City of Cambridge as follows:

  Region of Waterloo $502,900
  City of Cambridge $147,400

  TOTAL $650,300

  Project A/00223-20 (16S004) East Side Lands (MESP) was approved in the City’s 2016 budget in the amount of $150,000 which is funded from Development Charges. The difference in the budgeted amount and the cost-shared amount shown above is the final quote to complete the work from the consultants retained by the Region.

- Capital projects for municipal servicing and road construction for the broader north Cambridge area, which includes these lands, have previously been identified and are included in the current Development Charges By-law and the 10-year capital projects forecast. Upon approval of the Secondary Plan, any further projects will be captured in a future Development Charges Study and capital projects forecast.

- The Secondary Plan proposes that a new community park be developed. Any real estate requirements would be brought to Council by Realty Services for its consideration.
Once the secondary plan area is built out the City will be responsible for providing current levels of service to this area as provided throughout the existing community. The operating impacts associated with providing service levels to this new growth area will be further analyzed and identified through master planning studies such as the Parks Master Plan and Transportation Master Plan Update. While increased operating expenses to provide services will be offset by additional revenue from assessment growth, there may be a net increase to the property tax levy that will be analyzed and reported through future plans and studies.

PUBLIC VALUE:

Sustainability:

The vision for the North Cambridge Secondary Plan area is to develop as an environmentally sustainable, healthy, and complete community with integrated connected green spaces, and pedestrian scale residential and mixed-use neighbourhoods that support active transportation.

Engagement:

Public involvement was invited virtually at an open house held on November 25, 2021 and a statutory public meeting required under the Planning Act held on June 28, 2022. Members of the public and residents that had requested to be added to the mailing list were notified of this Recommendation Report being presented to Council on July 16, 2024.

ADVISORY COMMITTEE INPUT:

Not Applicable

PUBLIC INPUT:

Master Environmental Servicing Plan

Prior to preparing the North Cambridge Secondary Plan, extensive public consultation occurred throughout the East Side Lands – Stage 2 Master Environmental Servicing Plan (Stage 2 MESP) process with four Public Information Centres being held:

- June 16, 2016 – Launched the study, identified interested persons, and obtained input on issues and existing conditions.

- December 5, 2016 – Presented findings of the environmental component of the study and obtained input.
• November 2, 2017 – Presented high-level land use options for review and obtained input.

• March 20, 2018 – Presented the North Cambridge Preliminary Preferred Urban Area Designation and Land Use. This was endorsed by Council on May 8, 2018.

North Cambridge Secondary Plan

On November 25, 2021, the City hosted a virtual open house to initiate the Secondary Plan and present a draft vision, guiding principles and conceptual schedules for land uses, open space, park space, trails, and road network within the Secondary Plan area.

On June 28, 2022, the statutory public meeting required under the Planning Act was held (see Appendix B for the public meeting minutes). Comments received from members of the public following the previous open house were addressed at that time in Report No. 22-032-CD. Fourteen members of the public made written submissions regarding the proposal following the statutory public meeting, which generally consisted of the following themes:

• Mobility network, including roads, trails and active transportation;
• Cultural heritage of Riverbank Drive, including the interface with Riverbank Drive;
• Permitted uses and heights in the Low/Medium Density Residential and Mixed-Use Node designations;
• Location of elementary schools;
• Parks and trails;
• Natural environment;
• Stormwater management and servicing; and
• Implementation.

Public comments received on the proposal are included in Appendix C with staff responses included in Appendix D.

This report has been posted to the City’s website as part of the public report process. Additionally, the project page for this proposed Official Plan Amendment can be found at the following link:


INTERNAL / EXTERNAL CONSULTATION:

A project team consisting of City staff representatives from development planning, development engineering, transportation engineering, operations, heritage and environmental planning was established to provide input into the Secondary Plan. The draft Secondary Plan was circulated to the Region of Waterloo, Grand River
Conservation Authority, GrandBridge Energy, Grand River Transit, Waterloo Catholic District School Board and Waterloo Region District School Board for comment and their input was incorporated into the proposed Secondary Plan.

Information about the Secondary Plan and notice of this Recommendation Report were provided to Mississaugas of the Credit First Nation, Haudenosaunee Development Institute and Six Nations First Nation.

Following Council adoption, the Official Plan Amendment will be forwarded to the Region of Waterloo for final approval.

CONCLUSION:

City staff is recommending adoption of the Official Plan Amendment and accompanying North Cambridge Secondary Plan as well as the approval of the supporting technical studies which include the Subwatershed Study for the Randall and Breslau Drains and the East Side Lands – Stage 2 Scoped Master Drainage Report. The amendment is consistent with the Provincial Policy Statement (2020) and conforms to the Growth Plan for the Greater Golden Horseshoe (2020), the Regional Official Plan and the Cambridge Official Plan, and represents good planning.

REPORT IMPACTS:

Agreement: No
By-law: Yes
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:


2. 24-031-CD Appendix B – June 28, 2022 Public Meeting Minutes

3. 24-031-CD Appendix C – Public Comments Received from Statutory Public Meeting

4. 24-031-CD Appendix D – Staff Responses to Public Comments Received from Statutory Public Meeting
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-xxx

Being a by-law of the Corporation of the City of Cambridge to adopt Amendment No. 67 of the City of Cambridge Official Plan (2012), as amended with respect to the North Cambridge Secondary Plan.

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. 67 to the City of Cambridge Official Plan (2012) applies to lands described as the North Cambridge Secondary Plan;

2. THAT Amendment No. 67 to the City of Cambridge Official Plan (2012), as amended, 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. 67 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 _______ day of __________, 2024.

________________________________
MAYOR

________________________________
CLERK
PROPOSED AMENDMENT NO. 67 TO THE
OFFICIAL PLAN OF THE CITY OF CAMBRIDGE:
North Cambridge Secondary Plan

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PART A – THE PREAMBLE

1.0 TITLE AND COMPONENTS

This document is entitled ‘North Cambridge Secondary Plan’ and will be referred to as ‘Amendment No. 67’. ‘Part A – The Preamble’ provides an explanation of the amendment including the purpose and format of the amendment but does not form part of this amendment.

‘Part B – The Amendment’ forms Amendment No. 67 to the Official Plan of the City of Cambridge and contains a comprehensive expression of the new and amended text.

2.0 PURPOSE

The purpose of Amendment No. 67 is to amend the Official Plan to include the North Cambridge Secondary Plan, which will introduce a policy framework to guide development in the North Cambridge Secondary Plan area.

3.0 BACKGROUND

On November 25, 2021, a Virtual Public Open House was held to formally introduce the North Cambridge Secondary Plan and receive initial feedback from the public. A proposed vision for the North Cambridge Secondary Plan area was shared with the community, along with proposed key principles to guide future development in the area related to land use and built form, transportation and mobility, parks and open space, and natural and built heritage. A land use concept was also presented to demonstrate how lands within the Secondary Plan area could be organized. A question-and-answer period was also held following the presentation to allow participants a chance to ask questions and provide comments. The Project Team provided responses to all questions received through a comment-response matrix appended to the Statutory Public Meeting report.

At the June 28, 2022 Statutory Public Meeting, the draft Secondary Plan, as revised based on the public and agency comments received from the Virtual Open House, was presented to Council and the public for consideration. Responses to comments received from the Statutory Public Meeting were provided through a comment response matrix appended to the recommendation report.

4.0 LOCATION

Official Plan Amendment No. 67 applies to lands located at the north edge of the City’s municipal boundary and is generally bounded by Middle Block Road to the south, Riverbank Drive to the west and north, and Fairway Road to the north. Fountain Street North runs through the Secondary Plan area.
The North Cambridge Secondary Plan proposes a new community on approximately 115 hectares (284 acres) of land currently characterized by agricultural, rural, and natural open space uses.

5.0 BASIS OF THE AMENDMENT

5.1 Background

The Regional Official Plan (ROP) was adopted by Regional Council in 2009 and subsequently approved by the Ministry of Municipal Affairs in 2010; however, the approval of the ROP was appealed to the Ontario Municipal Board. As part of the settlement of the appeal, policies were added to the ROP requiring a maximum of 115 hectares (284 acres) be added to the Urban Area between Speedsville Road and the Grand River in the northern part of the City of Cambridge (ROP Policy 2.B.3 (j)).

To identify the specific location of the lands to be added to the Urban Area, additional supporting work was required in accordance with ROP Policies 2.B.3 (g) (the completion of applicable watershed studies) and (h) (the completion of a planning process to determine development densities and the general mix and location of land uses appropriate for the area). The required work, including the Subwatershed Study for the Randall and Breslau Drains (WSP, 2017), the Addendum to the Subwatershed Study (WSP, 2018), the East Side Lands – Stage 2 Scoped Master Drainage Report (WSP, 2024) and the planning process (determination of appropriate land uses and locations), has been completed.
The municipal servicing strategy for the lands south of the Secondary Plan area was established through the East Side Lands – Stage 1 Master Environmental Servicing Plan (MESP). The intent was to identify the servicing strategy for the Secondary Plan area lands through a similar East Side Lands – Stage 2 MESP. However, due to the appeal of the ROP, the study area for the Stage 2 MESP was not able to be confirmed until the appeals were settled. This delayed the completion of the Stage 2 MESP.

While the Stage 2 MESP remains incomplete, the Stage 1 MESP servicing strategy, along with the interim Freeport Creek Sanitary Pumping Station recommended in the North Cambridge Business Park Municipal Class Environmental Assessment (Class EA Study), and the long term servicing of these lands through the Kitchener Wastewater Treatment Facility (as recommended in the Region of Waterloo’s East Side Lands Sanitary Servicing Municipal Class EA Study), provided the framework for the logical extension of servicing into the Stage 2 Lands.

This framework, along with the completed Subwatershed Study and Master Drainage Report, provide sufficient technical basis for the completion of the Secondary Plan without finalizing the Stage 2 MESP.

The Secondary Plan builds on the technical studies previously completed to identify land uses and to guide development of the lands being added to the Urban Area boundary in north Cambridge.

5.2 Existing Policy Framework

In June 2018, Regional Council adopted Regional Official Plan Amendment 2 (ROPA 2) to designate the Urban Area of the Stage 2 Lands and allow for the development of a Secondary Plan in the City of Cambridge. ROPA 2 added the North Cambridge Secondary Plan lands into the Urban Area and designated them as Designated Greenfield Area in the Regional Official Plan (ROP).

Since the adoption of ROPA 2, the North Cambridge Secondary Plan has been prepared to identify recommended land uses and guide development for the lands being added to the Urban Area. The Urban Area designation in the ROP commits the North Cambridge Secondary Plan area to urban uses with the determination of land use to be made through the Cambridge Official Plan.

The Secondary Plan has been prepared as an amendment to the City of Cambridge Official Plan. The Secondary Plan area is currently designated Prime Agricultural, Prime Industrial/Strategic Reserve, and Natural Open Space System in the Cambridge Official Plan. The Cambridge Official Plan directs that secondary plans may be prepared for specific areas of the City to provide more detailed planning objectives and policies to direct and guide development (Section 10.2).
5.3 Secondary Plan

The Secondary Plan has been developed to integrate proposed development constraints, environmental management principles, transportation network recommendations and servicing solutions into a land use plan for the lands in north Cambridge. The Secondary Plan synthesizes the Subwatershed Study and Master Drainage Report and appropriately implements recommendations as land use planning policy to guide future development of the community.

The Secondary Plan establishes the principles for the design and development of the community. It also establishes the general land use patterns and conceptual locations of community infrastructure, such as schools, neighbourhood parks, trails, and collector roads. The North Cambridge Secondary Plan takes as its basis the natural heritage and open space network established in the Subwatershed Study.

The Secondary Plan includes a vision and objectives, along with general and land use policies that include three schedules. The purpose of the North Cambridge Secondary Plan is to provide a land use strategy to guide the detailed planning and development of north Cambridge in a manner that supports complete communities, walkability, appropriate transition to adjacent land uses, and protects and enhances the surrounding environmental features.

The Secondary Plan supports and builds on the policies of the Cambridge Official Plan, and provincial and regional policies and plans, with respect to orderly development of the area. The Secondary Plan sets out policies to: build a mixed-use community that offers a mix of housing types, sizes and tenures; protect environmental features; respect cultural heritage features; promote active transportation and the early integration of transit services; and provide for the logical development of these lands.

5.4 Proposed Land Use Changes

The north Cambridge lands are currently designated Prime Agricultural, Prime Industrial/Strategic Reserve, and Natural Open Space System in the Cambridge Official Plan. The proposed new land use designations are shown on Schedule A of the Secondary Plan and are generally described as follows:

- **Low/Medium Density Residential** permits a wide range of dwelling types including single detached, semi-detached, duplex, triplex, townhouse, and multiple unit (e.g., quadplex, walk-up apartment) dwellings, subject to criteria. A range of neighbourhood-supportive uses are also permitted including but not limited to places of worship, community services and facilities, parks, and home occupations.
• **Mixed-Use Node** permits a range of medium- and high-density mixed residential uses and non-residential uses to promote a well-designed, pedestrian accessible, and transit supportive node.

• **Natural Open Space System** is applied to core environmental features, such as wetlands, woodlands, and tributaries, and the associated buffers identified in the applicable subwatershed study.

• **Recreation, Cemetery, and Open Space** is applied to lands identified for the purposes of a Community Park which accommodates a range of park facilities and active recreational uses for the Secondary Plan and surrounding area residents.

The locations of Neighbourhood Parks, Stormwater Management Facilities, Supporting Environmental Features, the Riverbank Drive Transition Buffer, and Elementary Schools are shown conceptually on the Schedules to guide future development.

### 5.5 Compliance with Provincial Legislation and Policy

**Provincial Policy Statement (2020)**

Section 3 of the *Planning Act* (Act) requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

The PPS directs growth to Settlement Areas on full municipal services (Policy 1.1.3) and directs that new development taking place in designated growth areas should occur adjacent to the existing built-up area and is to have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure, and public service facilities. The North Cambridge Secondary Plan lands are located north of the North Cambridge Business Park which is currently under development. It will provide a mix of residential, commercial, institutional, and open space uses at densities to promote the efficient use of land, infrastructure, and public service facilities. The Mixed-Use Node is centrally located at the intersection of Fountain Street North and Middle Block Road to allow for multi-modal access from within and outside of the Secondary Plan area.

Policy 1.6.6.2 states that the extension of existing municipal water and wastewater systems are the preferred form of servicing in settlement areas. The Secondary Plan includes policies regarding servicing, phasing, and stormwater management consistent with the logical extension of the servicing strategy recommended through the East Side Lands – Stage 1 MESP, the North Cambridge Business Park Class EA Study, the

Policy 1.6.7.1 states that transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and appropriate to address projected needs. The Secondary Plan proposes a collector road network, envisioned as complete streets which prioritize active transportation and allow for vehicular movements. Land uses are directed to Arterial Roads where future transit service is planned.

Policy 1.8.1 directs municipalities to support energy conservation and efficiency, improve air quality, reduce greenhouse gas emissions, and prepare for the impacts of a changing climate. The Secondary Plan promotes a compact built form, development of a new node and the use of active transportation and transit through transit supportive development. Further, it promotes sustainable design which maximizes energy efficiency and conservation and considers the mitigating effects of vegetation and green infrastructure.

Policy 2.1 of the PPS provides for the protection of natural features and areas. The natural features identified through the subwatershed studies are proposed to be protected through the policies of the Secondary Plan which ensures the appropriate buffers, development setbacks, and linkages are established.

Policy 2.6 of the PPS provides for the conservation of significant built heritage resources and significant cultural heritage landscapes. One listed property has been identified within the Secondary Plan area and any future development on or adjacent to this property will be subject to a Cultural Heritage Impact Assessment. Additionally, the Secondary Plan outlines efforts to maintain the rural character of Riverbank Drive by buffering the impacts of nearby development on the scenic heritage road by: incorporating reduced building heights along Riverbank Drive; implementing a minimum 10 metre wide buffer with plantings; and strategic location of park space.

The Official Plan Amendment is appropriate and consistent with the PPS.

**A Place to Grow – Growth Plan for the Greater Golden Horseshoe (Office Consolidation 2020)**

In 2019, the Province of Ontario released an update to the provincial growth plan called “A Place to Grow – Growth Plan for the Greater Golden Horseshoe” (Growth Plan). An Office Consolidation of the Growth Plan, which includes Amendment 1 (2020) was released in August of 2020. Planning applications are required to conform to Provincial plans.
The Growth Plan requires development in the Designated Greenfield Area (DGA) that supports the achievement of complete communities, supports active transportation, and encourages the integration and sustained viability of transit services (Section 2.2.7(1)). The North Cambridge Secondary Plan area is located within the DGA, and the Secondary Plan includes a mix of land uses, types, tenures, and densities that support the early introduction of transit service, as well as prioritize active transportation by way of separated cycling facilities, trails, sidewalks, and supporting infrastructure which connect within and to the surrounding community.

Section 2.2.7(2) of the 2020 Growth Plan requires that the DGA be planned to achieve a minimum density target of not less than 50 residents and jobs per hectare. The Secondary Plan contemplates a minimum density of 59 residents and jobs per hectare in accordance with the Regional Official Plan. The greenfield density target is measured across the entire DGA of the Region of Waterloo.

The Official Plan Amendment conforms to A Place to Grow: A Growth Plan for the Greater Golden Horseshoe (Office Consolidation 2020).

**Regional Official Plan**

The Secondary Plan area is located in the Designated Greenfield Area within the Urban Area as identified in the Regional Official Plan. It is intended that land within the Urban Area is to accommodate the majority of the region’s growth within the planning horizon of the Plan.

The ROP identifies that Designated Greenfield Areas will be designed as 15-minute neighbourhoods that enable a modal shift to most trips being made by walking, cycling and rolling by offering convenient access to a diverse mix of jobs, housing, schools, cultural and recreational opportunities, and local shops and food destinations. Designated Greenfield Areas also provide access to high quality, pedestrian accessible open spaces, parks and greenspaces to all members of the community in an inclusive and equitable way. Designated Greenfield Areas will also incorporate appropriate green infrastructure to improve resilience to the impacts of climate change.

The ROP identifies that the density across the DGA in Cambridge is to meet or exceed 59 residents and jobs combined per gross hectare of land. The Secondary Plan applies land use policies that will allow for the lands to achieve or exceed the minimum density target.

The Urban Area policies of the ROP states that area municipalities will develop policies to ensure that development occurring within the Urban Area is planned and develop in a manner that: promotes a more compact built form; contributes to the creation of 15-minute communities; improves resilience to the impacts of climate change; integrates green infrastructure; is serviced by a municipal water and wastewater system; protects
the natural environment, including the Grand River and its tributaries; provides a diverse range and mix of housing options; conserves cultural heritage resources; and ensures the development of high quality urban form.

The Secondary Plan policies have been developed to support a 15-minute community by offering convenient access to a mix of housing in proximity to jobs and local shops in the Mixed-Use Node and the adjacent North Cambridge Business Park. The Secondary Plan identifies two school sites and a Community Park, located in a central location to provide a focal point for the community, along with Neighbourhood Parks and Urban Greens and Squares located throughout the Secondary Plan area. The Secondary Plan includes policies on building a resilient and green North Cambridge by supporting appropriate green infrastructure, stormwater management and servicing to improve resilience to the impacts of climate change.

The Secondary Plan includes policies related to the protection of natural heritage features. The Subwatershed Study for the Randall and Breslau Drains (WSP, 2018), the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013), and the Hespeler West Subwatershed Study (PEIL, 2004) provide a comprehensive background of how surface water, groundwater, terrestrial and aquatic ecosystems function in the subwatershed, and recommend how planned land use changes can take place in a sustainable manner. Environmental Impact Statements will be required at the time a development application is received for parcels contiguous to environmental features to verify natural features in the field and confirm and ensure the recommendations in the subwatershed studies are implemented.

The Secondary Plan also includes policies related to the protection of cultural heritage resources within and immediately adjacent to the Secondary Plan area, including the Riverbank Drive scenic heritage road and the Grand River.

The proposed Official Plan Amendment conforms to the Regional Official Plan.

**City of Cambridge Official Plan**

The Secondary Plan area is currently designated Prime Agricultural, Prime Industrial/Strategic Reserve and Natural Open Space System. The Secondary Plan has been prepared as an amendment to the City of Cambridge Official Plan to facilitate development within appropriate urban and environmental land use designations.

In accordance with Section 2.5.5 of the Official Plan, a Secondary Plan will be prepared for new residential areas in the DGA to ensure that development occurs at the densities and form consistent with the Official Plan.

Section 2.8 of the Official Plan sets out the general policies for residential lands. The proposed Secondary Plan is consistent with these policies as it will:
• Provide for a range of housing types to accommodate the needs, preferences, and economic resources of households;

• Result in residential densities that are appropriate to existing neighbourhoods (e.g., along Riverbank Drive), and provide for compact development;

• Support mixed-use and multi-unit residential development; and

• Provide for pedestrian, cycling, transit, and vehicular movement.

Section 3.B.2 of the Official Plan requires that a subwatershed study be undertaken with the intent to protect, maintain and enhance natural features and ecological functions through environmentally sound policy development. The Secondary Plan area includes three subwatersheds. The Subwatershed Study for the Randall and Breslau Drains (WSP, 2018), the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013), and the Hespeler West Subwatershed Study (PEIL, 2004) identified and defined the limits of natural features and their associated setbacks and buffers in the Secondary Plan area. The Secondary Plan reflects the limits of the natural features as recommended by the subwatershed studies and puts in place a policy framework to ensure the appropriate buffers, development setbacks, studies, and ecological corridors are implemented.

Section 4.10 of the Official Plan states that a cultural heritage impact assessment will be required for a development proposal that includes or is adjacent to a designated property, or that includes non-designated resources of cultural heritage value or interest. The policies of the Secondary Plan are consistent with the requirements of Section 4.10 and also require the preparation of a cultural heritage impact assessment for proposals that may pose significant impacts on the Riverbank Drive scenic heritage road or the Grand River Heritage River corridor.

Chapter 5 of the Official Plan establishes urban design policies to achieve a high standard of urban design across the City. The Secondary Plan builds on the policies of the Official Plan to achieve design excellence in north Cambridge. The Secondary Plan area is planned to promote sustainable, healthy, and active living (Section 5.2), support transit usage (Section 5.3), consider sustainability and energy efficiency in the design of both private and public realms (Section 5.8), and build a high-quality, attractive public realm (Section 5.5).

The Cambridge Official Plan directs that secondary plans may be prepared for specific areas of the City to provide more detailed planning objectives and policies to direct and guide development (10.2.1) provided the secondary plan is in conformity with the City and Regional Official Plans (10.2.2), and in consideration of the following Section 10.2.4 criteria:
a) patterns of land use;

b) population and employment projections;

c) mix and range of housing types and densities;

d) phasing of development in an efficient manner;

e) provision for adequate and appropriate areas for commercial, institutional and community-oriented facilities;

f) provision for trails, parks and open space;

g) natural features;

h) cultural heritage resources;

i) incorporating intensification opportunities; development of a transportation network that facilitates the efficient movement of vehicular and pedestrian traffic including active transportation considerations;

j) municipal services;

k) incorporating opportunities for mixed-use and higher density development in appropriate locations;

l) designation of land; and

m) any other matters as deemed appropriate by the City.

The Secondary Plan conforms to the City of Cambridge Official Plan.

6.0 SUMMARY OF CHANGES TO THE OFFICIAL PLAN

The following is a summary of Official Plan Amendment No. 67:

- Amends Policy 1.2 Structure of the Plan by adding Chapters for secondary plans.

- Amends Chapter 13 Glossary of Terms by adding definitions for:
  - 15-minute neighbourhood;
  - active transportation;
  - privately owned public spaces (POPS); and
  - walking, cycling, and rolling.


- Amends Map 1A – Urban Structure by adding the boundary of the North Cambridge Secondary Plan area; expanding the Urban Area boundary to include
the Secondary Plan area; and, changing the land use designation from Countryside (RMW) to Designated Greenfield Area (RMW).

- Amends Map 1B – Countryside by adding the boundary of the North Cambridge Secondary Plan area; and, removing the Prime Agricultural (RMW) designation from the Secondary Plan area.

- Amends Map 2 – General Land Use Plan by adding the boundary of the North Cambridge Secondary Plan area.

- Amends Map 13 – Subwatersheds and Drainage Areas to acknowledge that there has been a Subwatershed Study and Master Drainage Report completed for the Randall Drain. Additional lands just beyond the Randall Drain boundary towards the Grand River have also been identified to match the boundaries of the completed subwatershed study for the area.

7.0 PUBLIC PARTICIPATION

Prior to preparing the North Cambridge Secondary Plan, extensive public consultation occurred throughout the East Side Lands – Stage 2 Master Environmental Servicing Plan (MESP) process with four Public Information Centres being held:

- June 16, 2016 – Launched the study, identified interested persons, and obtained input on issues and existing conditions.

- December 5, 2016 – Presented findings of the environmental component of the study and obtained input.

- November 2, 2017 – Presented high-level land use options for review and obtained input.

- March 20, 2018 – Presented the North Cambridge Preliminary Preferred Urban Area Designation and Land Use. This was endorsed by Cambridge Council on May 8, 2018.

On November 25, 2021, a Virtual Public Open House was held to formally introduce the Secondary Plan and receive initial feedback from the public. A Statutory Public Meeting was held on June 28, 2022 and the draft Secondary Plan was posted on the City of Cambridge website for review and comment.

All comments received during this process were considered when preparing the Secondary Plan. Posting of related reports to the City’s website was included as part of the public report process.
PART B – THE AMENDMENT

1.0 INTRODUCTORY STATEMENT

All of this part of the document entitled ‘Part B – The Amendment’, consisting of the following text, constitutes Amendment No. 67 to the Official Plan of the City of Cambridge.

2.0 FORMAT OF THE AMENDMENT

This section of Amendment No. 67 sets out additions and changes to the text and maps in the Official Plan.

3.0 IMPLEMENTATION AND INTERPRETATION

The implementation of this amendment shall be in accordance with the provision of the Planning Act. The further implementation and associated interpretation of this amendment shall be in accordance with the relevant text and mapping schedules of the existing Official Plan of the City of Cambridge and applicable legislation. Amendment No. 67 should be read in conjunction with the current Official Plan (2012), as amended, which is available on the City’s website at cambridge.ca, or at the Planning Services kiosk located at 50 Dickson Street in the 1st Floor lobby.

4.0 DETAILS OF THE AMENDMENT

The Official Plan of the City of Cambridge is hereby amended as follows:

Chapter 1 is hereby amended by adding Policy “1.2 h) Secondary Plans starting at Chapter 17.”

Chapter 13 is hereby amended by deleting and adding a new definition for active transportation as well as adding the following new definitions:

15-minute neighbourhoods – Compact, well-connected places such as mixed-use neighbourhoods or other areas within the Urban Area. They are places that offer and support and opportunities for people of all ages and abilities and at all times of year to conveniently access the necessities for daily living with a 15-minute trip by walking, cycling, and rolling, and where other needs can be met by taking direct, frequent, and convenient transit, wherever possible. The neighbourhoods should include an appropriate mix of jobs, local stores, and services, a full range of housing, transportation options and public service facilities. They are also age-friendly places and may take different shapes and forms appropriate to their contexts.

active transportation – movement of people or goods that is powered by human activity. Active transportation includes walking, cycling, and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, and rollerblades.
privately owned public spaces (POPS) – A privately owned and maintained open or landscaped space that is designed to promote public access and use, which may include but is not limited to courtyards, enhanced walkways, and urban greens and squares. The spaces are meant to be open and accessible to the public and may complement, extend, or integrate with public parks.

walking, cycling, and rolling – Methods of active transportation, which means movement of people or goods that is powered by human activity. Active transportation includes walking, cycling, and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, and rollerblades.

Chapter 14 is hereby amended as follows:

Map 1A – Urban Structure is hereby amended by adding the boundary of the North Cambridge Secondary Plan area; expanding the Urban Area boundary to include the Secondary Plan area; and, changing the land use designation from Countryside (RMW) to Designated Greenfield Area (RMW) in the Secondary Plan area as depicted in Schedule 1 below.

Map 1B – Countryside is hereby amended by adding the boundary of the North Cambridge Secondary Plan area; and, removing the Prime Agricultural (RMW) designation from the Secondary Plan area as depicted in Schedule 2 below.

Map 2 – General Land Use Plan is hereby amended by adding the boundary of the North Cambridge Secondary Plan area as depicted in Schedule 3 below.

Map 13 – Subwatersheds and Drainage Areas is hereby amended to acknowledge that there has been a Subwatershed Study and Master Drainage Report completed for the Randall Drain. Additional lands to the west of the Randall Drain boundary have also been identified to match the boundaries of the completed subwatershed study for the area as depicted in Schedule 4 below.

The Cambridge Official Plan is hereby amended by adding the following new Chapter 19: North Cambridge Secondary Plan (Schedule 5).

5.0 SCHEDULES

SCHEDULE 1 – MAP 1A – URBAN STRUCTURE
SCHEDULE 2 – MAP 1B – COUNTRYSIDE
SCHEDULE 3 – MAP 2 – GENERAL LAND USE PLAN
SCHEDULE 4 – MAP 13 – SUBWATERSHEDS AND DRAINAGE AREAS
SCHEDULE 5 – Chapter 19: North Cambridge Secondary Plan
SCHEDULE 5 – CHAPTER 19: North Cambridge Secondary Plan

The Cambridge Official Plan is hereby amended by adding the following new Chapter 19: North Cambridge Secondary Plan.
Chapter 19: North Cambridge Secondary Plan

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Appendix 1 – Collector Road Cross-Section
19.1 Introduction

The North Cambridge Secondary Plan establishes a vision, guiding principles, and policies for urban design, development, and environmental protection in North Cambridge. It also specifies the general land use patterns and locations of community infrastructure such as parks, trails, roads, and schools.

The North Cambridge Secondary Plan area (as shown on Schedule A) is within the Urban Area of the City of Cambridge.

19.1.1 Background

1) In 2016, the Region of Waterloo, in collaboration with the City of Cambridge, Township of Woolwich and the Grand River Conservation Authority, began a Master Environmental Servicing Plan (MESP) to develop a framework for future urban uses and development within the Stage 2 Lands of the East Side Lands, which are located on the eastern edge of Waterloo Region within the City of Cambridge and Township of Woolwich. The intent was that the MESP and supporting technical appendices would inform a Secondary Plan for the lands in the City of Cambridge.

2) In June 2018, Regional Council adopted Regional Official Plan Amendment 2 (ROPA 2) to designate the Urban Area of the Stage 2 Lands and facilitate the development of a Secondary Plan in the City of Cambridge. ROPA 2, which was under appeal following its approval, would allow for the North Cambridge Secondary Plan lands to be included in the Urban Area boundary and would designate the lands Urban Area and Urban Designated Greenfield Area in the Regional Official Plan. In April 2023, Regional Official Plan Amendment 6 (ROPA 6) was approved by the Province, which resulted in the approval of ROPA 2, and continues to designate the North Cambridge Secondary Plan as Urban Area and Designated Greenfield Area.

3) The MESP and Secondary Plan process involved an integrated approach to land use planning, water and wastewater servicing, utilities, transportation, and environmental planning. The following technical appendices were completed:
   a) Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017) and the Addendum to the Subwatershed Study (WSP, May 2018); and
   b) Master Drainage Report (WSP, April 2024).

4) Currently, the Stage 2 MESP remains incomplete. However, the Stage 1 MESP servicing strategy, along with the interim Freeport Creek Sanitary Pumping Station recommended in the North Cambridge Business Park Municipal Class Environmental Assessment (Class EA Study), and the long term servicing of these lands through the Kitchener Wastewater Treatment Facility (as recommended in the Region of Waterloo’s
East Side Lands Sanitary Servicing Municipal Class EA Study), provide the framework for the logical extension of servicing into the Stage 2 Lands. This framework, along with the completed Subwatershed Study and Master Drainage Report, provide sufficient technical basis for the completion of the Secondary Plan without finalizing the Stage 2 MESP.

5) The North Cambridge Secondary Plan integrates development constraints, environmental management principles, transportation network recommendations, and servicing solutions, as identified through the technical appendices, into a land use plan for the Secondary Plan area.

19.1.2 Purpose

1) The purpose of the North Cambridge Secondary Plan is to provide a detailed land use planning and policy framework to guide development in the Secondary Plan area.

2) The policies of this Secondary Plan are intended to result in a vibrant new neighbourhood that is well-designed, complete, and sustainable, and is integrated with the surrounding community and adjacent scenic heritage road in a logical, compatible, efficient, and cost-effective manner.

3) It is the intent of this Secondary Plan to guide the development of a complete, resilient, healthy, and sustainable 15-minute neighbourhood that meets the expectations for growth management, transit-supportive development, environmental protection and management, climate adaptation and mitigation and all of the other Provincial, Regional and City objectives and policies.

4) Development within the North Cambridge Secondary Plan will conform to and implement the Regional Official Plan and the Cambridge Official Plan. In addition to the policies of this Secondary Plan, all other parts of the Cambridge Official Plan will apply. In the event of a policy conflict, the North Cambridge Secondary Plan will prevail.

19.1.3 Location and Context

1) The Secondary Plan area is 115 hectares in size and includes lands north of Middle Block Road, east and south of Riverbank Drive, south of Fairway Road North, and east and west of Fountain Street North as shown on Schedule A.

2) The Secondary Plan area is adjacent to the Riverbank Drive scenic heritage road and the Grand River Canadian Heritage River as identified in the City of Cambridge Cultural Heritage Master Plan (2008).

3) The Secondary Plan area is designated as Urban Area and Designated Greenfield Area in the Regional Official Plan within the Urban Area boundary. It is intended that land
within the Urban Area will accommodate almost 90 percent of the Region’s growth
within the planning horizon of the Plan (Section 2.C.2.1).

4) The Cambridge Official Plan directs that secondary plans may be prepared for specific
areas of the city to provide more detailed planning objectives and policies to direct and
guide development based on local characteristics (Section 10.2).

5) This Secondary Plan will serve as an amendment to the Cambridge Official Plan to
establish appropriate land use designations and policies that apply within North
Cambridge.

19.1.4 Organization

1) Section 19.1: Introduction provides the background and overview of the Secondary
Plan.

2) Section 19.2: Vision describes the vision and guiding principles for the North
Cambridge Secondary Plan area. The vision and guiding principles guide the policies of
this Secondary Plan and ultimately inform and shape future development within the
area.

3) Section 19.3: Land Use Policies focuses on the overall community structure,
character, and layout of the community. These policies address the planned land uses,
Natural Open Space System, stormwater management facilities, parks and open
spaces, and community edges of the Secondary Plan area.

4) Section 19.4: Urban Design Policies provides more specific guidelines and policies to
realize the Land Use Policies in Section 19.3. The Urban Design Policies address and
provide direction for the public realm, private realm, sustainability, cultural heritage, and
accessibility.

5) Section 19.5: Sustainable Infrastructure sets out policies for the mobility network,
municipal infrastructure such as water and wastewater, and source water protection in
the Secondary Plan area.

6) Section 19.6: Implementation establishes policies which explain how the Secondary
Plan will be implemented through a variety of policy tools and processes that
complement the Cambridge Official Plan.

7) Schedule A: Land Use establishes the land use designations which correspond to the
policies of this Secondary Plan.

8) Schedule B: Natural Open Space System delineates the elements of the Greenlands
and Open Space Network.
9) **Schedule C: Mobility Network** demonstrates the transportation corridors and connections of this Secondary Plan.
19.2 Vision

19.2.1 Vision Statement

1) The North Cambridge Secondary Plan is based on a vision and guiding principles which were established through consultation with the public, landowners, Council, City and Regional staff, and agencies and is as follows:

“The North Cambridge Secondary Plan area will provide for long-term resiliency through an environmentally sustainable, healthy, and complete community with integrated and connected green spaces, pedestrian scaled residential and mixed-use neighbourhoods that support active transportation.”

2) It is envisioned that the Secondary Plan area will accommodate a combined 5,200 to 5,700 new residents and jobs.

19.2.2 Guiding Principles

1) The guiding principles of this Secondary Plan work together to create a complete community that achieves broad policies with respect to efficient, cost-effective development and land use patterns, the conservation of natural and cultural heritage features, the protection of public health and safety and the achievement of minimum development densities as established by the Provincial Growth Plan, the Regional Official Plan, and the Cambridge Official Plan.

2) Fundamental to the development of the Secondary Plan is the achievement of a community structure that supports forms of active transportation and the efficient use of land through the achievement of a minimum density of 59 residents and jobs per hectare.

3) The following guiding principles further articulate the vision and are the foundation upon which the policies of this Secondary Plan are based:

a) Protect and support Natural Open Space Systems and features;

b) Create a highly permeable and connected Mobility Network that prioritizes active transportation (e.g., walking, cycling, rolling and transit);

c) Promote place-making through natural features, cultural heritage resources, parks, the location of potential school sites, and the Mixed-Use Node;

d) Offer access to parks and open space within 500 metres (an approximately 6-minute able bodied walk) from anywhere in the community;
e) Create a community of diverse built forms and a range and mix of residential housing types and densities, including affordable housing, for all life stages allowing residents to “age in place”; and,

f) Foster a local mixed-use centre that is integrated into the community and provides for local retail and service opportunities that can be accessed within a 15-minute active transportation trip while providing amenities to surrounding communities.

19.2.3 Community Structure

1) The Community Structure of the North Cambridge Secondary Plan is based on achieving the vision and guiding principles outlined in Sections 19.2.1 and 19.2.2. The components of the Community Structure, shown on Schedules A, B, and C, shape the distribution of land uses and include the following elements:

a) Greenlands and Open Space Network

b) Neighbourhoods

c) Mobility Network

19.2.3.1 Greenlands and Open Space Network

1) The Greenlands and Open Space Network which is shown on Schedule B includes the Natural Open Space System which is the foundational structuring element around which the community will be built, as identified in the Subwatershed Study for the Randall and Breslau Drains (WSP, 2018), the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013), and the Hespeler West Subwatershed Study (PEIL, September 2004). The Natural Open Space System includes all Core Environmental Features, such as wetlands, woodlands, and tributaries, and buffers which will be protected, restored, and enhanced to create continuous green corridors.

2) The minimum Natural Open Space System buffer is shown on Schedule B as part of the Natural Open Space System to provide for appropriate separation distance and transition between future development and natural features. The Natural Open Space System buffer will be reviewed and confirmed through the submission of Environmental Impact Statements, prepared in accordance with the policies of this Secondary Plan, the applicable subwatershed study, and the Regional and Cambridge Official Plans, to the satisfaction of the City, the Region, and the Grand River Conservation Authority.

3) The locations of parks and open space are shown on Schedule A and are generally located adjacent to planned community facilities and the Greenlands and Open Space Network. A large central Community Park is designated, and together with other smaller
Neighbourhood Parks, are envisioned to create a system of park spaces to serve both the neighbourhood and broader community.

4) Urban Greens and Squares are smaller parks that offer passive recreation, placemaking, and community gathering opportunities and are envisioned primarily within the Mixed-Use Node.

5) Where appropriate, stormwater management ponds will contribute to the system of open spaces by including a naturalized design that supports passive recreation through the use of walking trails and as visual extensions of parks and natural features.

19.2.3.2 Neighbourhoods

1) Neighbourhoods will be planned and designed as accessible, pedestrian-oriented, and transit-supportive areas that are distinct in character and connected to the broader North Cambridge community with short walking distances to parks, open space areas, schools, and future transit services.

2) Neighbourhoods will include a wide mix and diversity of housing types and tenures to ensure variety and choice, within both the Low/Medium Density Residential and Mixed-Use Node areas.

3) Neighbourhoods include a Mixed-Use Node which will provide a mix of residential, commercial, employment, and service opportunities that are accessible by active transportation from all parts of the Secondary Plan area and surrounding area.

4) Elementary schools will be located within Neighbourhoods in a central location to support accessibility and walkability from the majority of the Secondary Plan area. Elementary schools can also serve as a focal point within the community and when located adjacent to a park, create opportunities for shared facilities.

19.2.3.3 Mobility Network

1) The Mobility Network shown on Schedule C includes the Cycling, Trails, and Streets Networks. The Mobility Network will follow a modified grid pattern to ensure a permeable and connected transportation system that allows for direct routes into, through, and out of the community.

2) The Mobility Network will be designed and constructed using complete streets principles and will prioritize appropriate facilities for the movement and safety of pedestrians, cyclists, and transit users while also accommodating private vehicles.

3) The envisioned Collector Roads within the Secondary Plan area will support active transportation and future transit opportunities and ensure connectivity to Fountain Street.
North, Fairway Road North, and Middle Block Road and to the *Regional* Cycling Network.

4) A dense network of *active transportation* facilities and routes consisting of sidewalks, trails, separated cycling facilities, and slow speed local streets will be prioritized. This will provide more direct and shorter paths to *active transportation* users compared to car travel and support the City’s greenhouse gas emissions reduction target.
19.3 Land Use Policies

The North Cambridge Secondary Plan represents an opportunity to build a complete community where residents can live, work and play. Housing, jobs, shops, services, parks, and amenities are in proximity to one another and supported by a protected Greenlands and Open Space Network.

The North Cambridge Secondary Plan strives to provide 15-minute neighbourhoods, which allow for most daily needs to be accessed within a 15-minute trip from home using active transportation.

19.3.1 General Land Use Policies

1) The basic pattern of land use for the subject lands is established in Schedule A of this Secondary Plan. Schedules A and B provide for the designation of the following land uses and conceptual identification of supporting overlays and symbols:

Greenlands and Open Space Network Designations

- Natural Open Space System
- Recreation, Cemetery, and Open Space

Greenlands and Open Space Network Overlays and Symbols

- Supporting Environmental Features
- Stormwater Management Facilities
- Neighbourhood Parks
- Community Park
- Riverbank Drive Transition Buffer

Neighbourhoods Designations and Overlays

- Low/Medium Density Residential
- Mixed-Use Node

Neighbourhoods Symbols

- Elementary Schools
- Listed Heritage

2) Livable and healthy communities in the North Cambridge Secondary Plan area will be premised on the following land use objectives:
a) A balanced mix of uses within the Mixed-Use Node that promote walkability and support a vibrant and active node and/or main street feature.

b) Neighbourhoods designed around key focal points and structural elements such as parks, schools, natural features, cultural heritage resources and key intersections.

c) Achieving the principles of 15-minute neighbourhoods where residents can meet their daily needs for living within a short trip from home by walking, cycling, and rolling.

d) A connected network of green spaces and natural areas.

e) Local-serving retail opportunities as part of the Mixed-Use Node, Transit Supportive Streets, and gateways, making them accessible to pedestrians and cyclists in the Secondary Plan area.

3) Notwithstanding any other policies of this Secondary Plan, stormwater management facilities, including ponds, and all other municipal facilities and utilities, will be a permitted use within any land use designation. Where possible, stormwater management facilities and all other municipal facilities and utilities will be directed away from lands designated Natural Open Space System. Notwithstanding, where stormwater management facilities, including ponds, and all other municipal facilities and utilities are proposed within or adjacent to an area designated Natural Open Space System, an Environmental Impact Statement will be prepared to the satisfaction of the City, the Region, and the Grand River Conservation Authority.

19.3.2 Greenlands and Open Space Network

1) The Greenlands and Open Space Network is a broad category that includes the Natural Open Space System and Recreation, Cemetery, and Open Spaces designations, as well as the conceptual locations of stormwater management facilities, supporting environmental features, and parks. Together, these areas will work together to form a highly interconnected system of natural areas and linkages. The Greenlands and Open Space Network provides the framework for the Trails Network.

2) The Natural Open Space System has been identified through the applicable subwatershed study.

3) The Greenlands and Open Space Network will:

   a) Provide a visible, functional, and highly interconnected Natural Open Space System for the community.

   b) Ensure continuity with the broader Natural Open Space System and provide opportunities for recreational and naturalized links within North Cambridge and the broader city.
c) Conserve natural features and areas and cultural heritage resources.

d) Provide a continuous system throughout the community that incorporates links of varying character and function, along natural features, public parks, stormwater management facilities, and community amenities.

e) Require innovative approaches to urban stormwater management, including naturalized stormwater ponds, low impact development, green roofs, and water capture and reuse in accordance with the policies of this Secondary Plan and City of Cambridge approvals.

19.3.2.1 Natural Open Space System

Intent

1) The Natural Open Space System shown on Schedules A includes natural features and hazard lands. Mapping of the Natural Open Space System is specifically provided on Schedule B.

2) The Natural Open Space System designation and associated policies are designed to identify, protect, and enhance the natural features, buffers, and functions that will form a strong and permanent component of the Greenlands and Open Space Network.

3) The Natural Open Space System includes hazard lands within the Regulatory Floodplain, which is regulated by the Grand River Conservation Authority, and represents the limit to development opportunities.

Permitted Uses

4) The permitted uses on lands designated Natural Open Space System will be:

a) Woodland, fish, and wildlife management;

b) Stewardship, conservation, and restoration undertakings;

c) Flood or erosion control projects, provided the projects have been demonstrated to be necessary and in the public interest after all other alternatives have been considered; and,

d) Municipal infrastructure, roads, and utilities provided the need for the works has been demonstrated through an environmental assessment and there is no reasonable alternative. The development of any of these facilities will be subject to an Environmental Impact Statement demonstrating to the satisfaction of the City, the Region and appropriate agencies that there are no adverse environmental impacts on any natural feature.

5) In addition to the permitted uses within the Natural Open Space System designation, the following additional uses may be permitted within a buffer subject to an
Environmental Impact Statement prepared to the satisfaction of the City, the Region and the Grand River Conservation Authority, and the criteria of the applicable subwatershed study:

a) Portions of stormwater management facilities and associated grading.

b) Public trails and associated grading within outer portions of buffers, including natural heritage education and appreciation signage.

c) Minor transitional grading to allow for appropriate transitional grading (if required) between permitted new development and/or site alteration and natural topography which is to be maintained within and contiguous to natural features.

6) The implementing Zoning By-law may further refine the list of permitted uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) Natural features, minimum buffers, and hazard lands as identified in the applicable subwatershed study are designated as Natural Open Space System on Schedule A and shown in further detail on Schedule B.

8) Development or site alteration on lands outside of the Natural Open Space System designation containing natural features identified through an Environmental Impact Statement, will be subject to the Natural Open Space System designation permitted uses and policies.

9) The Natural Open Space System buffer is included within the Natural Open Space System designation on Schedules A and B, and includes the following minimum buffer criteria:

a) 10 metres from Non-Significant Wooded Area or Locally Significant Natural Areas and Natural Features.

b) 15 metres from Evaluated Non-Provincially Significant Wetlands, Significant Valleylands, and Regional Core Environmental Features.

c) 20 metres from Regulated Coolwater Watercourses.

d) 30 metres from Provincially Significant Wetlands, and Regulated Coldwater Watercourses.

10) The limit of future development will be the greater of the extent of buffers determined through an Environmental Impact Statement.

11) The boundaries and extent of the Natural Open Space System designation shown on Schedules A and B are approximate as established through the applicable
subwatershed study. The boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Statements that may identify appropriate minor adjustments or refinements, prior to development or site alteration. Such minor adjustments or refinements will not require an Amendment to this Secondary Plan.

a) Where Council, the Region, or the Grand River Conservation Authority considers a change to the boundary to exceed their definition of minor, such adjustments or refinements will require an Amendment to this Secondary Plan. Such an Amendment will be supported by an Environmental Impact Statement that demonstrates the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction.

b) Where the boundary to the designation is adjusted, the abutting land use designation or designations will apply, provided the land use change will not result in development or site alteration that will have adverse effects on any natural features and their functions.

12) Development or site alteration is not permitted within the Natural Open Space System designation, except in relation to the permitted uses and policies specified in this Secondary Plan. Development and site alteration will not be permitted within Core Environmental Features, wetlands, and habitat of endangered or threatened species.

13) The removal or destruction of a natural feature by unauthorized development or site alteration is prohibited. Such removal or destruction will not provide the rationale for the removal of these lands from the Natural Open Space System designation. Restoration, to the satisfaction of the City in consultation with the Region and the Grand River Conservation Authority, will be required for such lands.

14) Infrastructure and road design and construction will be sensitive to adjacent natural features and their associated functions and will incorporate design treatments and technologies identified through the detailed design process that minimize negative impacts and, where practical, enhance the overall Greenlands and Open Space Network.

15) Where lands within the Natural Open Space System are approved for passive recreation activities, appropriate measures will be provided to ensure the protection of natural features.

16) Where lands within the Natural Open Space System designation are held in private ownership, nothing in this Secondary Plan requires that these lands be free and available for public use.
17) Natural Open Space System designated lands subject to a development application will be conveyed to the City at no cost to the City, unless the City determines that the lands are not suitable for public ownership. The City is not obligated to accept all lands identified as part of the Natural Open Space System designation, including contaminated sites, land-locked parcels, or if the property has no access.

18) The buffers included within the Natural Open Space System designation reflect minimum buffers and will be refined and confirmed through an Environmental Impact Statement, prepared subject to the policies of this Secondary Plan.

19) Any development, including any buildings and any necessary grading, infrastructure and roads proposed within 120 metres of the Natural Open Space System designation will be required to prepare an Environmental Impact Statement that will determine the nature and extent of the feature and the appropriate buffer that will be required between the Natural Open Space System designation and the limit of urban development.

20) An Environmental Impact Statement, where required, is to be undertaken by the proponent of development in accordance with City and Region requirements, in consultation with the Grand River Conservation Authority and any other agency having jurisdiction. An Environmental Impact Statement will, at a minimum:

a) Demonstrate that the development or site alteration applied for will have no adverse effects on natural features;

b) Identify planning, design and construction practices that will maintain and, where feasible, improve or restore the health, diversity and size of the natural features and connectivity with other key natural features, as well as connectivity and linkages to Natural Open Space Systems identified in Provincial Plans or by neighbouring municipalities, the Grand River Conservation Authority, Ministry of Natural Resources and Forestry or other jurisdictions having authority;

c) Demonstrate how connectivity within and between natural features will be maintained and, where possible, improved or restored before, during and after construction to allow for the effective dispersal and movement of plants and animals;

d) Determine if natural areas are acting as or have been identified as a wildlife corridor to ensure that the area will continue to effectively act and function as a wildlife corridor;

e) Confirm, refine, and determine a sufficient minimum Natural Open Space System buffer to protect areas adjacent to existing features that would be appropriate for restoration or re-naturalization to enhance the ecological functions of that feature, such as lands that provide for rounding out or filling of gaps;
f) Protect the function of the feature or protect opportunities for feature enhancement and specify the dimensions of the required Natural Open Space System buffer; and,

g) Include a Buffer Management Plan. Further, the developer may be required to register on title any notices/maintenance requirements that result from the required Buffer Management Plan.

21) Where, through an application for development or site alteration, a buffer is required to be established as a result of the application of the policies in this Secondary Plan, the buffer will be planted with native species in a self-sustaining manner in accordance with the Buffer Management Plan, to the satisfaction of the City in consultation with the Region and the Grand River Conservation Authority.

19.3.2.2 Supporting Environmental Feature

Intent

1) Supporting Environmental Features are shown on Schedule B and include low-constraint natural features such as hedgerows. Supporting Environmental Features do not form part of the Natural Open Space System.

2) This Secondary Plan recognizes that Supporting Environmental Features may be altered or removed through development, subject to the policies of this Section, to assess the function of these features at a local level.

Permitted Uses

3) Following completion of an Environmental Impact Statement, development or site alteration may occur in accordance with the policies and permitted uses of the abutting designation without the need for an Amendment to this Secondary Plan.

4) For clarity, development or site alteration may occur within a Supporting Environmental Feature following completion of an Environmental Impact Statement provided it does not encroach into or impact lands within the Natural Open Space System designations.

Policies

5) Development and site alteration will avoid Supporting Environmental Features where feasible. Development or site alteration proposed within or contiguous to a Supporting Environmental Feature will require an Environmental Impact Statement to assess significance of the feature.
19.3.2.3 Parks

Intent

1) The system of public parks is highly interconnected and forms a fundamental structuring element of the North Cambridge Secondary Plan area. It is the intent of this Secondary Plan that the majority of residents be generally within 500-metres or 6-minute able bodied walk to a park location.

2) Lands identified by a park symbol on Schedule A, will include lands within the following categories:
   a) Community Park (CP)
   b) Neighbourhood Park (NP)

3) Locations for Urban Greens and Squares are not shown on the Schedules; however, Urban Greens and Squares will be identified through the development approvals process to provide meaningful connections in both the Mixed-Use Node and Residential areas.

4) Amongst the park locations indicated on Schedules A, the park symbol indicated as ‘CP’ is within lands designated Recreation, Cemetery, and Open Space and is envisioned to be a Community Park that will accommodate a range of park facilities and active recreational uses to provide park space and amenities for the Secondary Plan and surrounding area residents.

Permitted Uses

5) On lands identified by a Neighbourhood Park symbol, the following uses are permitted:
   a) Active and passive recreational opportunities.
   b) Conservation uses.
   c) Pedestrian and bicycle trails.
   d) Small scale building and structures that are accessory to any permitted uses.

6) Notwithstanding Section 8.8.4 of the Cambridge Official Plan, only the following additional uses are permitted within a Community Park on lands within the Recreation, Cemetery, and Open Space designation:
   a) Community centres, arenas, and recreational facilities.
   b) Retail commercial uses ancillary to the primary recreational use.
   c) Small scale building and structures that are accessory to any permitted uses.
7) The implementing Zoning By-law may further refine the list of permitted uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

8) Public parkland will be dedicated to the municipality based on the requirements of the Planning Act, the Cambridge Official Plan, and the policies of Section 19.6.3.2.

9) Parks will be integrated with the Trails Network.

10) Parks will be planned, designed, and provided in accordance with the City of Cambridge Parks Master Plan.

11) A Community Park will be established in accordance with the following:
   a) The Community Park is expected to form the central focus for the Secondary Plan area, together with the elementary school sites;
   b) The Community Park will provide for a variety of recreational activities, facilities, and associated parking to be utilized by all residents of Cambridge. The Community Park may include recreational equipment such as play equipment and sport facilities (allocated for team and sport club use);
   c) The Community Park will have frontage onto a Collector Road and will be adjacent to the Greenlands Network; and,
   d) The Community Park will have an approximate size of seven (7) hectares of developable land.

12) Neighbourhood Parks will be established in accordance with the following:
   a) Neighbourhood Parks are expected to form the focus of a neighbourhood, provide local amenities to North Cambridge Secondary Plan area residents, and will be centrally located within a neighbourhood area;
   b) Neighbourhood Parks may include an open free play area and climbing structures, along with other passive and active recreational amenities; and,
   c) Neighbourhood Parks will generally have a minimum size of two (2) hectares.

13) Urban Greens and Squares will be established in accordance with the following:
   a) Urban Greens and Squares are expected to be small-scale components of the parks system and are intended to provide passive open space areas, both landscaped or hardscaped, and serve as focal points within sub-areas of each neighbourhood.
b) Urban Greens and Squares will be generally greater than 75 square metres but less than 1000 square metres in size.

c) Urban Greens and Squares will be connected to pedestrian movement, accessible, located at grade, provide barrier-free access to people with disabilities, and will have frontage on at least one public street.

d) The adjacent built form will have primary or active frontages facing or flanking the Urban Green or Square, where appropriate.

e) Urban Greens and Squares within the Low/Medium Density Residential designation will reflect the needs of surrounding residents, providing areas to sit and socialize, junior play areas for children, bicycle parking, and a significant tree canopy for shade.

f) Urban Greens and Squares within the Mixed-Use Node will include seating and a full furniture program, including lighting and bicycle parking, opportunities for outdoor cafes and restaurants, and facilities that promote a passive, relaxing urban atmosphere. These facilities will improve mid-block permeability and complement adjacent land uses.

g) Urban Greens and Squares may be publicly owned or considered for a privately owned public space.

h) The City will not accept Urban Greens and Squares as parkland dedication where the City is of the opinion a Neighbourhood Park or Community Park is necessary or desirable.

i) Public access to privately owned public space Urban Greens and Squares will be secured through the development approval process.

14) Where buildings and structures are permitted, they will be designed so that the size, scale, construction materials and signage are compatible with adjacent uses and that rooftop equipment, waste management and loading areas are screened from view from abutting roads and adjacent residential uses.

15) Development within the parks system will be designed to minimize impact on the Greenlands Network. In addition, the following will apply:

a) Woodlands in parks, and mature trees, will be protected, maintained, or enhanced, where possible.

b) The placing and removal of fill and site grading will be minimized, except for necessary site grading associated with the development of parks, the Trails Network, and erosion/erosion control facilities as approved by the City, in consultation with the Region and the Grand River Conservation Authority.
16) Adjacent *development* may only abut a park on a maximum of two sides. For clarity, *development* on the opposite side of a public road will not be considered abutting a park.

17) Where a Neighbourhood Park is located at the intersection of two public roads, a minimum of two park frontages respectively, will be along a public road, with the remaining frontages being residential uses, community facilities, stormwater management facilities, or *natural features*. This policy may also be applied where a single road turns at or close to right angles. In this case, the single road will be considered as two separate intersecting roads for the purposes of this policy. Urban Greens and Squares may be designed with a minimum 25 percent public frontage, where public frontage can be a public road.

18) No *infrastructure* unrelated to the function of any park will be permitted within the park or along the frontage of the park.

19) The locations, configurations, boundaries, and composition of these public parks as shown on *Schedules A*, as well as locations for Urban Greens and Squares, will be confirmed through *development* applications under the *Planning Act* and implementing Zoning By-law and may be adjusted without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained to the satisfaction of *Council*.

### 19.3.2.4 Stormwater Management Facilities

**Intent**

1) Stormwater management facilities are intended to manage *development* impacts on the Greenlands Network in order to maintain or enhance water quality, protect *fish* and wildlife habitat, and prevent erosion.

2) It is the intent of this Secondary Plan to ensure that stormwater management facilities are not only functional components of the community but are also aesthetically pleasing and serve as a key component of the Natural Open Space System.

3) Stormwater management facilities will be integrated into the broader natural and open space system through the incorporation of naturalized features and plantings that provide, where possible, for passive trail system uses. The general locations of future stormwater management facilities are identified on *Schedule A*. 
Policies

4) Stormwater management facilities are subject to the policies of this Secondary Plan and the City’s policies and standards regarding the design, construction, and maintenance for these types of facilities.

5) The locations, configurations, and boundaries of the stormwater management facilities identified on Schedules A will be confirmed through the required Stormwater Management Plan and subsequent development application under the Planning Act and implementing Zoning By-law, and may be adjusted, added, or deleted without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained to the satisfaction of Council.

6) Stormwater management facilities will be provided in accordance with the policies of Section 19.5.3.2 of this Secondary Plan.

19.3.3 Neighbourhoods

1) The North Cambridge Secondary Plan provides opportunities for a broad range and mix of housing forms throughout the community across the housing spectrum and supports the Region’s and City’s affordable and attainable housing objectives.

2) Land use designations within Neighbourhoods are shown on Schedule A.

3) Lands within the Secondary Plan area will be planned to achieve a minimum density of 59 residents and jobs per hectare. Individual developments may have densities lower or higher than 59 residents and jobs per hectare, provided that the City is satisfied that the total overall density within the Secondary Plan area, at full build-out, will conform to the overall planned density target.

4) The objectives for Neighbourhoods include:

a) Encouraging a broad range of housing sizes, densities, designs, tenures, and prices to meet the needs of current and future residents;

b) Building vibrant neighbourhoods where day-to-day needs can be met within a 15-minute walk, cycle, roll, or transit trip from home;

c) Supporting the early introduction of transit services and active transportation;

d) Encouraging innovation in new residential development to address social, design, and growth management policies of this Plan; and,

e) Ensuring that Neighbourhoods are designed to achieve a minimum density of 59 residents and jobs per hectare.
5) Additional residential units are permitted in conjunction with a single detached dwelling, semi-detached dwellings, or townhouse dwelling within the Residential and Mixed-Use Node designations in accordance with the policies of the Cambridge Official Plan and Zoning By-law.

19.3.3.1 Low/Medium Density Residential Designation

Intent

1) It is the intent of the Low/Medium Density Residential designation to promote well-designed low- and medium-density housing in appropriate locations throughout the community, with a mix of built form and bedroom counts to provide housing options across the housing spectrum.

Permitted Uses

2) The permitted low-density residential uses within the Low/Medium Density Residential designation are as follows:
   a) Single detached dwellings.
   b) Semi-detached dwellings.
   c) Duplex dwellings.

3) The permitted medium-density residential uses within the Low/Medium Density Residential designation are as follows:
   a) Triplex dwellings.
   b) Townhouse dwellings, including stacked and back-to-back townhouse dwellings.
   c) Multiple unit dwellings (e.g., quadplex, walk-up apartments).

4) In addition to residential uses, the following uses will also be permitted within the Low/Medium Density Residential designation:
   a) Places of worship;
   b) Community services and facilities;
   c) Childcare centres;
   d) Elementary schools;
   e) Parks, open space, Urban Greens and Squares, and trails;
   f) Accessory buildings and structures;
   g) Additional residential units;
   h) Home occupations;
5) *Development* of medium-density residential uses will be directed to those properties which have frontage onto a Collector Road, or where within a grouping of buildings or a building complex, accessed from an internal Public Lane or Private Road leading to and from a Collector Road.

6) The implementing Zoning By-law may further refine the permitted land uses to ensure that new *development* is appropriate in the context of the adjacent and surrounding community.

**Policies**

7) The maximum height of any building within the Low/Medium Density Residential designation will be four (4) storeys. Density within the Low/Medium Density Residential designation will range from between 20 and 45 units per gross hectare, excluding additional residential units.

8) Notwithstanding Section 19.3.3.1.7, the maximum height of any building adjacent to the Riverbank Drive Transition Buffer or flanking or fronting onto a road adjacent to the Riverbank Drive Transition Buffer will be two (2) storeys.

9) Where a *development* application proposing residential uses is submitted for a site containing one hectare or more of developable land within the Secondary Plan area, a minimum of 30 percent of new residential units, excluding additional residential units, are required to be planned as medium-density residential units.

10) Permitted places of worship and community services and facilities will be permitted through the requirements of the implementing Zoning By-law and will be subject to Site Plan Control.

11) Individual or direct access to Riverbank Drive, Middle Block Road, Fairway Road North, and Fountain Street North will not be permitted for any *development* lot within the Low/Medium Density Residential designation.

12) Reverse frontage *development* will not be permitted within the Low/Medium Density Residential designation.

**19.3.3.2 Mixed-Use Node Designation**

**Intent**

1) It is the intent of the Mixed-Use Node designation to promote a well-designed, pedestrian accessible, and transit supportive node. The Mixed-Use Node will feature
medium- to high-density mixed-use residential uses that include integrated retail and commercial uses which serve the Secondary Plan area and surrounding areas.

2) Collector Road frontages within the Mixed-Use Node will have a strong street-related built form edge with at-grade retail entrances onto the street, wide sidewalks, enhanced landscaping, and architectural design features to address their significance as community ‘main streets.’

3) Built form proposed along the edges of Fountain Street North and Middle Block Road will address these edges through a combination of useable entrances, active and clear fenestration, articulated facades, and at-grade retail commercial uses.

Permitted Uses

4) The permitted uses within the Mixed-Use Node designation are as follows:
   a) Townhouse dwellings, including stacked and back-to-back townhouse dwellings;
   b) Live-work townhouse dwellings;
   c) Apartment dwellings;
   d) Commercial, medical office, and service uses;
   e) Community services and facilities;
   f) Housing for people with special needs;
   g) Institutional special care facilities;
   h) Accessory buildings and structures;
   i) Additional residential units, in conjunction with townhouse dwellings; and,
   j) Parks, Urban Greens and Squares, open space, and trails.

5) The following retail and service commercial land uses are specifically prohibited:
   a) Any use that requires the outdoor storage of goods;
   b) All automobile-related uses (sales, service, gas bars, car washes); and,
   c) Drive-throughs.

6) The implementing Zoning By-law may further refine the permitted land uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) The minimum height of any building within the Mixed-Use Node designation will be three (3) storeys and the maximum height will be ten (10) storeys.
8) Development with the greatest height and densities will be focused to and adjacent to the intersection of Middle Block Road and Fountain Street North and will demonstrate appropriate built form scale and massing transition to adjacent lower density development.

9) Ground floors containing non-residential uses will have a minimum height of 4.5 metres. Lower heights for live-work townhouse dwellings will be permitted where it is demonstrated that they could accommodate retail commercial uses.

10) Where stand-alone local commercial uses, including supermarkets are proposed, buildings will be a minimum of three (3) storeys in height and be directed to the interior of the Mixed-Use Node designation.

11) Permitted uses are encouraged to develop in mixed-use buildings. At-grade street-related commercial and service uses will be encouraged as ancillary uses to a main use in multi-storey buildings in the Mixed-Use Node designation. They will be oriented toward, activate, and enhance the pedestrian boulevard.

12) Stand-alone residential uses will be prohibited from fronting directly onto Collector Roads which will be earmarked specifically for mixed-use built form to support 'main street' functions. Stand-alone residential will be limited to lands internal to the Mixed-Use Node designation blocks. Notwithstanding the forgoing, if design limitations associated with environmental features, property configurations, or the provision of new Collector Roads compromise the ability to allow for mixed-use built form, residential development may be considered provided the general intent of the Plan is maintained, to the satisfaction of the City.

13) Stand-alone residential or non-residential development will be prohibited from fronting directly onto Arterial Roads with the exception of multi-unit apartment buildings and stacked townhouse dwellings (minimum three (3) storeys), where it can be demonstrated that they are appropriate for the location in terms of function, height, and massing.

14) Along Arterial Roads, ancillary commercial and service uses are encouraged to be incorporated into multi-storey buildings, at-grade to encourage active and complete streets.

15) Any stand-alone residential or non-residential development should be integrated into the pattern of streets and blocks of which they are a part. The pattern of blocks and the physical design of the buildings in relation to the street should encourage pedestrian circulation and cyclist access.
16) Permitted commercial and service uses will not exceed 1,500 square metres of gross floor area per individual store. Grocery stores and supermarkets may be permitted, with a greater gross floor area, where they are located in the interior of a Mixed-Use Node block, are incorporated into the site with other mixed-use built forms, and it can be demonstrated that their inclusion will support the envisioned mix of uses in this designation.

17) Individual or direct access to Fountain Street North and Middle Block Road will generally not be permitted for any development lot within the Mixed-Use Node designation unless it can be demonstrated that such access is essential to the function and safety of the proposed development.

18) Permitted commercial and service uses will be permitted through the requirements of the implementing Zoning By-law and will be subject to Site Plan Control.

19) Buildings and main entrances within the Mixed-Use Node designation will address the street/sidewalk. Building garage entries and servicing/loading areas will be discretely located to limit their public view from the streetscape and park spaces. Parking areas will be located at the rear or side of buildings within the Mixed-Use Node and will not be permitted between building frontages and the property frontage or right-of-way pedestrian boulevard.

20) Bicycle parking will be provided in close proximity to building entrances and where possible be sheltered or incorporated into building design.

21) All development within the Mixed-Use Node designation will be subject to Site Plan Control and will be consistent with the Urban Design Brief which will be prepared, where required, prior to any further development approvals to the satisfaction of the City.

19.3.3.3 Elementary Schools

1) Two locations for elementary schools and associated childcare centres have been identified on Schedule A. They have been located adjacent to the Community Park, on a Collector Road. This generally central location within the Secondary Plan area has been selected to reflect the role of school sites in supporting the community structure and as a community focus that is within a 15-minute walk from a majority of the residential areas.

2) Schools will provide parking and loading for both vehicles and bicycles on site, amenity areas, and buffering with planting and/or fencing from adjacent residential uses. The implementing Zoning By-law and/or Site Plan Control will ensure that adequate parking facilities are available on the blocks for the proposed use. Where possible, parking will
be minimized in the front yard of any building. Pedestrian and cyclist access will be
prioritized through direct routes, minimal driveway crossings, and clear sightlines.

3) Multi-storey buildings, campus configurations with other schools, and reduced open
space areas may be considered for elementary school sites. Elementary school sites
and buildings will be developed in conformity with the following policies:

a) Elementary schools will be high quality landmark buildings and will support the
character of the surrounding community.

b) Elementary school sites will be a maximum of 3.24 hectares in size and should
generally be a rectangular configuration in order to maximize its programmable
space.

c) Joint use sites and multiple use buildings will be encouraged wherever possible.

d) The City will work with the School Boards to achieve appropriate and efficient site
designs, and to maximize public service and safety.

e) Elementary schools will be located along a Collector Road to be accessible by
residents in all neighbourhoods in North Cambridge.

f) Elementary schools will be connected to active transportation routes (walking and
cycling) within the Secondary Plan area to maximize the attractiveness and safety
of walking and cycling as a mode of transportation for students, parents, and
employees.

4) Parking areas will be designed to minimize conflicts between pedestrian, cyclist, and
vehicular traffic. Loading and servicing areas will be integrated into the design of the
building including the provision of landscaping or architectural feature to screen them
from view.

5) The locations and configuration of the Elementary School sites identified on Schedule
A will be confirmed through a development application under the Planning Act and
implementing Zoning By-Law and may be adjusted without further Amendment to this
Secondary Plan, provided the general intent of the Secondary Plan is maintained.

6) The City and School Boards will be encouraged to coordinate their review of school
needs over time to identify the resources to support future enrolment growth. The City
will encourage this review as development applications under the Planning Act are
submitted in the Secondary Plan area.

7) If all or part of a school site is not required by a School Board, it may be developed in
accordance with the Low/Medium Density Residential designation and in conformity
with all policies of this Secondary Plan. An Amendment to this Secondary Plan to
remove the Elementary School symbol will not be required.
19.3.3.4 Community Services and Facilities

1) Community services and facilities are important to creating strong, liveable communities. As new residents move into North Cambridge, the community will be supported by publicly accessible facilities for residents and visitors to enjoy a variety of physical, social, and cultural activities. Community facilities will be designed and located so that they are accessible to residents, provide focal points for the community, and distributed such that they provide equitable access for residents.

2) Community services and facilities will be provided within the Secondary Plan area, as development occurs, to support a growing and inclusive community, including facilities and services that are designed for users of all ages and abilities. Community services and facilities include, but are not limited to community centres and hubs, public elementary schools, non-profit childcare facilities, libraries, and non-profit community space.

3) Where new development in the Secondary Plan area generates Community Benefits under the Planning Act, the provision of community services and facilities will be:
   a) Distributed to provide broad access to those services and facilities.
   b) Located in visible and accessible locations with frontage on public streets and strong connections to pedestrian, cycling and transit routes.
   c) Delivered in a timely manner to support residential growth in the Secondary Plan area.
   d) Where appropriate, incorporated into mixed-use buildings or as stand-alone facilities.
   e) Designed to provide flexible multi-purpose facilities which can adapt over time to meet the community's evolving needs.

4) Community services and facilities are encouraged to co-locate with one another, where appropriate and feasible, and will be permitted as part of mixed-use development within the Mixed-Use Node.

19.3.4 Community Edges

19.3.4.1 General

1) Community edges are comprised of the frontages along Riverbank Drive, Middle Block Road, Fairway Road North, and Fountain Street North.

2) Reverse frontage development will not be permitted as an interface along community edges. Window streets may be permitted along Middle Block Road, Fairway Road
North, and Fountain Street North where grading allows to enhance neighbourhood visibility and provide built form presence along community edges.

3) Where permitted along Middle Block Road, Fairway Road North, and Fountain Street North, window streets will be designed in accordance with the City’s standard cross-section and will have a minimum 5.0 metre buffer area between the Local Road and Collector/Arterial Road, prior to the start of the cross-section. Larger buffer areas may be required and will be determined through detailed design. A barrier must be provided within the buffer area such as a fence or berm installed at the right-of-way limit.

4) To maintain the scenic quality of Riverbank Drive, there will be no direct vehicular access to Riverbank Drive from development within the Secondary Plan area or from public or private roadways. Trail and cycle pathway connections may be permitted.

5) Direct connections from individual lots within the Low/Medium Density Residential designation and Middle Block Road, Fairway Road North, and Fountain Street North will not be permitted.

6) Direct access road connections from individual blocks or singular buildings/developments within the Mixed-Use Node designation to Middle Block Road and Fountain Street North will be limited and will be subject to Site Plan Control. In these instances, development will be designed to address Middle Block Road and Fountain Street North with active and clear glazed non-residential frontages and architectural details.

7) Collector Road connections to Arterial Roads (Fairway Road North and Fountain Street North) will be limited to right in/right out vehicle movements.

8) Every effort should be made by the City of Cambridge and by property owners to retain mature trees, windbreak plantings, and treelines along community edges, particularly along Riverbank Drive.

19.3.4.2 Riverbank Drive Transition Buffer

Intent

1) It is the intent of the Riverbank Drive Transition Buffer to ensure that a compatible interface exists between new development within the North Cambridge Secondary Plan area, and the existing residential uses and scenic landscaped areas along Riverbank Drive, north of Middle Block Road. The Riverbank Drive Transition Buffer is applied to ensure a sensitive development response in recognition of the abutting key natural features and to the scenic heritage road character of Riverbank Drive. The extent of the Riverbank Drive Transition Buffer is designated as Natural Open Space System with an overlay designation as identified on Schedule A.
Permitted Uses

2) The uses permitted within the Riverbank Drive Transition Buffer will reflect the list of permitted uses from the land use designation that underlies this overlay designation.

Policies

3) The lands subject to this overlay designation will be treated in a manner that creates a compatible interface condition with, and to the existing residential properties to the west of, Riverbank Drive. The compatible interface condition will be provided by the developer to the satisfaction of the City of Cambridge. Implementation methods could include any one or more of the following, but not be limited to:

   a) The use of single-loaded roads (window streets) adjacent to the continuous landscaped buffer;
   b) Site plan agreements related to landscape buffer treatments and other treatments in the form of fencing;
   c) The continuous landscaped buffer, as indicated on Schedule A, will have a minimum width of 10.0 metres;
   d) The buffer will be comprised of both tree and understorey shrub planting that are comprised of native species and materials appropriate for the transition buffer;
   e) Pathways, trails and/or bicycle paths may be permitted within the buffer where it can be accommodated while not exposing to view the proposed new residential development; and,
   f) Provisions registered on title as they may affect the establishment and maintenance of the landscape buffer treatments and any required fencing treatments.

4) Notwithstanding the policies of the adjacent Low/Medium Density Residential designation to the Riverbank Drive Transition Buffer, only single detached, semi-detached, and townhouse dwellings with a maximum height of two (2) storeys may be permitted fronting or flanking a window street adjacent to the Riverbank Drive Transition Buffer.

19.3.5 Region of Waterloo International Airport

1) In planning for land uses within the North Cambridge Secondary Plan area in the vicinity of the Region of Waterloo International Airport, development applications will:

   a) Comply with Transport Canada Region of Waterloo International Airport Zoning Regulations. Restrictions under these Regulations may include but not be limited
to height restrictions on buildings, structures, interference with communications, and activities or uses that attract birds.

b) Require the provision of warning clauses and signage, where appropriate through the development review process, advising owners in the vicinity of the Region of Waterloo International Airport of potential lighting and aircraft noise impacts.
19.4 Urban Design Policies

Encouraging excellence in community design is essential in creating vibrant and attractive places to live, work, and play.

The policies of this Section promote compatible development through high quality urban design and architecture to enhance the comfort, safety, accessibility, and aesthetics of the built and natural environments in North Cambridge. Urban design policies also support the goals of transit-supportive development and reducing greenhouse gas emissions in new 15-minute neighbourhoods.

The City’s commitment to reach an 80 percent reduction in greenhouse gas emissions by 2050 is a priority for Council as set out in the TransformWR Strategy. To assist with meeting Council priorities, communities and buildings will be designed with a focus on the transformative changes set out in the TransformWR Strategy.

19.4.1 General Urban Design Policies

1) The objectives for urban design in the North Cambridge Secondary Plan area include:
   a) Encouraging attractive and safe public spaces, such as streetscapes, gateways to the community, vistas, open spaces, and heritage areas.
   b) Enhancing the visual asset of the Greenlands and Open Space Network.
   c) Building a green Secondary Plan area that prioritizes sustainability and innovative city-building practices to reduce impacts on both the built and natural environments.
   d) Encouraging a high quality and consistent level of urban design for the public and private realms through adherence to the principles, policies, and requirements of this Secondary Plan.
   e) Encouraging an urban built form that is massed, designed, and oriented to pedestrians and cyclists, and creates active and attractive streets for all seasons, ages, and abilities.

2) The Secondary Plan area is designed to achieve a community that is diverse in use and population, is scaled to and prioritizes the pedestrian and cyclists compared to the private motorist, can accommodate private vehicles, supports the introduction and growth of transit services, and will have a well-defined and high-quality public realm.

3) New development will have consideration for the urban design policies contained in Chapter 5 of the Cambridge Official Plan and the policies of this Secondary Plan.
4) New development and subdivision layout will be encouraged to complement natural landscapes and grades, watercourses, vegetation, heritage elements, and existing or proposed adjacent buildings, through the design of buildings, their massing, siting, access, and public areas.

5) New residential development should provide both the appropriate private and social context for healthy human environments, including safety and a supportive social fabric through a range and mix of dwelling types, local-serving commercial uses, street orientation, gathering places, and other support services.

6) To achieve pedestrian-scaled, attractive, and safe public environments in the Mixed-Use Node, along roads and within open spaces, the following urban design approach should be encouraged where applicable and appropriate:
   a) Development will be designed to allow for sunlight on outdoor spaces such as sidewalks, streets, trails, parks, and court yards.
   b) Development should encourage a micro-climate which prevents wind tunnels and shelters against cold winds.
   c) Facade treatment should encourage:
      i) Adequate fenestration to provide active street elevations.
      ii) Well-designed street furniture and landscaping.
      iii) High quality materials, variety of textures and complimentary colour palette on walls and walkways.
      iv) Open balconies on upper floors overlooking streets in the Mixed-Use Node.
      v) Mitigation of residential development with front loaded garages.
   d) Pedestrians will be protected from inclement weather with canopies or recesses at building entrances and along store fronts.
   e) Developers will undertake street tree planting in accordance with City standards.
   f) Within the Mixed-Use Node designation, parking within a side or rear yard will:
      i) Be screened by soft and/or hard landscaping.
      ii) Allow for visibility of store fronts from the street.
      iii) Not create large gaps between developments.
      iv) Minimize conflicts with pedestrian circulation and cyclist access through road and driveway designs which maintain sightlines, design for slow vehicle speeds, and provide continuous walking and cycling connections.
      v) Be coordinated with adjacent developments.
7) Urban Design Briefs will be required for development proposals within the Secondary Plan area to ensure special requirements are met which achieve the planned vision for the area.

19.4.2 Public Realm

1) The public realm comprises public roads, lanes, open spaces/parks, natural features and their associated buffers, storm water management facilities, and the public use activity areas of public lands and private development sites and buildings.

19.4.2.1 Streets and Streetscapes

1) The design of the Street Network will:
   a) Provide access for pedestrians, cyclists, transit users, and private vehicles, opportunities for vistas, view corridors, pedestrian amenity areas, and space for utilities and services.
   b) Be aligned to create a grid or modified grid pattern that defines development blocks and supports connectivity and a permeable network that maximizes accessibility and supports active transportation.
   c) Be designed to ensure efficient walking routes to key destinations with continuous sidewalks, or equivalent provisions for pedestrians, on both sides of the street.
   d) Be designed for slow speeds by implement traffic calming measures such as curb extensions, continuous sidewalks across intersections, pedestrian refuge islands, reduced lane widths, on-street parking, raised intersections, and traffic circles and/or roundabouts. Near schools, curb extensions, raised intersections/crosswalks, and narrowed road right-of-ways will be preferred means of traffic calming.
   e) Provide street trees and landscaping on both sides of the road to create and enhance the urban tree canopy while providing shade over sidewalks to support pedestrian use wherever possible.

2) In addition to continuous sidewalks in accordance with the policies of Section 19.5.2, separated cycling facilities will be provided on every Collector Road and be considered on all streets with planned cycling facilities. Cycling facilities should be designed to allow continuous cycling across intersections without the need to dismount.

3) Within the Mixed-Use Node, streetscape designs which decrease the prominence of private vehicles will be encouraged, including woonerf-style designs, flexible streets, fully separated cycling facilities and wide sidewalks, flexible areas for on-street parking, patios, or additional sidewalk space, and appropriate traffic calming features.
Streetscape design may also facilitate temporary, short-term road closures to facilitate community events which activate the public realm within the Mixed-Use Node, including removable bollards, gates, or other convertible design features.

4) Sidewalks will form a continuous network throughout the community and constitute an integral part of the Street Network to promote active transportation. All sidewalks will be designed to enhance accessibility for all residents and will comply with the Accessibility for Ontarians with Disabilities Act (AODA).

5) Adequate street lighting in accordance with the City’s Engineering Standards and Development Manual will be provided to contribute to the safe function of streets, as well as the safe and appropriate lighting of the pedestrian realm.

6) Sufficient planting depths and boulevard widths will be provided for the planting and long-term growth of street trees in accordance with the City’s Engineering Standards and Development Manual.

7) Utility providers will be encouraged to consider innovative methods of containing equipment associated with utility services on or within streetscape features when determining appropriate locations for larger equipment and cluster sites.

8) Transformer and utility boxes will be located discretely or below grade, or architecturally housed/screened, and/or be screened through landscaping features.

19.4.2.2 Views and Focal Points

1) The preservation, enhancement, and creation of significant views and focal points will be encouraged by:
   a) Preserving and enhancing scenic views to the Natural Open Space System, watercourses, and cultural heritage resources.
   b) Creating and maintaining opportunities for views of important public buildings, parks, and other landmarks through the layout of roads, parks, and open spaces.
   c) Providing for development sites that terminate road and view corridors.

2) To recognize the importance of public and institutional buildings in the community and to enhance their status, these buildings are encouraged to be sited at the following locations:
   a) At the termination of a road or view corridor.
   b) At road intersections.
   c) On sites that enjoy prominence due to topographic and natural features.
d) Close to the road right-of-way to reinforce the road edge to create a visual anchor or feature for the community.

19.4.2.3 Public Art and Gateways

1) The installation of public art is encouraged in public locations such as privately owned public spaces and parks to contribute to the identity and sense of place of the Secondary Plan area.

2) The Mixed-Use Node will form the primary gateway into the community. The gateway will highlight the entrance to the North Cambridge Secondary Plan area through design features such as landscaping, low walls, signage, architectural treatments, and upgraded pavement treatment.

3) Secondary gateways will be located where Collector Roads intersect with Fountain Street North, Fairway Road North, and Middle Block Road. Special entry signage, hard and soft landscaping or architectural treatments incorporated into developments will identify and define these entries into the Secondary Plan area.

19.4.3 Private Realm

1) The private realm is comprised of a variety of built forms and private spaces and their relationship to the streetscape, natural features, open spaces, and park spaces. The residential dwellings and mixed-uses envisioned for the Secondary Plan area will contribute to its character and support the public realm through form, massing, architectural details, and features.

19.4.3.1 Development Block Design

1) Development will be accommodated on a modified street grid including Collector Roads, Local Roads, Public Lanes, and Private Roads to establish development blocks that achieve an efficient pattern and provide visual interest and diversity.

2) Development will provide neighbourhood permeability by designing blocks to be generally no more than 200 metres in length to promote active transportation, discourage excessive driver speed, and disperse traffic movements.

3) The size and configuration of each development block will be appropriate for its intended use, facilitate convenient pedestrian movement, and provide a sufficient range of building lots to achieve efficient development. Each development lot in a block will:
   a) Have frontage on a public or private road, or park.
b) Be of a size and configuration to accommodate development that reflects the planning and urban design policies set out in the Cambridge Official Plan and this Secondary Plan.

4) The maximum number of contiguously attached street townhouses will be eight (8).

5) Mid-block pedestrian connections and trails will be provided to further enhance the pedestrian permeability of the area, the efficient and variety of pedestrian routes, and access to transit. Mid-block connections will be barrier free and visible from the sidewalk for easy access.

6) Development blocks within the Low/Medium Density Residential designation, except for parks and open space, will not have frontage that directly connects to Riverbank Drive, Fairway Road North, Fountain Street North, or Middle Block Road. Notwithstanding, a shared access driveway may be permitted to Fairway Road North, Fountain Street North, or Middle Block Road subject to requirements of the Region or City, as applicable. Any shared access driveway connecting to Fairway Road North or Fountain Street North will be right in/right out.

19.4.3.2 Built Form

1) Buildings will be designed for an urban context with primary building facades fronting public or private roads. Buildings must be designed to facilitate street activity and encourage active transportation, with views from buildings directed to the street and public spaces rather than towards parking areas and neighbouring sites.

2) To support public transit and for reasons of public safety and convenience, primary building entrances will be clearly visible and located on a public road frontage or onto public open spaces.

3) Access from sidewalks and public open space areas to primary building entrances will be convenient and direct, with minimum changes in grade to increase accessibility.

4) The various architectural forms within the community are encouraged to provide for a harmonious mix of distinctive architecture, which may incorporate both traditional/heritage and modern influences. It is important that the architectural form and style complement the design of the public realm.

5) All major rooftop mechanical structures or fixtures including satellite dishes and communications antenna will be suitably screened and integrated with the building. Parapets may be utilized to accommodate such screening.

6) Air conditioning units, utility metres, and similar features should not be visible from the public realm and should be well integrated and screened.
7) To minimize disruptions to the safety and attractiveness of the Collector Roads, a system of rear Public Lanes is encouraged to provide the primary access for on-site parking and servicing functions.

8) To enhance the quality and safety of the streetscapes throughout the Secondary Plan area, the construction of parking lots which occupy significant proportions of the at-grade frontage of public roads will not be permitted.

9) To reduce the visual impact of surface parking and to increase opportunities for at grade amenity areas, the provision of structured parking will be encouraged for higher density forms of development in the Mixed-Use Node designation. Where it is not feasible to locate parking in structures either below or above grade, parking should be located to the rear of the principal buildings or within the interior side yard. Appropriate landscaping and screening measures will be provided.

10) Loading, servicing, and other functional elements are encouraged to be integrated within the building envelope. Where this is not possible, these elements will be carefully sited to minimize conflicts with adjoining uses and screened from view to avoid visual impact to the public realm or surrounding residential areas.

11) All development within Neighbourhoods will address the road, and garage doors/service facilities will not dominate the view of the streetscape. The implementing Zoning By-law will include details with respect to front and exterior side yards for the various anticipated development types and forms. Special provisions with respect to porches and balconies for the residential uses will also be included in the Zoning By-law.

12) Priority lots have high public exposure and include buildings at entries or gateways into the community, corner lots, lots facing and flanking Collector and Arterial Roads; buildings adjacent to parks and open space; and key view terminus lots. The identification and treatment of priority lots should be determined through the Draft Plan of Subdivision process and Site Plan Control. Where applicable, priority lots will be indicated in an Urban Design Brief that will accompany a development application.

13) Front, side, and rear elevations exposed to public spaces, should be well articulated. Articulation of buildings may also include changes in material colours and texture, changes in building plane, and variation of roof lines.

14) Townhouse, triplex, and apartment dwellings should be encouraged as bookends to residential blocks.

15) Building design on lots that function as a view terminus should have facade designs that utilize elements such as coordinated fenestration, masonry detail, and entry elements.
19.4.3.3 Housing Mix and Diversity

1) The policies of this Secondary Plan and this Section are intended to facilitate the provision of a broad range and mix of housing opportunities in the Secondary Plan area, which:
   a) Provide for a range and mix of housing opportunities, choices, and accessibility for all income levels and needs.
   b) Provide for a range of affordability, consistent with targets established by the City and Region.
   c) Plan for "age-in-place" facilities within the community that anticipate changing housing needs for an aging population.
   d) Provide for a range of dwelling unit floorspaces, including larger sized households with two (2) or more bedrooms within multi-residential built forms and single households.

2) Where appropriate, private, public, and non-profit housing developments designed to provide housing options for seniors are encouraged, including small ownership and rental units, as well as retirement and assisted living facilities that facilitate “aging-in-place.”

3) Affordable housing, including community housing, supportive housing, and other types of subsidized non-market housing units, is encouraged to be integrated within Neighbourhoods and combined in developments that also provide market housing to deliver opportunities for a range of housing tenures and prices that support diversity.

4) Within the Mixed-Use Node designation, dwelling units designed, constructed, and maintained as purpose-built rental units, will be encouraged.

5) New multi-unit developments within the Mixed-Use Node designation with a minimum 30 units or more will include:
   a) A minimum of 15 percent of the total number of units as two (2) bedroom units.
   b) A minimum of 5 percent of the total number of units as three (3) plus bedroom units.

   For clarity, one (1) bedroom plus den units will not constitute a two (2) bedroom unit, and a two (2) bedroom plus den unit will not constitute a three (3) bedroom unit.

6) New affordable housing and purpose-built rental housing will incorporate barrier-free, universal or flex design features in both common and living areas.
7) The City should collaborate with the Region, public, and non-profit community housing providers to encourage a supply of subsidized non-market housing units to be included within the housing mix in the Secondary Plan area.

8) To support the provision of affordable housing units, the City, in conjunction with the Region, will explore other potential incentives such as reduced application fees, grants, and loans, to encourage the development of affordable housing units.

9) Additional residential units will be permitted in accordance with the policies of this Secondary Plan and the Cambridge Official Plan, and the provisions of the Zoning By-law.

19.4.3.4 Private Amenities

1) New multiple unit and apartment dwellings with more than six (6) units within a single building or structure will provide indoor or outdoor shared space for amenities.

2) Courtyards and privately owned public space amenities will have at least two (2) points of pedestrian access.

3) The design and location of pedestrian entrances to courtyards and privately owned public space amenities will be clearly identifiable as public to encourage public use through their siting and use of design elements.

19.4.4 Building a Resilient Green North Cambridge

1) Design plays a significant role in creating a healthy, vibrant, resilient, and sustainable community. This Section establishes policies that promote green building technologies, renewable and alternative energy options, waste management efforts and other sustainable design options for development to support long-term climate adaptation and mitigation measures with the aim of supporting the City’s objectives.

19.4.4.1 Objectives

a) To demonstrate leadership in sustainable forms of green building design and technology, including the incorporation of renewable and alternative energy sources.

b) To encourage energy conservation through appropriate site planning, urban design, and the use of energy efficient materials.

c) To ensure streetscape design incorporates appropriate resilient tree species and spacing to provide shade and minimize heat island effect.
d) To utilize, wherever possible, street alignments and building placement to maximize potential for passive and active solar energy capture.

e) To incorporate low impact development best practices and green infrastructure, wherever feasible to minimize runoff, reduce water pollution, and protect groundwater resources.

19.4.4.2 Energy Generation and Conservation

1) The North Cambridge Secondary Plan presents an opportunity to consider energy and sustainability in neighbourhood design in accordance with Section 5.8 of the Cambridge Official Plan. New development in the Secondary Plan area will contribute to achieving the City’s targets for reducing energy use and greenhouse gas emissions.

2) Alternative energy systems and renewable energy distribution and generation systems including but not limited to combined heat and power co-generation, solar thermal heating, solar cooling, heat recovery, short- and long-term energy storage, and solar photo-voltaic will be permitted and encouraged throughout the Secondary Plan area in accordance with the applicable Provincial and Federal requirements.

3) Development plans and building designs should provide opportunities for south facing windows and building orientation to maximize potential for passive and active solar energy. Where feasible, local streets and blocks should be aligned within 25 degrees of geographic east-west to maximize solar gain.

4) To reduce energy consumption, development proposals that include energy efficient building design and practices in all new buildings will be encouraged and supported.

5) To assist with the mitigation of heat island effects, the City will promote:

a) Incorporating green roofs planted with vegetation to contribute to cooling while also assisting with stormwater management, improved air quality, and energy efficiency of buildings.

b) Implementing cool roof strategies into building design that use high albedo materials to reduce heat gain.

c) Strategic use of deciduous trees or preservation of existing trees to help with evapotranspiration, shading of sidewalks and hard surface areas in summer, and solar access in winter.

d) Installation of light-coloured paving materials including white concrete, open pavers, and any material with a solar reflectance index of at least 29, particularly within parks, public spaces, and within the Mixed-Use Node.
6) Individual buildings will be encouraged to be constructed as net-zero or as net-zero ready.

19.4.4.3 Waste Management

1) Development is encouraged to reduce and divert construction and demolition waste from landfill to meet or exceed the Region’s diversion targets.

2) Alternative waste management such as source separation and resource recovery at the processing stage will be encouraged wherever economically and technically feasible.

3) Residents’ efforts to compost, reduce, reuse, repair, and recycle will be encouraged.

4) The City will cooperate with Regional, Provincial, and citizen groups to reduce and achieve safe and effective disposal of solid and hazardous waste.

19.4.4.4 Soil Pollution and Erosion

1) The City will strive to prevent soil pollution and erosion through:
   a) Prohibition of dumping or outside storage of hazardous wastes.
   b) High quality wastewater systems and their maintenance in accordance with requirements of the Province.
   c) Increasing public awareness of the effects and reduction in use of pesticides, insecticides, fertilizers, de-icing agents in private and public open spaces, such as along roadsides, and in gardens.
   d) Regulating or prohibiting the placing or dumping of fill and alterations to the grade of the land in accordance with the City’s Fill and Alteration By-law 160-09.

19.4.4.5 Noise and Air Pollution

1) In order to minimize the noise, air quality and climate change impacts associated with new growth, the following will be included in this Secondary Plan:
   a) The reduction of air pollution through the development of complete communities and 15-minute neighbourhoods.
   b) The reduction of vehicle kilometres travelled across the Secondary Plan area through increased mobility choices and transit-supportive development and a range and mix of land uses.
   c) The separation of sensitive land uses from stationary noise and air pollutant sources through appropriate separation distances, land use planning, and zoning.

2) The lands to the south of the Secondary Plan area are designated Employment Area in the Regional Official Plan and Business Industrial in the Cambridge Official Plan.
Sensitive uses, as defined by the Provincial Policy Statement will be located and designed to mitigate impacts from, and will demonstrate compatibility with, existing and/or planned employment uses, and not adversely impact the continuation of existing or planned employment uses.

3) The provision of charging *infrastructure* and electric vehicle ready parking spaces in the Low/Medium Density Residential and Mixed-Use Node designations as a private or common amenity or on a pay-per-use basis for the general public will be required through the implementing Zoning By-law.

4) The City will minimize the impact of car parking by:
   a) Requiring that mixed-use *developments* include shared use of parking among uses that have different peak parking characteristics through the implementing Zoning By-law.
   b) Reducing minimum car parking requirements within the Mixed-Use Node through the implementing Zoning By-law.
   c) Designing parking areas so they are not visually predominant within a *development* or a neighbourhood.
   d) Reducing the parking ratio required for *affordable* housing through the implementing Zoning By-law.
   e) Dedicating priority parking spaces for carpool, ride sharing, and ultra-low emission vehicles.

5) A Parking Justification Report may be required to support proposed parking reductions and/or shared use of parking.

6) Proposed *developments* adjacent to or near sources of noise, such as Regional Roads, Collector Roads, and any industrial or commercial facilities will require a Traffic or Stationary Noise Study. Where required, methods of noise abatement will be part of site plan agreements, severance agreements, and subdivision/condominium agreements. Such studies may be identified through a pre-submission consultation and will be required at the time of application for *development*, or subdivision/condominium approval.

7) Noise abatement measures will be confirmed through the review and acceptance of detailed Noise Studies, completed in accordance with Regional policies and Provincial guidelines.
19.4.4.6 Local Food Production

1) The creation of opportunities for local food production and distribution in the Secondary Plan area is supported by the Cambridge Official Plan (Section 7.10). Development plans and building designs are encouraged to incorporate opportunities for local food production through:

a) Community gardens.

b) Community orchards and edible landscaping.

c) Local market space (i.e., a farmers’ market) within the Mixed-Use Node.

19.4.5 Cultural Heritage

1) The North Cambridge Secondary Plan area possesses associative heritage significance due to the settlement of First Nations peoples and early European settlers that began farming in the area and the early and important transportation routes of Riverbank Drive and Fountain Street. Members of the initial German Company of Pennsylvania and other prominent Regional community members such as Bishop Joseph Hagey and Moses Springer lived and farmed in this area. Due to the largely agricultural nature of this area over the past 200 years, there are few identified cultural heritage resources relative to the size of the Secondary Plan area, including a listed heritage property as shown on Schedule A. There are several listed heritage properties immediately outside of the Secondary Plan area, including 1020 Riverbank Drive and 105 Middle Block Road. The cultural heritage policies of this Section will:

a) Conserve the cultural heritage resources of the city for the enjoyment of existing and future generations.

b) Promote the adaptive reuse of remaining historic structures as part of future development applications, wherever feasible.

c) Incorporate heritage recognition and commemoration measures, including First Nations heritage, into the land use planning process by means such as historic or First Nations street naming and plaques on privately and City-owned properties.

d) Address rural landscapes of potential cultural heritage value within or adjacent to the Secondary Plan area including the Riverbank Drive scenic heritage road and the Grand River Canadian Heritage River, as identified in the City of Cambridge Cultural Heritage Master Plan (2008).
2) The City may use the power and tools provided by the enabling legislation, policies, and programs, particularly the Ontario Heritage Act, the Planning Act, the Environmental Assessment Act, and the Municipal Act in implementing and enforcing the policies of this Section. These may include but not be limited to the following:

a) The authority to regulate alterations and halt or amend demolition proposals for designated heritage properties and temporarily halt the demolition of listed heritage properties provided under the Ontario Heritage Act and as set out by the policies in this Secondary Plan.

b) Requiring the preparation of a Cultural Heritage Impact Assessment, Documentation and Salvage Plan and/or Conservation Plan for development proposals and other land use planning proposals that may potentially affect a designated heritage property, a listed heritage property, a Heritage Conservation District, or a previously unidentified heritage property or resource determined by City staff to contain cultural heritage value or interest. City staff may also require the preparation of a Cultural Heritage Impact Assessment for proposals that may pose significant impacts on the Riverbank Drive scenic heritage road or the Grand River Heritage River corridor, as determined by City staff.

c) Using Zoning By-law provisions to protect cultural heritage resources by regulating such matters as use, massing, form, location, height, and setbacks.

d) Using the Site Plan Control By-law to ensure that new development is compatible with on-site or adjacent cultural heritage resources.

e) Using parkland dedication requirements to conserve significant cultural heritage resources.

f) Identifying, documenting, listing, and designating cultural heritage resources as appropriate in the Secondary Plan and including measures to protect and enhance any significant heritage resources identified as part of the approval conditions.

g) Using fiscal tools and incentives to facilitate heritage conservation including but not limited to the Community Improvement Plan and facade improvement program pursuant to the Planning Act, grants, and loans pursuant to the Ontario Heritage Act, the City of Cambridge’s Designated Heritage Property Grant Program, and heritage property tax reduction/rebate programs pursuant to the Municipal Act.
19.4.5.1 Archaeological Resources

1) *Archaeological Assessments* may be required in accordance with the policies of Section 19.6 of this Secondary Plan prior to any development or site alteration to identify any areas of *archaeological potential* and/or significance, the highest and best conservation option, or how *archaeological resources* can be incorporated into future development.

2) Lands within the Natural Open Space System identified on *Schedule B* where no development or site alteration is permitted may not require *Archaeological Assessment*.

3) Trails and parks within areas of *archaeological potential* will require *Archaeological Assessment*.

4) Areas of *archaeological potential* in proximity to *Provincially*-registered archaeological sites will require *Archaeological Assessment*. 
19.5 Sustainable Infrastructure

The City and Region’s infrastructure system, including its Mobility Network, sewer, water and stormwater systems and utilities, serve an essential role in a community’s successful operation and ability to support sustainable development.

The City’s commitment to reach an 80 percent reduction in greenhouse gas emissions by 2050 is a priority for Council as set out in the TransformWR Strategy. Transportation is responsible for 49 percent of greenhouse gas emissions in Waterloo Region. The Mobility Network will be designed to achieve Council’s greenhouse gas reduction target.

Ensuring that the appropriate infrastructure and capacity is in place to accommodate the anticipated growth in North Cambridge is essential to the success of this Secondary Plan.

Development within the North Cambridge Secondary Plan area will be supported by the timely provision of and investment in new infrastructure both within and outside the Plan Area.

19.5.1 General Sustainable Infrastructure Policies

1) The following general objectives apply throughout the North Cambridge Secondary Plan area:

   a) Design streets and direct land use for active modes of transportation and the use of transit to reduce the dependence on the private motor vehicle.

   b) Support a dependable, accessible, and integrated transit system as an essential public service through appropriate land use, urban design, and transit management policies.

   c) Ensure the development and maintenance of a safe, comfortable, and enjoyable environment for pedestrians and cyclists of all ages and abilities along roads and trails.

   d) Ensure safe and convenient mobility for persons with disabilities and special needs.

   e) Ensuring stormwater management facilities are technically appropriate and are integrated as amenity spaces within the overall Greenlands and Open Space Network.

   f) Strive towards the reduction of water and energy consumption, and waste production.
g) Support opportunities for alternative energy systems and renewable energy systems.

h) Phase development to ensure cost-effective and efficient use of infrastructure and utilities.

19.5.2 Mobility Network

19.5.2.1 General

1) The North Cambridge Mobility Network as shown on Schedule C is comprised of the following elements:
   a) The Cycling Network;
   b) The Trails Network;
   c) Transit Supportive Streets; and,
   d) The Street Network.

2) The Street Network serving the Secondary Plan area will be designed with complete streets principles to prioritize travel for pedestrians, cyclists, and transit users, and to accommodate vehicles and goods movement.

3) The Mobility Network will be designed to achieve or exceed the City’s Transportation Master Plan non-auto driver modal share targets.

4) The provision of transportation infrastructure will conform to Chapter 6 of the Cambridge Official Plan and will have regard for the standards established through the City and Region’s Transportation Master Plans.

5) All road designs will conform to the Cambridge Official Plan and be confirmed through a Traffic Impact Study submitted as part of a development application.

6) The intent of the Secondary Plan is to develop a connected grid-like multi-modal transportation network while recognizing constraints such as natural areas that will influence road alignment and adjustments to achieve a connected transportation network but maintain the scenic road quality of Riverbank Drive by not permitting road connections to this community edge.

7) Final route alignments and requirements will be designed according to detailed planning, transportation, and engineering studies at the time of applications for Draft Plan of Subdivision or Site Plan Control. This work will be to the satisfaction of the City in consultation with other agencies having jurisdiction.
8) All streets will be designed as important components of the public realm, providing a network that is appealing for pedestrians, cyclists, transit users, and drivers. The Mobility Network will be designed to provide vistas and view sheds to public parks and open spaces and to the Greenlands and Open Space Network to assist in the creation of a sense of place.

9) Winter maintenance of the Cycling Network and Trails Network will be undertaken in accordance with City standards and the City of Cambridge Cycling Master Plan to ensure the maintenance of specific routes year-round.

10) Minor revisions to transportation routes to incorporate design features such as streetscaping and cycling facilities may be made without an Amendment to this Secondary Plan, provided that the principles of permeability and inter-connectivity are maintained to the satisfaction of the City.

19.5.2.2 Cycling Network

1) The Cycling Network provides opportunities for active transportation and enhances mobility by providing for a primary mode of travel and an alternative to single-occupancy vehicle trips.

2) Cycling within the Secondary Plan area will be consistent with the policies of the Secondary Plan and will support the implementation of the City of Cambridge Cycling Master Plan. Fountain Street North, Fairway Road North, and Middle Block Road adjacent to the Secondary Plan area form part of the All Ages and Abilities Network in the City of Cambridge Cycling Master Plan.

3) The Cycling Network should be designed for All Ages and Abilities, which includes physically separated facilities wherever possible. Local Roads should be designed for slower speeds.

19.5.2.3 Trails Network

1) The Trails Network is to provide both a recreational and transportation function. Accordingly, connections will be made to the Cycling Network, Neighbourhoods, parks, and schools.

2) Trails within the Secondary Plan area will be consistent with the policies of the Secondary Plan and will support the implementation of the City of Cambridge Cycling Master Plan.

3) Trail crossings of roads will generally be located at an intersection where trail users can be afforded a safe, protected crossing. Trail crossing at mid-block locations along a road will be provided with a signed trail crossing, curb extensions, road markings,
and/or raised crossing to alert drivers of the presence of trail users. Pedestrian crossings (i.e., PXO crossings) will be considered at major pedestrian/trail crossings at the developer’s expense.

4) Trails will be designed to accommodate a range of users and abilities. Curb-cuts and other safety measures and design elements may be provided to improve access at road crossings. The use of permeable materials may be considered for trail development in areas where sufficient drainage exists. Trails with asphalt surfaces may be incorporated into the Trails Network to address accessibility and active transportation needs.

5) Trail locations will be based on each site’s sensitivity to minimize environmental impacts. The Trails Network may include trails along stormwater management facilities, the outer edge of the Natural Open Space System buffer, and within parks.

6) Trails identified on Schedule C will be assessed as part of an Environmental Impact Statement.

7) Trails located in proximity to sensitive natural features, or adjacent to stormwater management facilities should incorporate interpretive signage at various locations to promote stewardship initiatives that will protect and enhance the features and functions of the natural environment.

8) The City may require trail corridors to be dedicated for public purposes as a condition of development approval.

9) Trail connections and crossings will be subject to the following policies:
   a) Trail connections bisecting the Natural Open Space System should be limited to promote the preservation and protection of the ecological integrity and function of the natural features.
   b) New trail crossings of watercourses should be limited to ensure protection of the ecological integrity of the watercourse and riparian corridor.
   c) Trail crossings will be designed to promote wildlife passage, passage of flows, and to minimize impacts on the riparian corridor.

10) As a condition of Draft Plan of Subdivision approval, the City will require that the developer construct and finance the Trails Network within the Secondary Plan area, and that the construction of the Trails Network is phased together with other infrastructure including stormwater management facilities and streets, to ensure that the Trails Network is in place prior to building occupancy.

11) The Trails Network will be built in accordance with City of Cambridge standards for trail construction.
12) Additional trails may be identified through the development approvals process to augment the Trails Network conceptually identified on Schedule C.

19.5.2.4 Transit

1) Grand River transit services are encouraged to be provided in accordance with the principles of this Secondary Plan along the Transit Supportive Streets shown on Schedule C. Grand River transit services should be integrated early and appropriately to serve North Cambridge.

2) Grand River Transit will be consulted early through the pre-submission consultation process.

3) The location and design of streets, buildings, and other facilities should prioritize transit, pedestrians, and cyclists and will consider the following:
   a) Convenient and safe access to stops and waiting areas.
   b) Improving the transit users’ experience.
   c) Direct transit routes.
   d) The efficient operation of transit vehicles, including the incorporation of bus bays where appropriate into road design requirements.

4) The land use plan for the Secondary Plan area will facilitate a transit-supportive Community Structure through transit-supportive development and densities.

5) Arterial Roads abutting the Secondary Plan area should be designed with sufficient flexibility to deliver bus routes within 450 metres of most residents and to conveniently serve the Mixed-Use Node.

6) Development, streets, and blocks will be designed to minimize walking distances to transit routes and provide safe, convenient, attractive, and direct pedestrian and cyclist access to transit stops.

7) Where transit stops are provided along the All Ages and Abilities Network for cycling, consideration will be given to integrating bus stops and separated cycling facilities to minimize user conflicts and with bicycle parking facilities to support first and last mile trips.

19.5.2.5 Street Network

General

1) The Street Network, for purposes of right-of-way protection, is shown on Schedule C. The Street Network is intended to provide for the efficient and safe passage of
pedestrians, including those using diverse mobility devices, and cyclists, the operation of an efficient public transit system and to provide for the balanced usage of motor vehicles. **Schedule C**, together with the following policies, forms the basis for the provision of roads, trails, right-of-way widths and access controls. *Regional* Roads are subject to *Regional* requirements and permits in addition to the other policies of this Secondary Plan.

2) It is a fundamental principle of this Secondary Plan to ensure that the Greenlands and Open Space Network is visually and physically connected to adjacent neighbourhoods. The Street Network shown on **Schedule C**, identifies an array of opportunities for the consideration of single-loaded roads adjacent to parks, stormwater management facilities and to the Natural Open Space System designation. It is a policy of this Secondary Plan that single-loaded streets adjacent to the Greenlands and Open Space Network be considered, and be required where practical, particularly when abutting public parks and stormwater management facilities. Other forms of connectivity will also be considered, including trailhead and trail connections, vista corridors and other innovative techniques.

3) The Collector Road network as identified on **Schedule C** will be confirmed through either the Municipal Class Environmental Assessment (Municipal Class EA) process or through a *development* application(s) under the *Planning Act*.

4) Where applicable, design and construction of road improvements and new road projects other than the Collector Road network, will also be undertaken in accordance with the provisions of the Municipal Class EA or through a *development* application under the *Planning Act* as determined by the *City*.

5) All portions of the Collector Road network identified in **Schedule C** and confirmed through either a Municipal Class EA process or through a *development* application under the *Planning Act* will be conveyed through a *development* application under the *Planning Act*.

6) Road crossings over lands designated Natural Open Space System, as identified on **Schedule B**, and refined through the Municipal Class EA process or a *development* application under the *Planning Act*:

   a) Will be accommodated within as narrow a right-of-way as possible, while complying with *City* standards.

   b) Will be designed to minimize environmental impacts and to maximize public safety.

   c) May be deleted or have its alignment adjusted without the need to amend this Secondary Plan.
d) Any, or all of these conditions will be subject to an *Environmental Impact Statement* and approval by the *City*.

**Street Network and Hierarchy**


8) The Collector Road system is indicated on **Schedule C**.

9) The proposed Collector Roads will establish the framework for the overall Street Network. The proposed east-west Collector Roads will connect to, and act as an extension of Intermarket Road, connecting to Fountain Street North. The proposed north-south Collector Road will connect Fairway Road North to Middle Block Road. The existing intersection of Riverbank Drive and Fairway Road North will be re-aligned, with Riverbank Drive terminating into the proposed north-south Collector Road. Collector Roads will be designed in accordance with the City’s Engineering Standards and Development Manual, including:

   a) Collector Roads will have a right-of-way of 23.0 – 26.0 metres.
   b) Separated pedestrian and cycling facilities will be required on both sides of all Collector Roads.
   c) Where a multi-use trail is provided as a separated cycling facility, a sidewalk may not be required on that same side of the road and may be integrated into the trail.

10) Within the planned right-of-way, the Collector Road streetscape character at a typical mid-block cross-section will be defined by:

   a) A boulevard, and pedestrian and cycling zone on either side of the street;
   b) One separated cycling facility, including buffers, in each direction;
   c) One vehicular travel lane in each direction; and
   d) One parking lane on one side of the street.

11) Intersections along Collector Roads should accommodate cycling without dismounting and sufficient right-of-way will be provided at intersections to accommodate protected intersection design.

12) Collector Roads intersecting with Fairway Road North and Fountain Street North will be accessed via right-in, right-out turning movements only.

13) The location and alignment of Local Roads will be determined through a *development* application under the *Planning Act*. Local Roads are designed to accommodate only low volumes of traffic at slow speeds and to service local area trips. Local Roads will be
designed in accordance with the City’s Engineering Standards and Development Manual, including:

a) Local Roads are expected to have a minimum right-of-way of 18.5 metres.

b) Sidewalks are required on both sides of all Local Roads.

14) The location and alignment of Public and Private Lanes will be determined through a development application under the Planning Act. Public and Private Lanes will be designed to accommodate access to garage structures at the rear of a residential lot or to provide service access within the Mixed-Use Node.

a) Public or Private Lanes may be considered where it is either not desirable or possible to have driveways and garages fronting directing onto a road.

b) Public or Private Lanes should be prioritized where development fronts onto a Collector Road.

c) Public or Private Lanes will generally have a minimum right-of-way of 10.0 metres in accordance with the City’s Engineering Standards and Development Manual.

d) Municipal infrastructure may be located within Public Lanes subject to functional and design standards established by the City.

e) Public or Private Lanes will provide access for service and maintenance vehicles for required uses as deemed necessary by the City and may include enhanced laneway widths and turning radii to accommodate municipal vehicles including access for snowplows, garbage trucks, and emergency vehicles where required.

Policies

15) The coordinated installation of municipal infrastructure, utilities, sidewalks, trails, cycling facilities, lighting and tree planting will be part of the detailed planning, design, and development of all roads.

16) The design of all roads will be in accordance with the policies of Section 19.4.2 of this Secondary Plan and in accordance with the City’s Engineering Standards and Development Manual.

17) Traffic calming will be achieved on Collector Roads by:

a) Using curb extensions within the parking lane at intersections to shorten the crossing distance for pedestrians.

b) Installing mid-block crossings where trails or other major pedestrian routes are planned.

c) Designing streets that discourage vehicle speeding through right-of-way curvature, complimentary streetscape design, raised intersections and crossings, street
lighting and utility poles in the boulevard space, building proximity to the street, and
boulevard street tree planting.

18) Traffic calming will be achieved on Local Roads by:
a) Encouraging pedestrian-priority streets or woonerfs.
b) Designing streets that discourage vehicle speeding through right-of-way curvature,
complimentary streetscape design, curb extensions, raised crossings, building
proximity to the street, and boulevard street tree planting.
c) Minimizing traffic lane widths.
d) Minimizing the number of traffic lanes in the roadway.

19) In accordance with the City’s Engineering Standards and Development Manual, on-
street parking will be encouraged at appropriate locations on all streets to provide for
anticipated parking requirements and to assist in traffic calming.

20) The City and Region will consider the following as general design policies for
roundabouts:
a) The design of roundabouts should prioritize the safe movement of pedestrians and
cyclists.
b) Where used, roundabouts should incorporate appropriate landscape features or
public art while ensuring that clear sightlines are maintained for drivers.

19.5.3 Municipal Infrastructure

19.5.3.1 Water and Wastewater

General

1) Development within the North Cambridge Secondary Plan area will be on full urban
municipal wastewater and water supply services in accordance with Section 6.16 of the
Cambridge Official Plan.

2) Proponents of development will be required to enter into appropriate agreements to
provide protection for existing private water supply systems that remain in use should
their operation be detrimentally impacted through the process of developing the
Secondary Plan area.

3) The cost of providing full urban municipal services to facilitate the development of lands
within the Secondary Plan area will not impose an undue financial burden on existing
taxpayers. Accordingly, such costs will be the responsibility of the developer, with
appropriate Development Charges.
4) *Development* will be designed and constructed in accordance with a Functional Servicing Plan or Plans dealing with sewage and water systems. A Functional Servicing Plan, prepared in accordance with *City* criteria, standards, and policies, will be submitted as part of a complete *development* application. These Plans will be prepared to provide for the continuous, orderly extension of services in a cost-effective manner, to the satisfaction of the *City*.

5) It is expected that landowners within the Secondary Plan area will co-operate with each other in order to facilitate the *development* of lands on the basis of full urban services and, to that end, permit access to services installed within their land by way of easements or in such other way as will be satisfactory to the *City*.

### 19.5.3.2 Stormwater Management

**Intent**

1) Stormwater management facilities are required to manage *development* impacts on watercourses in order to maintain and enhance water quality, protect *fish* and wildlife habitat, and prevent erosion. It is the intent of this Secondary Plan to ensure that stormwater management facilities are not only functional components of a community but are also aesthetically pleasing and a key component of the connected Greenlands and Open Space Network.

2) Stormwater management facilities will be provided in accordance with the Master Drainage Report.

**Policies**

3) Stormwater management facilities are subject to the policies contained in this Secondary Plan, the *City’s* policies, the policies of the Grand River Conservation Authority, the applicable *subwatershed study*, and Master Drainage Report.

4) The locations, configuration and boundaries of the stormwater management facilities identified on **Schedule A** will be confirmed through the required Stormwater Management Plan and subsequent *development* applications under the *Planning Act* and implementing Zoning By-law and may be adjusted or removed without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained.
5) It is the intent of this Section of the Secondary Plan to manage development impacts from stormwater on the Grand River and other watercourses within the watershed in order to maintain and/or enhance water quality, protect downstream fish and wildlife habitat, and prevent erosion. The City will seek to reduce stormwater run-off volumes and pollutant loadings in the Secondary Plan area by:

a) Encouraging implementation of a hierarchy of source, lot-level, conveyance, and end-of-pipe controls.

b) Encouraging the implementation of alternative community design and development standards, including innovative stormwater management techniques in accordance with the technical requirements of the City, the Grand River Conservation Authority, and Provincial Design Standards, as they evolve.

c) Encouraging the planting of native species and flood tolerant water’s edge plants, including a mixture of herbaceous and woody vegetation to stabilize banks of ponds. The perimeter of the permanent pool should be planted with emergent, strand and submergent species to improve the aesthetics and enhance the performance of the facility.

d) Encouraging ponds to blend with the natural landscape, therefore, geometric forms and standard slope gradients will be avoided in favour of organic shapes and landform grading designed to replicate natural landforms in the area. Inlet and outlet structures should be concealed using a combination of planting, grading, and natural stone.

e) Requiring "enhanced" level water quality control in accordance with the applicable subwatershed study.

f) Requiring post to pre-water quantity control for the 1:2-year storm event up to and including the 1:100-year or Regional storm event.

g) Ensuring that where technical conditions related to soil conditions and groundwater levels are appropriate, an integrated, innovative, and water efficient approach to water management is followed. The approach will minimize stormwater volumes and contaminant loads and maximize infiltration through an integrated treatment approach, which may include techniques such as rainwater harvesting, runoff reduction of solids and materials at source, constructed wetlands, bioretention swales, green roofs, permeable surfaces, clean water collection systems, and the preservation and enhancement of native vegetation cover.
19.5.3.3 Utilities

Intent

1) It is the intent of this Secondary Plan to promote the provision of adequate utilities required for the residents of the Secondary Plan area in an economically and environmentally responsible manner.

Policies

2) The City, together with developers, will participate in discussions with utility providers such as hydroelectric power, communications/telecommunications facilities and utilities, broadband fibre optics, and natural gas to ensure that sufficient infrastructure is or will be in place to serve the Secondary Plan area.

3) The City will promote utilities to be planned for and installed in common trenches, where feasible, in a coordinated and integrated manner in order to be more efficient, cost effective, and minimize disruption.

4) The City will require that lower voltage electric wiring be buried underground in all new development and may require wiring is buried underground in areas where major public works make this conversion economically feasible.

5) Utility services will be developed to be compatible with the general character of the surrounding uses and minimize visual impact, while maintaining necessary access and clearance requirements. The City will encourage utility providers to consider innovative methods of containing utility services on or within streetscape features such as gateways, lamp posts, transit shelters, etc., when determining appropriate locations for large utility equipment and utility cluster sites.

6) The City will ensure that utility corridors not detract from the Greenlands and Open Space Network through an environmental assessment process, vertical or horizontal circumvention, or other suitable alternatives.

7) The City will ensure that an adequate and efficient supply of electric power is provided for the community by:
   a) Not requiring an Amendment to this Secondary Plan for facilities which comply with the goals and objective of this Secondary Plan.
   b) Consulting with the utility provider regarding Site Plan Control, Draft Plan of Subdivision, and Zoning By-law applications.

8) The City will promote small-scale opportunities for increased power generation, supply, and conservation, including alternative energy systems and renewable energy systems.
19.5.4 Source Water Protection

1) A portion of the North Cambridge Secondary Plan area is within established wellhead protection areas and the surface water intake protection zones along the Randall Drain identified in the Grand River Source Protection Plan.

2) Future development proposals will demonstrate that there will be no adverse environmental impacts to existing groundwater and surface water users as a result of the proposed development. This will be demonstrated through appropriate hydrogeological studies in accordance with the requirements of the Region and any other relevant agencies.

3) Development applications on lands north of the Randall Drain will be accompanied by a Notice of Source Protection Plan Compliance (Section 59 Notice) under the Clean Water Act, as part of a complete application.

4) Land uses that are considered to pose a significant threat to drinking water supplies will not be permitted within wellhead protection areas and intake protection zones, as established by the Region, and shown on Map 15 of the Cambridge Official Plan. All development will conform to the Source Water Protection policies in Chapter 8 of the Regional Official Plan.

5) To minimize chloride loadings in runoff to protect water quality and ecosystem health, the City will reduce the use of salt through the implementation of management measures described in the applicable subwatershed study.
19.6 Implementation

The North Cambridge Secondary Plan will be implemented through a variety of tools, including but not limited to:

a) The planning and development application process, through tools such as Site Plan Control, Draft Plans of Subdivision and Condominium, and land severances;

b) The City’s Zoning By-law;

c) The City and Regional Transportation Master Plans;

d) The City’s Parks Master Plan;

e) The City’s Cycling Master Plan; and,

f) Other tools as described in this Section.

19.6.1 Interpretation

19.6.1.1 Boundaries

1) It is intended that the boundaries identified on the Schedules of this Secondary Plan be considered as approximate. The boundaries may be considered exact only where they correspond to existing roads, watercourses, or other similar geographical demarcations. It is also intended that the location and alignment of proposed roads and trails be conceptual and not exact.

2) Amendments to this Secondary Plan will not be required to permit minor adjustments to identified land use boundaries or to the conceptual locations of roads and trails provided that the general intent of this Secondary Plan is maintained.

19.6.1.2 Secondary Plan Amendments

1) Unless otherwise stated in this Secondary Plan or the Cambridge Official Plan, applications for development which do not align with the policies or Schedules of this Secondary Plan will require an Official Plan Amendment. Amendments to the Cambridge Official Plan will be subject to the policies of this Secondary Plan and will require a Planning Justification Report, along with other supporting studies identified through the pre-consultation process.

2) When considering an Amendment to this Secondary Plan, Council will consider the following issues:

   a) The need for the proposed change to commercial and service use requirements in the Mixed-Use Node designation, as determined through an analysis of the
existing and/or planned supply of similar uses in the market area versus the identified demand for the proposed use in the market area through a Market Demand Study.

b) The impact of the proposed change in terms of the social, economic, environmental, and aesthetic costs and benefits for the community.

c) The extent to which the proposed change will affect policies, objectives, and principles of this Secondary Plan. Planning principles and objectives will not be changed outside of the context of a full review of this Secondary Plan.

d) Suitability of the proposed change with respect to physical characteristics of the area, especially where the Greenlands and Open Space Network is involved, and adequacy of infrastructure.


f) The effect on population and employment projections and finances of the City and Region.

19.6.2 General Implementation

1) Approval of development applications will be conditional upon commitments from the appropriate authorities and the proponents of development to the timing and funding of the required road and transportation facilities, parks, and recreation facilities. These works will be provided for in the subdivision and development agreements. Phasing of the development, based on the completion of the external road works, may be required.

2) Approval of development applications will also be conditional upon commitments from the appropriate authorities and the proponents of development to the timing and funding of required stormwater management, wastewater, and water supply facilities. These works will be provided for in subdivision and site plan agreements. Phasing of development, based on the completion of external sewer and water services, may be implemented if required.

3) The Urban Design Policies contained within this Secondary Plan including those policies related to Building a Green North Cambridge in Section 19.4.4 provide specific design direction for both the public and private sectors. They indicate the City’s expectations with respect to the character, quality, and form of development in the North Cambridge Secondary Plan. All development within the Secondary Plan area will be in accordance with the Urban Design Policies.
19.6.2.1 Complete Applications

1) Applications will comply with the Complete Application provisions of the Cambridge Official Plan along with the relevant provisions of this Secondary Plan which pertain to studies, plans, and/or assessments that the City or other agencies may require.

2) The required information and studies will be determined by City, Region, and other technical agency staff through the pre-consultation process prior to the submission of any development application.

3) Any detailed study, plan, or assessment may be subject to a peer review at the expense of the proponent.

4) The Master Drainage Report and applicable subwatershed studies will provide the basis for, and provide direction to, any future detailed studies, plans, or assessments. Future studies required as part of a complete applications should conform with and implement the recommendations of these technical studies.

5) Every development application, as part of a Planning Justification Report prepared in support of complete application and updated at the time of final approval, will include details regarding the following, as applicable:
   a) For the development application area:
      i) Net density by land use designation.
      ii) Number and type of units.
      iii) Total development application unit count.
      iv) Estimated population.
   b) For the entire Secondary Plan area:
      i) Overall density per hectare and by land use designation.
      ii) Number of dwelling units by type.
      iii) Amount/type of non-residential space and number of jobs.
   c) How the application implements the Parks policies in Section 19.3.2.3 of the Secondary Plan.
   d) How the application implements the Housing policies in Section 19.4.3.3 of the Secondary Plan.
   e) How the application implements the Building a Resilient Green North Cambridge policies in Section 19.4.4 of the Secondary Plan.
19.6.2.2 Zoning By-law

1) The City may update its Zoning By-law to implement the policies of this Secondary Plan through appropriate zones and lot and building requirements.

2) Amendments to the Zoning By-law will be subject to the policies of this Secondary Plan and the Cambridge Official Plan and will require a Planning Justification Report, along with any other supporting studies identified through the pre-consultation process.

3) Where this Secondary Plan designates undeveloped land for urban development, such land may be zoned in a Holding “H” provision, where all relevant goals, objectives, and policies of the Secondary Plan have not been met, including:
   a) Agreement on the provisions of school, parks, trails, and other support facilities.
   b) Recommendations of a completed Environmental Impact Statement.
   c) A phasing plan, supported by detailed unit yield information.
   d) Compliance with the growth management policies of this Secondary Plan.

4) No provision of this Secondary Plan will require Council to zone any lands for the designated use to permit immediate development. When Council receives an application for a suitable development project according to the designation and policies of this Secondary Plan, the Holding “H” provision may be removed by amending the Zoning By-law, without amending this Secondary Plan.

5) Until the “H” provision is lifted, the uses permitted on such lands will be limited to those for which the land is zoned at the time of the adoption of this Secondary Plan or to public uses.

19.6.2.3 Development Applications

1) The review and approval of future development applications under the Planning Act will be based on the Secondary Plan and associated technical documents. Applications will be reviewed for conformity and consistency with these documents.

2) Applications for Site Plan Control, Draft Plans of Subdivision, Draft Plans of Condominium, and land severances will conform with the policies of this Secondary Plan and Cambridge Official Plan.

3) Prior to any grading/site alteration and/or construction on a site and prior to registration of a plan, the approval and issuance of a Permit from the Grand River Conservation Authority for all works subject to Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation) is required.
Draft Plans of Subdivision

4) All development applications which involve re-lotting of existing parcels of land or subdivisions will be on the basis of subdivision procedures, outlined in the Planning Act.

5) Council may require that applications for Draft Plans of Subdivision include among other matters:
   a) A statement of development objectives.
   b) An indication of the extent to which the plan conforms to this Secondary Plan and the Regional Official Plan.
   c) The proposed zoning for the Draft Plan of Subdivision.
   d) An inventory and assessment of the area’s existing features in terms of the Greenlands and Open Space Network, ownership, land use (such as agriculture and residential), and capacity and availability of all utilities required by the development.
   e) Details of the proposed development including the proposed alignment of the Roads Network, proposed land uses and densities, impact of the development on existing natural features, and proposed method of addressing the impact on an area’s existing natural features.

6) Council will recommend approval of only those Draft Plans of Subdivision which:
   a) Comply with the intent of this Secondary Plan.
   b) Can be supplied with adequate municipal infrastructure, community facilities such as schools, fire protection, and road maintenance.
   c) Will not adversely affect the financial status of the City or Region.
   d) Will not harm any aspect of the environment, including the Greenlands and Open Space Network.

19.6.2.4 Municipal Works

1) All future municipal works undertaken by the City within the Secondary Plan area will conform with the policies of this Secondary Plan and the Regional Official Plan.

2) It is the intent of this Secondary Plan to achieve the agreement of all public agencies involved in any aspect of development in the Secondary Plan area, to comply with the policies of this Secondary Plan and the regulations in the Zoning By-law prior to any further development approvals to the satisfaction of City.
19.6.2.5 Coordination with the Region of Waterloo

1) The City will work with the Region, as the approval authority for this Plan, to ensure that the policies of this Plan are implemented, including any opportunities to implement the urban design, public realm, active transportation, and transit improvements through any future Regional works.

2) The City also encourages consideration of opportunities for affordable housing within the Secondary Plan area.

19.6.3 Phasing and Financial Tools

19.6.3.1 Financial Agreements

1) Prior to the registration of any development, the owner will have entered into a subdivision agreement with the City of Cambridge, including but not limited to the posting of required securities, payment of engineering fees as applicable, any cash-in-lieu payments, any front-end requirements, and Development Charges as applicable.

2) The City, at the discretion of the Director of Engineering and Chief Financial Officer, may allow and/or require the use of front-ending agreements and/or credit for service agreements, as per the Development Charges Act, and applicable City policies, to implement development of the Secondary Plan area.

19.6.3.2 Parkland

1) Dedication of lands for Community Parks and Neighbourhood Parks will be in accordance with the Cambridge Official Plan. The City will not accept the following as parkland dedication:
   a) Lands within the Natural Open Space System.
   b) Urban Greens and Squares where the City is of the opinion a Neighbourhood Park or Community Park is necessary or desirable.
   c) Where the lands, or a portion thereof, are required on-site to meet zoning by-law requirements for amenity areas or landscaped open space.
   d) Hazard lands.
   e) Stormwater management ponds.
   f) Contaminated sites unless a Record of Site Condition is provided.
   g) The Riverbank Drive Transition Buffer.

2) The requirements for outdoor recreation, trails, parks, and natural areas shall be consistent with the Development Charges Background Study.
3) Parkland dedicated to the City will be of a shape, quality, and grading to be developable, programmable, and accessible.

4) The developer will be responsible for providing developable parkland sites, including completing grading works, topsoil, seeding, stone-picking, stormwater and inclusion of an entrance and accessible path of travel to and from the park in accordance with the City’s Engineering Standards and Development Manual, prior to being accepted by the City.

5) Parkland will be acquired by the City through combined means of dedication and purchase at fair market value.

19.6.3.3 Phasing

1) The phasing of development is addressed to ensure the Secondary Plan conforms with the Urban System Policies of the Regional Official Plan with respect to growth management.

2) The City and Region will carefully monitor residential growth within North Cambridge. Development phasing will be established based on population growth over time, in accordance with, and in conjunction with the ability of the developers, the City, and the Region to pay for their respective responsibilities of municipal infrastructure development costs, as required.

3) Development will progress in a logical, efficient, and fiscally responsible manner. The cost-effective provision of municipal infrastructure will establish the phasing for this Secondary Plan. Phasing will generally occur from south to north as municipal infrastructure is extended.

4) It is the intent of this Secondary Plan that growth will occur in an orderly and phased manner. The phasing strategy for the Secondary Plan area and the primary factors to consider in this regard include:
   a) The integration of new development within the planned community structure, resulting in a contiguous, connected, and compact built form.
   b) Supporting the early introduction of transit services to North Cambridge, including development within the Mixed-Use Node.
   c) The provision of adequate municipal infrastructure to accommodate the proposed growth in a cost-efficient manner.
   d) The provision of the Mobility Network, including pedestrian and cycling infrastructure, and the availability of adequate capacity on the existing road network.
e) The provision and adequacy of social services, community facilities, and other cultural and recreational amenities.

19.6.3.4 Updating

1) The City will comprehensively review the policies of this Secondary Plan at the 10-year review of the Cambridge Official Plan. Depending on the outcomes of the review, the City may decide to update the Secondary Plan.
Appendix 1 - Collector Road Cross-Section
MINUTES
Corporation of the City of Cambridge
Special Council Meeting - Statutory Public Meeting

Date: June 28, 2022, 10:00 a.m. (Statutory Public Meeting) and reconvening at 5:00 p.m. (Special Council)
Location: Virtual Meeting


Staff Members in Attendance: Hardy Bromberg - Deputy City Manager - Community Development (Acting City Manager), Dave Bush - Deputy City Manager - Corporate Services, Yogesh Shah - Deputy City Manager - Infrastructure Services, Brook Lambert – Director of Corporate Strategy (Acting Deputy City Manager – Corporate Enterprise), Sheryl Ayres - Chief Financial Officer, Lisa Shields - City Solicitor, Jennifer Shaw - Deputy City Clerk, Mallory Greenough - Council Committee Services Coordinator, Rachel Latour - Administrative Assistant, Michael Oliveri - Council Committee Services Coordinator, Lisa Prime - Chief Planner, Kevin De Leebeeck - Director of Engineering and Greg Elgie, Business Systems Analyst

Others in Attendance: Jacqueline Hannemann - Planner 1 Site Development/Zoning, Kathy Padgett - Senior Planner – Environment and Michael Campos - Intermediate Planner – Development

1. Meeting Called to Order

The meeting of the Council of the Corporation of the City of Cambridge is held virtually via Microsoft Zoom and live streamed to the City of Cambridge website.
Mayor McGarry welcomes everyone present and calls the meeting to order at 10:00 a.m.

2. Indigenous Territory Acknowledgement

3. Disclosure of Pecuniary Interest

None.

4. Public Meeting Notice

5. Public Meetings


Motion: 22-188

Moved by Councillor Hamilton
Seconded by Councillor Ermeta

THAT Public Meeting Report - 22-025-CD - 840 & 940 Main Street and 345 Franklin Boulevard (Taylor Lands) – Official Plan and Zoning By-law Amendments – Foot Bridge Holdings Inc. be received;

AND FURTHER THAT application OR12/21 for 840 & 940 Main Street and 345 Franklin Boulevard be referred back to staff for a subsequent report and staff recommendation.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Absent (1): Councillor Liggett

Carried (8 to 0)


Motion: 22-189

Moved by Councillor Reid
Seconded by Councillor Devine

AND FURTHER THAT the Proposed Official Plan Amendment for the North Cambridge Secondary Plan be referred back to staff for a subsequent report and recommendation.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta and Mayor McGarry

Absent (1): Councillor Liggett

Carried (8 to 0)

5.3 Public Meeting Report - 22-057-CD - 149 Ainslie St. N. OPA and ZBA

Motion: 22-190

Moved by Councillor Wolf
Seconded by Councillor Adshade

THAT Report 22-057-CD Public Meeting Report – 149 Ainslie Street North Official Plan Amendment and Zoning By-law Amendment – 149 Ainslie St N Limited Partnership be received;

AND FURTHER THAT applications OR04/22 for Official Plan Amendment and Zoning By-law Amendment at 149 Ainslie Street North be referred back to staff for a subsequent report and staff recommendation.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Absent (1): Councillor Liggett

Carried (8 to 0)


Motion: 22-191

Moved by Councillor Hamilton
Seconded by Councillor Adshade

THAT Report 22-082-CD – Public Meeting Report – 408-416 Dundas Street South – Draft Plan of Subdivision (30T-22102) be received;
AND FURTHER THAT Draft Plan of Subdivision 30T-22102 be referred back to staff for a subsequent report and recommendation.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Absent (1): Councillor Liggett

Carried (8 to 0)

6. **Delegations**


6.3 Sandy Kamutzki re: 22-076-CD Kenley Lane Walkway Rehabilitation

7. **Presentations**


7.2 Dave Aston, Vice President and Partner, MHBC Planning re: Public Meeting Report – 22-025-CD - 840 & 940 Main Street and 345 Franklin Boulevard (Taylor Lands) – Official Plan and Zoning By-law Amendments – Foot Bridge Holdings Inc.


7.4 Jacqueline Hannemann, Senior Planner – Development re: Public Meeting Report - 22-057-CD - 149 Ainslie St. N. OPA and ZBA

7.5 Nicolette van Oyen, Planner and Andrea Sinclair, Partner, MHBC Planning re: Public Meeting Report - 149 Ainslie St. N. OPA and ZBA - 22-057-CD


7.8  Chris Bandak, Managing Director - Economic Advisory, Deloitte re: 22-017-CRE Cambridge Connected Strategic Plan Update

8.  **Consent Agenda**

Motion: 22-192

Moved by Councillor Hamilton
Seconded by Councillor Adshade

THAT all items listed under the heading of Consent Agenda for June 28, 2022 Council Agenda be adopted as recommended.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Absent (1): Councillor Liggett

**Carried (8 to 0)**

8.1  Special Council Minutes - May 31, 2022, and June 7, 2022

8.2  Special Council Workshop Minutes – May 24, 2022

8.3  Council Information Package - June 17, 2022

8.4  Cambridge Cycling and Trails Advisory Committee Meeting Minutes - March 10, 2022, April 14, 2022 and May 12, 2022

8.5  22-031-CRS - 2022 Operating Financial Update – April Forecast

8.6  22-021-CRE Core Areas Community Improvement Plan Financial Incentives Update - June 2022

8.7  22-035-CRS Debt By-law Amendments

8.8  22-009-IFS Capital Status and Forecast

8.9*  22-043-CRS Soper Park Amenity Design

*This item was pulled from the Consent Agenda and discussed in Regular Agenda.
8.10 22-081-CD Requests for Exemption to Noise By-law 32-04 for 2022 Special Events

8.11 22-062-CD 108 Pinebush Road Exemption to Part Lot Control (Condo Lands) – Branthaven Belmont Pinebush Inc.

8.12 22-038-CRS Noise By-Law Exemption - Langdon Hall

8.13 22-036-CRS - Dog Muzzle Appeal Committee Update

8.14 22-047-CRS Closed Meeting Investigation

9. **Consideration of Reports**

9.1 Corporate Services

None.

9.2 Corporate Enterprise

9.2.1 22-017-CRE Cambridge Connected Strategic Plan Update

Motion: 22-193

Moved by Councillor Reid
Seconded by Councillor Devine

THAT Report 22-017-CRE Cambridge Connected Strategic Plan Update be received.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Absent (1): Councillor Liggett

**Carried (8 to 0)**

9.2.2 22-020-CRE Appointment of New Members, Preston Towne Centre Business Improvement Area (BIA)

Motion: 22-194

Moved by Councillor Mann
Seconded by Councillor Wolf

THAT Report 22-020-CRE Appointment of New Members, Preston Towne Centre Business Improvement Area (BIA) be received;
AND FURTHER THAT based on the recommendation from the Preston Towne Centre BIA Board of Managers, the following persons be appointed to the Preston Towne Centre BIA Board of Management:

1. Vanessa Stankiewicz: Lalola Catering, 739 King Street East
2. Tracey Doogan-Benoit: Red Wind Studio, 645 King Street East
3. Jeff Butler: Chords and Cards, 644 King Street East

In Favour (8): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Absent (1): Councillor Liggett

Carried (8 to 0)

9.3 Community Development

9.3.1 22-076-CD Kenley Lane Walkway Rehabilitation

Moved by Councillor Wolf
Seconded by Councillor Liggett

THAT Report 22-076-CD Kenley Lane Walkway Rehabilitation be received;

AND FURTHER THAT Option 2 be approved, to permanently close and naturalize the Kenley Lane Walkway be approved.

Amendment:
Motion: 22-195

Moved by Councillor Wolf
Seconded by Councillor Liggett

THAT FURTHER THAT Option 1 be approved for the Kenley Lane Walkway Rehabilitation with additional funding in the amount of $99,105 for the project to come from the Gas Tax Reserve Fund for a total project cost of $224,105.

In Favour (6): Councillor Reid, Councillor Liggett, Councillor Wolf, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Opposed (3): Councillor Devine, Councillor Mann, and Councillor Adshade
Main Motion, as amended:
Motion: 22-196
Moved by Councillor Wolf
Seconded by Councillor Liggett

THAT Report 22-076-CD Kenley Lane Walkway Rehabilitation be received;

AND FURTHER THAT Option 1 be approved for the Kenley Lane Walkway Rehabilitation with additional funding in the amount of $99,105 for the project to come from the Gas Tax Reserve Fund for a total project cost of $224,105.

In Favour (6): Councillor Reid, Councillor Liggett, Councillor Wolf, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Opposed (3): Councillor Devine, Councillor Mann, and Councillor Adshade

Carried (6 to 3)

9.3.2 22-054-CD Micromobility – Shared Program and E-Scooter Bylaw Update

Motion: 22-197

Moved by Councillor Liggett
Seconded by Councillor Ermeta

THAT Report 22-054-CD Micromobility – Shared Program and E-Scooter Bylaw Update be received;

AND THAT Council supports the participation in a joint request for proposal with the Region of Waterloo, City of Kitchener and City of Waterloo to procure a shared micromobility operator;

AND THAT Council authorize the Director of Engineering to execute any required agreements with the Region of Waterloo and preferred service provider, to the satisfaction of the City Solicitor, for the implementation of a region-wide shared micromobility program;
AND THAT Traffic and Parking By-law 187-06 be amended to add a definition and provisions for the use of electric kick-scooters (“e-scooters”);

AND FURTHER THAT the by-law included as Appendix A to Report 22-054-CD to amend the Traffic and Parking By-law 187-06 be passed and come into force on July 1, 2022.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Carried (9 to 0)

9.3.3 22-079-CD Enhanced School Zones

Motion: 22-198

Moved by Councillor Ermeta
Seconded by Councillor Hamilton

THAT Report 22-079-CD Enhanced School Zones be received;

AND THAT Council supports the implementation of an expanded Enhanced School Zone Program throughout the City as outlined in Report 22-079-CD Enhanced School Zones.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Carried (9 to 0)

9.4 Infrastructure Services

None.

9.5 Office of the City Manager

None.

10. Unfinished Business

11. Correspondence

11.1 Student Transportation Services of Waterloo Region re: 22-079-CD Enhanced School Zones
11.2 Dean and Dinah Scammell re: 22-076-CD Kenley Lane Walkway Rehabilitation


11.4 Robert McLeman re: 22-076-CD Kenley Lane Walkway Rehabilitation

11.5 Carl Furtado re: 22-076-CD Kenley Lane Walkway Rehabilitation

11.6 Dean and Dinah Scammell re: 22-076-CD Kenley Lane Walkway Rehabilitation

11.7 Jeff Collins re: 22-076-CD Kenley Lane Walkway Rehabilitation

12. **22-043-CRS Soper Park Amenity Design**

   Motion: 22-199

   Moved by Councillor Liggett
   Seconded by Councillor Devine

   THAT Report 22-043-CRS Soper Park Amenity Design be received;

   AND THAT Request for Quotation Q22-53 be awarded to AECOM Canada Ltd. in the amount of $127,537.45 inclusive of HST.

   In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

   Carried (9 to 0)

13. **Notice of Motion**

14. **Motion to Receive Correspondence and Presentations**

   Motion: 22-200

   Moved by Councillor Liggett
   Seconded by Councillor Ermeta

   THAT all presentations and correspondence from the June 28, 2022 Special Council meeting be received.

   In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry
15. **Introduction and Consideration of By-laws**

Motion: 22-201

Moved by Councillor Mann
Seconded by Councillor Reid

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

22-038 Being a by-law to amend By-law 187-06 for the regulation of Traffic and Parking (to Permit Electric Kick-Scooters on Certain Highways)

22-039 Being a by-law to amend By-law 21-065a, respecting the authorization of issuance of debentures for the rehabilitation of existing assets and construction of new assets contained in the Capital Funding Program (N. Cambridge Railway Grade Separation, Preston Auditorium Construction, Fountain Street Soccer Facility and East Side NS Collector Road Design)

22-040 Being a by-law to amend By-law 19-145, respecting the authorization of issuance of debentures for the construction of new assets contained in the Capital Funding Program

22-041 Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – 10 Birmingham Road and 100 Hollywood Court (formerly 108 Pinebush Road)

In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Carried (9 to 0)

16. **Confirmatory By-law**

Motion: 22-202

Moved by Councillor Hamilton
Seconded by Councillor Adshade

THAT By-law 22-042 being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge be enacted and passed.
In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Carried (9 to 0)

17. Adjournment

Motion: 22-203

Moved by Councillor Devine
Seconded by Councillor Wolf

THAT the Council meeting does now adjourn at 7:22 P.M.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Mann, Councillor Liggett, Councillor Wolf, Councillor Adshade, Councillor Hamilton, Councillor Ermeta, and Mayor McGarry

Carried (9 to 0)

__________________________________
Mayor

__________________________________
Deputy Clerk
June 27, 2022

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

Attention: Ms. Lisa Prime, Chief Planner

RE: City of Cambridge Proposed OPA – North Cambridge Secondary Plan (22-032-CD, D03.01.14.01) - 1400 Middle Block Road, Maple Grove Leasing Inc.

Dear Ms. Prime:

My client, Maple Grove Leasing Inc., owns a property located at 1400 Middle Block Road, legally referred to as German Company Tract Pt Lots 124, 126 and 127 WDR 305 (parts 1 to 3). This property is approximately 119.35 acres in size.

Please note that this parcel is designated Prime Industrial Strategic Reserve. My client has received several inquiries regarding the development on these lands for employment uses, subject to servicing. The development of these lands would represent valuable jobs and taxes for the City and the Region.

We have reviewed the mapping schedules for the draft OPA – North Cambridge Secondary Plan and we are concerned that my client’s property has not been included in the OPA. Servicing for my client’s property should be accommodated by the infrastructure that are proposed for Middle Block Road.

Please recognize that a substantial portion of the drainage area from my client’s property flows into the lands identified in the North Cambridge Secondary Plan area. It is our expectation that development of my client’s lands would closely mimic existing surface drainage characteristics, and this would ultimately impact on the sustainability of adjacent wetland and watercourses. In addition, we are of the view that gravity flow for storm water and sewage mains could be more easily accommodated by allowing drainage from my client’s lands to the west. In this regard, we feel that the OPA limits should recognize subwatershed catchment areas.

Therefore, it seems clear that the lands associated with 1400 Middle Block Road should be included within the OPA. Failing that consideration of future infrastructure connections should be incorporated into the sewer/storm sewer mains along the Middle Block Road area.

We look forward to participating in discussions with the City and their planning staff/consultant in regards to the Official Plan Amendment in an attempt to resolve these concerns and avoid any objections. Please notify Stovel and Associates Inc. and Maple Grove Leasing Inc. of any decisions that Council may make on this application.

Stovel and Associates Inc. 651 Orangeville Road, Fergus, ON N1M 1T9 519 766-8042
Please do not hesitate to contact me should you have any questions.

Yours truly,

[Signature]

Robert P. Stovel, M.Sc., M.C.I.P., R.P.P.

cc. Clerks Department, City of Cambridge
    Steve and Ron Schiedel, Maple Grove Leasing Inc.
VIA EMAIL

Kathy Padgett, Senior Planner – Environment
City of Cambridge
50 Dickson Street
PO Box 669
Cambridge, ON. N1R 5W8

Dear Ms. Padgett,

Comments on Draft Secondary Plan

Further to our correspondence dated December 10, 2021, we are writing with respect to our comments on the Proposed Official Plan Amendment for the North Cambridge Secondary Plan, as contained within Staff Report 22-032-CD. Our comments are written on behalf of the [name redacted] in respect of their lands municipally known as 4050 Fountain Street North in the City of Cambridge (the “subject property”), located at the northeast corner of Fountain Street North and Middle Block Road.

We have reviewed the Proposed Official Plan Amendment, staff report, and response to comments received. We note that while some of our comments have been addressed in the proposed policies, we still have concerns with respect to mapping of the Greenlands Network. Policy 19.3.2.1.11 states that “the boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Studies that may identify appropriate minor adjustments or refinements, prior to development or site alteration. Such minor adjustments or refinements will not require an Amendment to this Secondary Plan”. Policy 19.3.2.1.11 a) states, in part, that “Where Council, the Region, or Grand River Conservation Authority considers a change to the boundary to exceed their definition of minor, such adjustment or refinement will require an Amendment to this Secondary Plan”.

sglplanning.ca
We understand from the response to our previous comments that the mapping of the Greenlands Network is based on the Hespeler West Subwatershed Study, prepared in 2004. In staff’s response, it is noted that “at the time of a future development application there will be the opportunity to assess the natural features and make refinements through an Environmental Impact Study”. Given this recognition from staff, and understanding that the information that is informing the mapping of the Greenlands Network is quite dated (almost 20 years), we are concerned that the proposed policy permits only “minor adjustments or refinements” may limit certain required refinements to reflect what’s on the ground today without triggering the need for an amendment to the Secondary Plan.

As such, we respectfully request that the policy be revised as follows (new text, deleted text):

19.3.2.1.11
The boundaries and extent of the Natural Open Space System designation shown on Schedules A and B are approximate as established through the applicable Subwatershed Study. The boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Studies that may identify appropriate minor adjustments or refinements, prior to development or site alteration and that demonstrates the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction. Such minor adjustments or refinements will not require an Amendment to this Secondary Plan.

a) Where Council, the Region, or Grand River Conservation Authority considers a change to the boundary to exceed their definition of minor, such adjustment or refinement will require an Amendment to this Secondary Plan. Such an Amendment will be supported by an Environmental Impact Study that demonstrates the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction.

We thank staff for taking the time for considering our comments. As we continue to review the proposed Secondary Plan, we may have further comments.

If you have any questions about these comments, please feel free to contact us.
Sincerely,

SGL Planning & Design Inc.

____________________________
David Riley, BES, RPP, MCIP
Principal

C.c.  

Paul Lowes, SGL Planning & Design
pattern to ensure a permeable and connected transportation system that allows for direct routes into, through, and out of the community.

2) The Mobility Network will be designed and constructed using complete streets principles and will prioritize appropriate facilities for the movement and safety of pedestrians, cyclists, and transit users while also accommodating private vehicles.

3) The envisioned Collector Roads within the Secondary Plan Area will support active transportation and future transit opportunities and ensure connectivity to Fountain Street North, Fairway Road North and Middle Block Road and to the Regional Cycling Network.

4) Active transportation facilities and routes consisting of sidewalks, trails, separated cycling facilities, and slow speed local streets will be denser than the Street Network for motorized vehicles. This will provide more direct and shorter paths to active transportation users compared to car travel and support the City’s greenhouse gas emissions reduction target.

19.3 Land Use Policies

The North Cambridge Secondary Plan represents an opportunity to build a complete community where residents can live, work and play. Housing, jobs, shops, services, parks, and amenities are in proximity to one another and supported by a protected Greenlands and Open Space Network.

The North Cambridge Secondary Plan strives to provide 15-minute neighbourhoods, which allow for most daily needs to be accessed within a 15-minute trip from home using active transportation.

19.3.1 General Land Use Policies

1) The basic pattern of land use for the subject lands is established in Schedule A of this Secondary Plan. Schedule A provides for the designation of the following land uses and conceptual identification of supporting overlays and symbols:

**Greenlands and Open Space Network Designations**
- Natural Open Space System
- Recreation, Cemetery, and Open Space

**Greenlands and Open Space Network Overlays and Symbols**
- Supporting Environmental Features
7) The implementing Zoning By-law may further refine the list of permitted uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

8) Public parkland will be dedicated to the municipality on the basis of the requirements of the Planning Act, the City of Cambridge Official Plan, and the policies of Section 19.6.3.2.

9) Parks will be integrated with the Trails Network.

10) Parks will be planned, designed, and provided in accordance with the City of Cambridge Parks Master Plan.

11) A Community Park will be established in accordance with the following:
   a) The Community Park is expected to form the central focus for the North Cambridge Secondary Plan Area, together with the elementary schools sites;
   b) The Community Park will provide for a variety of recreational activities and facilities to be utilized by all residents of Cambridge. The Community Park may include recreational equipment such as play equipment and sport facilities;
   c) The Community Park will have frontage onto a Collector Road and will be adjacent to the Greenlands Network; and
   d) The Community Park will have a minimum size of 5 to 7 hectares in area.

12) Neighbourhood Parks will be established in accordance with the following:
   a) Neighbourhood Parks are expected to form the focus of a neighbourhood, provide local amenities to North Cambridge Secondary Plan Area residents and will be centrally located within a neighbourhood area;
   b) Neighbourhood Parks may include an open free play area and climbing structures, along with other passive and active recreational amenities; and
   c) Neighbourhood Parks will have a minimum size of two (2) hectares.

13) Urban Greens and Squares will be established in accordance with the following:
   a) Urban Greens and Squares are expected to be small-scale components of the parks system and are intended to provide passive open space areas, both landscaped or hardscaped, and serve as focal points within sub-areas of each neighbourhood;
Secondary Plan, provided the general intent of the Plan is maintained to the satisfaction of Council.

6) Stormwater management facilities will be provided in accordance with the policies of Section 19.5.3.2 of this Secondary Plan.

### 19.3.3 Neighbourhoods

1) The North Cambridge Secondary Plan provides opportunities for a broad range and mix of housing forms throughout the community across the housing spectrum and supports the Region’s and City’s affordable and attainable housing objectives.

2) Land use designations within Neighbourhoods are shown on Schedule A.

3) Lands within the North Cambridge Secondary Plan Area will be planned to achieve a minimum density of 55 residents and jobs per hectare. Individual developments may have densities lower or higher than 55 residents and jobs per hectare, provided that the City is satisfied that the total overall density within the Secondary Plan Area, at full build-out, will conform to the overall planned density target.

4) The objectives for Neighbourhoods include:
   a) Encouraging a broad range of housing sizes, densities, designs, tenures, and prices to meet the needs of current and future residents;
   b) Supporting the early introduction of transit services and active transportation;
   c) Encouraging innovation in new residential development to address social, design, and growth management policies of this Plan; and
   d) Ensuring that Neighbourhoods are designed to achieve a minimum density of 55 residents and jobs per hectare.

5) Additional residential units are permitted in conjunction with a single detached dwelling, semi-detached dwellings, or townhouse dwelling within the Residential and Mixed-Use Node designations in accordance with the policies of the City’s Official Plan and Zoning By-law.

#### 19.3.3.1 Low/Medium Density Residential Designation

**Intent**

1) It is the intent of the Low/Medium Density Residential designation to promote well-designed low- and medium-density housing in appropriate locations throughout the community, with a mix of built form and bedroom counts to provide housing options across the housing spectrum.
Permitted Uses

2) The permitted low-density residential uses within the Low/Medium Density Residential designation are as follows:
   a) Single detached dwellings;
   b) Semi-detached dwellings; and
   c) Duplex dwellings.

3) The permitted medium-density residential uses within the Low/Medium Density Residential designation are as follows:
   a) Triplex dwellings;
   b) Townhouse dwellings; and
   c) Multiple unit dwellings (e.g., quadplex, walk-up apartments).

4) In addition to residential uses, the following uses will also be permitted within the Low/Medium Density Residential designation:
   a) Places of worship;
   b) Community services and facilities;
   c) Elementary schools;
   d) Parks, open space, Urban Greens and Squares, and trails;
   e) Accessory buildings and structures;
   f) Additional residential units;
   g) Home occupations;
   h) Special needs housing; and,
   i) Institutional special care facilities.

5) Development of medium-density residential uses will be directed to those properties which have frontage onto a Collector Road, or where within a grouping of buildings or a building complex, accessed from an internal public lane or private road leading to and from a Collector Road.

6) The implementing Zoning By-law may further refine the permitted land uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) The maximum height of any building within the Low/Medium Density Residential designation will be four (4) storeys or 13 metres, whichever is less. Density within the Low/Medium Density Residential designation will range from between 20 and 45 units per residential hectare, excluding additional residential units.

How is this calculated? What is included in the area?
8) A minimum of 30% of new residential units within the Secondary Plan Area, excluding additional residential units, will be planned as medium-density residential units on all sites containing two hectares or greater of developable land.

9) Permitted places of worship and community services and facilities will be permitted through the requirements of the implementing Zoning By-law and will be subject to Site Plan Control.

10) Individual or direct access to Riverbank Drive, Middle Block Road, Fairway Road North, and Fountain Street North will not be permitted for any development lot within the Low/Medium Residential designation in Neighbourhoods.

11) Reverse frontage development will not be permitted within the Low/Medium Density Residential designation.

19.3.3.2 Mixed-Use Node Designation

Intent

1) It is the intent of the Mixed-Use Node designation to promote a well-designed, pedestrian accessible, and transit supportive node. The Mixed-Use Node will feature medium- to high-density mixed-use residential uses that include integrated retail and commercial uses which serve the North Cambridge Secondary Plan Area and surrounding areas.

2) Collector Road frontages within the Mixed-Use Node will have a strong street-related built form edge with at-grade retail entrances onto the street, wide sidewalks, enhanced landscaping and architectural design features to address their significance as community 'main streets'.

3) Built form proposed along the edges of Fountain Street North and Middle Block Road will address these edges through a combination of useable entrances, active and clear fenestration, articulated facades and at-grade retail commercial uses.

Permitted Uses

4) The permitted uses within the Mixed-Use Node designation are as follows:
   a) Townhouse dwellings;
   b) Live-work Townhouse dwellings;
   c) Apartment dwellings;
   d) Commercial, medical office, and service uses;
   e) Community services and facilities;

Does this include stacked towns? Not currently defined.
f) Special needs housing;
g) Institutional special care facilities;
h) Accessory buildings and structures;
i) Additional residential units, in conjunction with townhouse dwellings; and
j) Parks, urban greens and squares, open space, and trails.

5) The following retail and service commercial land uses are specifically prohibited:
   a) Any use that requires the outdoor storage of goods;
   b) All automobile-related uses (sales, service, gas bars, car washes); and
   c) Drive-throughs.

6) The implementing Zoning By-law may further refine the permitted land uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) The maximum height of any building within the Mixed-Use Node designation will be 6-storeys or 20 metres, whichever is less. Greater heights to a maximum height of 10-storeys, or 33 metres may be considered where appropriate and where it can be illustrated that there is no adverse impact to adjacent and surrounding land uses, through a Zoning By-law Amendment without the need to amend this Secondary Plan. A maximum height greater than 10-storeys will require an amendment to this Secondary Plan.

8) Development with the greatest height and densities will be focused to and adjacent to the intersection of Middle Block Road and Fountain Street North and will demonstrate appropriate built form scale and massing transition to adjacent lower density development.

9) Ground floors containing non-residential uses will have a minimum height of 4.5 metres. Lower heights for Live-work Townhouses will be permitted where it is demonstrated that they could accommodate retail commercial uses.

10) Density within the Mixed-Use Node designation will generally be within a Floor Space Index of 0.75 to 3.0, except where stand-alone local commercial uses are proposed, where the minimum density will be reduced to a Floor Space Index of 0.5.

11) Permitted uses are encouraged to develop in mixed-use buildings. At-grade street-related commercial and service uses will be encouraged as accessory ancillary uses to a main use in multi-storey buildings in the
schools, non-profit childcare facilities, libraries, and non-profit community space.

3) Where new development in the North Cambridge Secondary Plan Area generates Section 37 and/or Community Benefits under the Planning Act, the provision of community services and facilities will be:
   a) Distributed to provide broad access to those services and facilities;
   b) Located in visible and accessible locations with frontage on public streets and strong connections to pedestrian, cycling and transit routes;
   c) Delivered in a timely manner to support residential growth in the Secondary Plan Area;
   d) Where appropriate, incorporated into mixed-use buildings or as stand-alone facilities; and
   e) Designed to provide flexible multi-purpose facilities which can adapt over time to meet the community’s evolving needs.

4) Community services and facilities are encouraged to co-locate with one another, where appropriate and feasible, and will be permitted as part of mixed-use development within the Mixed-Use Node.

19.3.4 Community Edges

1) Community edges are comprised of the frontages along Riverbank Drive, Middle Block Road, Fairway Road North, and Fountain Street North.

2) Reverse frontage development will not be permitted as an interface along community edges. Should there be a technical or urban design justification to include reverse frontage, it may be considered without an amendment to this Secondary Plan subject to the satisfaction of Council.

3) To maintain the scenic quality of Riverbank Drive, there will be no direct access to Riverbank Drive from development or from public or private roadways. Trail and cycle pathway connections may be permitted.

4) Development along the edges adjacent to Riverbank Drive will include a highly landscaped edge that will contribute to the scenic quality of this road and could include a range of soft landscaping that is in keeping with and supports plant species and tree types currently present within the Riverbank Drive area.

5) Residential development where adjacent to Riverbank Drive will not back onto or have reverse frontage to this road. Residential dwellings will flank onto it and include articulated flanking elevations with

Not clear that window streets are allowed
dwellings, local-serving commercial uses, street orientation, gathering places, and other support services.

6) To achieve pedestrian scaled, attractive and safe public environments in the Mixed-Use Node, along roads and within open spaces, the following urban design approach should be encouraged where applicable and appropriate:
   a) Development will be designed to allow for sunlight on outdoor spaces such as sidewalks, streets, trails, parks, and courtyards.
   b) Development should encourage a micro-climate which prevents wind tunnels and shelters against cold winds.
   c) Façade treatment should encourage:
      • Adequate fenestration to provide active street elevations;
      • Well-designed street furniture and landscaping;
      • High quality materials, variety of textures and complimentary colour palette on walls and walkways;
      • Open balconies on upper floors overlooking streets in the Mixed-Use Node; and
      • Mitigation of residential development with front loaded garages.
   d) Pedestrians will be protected from inclement weather with canopies or recesses at building entrances and along store fronts.
   e) Developers will undertake street tree planting in accordance with City standards.
   f) Within the Mixed-Use Node designation, parking within a side or rear yard will:
      • Be screened by soft and/or hard landscaping;
      • Allow for visibility of store fronts from the street;
      • Not create large gaps between developments;
      • Minimize conflicts with pedestrian circulation and cyclist access through road and driveway designs which maintain sightlines, design for slow vehicle speeds, and provide continuous walking and cycling connections; and
      • Be coordinated with adjacent developments.

7) Special urban design studies or briefs may be required for development proposals within the Mixed-Use Node designation to ensure special requirements are met which achieve the planned vision for the area.

What is the criteria for this requirement to be triggered? Is there a terms of reference?
19.4.2 Public Realm

1) The public realm comprises public roads, lanes, open spaces/parks, natural features and their associated buffers, storm water management facilities, and the public use activity areas of public lands and private development sites and buildings.

19.4.2.1 Streets and Streetscapes

1) The design of the Street Network will:
   a) Provide access for pedestrians, cyclists, transit users, and private vehicles, opportunities for vistas, view corridors, pedestrian amenity areas, and space for utilities and services.
   b) Be aligned to create a grid or modified grid pattern that defines development blocks and supports connectivity and a permeable network that maximizes accessibility and supports active transportation.
   c) Be designed to ensure efficient walking routes to key destinations with continuous sidewalks, or equivalent provisions for pedestrians, on both sides of the street.
   d) Be designed for slow speeds, implement traffic calming measures such as curb bulb-outs, continuous sidewalks across intersections, pedestrian refuge islands, reduced lane widths, on-street parking, raised intersections, and/or traffic circles. Near schools, curb bulb-outs and narrowed road rights-of-ways will be preferred means traffic calming.
   e) Provide street trees and landscaping on both sides of the road to create and enhance the urban tree canopy while providing shade over sidewalks to support pedestrian use wherever possible.

2) In addition to continuous sidewalks in accordance with the policies of Section 19.5.2, separated cycling facilities should be provided on every street with a speed limit above 30 km/h. Cycling facilities should be designed to allow continuous cycling across intersections without the need to dismount.

3) Within the Mixed-Use Node, streetscape designs which decrease the prominence of private vehicles will be encouraged, including woonerf-style designs, flexible streets, fully separated cycling facilities and wide sidewalks, flexible areas for on-street parking, patios, or additional sidewalk space, and appropriate traffic calming features. Streetscape design may also facilitate temporary, short-term road closures to facilitate community events which activate the public realm within the Mixed-Use Node, including removable bollards, gates, or other convertible design features.
4) Sidewalks will form a continuous network throughout the community and constitute an integral part of the Street Network to promote active transportation. All sidewalks will be designed to enhance accessibility for all residents and will comply with the Accessibility for Ontarians with Disabilities Act (AODA).

5) Adequate street lighting will be provided to contribute to the safe function of streets, as well as the safe and appropriate lighting of the pedestrian realm.

6) Sufficient planting depths and boulevard widths will be provided for the planting and long-term growth of street trees, generally 30 cubic metres or to the satisfaction of the City.

7) Utility providers will be encouraged to consider innovative methods of containing equipment associated with utility services on or within streetscape features when determining appropriate locations for larger equipment and cluster sites.

8) Transformer and utility boxes will be located discretely, below grade, architecturally housed or screened, and/or be screened through landscaping features.

19.4.2.2 Views and Focal Points

1) The preservation, enhancement, and creation of significant views and focal points will be encouraged by:
   a) Preserving and enhancing scenic views to the Natural Open Space System, watercourses, and cultural heritage resources.
   b) Creating and maintaining opportunities for views of important public buildings, parks, and other landmarks through the layout of roads, parks, and open spaces.
   c) Providing for development sites that terminate road and view corridors.

2) To recognize the importance of public and institutional buildings in the community and to enhance their status, these buildings are encouraged to be sited at the following locations:
   a) At the termination of a road or view corridor.
   b) At road intersections.
   c) On sites that enjoy prominence due to topographic and natural heritage features.
   d) Close to the road right-of-way to reinforce the road edge to create a visual anchor or feature for the community.

19.4.2.3 Public Art and Gateways
4) The maximum number of contiguously attached street townhouses will be six.

5) Mid-block pedestrian connections and trails will be provided to further enhance the pedestrian permeability of the area, the efficient and variety of pedestrian routes, and access to transit. Mid-block connections will be barrier free and visible from the sidewalk for easy access.

6) Development blocks within the Low/Medium Density Residential designation, except for parks and open space, will not have frontage that directly connects Riverbank Drive, Fairway Road North, Fountain Street North, or Middle Block Road. Notwithstanding, a shared access driveway may be permitted to Fairway Road North, Fountain Street, or Middle Block Road subject to requirements of the Region or City, as applicable. Any shared access driveway connecting to Fairway Road North or Fountain Street will be right in/right out.

19.4.3.2 Built Form

1) Buildings will be designed for an urban context with primary building façades fronting public or private roads. Buildings must be designed to facilitate street activity and encourage active transportation, with views from buildings directed to the street and public spaces rather than towards parking areas and neighbouring sites.

2) To support public transit and for reasons of public safety and convenience, primary building entrances will be clearly visible and located on a public road frontage or onto public open spaces.

3) Access from sidewalks and public open space areas to primary building entrances will be convenient and direct, with minimum changes in grade to increase accessibility.

4) The various architectural forms within the community are encouraged to provide for a harmonious mix of distinctive architecture, which may incorporate both traditional/heritage and modern influences. It is important that the architectural form and style complement the design of the public realm.

5) All major rooftop mechanical structures or fixtures including satellite dishes and communications antenna will be suitably screened and integrated with the building. Parapets may be utilized to accommodate such screening.

6) Air conditioning units, utility metres, and similar features should not be visible from the public realm and should be well integrated, recessed, and screened.
14) Townhouse, triplex, and apartment dwellings should be encouraged as bookends to residential blocks.

15) Building design on lots that function as a view terminus should have facade designs that utilize elements such as coordinated fenestration, masonry detail, and entry elements.

19.4.3.3 Housing Mix and Diversity

1) The policies of this Secondary Plan and this section are intended to facilitate the provision of a broad range and mix of housing opportunities in the Secondary Plan Area, which:
   a) Provide for a range and mix of housing opportunities, choices, and accessibility for all income levels and needs.
   b) Provide for a range of affordability, consistent with targets established by the City and Region.
   c) Plan for "age-in-place" facilities within the community that anticipate changing housing needs for an aging population.
   d) Provide for a range of dwelling unit floorspaces, including larger sized households with 2 or more bedrooms within multi-residential built forms and single households.

2) Where appropriate, private, public, and non-profit housing developments designed to provide housing options for seniors are encouraged, including small ownership and rental units, as well as retirement and assisted living facilities that facilitate “aging-in-place”.

3) Affordable housing, including community housing, supportive housing, and other types of subsidized non-market housing units, is encouraged to be integrated within Neighbourhoods and combined in developments that also provide market housing to deliver opportunities for a range of housing tenures and prices that support diversity.

4) Within the Mixed-Use Node designation, dwelling units designed, constructed, and maintained as purpose-built rental units, will be encouraged.

5) New multi-unit developments within the Mixed-Use Node designation with a minimum 30 units or more will include:
   a) A minimum of 15% of the total number of units as 2-bedroom units.
   b) A minimum of 10% of the total number of units as 3-plus bedroom units.

   For clarity, one bedroom plus den units will not constitute a 2-bedroom unit, and a two-bedroom plus den unit will not constitute a 3-bedroom unit.
6) New affordable housing and purpose-built rental housing will incorporate barrier-free, universal or flex design features in both common and living areas.

7) The City should collaborate with the Region of Waterloo and public and non-profit community housing providers to encourage a supply of subsidized non-market housing units to be included within the housing mix in the Secondary Plan Area.

8) To support the provision of affordable housing units, the City, in conjunction with the Region, will explore other potential incentives such as reduced or deferred development charges, reduced application fees, grants, and loans, to encourage the development of affordable housing units.

9) Additional residential units will be permitted in accordance with the policies of this Secondary Plan and the City of Cambridge Official Plan, and the provisions of the Zoning By-law.

19.4.3.4 Private Amenities

1) New multi-unit residential development with more than six (6) units within a single building or structure will provide shared space for amenities.

2) Courtyards and privately owned publicly-accessible amenities will have at least two points of pedestrian access.

3) The design and location of pedestrian entrances to courtyards and privately owned publicly-accessible amenities will be clearly identifiable as public to encourage public use through their siting and use of design elements.

19.4.4 Building a Green North Cambridge

1) Design plays a major role in creating a healthy, vibrant and sustainable community. This Section establishes policies that promote green building technologies, renewable and alternative energy options, waste management efforts and other sustainable design options for development with the aim of supporting the City’s objectives for a healthy, vibrant and sustainable community.

19.4.4.1 Objectives

1) To demonstrate leadership in sustainable forms of green building design and technology, including the incorporation of renewable and alternative energy sources.
a) The reduction of air pollution through the development of complete communities and 15-minute neighbourhoods.

b) The reduction of vehicle kilometres travelled across the Secondary Plan Area through increased mobility choices and transit-supportive development and a range and mix of land uses.

c) The separation of sensitive land uses from stationary noise and air pollutant sources through appropriate separation distances, land use planning, and zoning.

2) The lands to the south of the Secondary Plan Area are designated Prime Industrial/Strategic Reserve in the Regional Official Plan and Business Industrial in the City of Cambridge Official Plan. Sensitive uses, as defined by the Provincial Policy Statement will be located and designed to mitigate impacts from, and will demonstrate compatibility with, existing and/or planned employment uses, and not adversely impact the continuation of existing or planned employment uses.

3) The provision of charging infrastructure and electric vehicle ready parking spaces in the Low/Medium Density Residential designation and Mixed-Use Node designation as a private or common amenity or on a pay-per-use basis for the general public will be required through the implementing Zoning By-law.

4) The City will minimize the impact of car parking by:

a) Requiring that mixed-use developments include shared use of parking among uses that have different peak parking characteristics through the implementing Zoning By-law.

b) Removing minimum car parking requirements within the Mixed-Use Node through the implementing Zoning By-law.

c) Designing parking areas so they are not visually predominant within a development or a neighbourhood

d) Reducing the parking ratio required for affordable housing through the implementing Zoning By-law.

e) Dedicating priority parking spaces for carpool, ride sharing, and ultra-low emission vehicles.

5) Proposed developments adjacent to or near sources of noise, such as Regional Roads, Collector Roads, and any industrial or commercial facilities will require a Traffic or Stationary Noise Study. Where required, methods of noise abatement will be part of site plan agreements, severance agreements, and subdivision/condominium agreements. Such studies may be identified through a pre-submission consultation and will be required at the time of application for development, redevelopment, or subdivision/condominium approval.
2) It is a fundamental principle of this Secondary Plan to ensure that the Greenlands and Open Space Network is visually and physically connected to adjacent neighbourhoods. The Street Network shown on Schedule C, identifies an array of opportunities for the consideration of single-loaded roads adjacent to parks, stormwater management facilities and to the Natural Open Space System designation. It is a policy of this Secondary Plan that single-loaded streets adjacent to the Greenlands and Open Space Network be considered, and be required where practical, particularly when abutting public parks and stormwater management facilities. Other forms of connectivity will also be considered, including trail-head and trail connections, vista corridors and other innovative techniques.

3) Where applicable, road improvements and new road projects will be undertaken in accordance with the provisions of the Municipal Engineers Association’s Municipal Class Environmental Assessment (Municipal Class EA) or through a plan of subdivision process if determined by the City as appropriate. The final alignment of all Collector Roads will be settled through the EA process.

4) The Collector Road network as identified on Schedule B will be provided. Class Environmental Assessment requirements identified in the East Side Lands – Stage 2 Master Environmental Servicing Plan will be coordinated with development applications.

5) All portions of the Collector Road network identified in the North Cambridge Secondary Plan and Class Environmental Assessment, will form part of, and/or be conveyed through development applications.

6) Road crossings over lands designated Natural Open Space System, as identified on Schedules A and C:
   a) Will be accommodated within as narrow a right-of-way as possible, while complying with City standards.
   b) Will be designed to minimize environmental impacts and to maximize public safety.
   c) May be deleted or have its alignment adjusted without the need to amend this Secondary Plan.
   d) Any, or all of these conditions will be subject to an Environmental Impact Study and approval by the City.

Street Network and Hierarchy

8) The Collector Road system is indicated on Schedule C.

9) The proposed Collector Roads will establish the framework for the overall Street Network. The proposed east-west Collector Roads will connect to, and act as an extension of Intermarket Road, connecting to Fountain Street North. The proposed north-south Collector Road will connect Fairway Road North to Middle Block Road. The existing intersection of Riverbank Drive and Fairway Road North will be re-aligned, with Riverbank Drive terminating into the proposed north-south Collector Road.

   a) Collector Roads will have a right-of-way of 23.0-26.0 metres.
   b) Sidewalks are required on both sides of all Collector Roads.
   c) Separated cycling facilities will be required on all Collector Roads.
   d) Where a multi-use trail is provided as a separated cycling facility, a sidewalk may not be required on that same side of the road and may be integrated into the trail.

10) Within the planned right-of-way, the Collector Road streetscape character at a typical mid-block cross-section will be defined by:

   a) A boulevard, utility, and sidewalk zone on either side of the street;
   b) One separated cycling facility, including buffers, in each direction;
   c) One vehicular travel lane in each direction; and
   d) One parking lane on one side of the street.

11) Intersections along Collector Roads should accommodate cycling without dismounting and sufficient right-of-way will be provided at intersections to accommodate protected intersection design.

12) Collector Roads intersecting with Fairway Road North and Fountain Street North will be accessed via right-in, right-out turning movements only.

13) The location and alignment of Local Roads will be determined through the Draft Plan of Subdivision process. Local Roads are designed to accommodate only low volumes of traffic at slow speeds and to service local area trips.

   a) Local Roads are expected to have a right-of-way of 18.5 metres.
   b) Sidewalks are required on a minimum of one side of all Local Roads.

14) The location and alignment of Public Lanes will be determined through the Draft Plan of Subdivision process. Public lanes will be designed to accommodate access to garage structures at the rear of a residential lot or to provide service access within the Mixed-Use Node.
20) Subject to the findings and recommendations of a Parking Study, on-street parking may be approved at certain locations for specified times of the day to satisfy a portion of the parking requirements of adjacent non-residential uses within the Mixed-Use Node.

21) The City and Region will consider the following as general design policies for roundabouts:

22) The design of roundabouts should prioritize the safe movement of pedestrians and cyclists.

23) Where used, roundabouts should incorporate appropriate landscape features or public art while ensuring that clear sightlines are maintained for drivers.

19.5.3 Municipal Infrastructure

19.5.3.1 Water and Wastewater

General

1) Development within the North Cambridge Secondary Plan Area will be on full urban municipal wastewater and water supply services in accordance with Section 6.16 of the Official Plan. Wastewater and water supply services will proceed in accordance with the recommendations of the Stage 2 East Side Lands Master Environmental Servicing Plan – Water and Wastewater Servicing and Utilities Assessment.

2) Proponents of development will be required to enter into appropriate agreements to the satisfaction of the City of Cambridge to provide protection for existing private water supply systems in the area that are to continue in use should their operation be detrimentally impacted through the process of developing the Secondary Plan Area.

3) The cost of providing full urban municipal services to facilitate the development of lands within the North Cambridge Secondary Plan Area will not impose an undue financial burden on existing taxpayers. Accordingly, such costs will be the responsibility of the developer(s), with appropriate Development Charges.

4) Development will be designed and constructed in accordance with a Functional Servicing Plan or Plans dealing with sewage and water systems. A Functional Servicing Plan will be prepared in accordance with criteria established by the City and will be submitted prior to, or concurrently with development applications. These Plans will be prepared to provide for the continuous, orderly extension of services in a cost-effective manner, to the satisfaction of the City.
1) It is intended that the boundaries identified on the Schedules of this Secondary Plan be considered as approximate. The boundaries may be considered exactly only where they correspond to existing roads, watercourses, or other similar geographical demarcations. It is also intended that the location and alignment of proposed roads and trails be conceptual and not exact.

2) Amendments to this Secondary Plan will not be required to permit minor adjustments to identified land use boundaries or to the conceptual locations of roads and trails provided that the general intent of this Secondary Plan is maintained.

19.6.1.2 Secondary Plan Amendments

1) Unless otherwise stated in this Secondary Plan or the City’s Official Plan, applications for development which do not align with the policies or schedules of this Secondary Plan will require an Official Plan Amendment. Amendments to the City's Official Plan will be subject to the policies of this Secondary Plan and will require a Planning Justification Report, along with other supporting studies identified through the pre-consultation process.

2) When considering an Amendment to this Secondary Plan, Council will consider the following issues:

a) The need for the proposed change as determined through an analysis of the existing and/or planned supply of similar uses in the market area versus the identified demand for the proposed use in the market area.

b) The impact of the proposed change in terms of the social, economic, environmental and aesthetic costs and benefits for the community.

c) The extent to which the proposed change will affect policies, objectives and principles of this Secondary Plan. Planning principles and objectives will not be changed outside of the context of a full review of this Secondary Plan.

d) Suitability of the proposed change with respect to physical characteristics of the area, especially where the Greenlands and Open Space Network is involved, and adequacy of infrastructure.

e) Conformity with the Regional Official Plan and City of Cambridge Official Plan.

f) The effect on population and employment projections and finances of the City and Region.
5) Every development application, as part of a Planning Justification Report prepared in support of complete application and updated at the time of final approval, will include details regarding the following, as applicable:
   a) For the development application area:
      • Net density by land use designation.
      • Number and type of units.
      • Total development application unit count.
      • Estimated population.
   b) For the entire Secondary Plan Area:
      • Overall density per hectare and by land use designation.
      • Number of dwelling units by type.
      • Amount/type of non-residential space and number of jobs.
   c) How the application implements the Parks policies in Section 19.3.2.3 of the Secondary Plan.
   d) How the application implements the housing policies in Section 19.4.3.2 of the Secondary Plan.
   e) How the application implements the Building a Green North Cambridge policies in Section 19.4.4 of the Secondary Plan.

19.6.2.2 Zoning By-law

1) The City may update its Zoning By-law to implement the policies of this Secondary Plan through appropriate zones and lot and building requirements.

2) Amendments to the Zoning By-law will be subject to the policies of this Secondary Plan and the City’s Official Plan, and will require a Planning Justification Report, along with any other supporting studies identified through pre-consultation.

3) Where this Secondary Plan designates undeveloped land for urban development, such land may be zoned in a Holding “H” provision, where all relevant goals, objectives, and policies of the Secondary Plan have not been met, including:
   a) Agreement on the provisions of school, parks, trails, and other support facilities.
b) Recommendations of a completed Environmental Impact Study.

c) A phasing plan, supported by detailed unit yield information.

d) Compliance with the growth management policies of this Secondary Plan.

4) No provision of this Secondary Plan will require Council to zone any lands for the designated use to permit immediate development. When Council receives an application for a suitable development project according to the designation and policies of this Secondary Plan, the Holding “H” provision may be removed by amending the Zoning By-law, without amending this Secondary Plan.

5) Until the "H" provision is lifted, the uses permitted on such lands will be limited to those for which the land is zoned at the time of the adoption of this Secondary Plan or to public uses.

19.6.2.3 Development Applications

1) The review and approval of future Draft Plans of Subdivision will be based on the Secondary Plan and the Stage 2 East Side Lands Master Environmental Servicing Plan. Applications will be reviewed for conformity and consistency with these guiding plans.

2) Applications for Site Plan Control, Draft Plans of Subdivision, Draft Plans of Condominium and land severances will conform with the policies of this Secondary Plan and City of Cambridge’s Official Plan.

3) Prior to approval of any development applications within a regulated area under the jurisdiction of the Grand River Conservation Authority, a permit will be required to address all requirements of the Grand River Conservation Authority.

**Draft Plans of Subdivision**

4) All development applications which involve re-lotting of existing parcels of land or subdivisions will be on the basis of subdivision procedures, outlined in the *Planning Act*.

5) Council may require that applications for Draft Plans of Subdivision include among other matters:

   a) A statement of development objectives.
   
   b) An indication of the extent to which the plan conforms to this Secondary Plan and the Regional Official Plan.
   
   c) The proposed zoning for the Draft Plan of Subdivision.
   
   d) An inventory and assessment of the area’s existing features in terms of the Greenlands and Open Space Network, ownership, land use (such as...
accommodate the development. This may require front-end or accelerated payment agreements and limitations to be placed on development.

2) Prior to the registration of any development, the owner will have entered into a Pre-Servicing Agreement, including any front-end requirements or accelerated payments, with the City of Cambridge that will identify the capital expenditures associated with servicing the lands.

3) Prior to any development approvals, an assessment of infrastructure cost requirements to accommodate the Secondary Plan development including development phasing the timing of infrastructure, and methods of financing (including developer front-end or accelerated payment agreements) will be addressed in conjunction with other proponent’s developments in the Secondary Plan Area to the satisfaction of Council.

4) In addition to Development Charges, the City, where and as appropriate, will require the use of front-ending agreements under the Development Charges Act, in order to implement development of the Secondary Plan Area.

19.6.3.2 Parkland Dedication

1) Dedication of lands for Community Parks, Neighbourhood Parks, and Urban Greens and Squares will be in accordance with the City’s Official Plan and Parkland Dedication By-law. Lands within the Natural Open Space System and privately owned publicly accessible Urban Greens and Squares are not accepted as part of the parkland dedication.

2) A minimum of 4.2 hectares of parkland per 1000 residents will be dedicated to the City to meet the service level for the community, as identified in the City’s Development Charges Background Study.

3) Parkland dedicated to the City will be of a shape, quality, and grading to be developable, programmable, and accessible.

4) The developer will be responsible for providing parkland sites that can be developed by the City, including completing grading works, seeding, stone-picking, and inclusion of an entrance and accessible path of travel to and from the park, prior to being accepted by the City.

Phasing

1) Plan conforms with the policies of the Region with respect to growth management.

2) The City and Region will carefully monitor residential growth within North Cambridge. Development phasing will be established based on population growth over time, in accordance with, and in conjunction with
Cambridge, Ontario

I have looked over the plans for this area. I am pleased that the history of Riverbank Drive is being respected. Also the plan seems to have green spaces & has a variety of options for housing

Sent from my iPad
Hi Kathy,

In responding to the secondary plan, I would like to see the park buffer or community window road extend the entire length along Riverbank Dr. and not stop part way. I would hope that the landscaped edge would be as natural as possible to help preserve the scenic rural feel to Riverbank Dr. I would also hope that Riverbank Dr. would not have the light pollution of street lights.

Thank you for the opportunity for input.

[Redacted]
Good day Kathy
I regret not being able to attend the meeting in person
Unfortunately … I was conducting a learning event that day
Just would like to echo my feedback from prior meetings
It is sooooo important that we strive to continue forward with development … but also work vigilantly to maintain
the sense and experience of Riverbank being the LAST scenic drive in Cambridge
That to me….. means
1 design a buffer that creates a sense of another area… of habitation
2. Assure that this BUFFER… extends the length of houses that exist on Riverbank and face the development

Ps. At one of the earlier meetings … the developer had suggested that the area in front of the homes ….be the park
area …that I believe ( after participating in other ARC meetings…) becomes an obligation of the developer….
Could be out in left field on this… just saying

Also
I know this is not part of this dialogue…
However…
I still would appreciate all … if any… discussion… thought … plans in regards to the area behind the homes on
Riverbank
STILL…. a huge concern on my mind

Take care Kathy…
May you enjoy and relish… in the weather and the new found freedom… post vivid lockdowns. ( yikes… may they
not return)

Warm regards

Sent from my iPhone
July 18, 2022

City of Cambridge
Community Development Department
50 Dickson St, 3rd Floor
PO Box 669
Cambridge, ON N1R 5W8

Attn: Kathy Padgett
Senior Planner - Environment

RE: 4500 Fountain Street North, Cambridge
North Cambridge Secondary Plan

Further to our letter submitted on March 4, 2022, Polocorp Inc has been retained to represent the Owner of the property located at 4500 Fountain Street North, Cambridge (the “Property”). The Owner has considered preliminary development concepts for the Property and envisions them as a medium-high density residential community. High-density residential uses would front Fountain Street, stepping down to medium-density residential uses on the west side. The stepping in height is intended to provide an appropriate transition to the adjacent residential-designated lands, which are anticipated to be lower-density. Given this, Polocorp Inc has reviewed the proposed North Cambridge Secondary Plan and generally support the Official Plan Amendment, as presented. In our review, we note the following:

The Property is identified as Mixed-Use Node and Natural Open Space System (NOSS), including a Waterbody. Three new roads will create a city block out of the Property by flanking the north and south property lines, and transecting the west side of the lands. A Neighbourhood Park is proposed along the southern boundary, adjacent the new road. The Owner is in general support of the Mixed-Use Node designation as the supporting policy provides opportunity for high-density development along Fountain Street of up to 10-storeys, as per Section 3.3.2.7). A Neighbourhood Park can be integrated into the site design, however, its exact size and location will be determined at a later date. We note, however, that given the location and forecasted market demand, commercial uses on the Property will be difficult to sustain. Given this, no commercial component is envisioned for the Property at this time. As such, the Owner is in support of the Mixed-Use land use designation as it will facilitate the future development concept, as described, provided there is no requirement for commercial uses.
The NOSS and waterbody designation on the west side of the Property is depicted as a generalized shape. In reviewing this boundary, there is reason to believe that the extent has been over-represented. As such, the Owner supports the inclusion Section 3.2.1 11) of the proposed North Cambridge Secondary Plan which reads:

3.2.1 11) The boundaries and extent of the Natural Open Space System designation shown on Schedules A and B are approximate as established through the applicable Subwatershed Study. The boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Studies that may identify appropriate minor adjustments or refinements, prior to development or site alteration.

Figure 1: The Property as per Draft Schedule A, Land Use

It should be noted that the waterbody shown on Schedule A – Land Use is not present on the Property and should be removed from the proposed mapping.

I trust that the information provided above will be considered as part of the review process. Should you have any questions, or wish to discuss these comments further, please feel free to contact the undersigned.

Sincerely,

PoloCorp Inc

Matthew Warzocha, MCIP RPP
Director of Planning and Development

Ruth Tregerzna, CPT
Planner/Designer

Cc: 

4500 Fountain Street North, Cambridge
July 19, 2022

City of Cambridge
Development and Infrastructure Department
50 Dickson Street, 3rd Floor
Cambridge, ON N1R 5W8

Attn: Kathy Padget
Senior Planner - Environment and Project Manager

Re: North Cambridge Secondary Plan
Public Meeting – June 28, 2022
Response Comments

Dear Kathy,

On behalf of our client [Redacted] and specifically with respect to their property located at [Redacted] Fountain Street North in Cambridge we provide the comments below in response to the Public Meeting that was held on June 28, 2022.

The subject property is located [Redacted] Street North in the City of Cambridge. We have reviewed the material provided at the Public Meeting and wish to provide comments at this time as it pertains to the subject property.

We have reviewed the draft secondary plan mapping, and while we appreciate the proposed mapping is intended to be a high-level perspective, which will be implemented through detailed draft plan submissions, we want to ensure that there is flexibility in the policies and mapping to determine site specific details for matters such as appropriate setbacks, buffers, road, park and stormwater management pond locations and further to provide flexibility for future locations of community uses such as school blocks.

I note the stormwater management policies in Section 19.3.2.4.5) indicate that “locations, configurations and boundaries of the stormwater management facilities identified on Schedule A will be confirmed through the required Stormwater Management Plan and subsequent Draft Plan of Subdivision and implementing Zoning By-law, and may be adjusted, added, or deleted without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained to the satisfaction of Council.”

The [Redacted] have retained Meritech Engineering to assist with future development approvals on their property. Meritech have specifically looked at opportunities for stormwater management on the [Redacted] property and have identified the locations as shown on the final page. The proposed locations differ from what is currently shown on Schedule A.
Meritech suggested stormwater management locations are subject to a detailed review of the property we request that Schedule A be updated accordingly to reflect the Meritech Plan.

Elementary Schools

Draft Policy 19.3.3.3.6) confirms school locations shown on Schedule A are to be confirmed through Draft Plan submissions as follows:

*The locations and configuration of the Elementary School sites identified on Schedule A will be confirmed through Draft Plans of Subdivision/Condominium and implementing Zoning By-Law and may be adjusted without further Amendment to this Secondary Plan, provided the general intent of the Secondary Plan is maintained*

We acknowledge School locations will be required within the Secondary Plan. However, it hasn’t been confirmed at this time that one or both sites will be required. We recommend, the proposed school locations not be shown on Schedule A as the locations and need are not yet confirmed. Policies directing the inclusion and location(s) of school sites should remain and can provide direction for the future review of potential locations. While the policies note the potential school locations are not final, showing them on Schedule A gives the perception that the locations have been finalized or have status that hasn’t been confirmed.

We would be happy to discuss these comments with your further. Should you have any questions or comments please do not hesitate to contact me.

Yours truly,
GSP Group

Brandon Flewwelling, MCIP, RPP
Associate – Senior Planner

cc. David Sunday – Gowling
Good day Kathy. Thank you for the opportunity to address some issues and concerns in regards to the Secondary Plan for north Cambridge.

1. On July 27, 2015 we attended a meeting at the GRCA headquarters and discussed the flood lines previously imposed North of Middle Block Rd. were in attendance as well as April Souwand from your planning dept. At this meeting the GRCA illustrated for us using their large map depicting our field and elevations and imposed backwater flood lines. What is especially of significance was the depiction of NO flood lines once a 25-year culvert replaces the grossly undersized 2-year culvert. I have the map that was used for their demonstration purposes. I would like to discuss this further as in the virtual meeting held in December 2021 Sarah Austin verbalized for all the landowners and interested parties attending your virtual meeting that the city of Cambridge has policies in effect that can be used to rectify the imposed flood lines prior to the upsizing of the culvert. We already have those dimensions as forwarded by your engineering dept.

2. I would also like to compliment you on the placement of the two schools we believe to be well situated on the East Side Lands. They are situated in a large residential area and not too close to the main roads bearing heavy, fast-moving traffic or the industrial basin which in itself bears heavy traffic and large trucks and traffic. Keep kids safe do not subject them to worrisome industrial locations.

3. We would like to inform you that the broken Award Drain that existed under (4455 Fountain St N Camb) has now been replaced and is functional once more. You can see the water pipes from their driveway and see it is functional to drain the waters in this area NORTH- in the historic direction it was originally installed to the Randall Drain. The replacement tile is the blue, 12-inch water pipe as specified for water drainage. This award drain will drain the waters off the northern portion of our field - as specified in the Ken Smart Report. Please document this fixed and functional John Freund Award Drain that drains north to the Randall Drain in your records for future referencing. This John Freund Award Drain will drain waters from our N/E corner property in the historic fashion it was originally designed to drain.

4. I have some questions for you in regards to the Randall drainage path as depicted on the West side of Fountain St but feel a conversation is better suited than in writing. Please do not make any further decisions regarding the Secondary plan until we have had a chance to discuss this anomaly.
Thank you, Kathy.
19 July 2022

Hi Kathy,

Thank you for the opportunity to provide feedback on the draft North Cambridge Secondary Plan. I was pleased to participate in the statutory public meeting on June 28th where this was presented.

Thank you for your detailed responses by email to the queries that I raised during the meeting and please include this in the correspondence related to the meeting and/or Plan as appropriate.

I can see that a lot of work has gone into the Plan and the outline of the Vision and Principles is clear and informative.

Overall, I feel that the plan is a good one and has taken many of my previously mentioned comments and concerns into account.

I am happy to read that the goal is to have an active and sustainable community and it looks like the urban design principles are sound.

Once again, I would like to mention that I feel it is vitally important that the environmental and heritage aspects of the area are protected and understand from the plan that Environmental Impact Studies will be undertaken as part of the planning process which I am happy about. In particular, regarding Supporting Environmental Features - hope that as many as possible will remain, in particular hedgerows as they are an important habitat for migrating and nesting birds.

Likewise, I would like to ensure that the cultural heritage of the area is respected throughout and the principles and policies outlined in the Plan will be adhered to by all parties in the development process.

Within the urban design policies, I would not like to see the maximum number of contiguously attached street townhouses greater than six which is currently in the plan. I am pleased that the development of affordable housing units will be encouraged and additional residential units will be permitted.

I agree with that the Collector Road connections to Arterial Roads (Fairway Road North and Fountain Street North) will be limited to right in/right out vehicle movements.

As a resident in the area I would like to mention once again that I feel it is important that the new area is developed in a way that is sensitive to the existing landscape and existing rural residential community, in particular along Riverbank Drive.
I am pleased that the Plan outlines that individual or direct access to Riverbank Drive will not be permitted.

I am concerned that although it states that reverse frontage development will not be permitted, it also says that it may be considered subject to the satisfaction of Council. I would like to ensure that if this is considered that the public and interested parties would be informed and consulted on this.

I understand that it is planned to have residential development with houses fronting or flanking onto Riverbank Drive. These homes fall within the Low/Medium Density designation which has a maximum height of four (4) storeys or 13 metres, whichever is less. I would like to see that homes fronting or flanking onto Riverbank Drive have maximum height of two storeys which would be in keeping with the adjacent homes along Riverbank Drive.

Regarding the highly landscaped edge which is envisioned as part of the community window roads throughout the community, the Plan states the following:

“Development along the edges adjacent to Riverbank Drive will include a highly landscaped edge that will contribute to the scenic quality of this road and could include a range of soft landscaping that is in keeping with and supports plant species and tree types currently present within the Riverbank Drive area”

I feel that while this reads well, it does not specify any requirements and the details are still quite vague in relation to the exact design of this feature. I would like to see this fleshed out further.

There is not much detail around the stormwater management facilities that will be required for this development and as one of the proposed sites is actually on the other side of Riverbank Drive and abuts a number of the existing residences, this is an area that I am concerned about as it will impact existing properties. I am pleased to read that Storm Water Management will be aesthetically pleasing and will incorporate naturalized features and plantings. I look forward to seeing further information in the Master Drainage Plan once it becomes available.

Please continue to include me in all updates to this Plan and any further presentations, documents and meetings in the future.

Many thanks,

[Name]
Riverbank Drive resident
17th July 2022

Further to statutory public meeting on June 28th 2022, I would like to express my overall approval for the plan as presented with some small exclusions. Firstly may I thank you and the team that put this document and presentation together.

I feel that the needs of the current residents of the area as well as the heritage status of Riverbank Drive was taken into consideration. It is difficult to ascertain how the traffic higher traffic levels in general will impact the area but feel that measures have been taken to address the impact on the area from Middleblock Road North to Fairway. I do still have concerns that the section from Middleblock Road to King Street may see elevated levels if the smooth flow of traffic along the new collector road to King Street becomes disrupted.

I am happy to see that some provisions have been made to address our previous concerns where part of Riverbank Drive North of Middleblock Rd has no natural feature to transition between new and existing residential areas. I am not familiar with the term “Community window roads” and despite the fact that a good explanation was given with examples, it is difficult to know the exact impact here as we have no idea of setback distances. Without seeing a future plan it is difficult to visualize or comment.

Since no information was given as to the density or building heights at this part of the subdivision, it is hoped that house heights will be restricted to a maximum of 2 stories in keeping with the existing buildings along Riverbank Drive. I am deeply concerned about the paragraph in the north Cambridge secondary plan that states

“Reverse frontage development will not be permitted as an interface along community edges. Should there be a technical or urban design justification to include reverse frontage, it may be considered without an amendment to this Secondary Plan subject to the satisfaction of Council.”

In my opinion, this leaves a window open for unscrupulous developers who know their way around the system to build a case for reverse frontage with little regard for the concerns of existing
residents. This is not acceptable to myself and our neighbours and goes against the spirit of the plan, the need to preserve the heritage status of the area and the reason for a community window. The residents of Riverbank drive no longer get the Cambridge Times and I am concerned that an application from a developer will be missed. I ask that I be kept in the loop regarding any such application.

Thank you once more for your work on this project and for taking the time to listen to our concerns.
July 21, 2022

City of Cambridge
Community Development Department
50 Dickson St, 3rd Floor
PO Box 669
Cambridge, ON N1R 5W8

Attn: Kathy Padgett
Senior Planner - Environment

RE: 850/1010 Riverbank Drive
North Cambridge Secondary Plan

On behalf of Polocorp Inc and [redacted], the Owner(s) of the property located at 850 Riverbank Dr, we submit this letter in support of the North Cambridge Secondary Plan as presented at the public meeting on June 28th, 2022. Polocorp has also secured development rights over a portion of 1010 Riverbank Drive, Cambridge (the “Property”). The Owners of 850 Riverbank have been actively involved in the development process of the East Side lands since 2015 and have viewed and participated in all public meetings.
As per schedule A of the North Cambridge Secondary Plan a part of the lands at 850/1010 Riverbank are to be used for a SWM (Storm Water Management) pond to service the Residential lands to the East of Riverbank Drive.

We have no concerns with the proposed land use, as presented at the June 28th 2022 Public Meeting as it is in accordance with the Minutes of Settlement undertaken between the Region of Waterloo, City of Cambridge, and the other proponents and approved by the OLT (Case PL 180728).

I trust that the information provided above will be considered as part of the review process. Should you have any questions, or wish to discuss these comments further, please feel free to contact the undersigned.

Sincerely,
Polocorp Inc

Matthew Warzecha
Director of Planning and Development

Ruth Tregenza, CPT
Planner/Designer

Cc:
Hi Kathy, thanks so much for the extra time to review the plan. We have some comments below and a few questions. Generally we like the plan, but would like to have further input into a few issues of concern outlined below.

Thanks for your patience and keeping us informed.

Supportive Drive Features

One of the primary reason Riverbank is a scenic drive are the natural roadside edges which include a wide diversity of foods sources and habitat including apple, lilac, sumac, maple, black raspberry bushes. The existing natural features create and support the scenic nature of Riverbank. Why remove existing supportive vegetation for landscaping? The landscaping in the image examples does not support a scenic drive – rather, it will erode it.

Instead, we strongly believe it would be mutually beneficial to have a contiguous piece of greenlands on Riverbank joining the parklands near MiddleBlock to greenlands further north. It would create a buffer for residents, maintain the scenic nature of Riverbank, support a more contiguous greenlands network for recreation for all, support a vibrant route in the mobility network, and provide supportive cover and food for at least some of the deer, turkey owls and other animals displaced by the subdivision.

How can we access information about minimum distances required from lots to Riverbank? Can you provide any info on how wide the proposed landscaped buffer would be?

Paths as Linkages

Walking paths and trails as linkages from the new subdivision make sense: we support promoting and inviting residents of the new subdivision to use Riverbank recreationally. A primary function of Riverbank is and has been as a popular cycling and walking route for residents both on the street and from nearby neighbourhoods. It is seen by many as a cycling loop around the river. Why is Riverbank not viewed as a cycling route link in the mobility network section? How is Riverbank viewed by the City as a recreational opportunity? It already functions as a very important recreation link and can also serve as a mobility link if the nature and recreational functions of the road are preserved.

Lot sizes and Proximity

How big are the lots and is there possibility that the lot sizes might change? From the scale drawing of the proposed lots it looks like the backyards are as close as 75 M from Riverbank. Is this roughly correct? If not how close might they be? We would like some clarification on how these lots are configured relative to Riverbank Drive and how close they are.

Stormwater Management Pond

We understand that once an application has been made for a stormwater management pond in the field behind us - we can then comment on it. What are the boundaries of the area applicable to stormwater development? Who will own and controls the area of the pond? How would maintenance access be facilitated to such an area? E.g. Does a new road need to be built or will it be accessed by the driveway at 850 Riverbank? Are there any new surveys of this area that we can access? We would like more information on the excess water path and flow expected to reach the
pond. Given the subdivision will reduce the ability of the ground to absorb water and we are between the swamp and the new subdivision we would like more details on how this might be achieved.

We have some concerns about how the pond area will affect the natural area. If it consists of a large dug hole or depression, without any natural shrubs, grasses and supportive flora, it will be an eyesore and mosquito breeding ground. We understand from the Stormwater management section 5.3.2 that erosion control is function or consideration in building a stormwater management pond. Where can we find standards or policies on development of wastewater management ponds?

Wells

We have received a letter last year about a company with an undisclosed client who was interested in monitoring well water. We ignored the letter as there was no information or transparency on who was monitoring and for what purpose. Hopefully, this was not the meagre attempt at contacting the residents on behalf of the developer. Do you have any information on whether the developer has contacted residents? With which party (city, region, or developer) does this responsibility lie? If the developer, do they need to identify themselves to the residents for well monitoring? Can you let us know the requirements on how this process is to be carried out?
Prioritizing Heritage

Riverbank residents have given consistent feedback to maintain the character and profile of their heritage neighbourhood. Despite these pleas for priority being given to local heritage, no heritage studies or plans have been done and “heritage” is eerily absent from the official plan (and 3.4.1 Secondary Plan and its Vision and Purpose, despite the heritage scenic route and Grand River being acknowledged in the location and context), only showing up, at residents’ insistence, in the Stage 2 MESP guiding principles.

*I’d like to see ‘heritage’ be a priority, included in the official plan and in all related planning documents. I think it needs to be a priority because it is an integral and unique defining aspect of the area.*

Where we began

I have heard throughout the process the familiar call for ‘compromise’. No one has compromised more than local residents as development has encroached further and further. When I started attending neighbourhood development meetings, it was about ‘development to Fountain Street’. Then it became ‘development to part way down Middleblock, to the top of the hill’. Then some developers successfully challenged the Regional Official Plan to assert the right to develop ‘to the Grand River’. No one to this point, has been able to explain to me how this decision came about i.e. who negotiated it and approved it (I had reached out to OLT, but to no avail). As a result:

*An additional 115 hectares (284 acres) of land for primarily residential uses are to be added to the Urban Area boundary in north Cambridge as part of the settlement of the Regional Official Plan appeal.*

*We now have significant development being planned for immediately on the east side of Riverbank Drive (and future potential development of 4 properties/houses on the west side) and projections of a new community of approximately 5,000 people and jobs, and all of the associated impacts.*
Transparency and Accountability

PROCESS: I appreciate the information shared to-date on the timelines and process. I also appreciate the involvement of heritage staff. However,

1. I am concerned about the lack of engagement with indigenous peoples.
2. What remains unclear to me is the decision-making process with regards to how input is filtered and how recommendations are created:

“All feedback received during and following this Virtual Public Open House was considered when preparing the Secondary Plan.”

- How was this feedback considered and evaluated?
- Beyond public meetings, where are residents’ voices in decision making?
- Why is there no Advisory Committee?
- Who is making the decisions regarding what is being proposed?
- Using what criteria?

These are especially important questions in the ongoing absence of Planning and Development Committee meetings (suspended during COVID) and continued use of online meetings/presentations.

THE FULL PICTURE: Although the City does not include them in the additional 115 hectares, and we await a formal planning application, I think it is confusing to continue to discuss the ESL Stage 2 MESP without including the potential development of 4 properties on the west side of Riverbank on the map and in the discussion, as I think the east and west lands are linked.

To have a fully transparent consultation, I believe that any potential development west of Riverbank must be included. Afterall, the SWMP is included, as is reference to the ruling that brings these lands into the conversation of the east side development, and this development west of Riverbank will probably be impacted by and/or impact development east of Riverbank e.g. drainage, trail network, services, wildlife corridors, etc., and any west development is adjacent to the heritage designated Grand River and floodplain, raising serious questions in this climate-change environment.
Environmentally-friendly and sustainable services

There is a lot of language in the report that points to the imposition of water and wastewater municipal services such as: “Water and Wastewater General 1) Development within the North Cambridge Secondary Plan Area will be on full urban municipal wastewater and water supply services in accordance with Section 6.16 of the Official Plan” AND “Wastewater and water supply services will proceed in accordance with the recommendations of the Stage 2 East Side Lands Master Environmental Servicing Plan – Water and Wastewater Servicing and Utilities Assessment.” Therefore, I was relieved to read “2) Proponents of development will be required to enter into appropriate agreements to the satisfaction of the City of Cambridge to provide protection for existing private water supply systems in the area that are to continue in use should their operation be detrimentally impacted through the process of developing the Secondary Plan Area.”

It would be more reassuring to know:

- What are the standards and guidelines in place to ensure non-depletion and non-contamination of water wells?
- How often will wells be monitored, reported on and data shared with residents?
- How will any contamination and/or depletion be mediated/addressed/compensated?

I was also pleased to read: “3) The cost of providing full urban municipal services to facilitate the development of lands within the North Cambridge Secondary Plan Area will not impose an undue financial burden on existing taxpayers. Accordingly, such costs will be the responsibility of the developer(s), with appropriate Development Charges.”

- Can you also confirm that private waste systems will be maintained as well i.e. septic systems? And that should residents be forced to join City waste water services, that any and all related costs will be incurred by developers?

Maintaining Habitat and Wildlife Corridors

Staff have acknowledged that the Subwatershed Study did identify some of the hedgerows as Supporting Environmental Features and they weren’t recommended to be
features that were included in the Greenlands Network which is afforded a greater amount of protection.

- **Why are they not included?**

Last week, I witnessed a coyote chasing a fox across Riverbank Drive; earlier this month, I came across a snapping turtle on Riverbank Drive; in my backyard, I regularly see wild turkeys, deer, rabbits, possums, skunks, raccoons, toads, and the sounds of birds is constant, to name a few of the natural wildlife that contribute to Riverbank’s character.

- **What is being done to ensure wildlife inventories, monitoring, habitat protection, and wildlife corridors are maintained?**

_I disagree with the City’s interpretation of adherence to the PPS: “The PPS directs growth to Settlement Areas on full municipal services (Policy 1.1.3) and directs that new development taking place in designated growth areas should occur adjacent to the existing built-up area and is to have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities. The North Cambridge Secondary Plan lands are located north of the North Cambridge Business Park which is currently under development, and across the Grand River from existing neighbourhoods in the City of Kitchener. It will provide a mix of residential, commercial, institutional, and open space uses at densities to promote the efficient use of land, infrastructure, and public service facilities. The Mixed-Use Node is centrally located at the intersection of Fountain Street North and Middle Block Road to allow for multi-modal access from within and outside the Secondary Plan area.”_

The ESL lands are originally agriculture and rural-residential, not adjacent to any development, and do not have full municipal services. I think to say that being across the river qualifies as adjacent to the existing built-up area is an exaggeration. Anyone visiting the neighbourhood would probably describe it as a rural residential area. Figure 1. from the report shows the agricultural nature of the area. This photo shows the proximity of Riverbank to the development in Kitchener.
Further, the report omits that PPS Section 2.6.1. states, “Significant built heritage resources and significant cultural heritage landscapes shall be conserved.” Please add this to the report.

Maintaining scenic views and vistas, and the character of Riverbank Drive

Both the scenic views and vistas, and the character of Riverbank Drive are essential heritage elements of value. I think the plan must maintain both. As far as I can tell, the City is proposing only TWO strategies to maintain the ‘scenic route’ heritage value of Riverbank: community windows and deterred road/car access to Riverbank Drive.

- Under PPS 2.6.1., will this be sufficient to maintain the views and vistas, and the unique heritage character of the street?
Section 4.10 of the Official Plan states that a cultural heritage impact statement will be required when a development proposal impacts a heritage resource. The policies of the Secondary Plan are consistent with the requirements of Section 4.10.

- **Does this include the heritage designated Grand River, the ‘scenic route,’ and any buildings on the municipal Heritage Inventory List?**

The City suggests: “along the length of Riverbank Drive will either be the natural features as shown on the Secondary Plan schedules and then community window roads where there are no existing natural features mapped along Riverbank Drive. This is described in the policy text with respect to “Community Edges” in Section 3.4 of the Secondary Plan.” But it also says, “Should there be a technical or urban design justification to include reverse frontage, it may be considered without an amendment to this Secondary Plan subject to the satisfaction of Council.”

When I walk Riverbank, I see natural features throughout, from mature trees, hedgerows, grass shoulders, fields. I think the mix of vegetation and occasional open views are essential to the unique scenic value of the street. These photos taken from my driveway illustrate the rural nature of the street and its unique natural character.

Therefore, I do not support any development immediately on the east side of Riverbank Drive, and related ‘community windows’ that the report is recommending: “proposing community window roads along Riverbank Drive, so houses are either facing or flanking Riverbank Drive with a highly landscaped edge...We would like to see a highly landscaped edge, so while there are houses proposed to face Riverbank Drive, with a highly landscaped edge it softens the view but still allows for cohesion.”
In the event that ‘community windows’ are deemed unavoidable, I support the consideration of native and current tree types in any new plantings, but I fear that in effect what is proposed will significantly interrupt the heritage character of the road by removing mature natural features (and mature habitat and views and vistas) and replacing them with housing stock and non-mature soft landscaping.

Since the urban boundary includes only the east side of the road (including culvert and vegetation?), I strongly support the maintenance of any mature vegetation, and that Riverbank continues to be naturalized to be consistent with the rest of the street, and that no development and contemporary sidewalks, bike and trails paths, and streetlighting be added to the immediate east side of Riverbank Drive. For example, I am concerned about the introduction of light pollution, especially the potential use of LED lighting, along the road or at the proposed neighbourhood park.

This is what drivers typically experience when enjoying the scenic drive along Riverbank:

![Scenic Drive Along Riverbank](image)

**Mixed-use Housing Stock and Non-residential Buildings**

*I prefer a minimum density target of 50 to 55 in alignment with Section 2.2.7(2) of the 2020 Growth Plan, which requires that the DGA be planned to achieve a minimum density target of not less than 50 residents and jobs per hectare. I do not*
support the Secondary Plan proposed minimum density of 55 residents and jobs per hectare in accordance with the Regional Official Plan. @5,000 new residents and jobs to this area will be a significant adjustment to all aspects of the landscape and community life.

According to the report, “The maximum height of any building within the Mixed-Use Node designation will be 6-storeys or 20 metres, whichever is less. Greater heights to a maximum height of 10-storeys, or 33 metres may be considered where appropriate and where it can be illustrated that there is no adverse impact to adjacent and surrounding land uses, through a Zoning By-law Amendment without the need to amend this Secondary Plan.”

In general, please hold maximum building height to 6 storeys and/or limit any potential planning application variances to no more than 8 storeys in total for any development in the Mixed-use Node, and within the views and vistas of Riverbank Drive and any new builds immediately along the east side of Riverbank Drive or adjacent to it, hold it to no more than 2 storeys. I think this will be critical in maintaining the ‘scenic route’ value, especially views and vistas, of Riverbank.

I do not support, based on what we are seeing elsewhere in Cambridge, including the option to expand beyond 10 storeys: “a maximum height greater than 10-storeys will require an amendment to this Secondary Plan.”

- What type of commercial buildings and businesses will be permitted? And what are the height and design guidelines for these structures?

Riverbank is experiencing an increase in visitors who appear to be homeless and setting up temporary shelter.

- What in the plan can help address this, to provide much-needed housing and social and health supports?

Road Network

I find the current Riverbank/Fairway Road access hazardous; turning right off Riverbank or right off Fairway is treacherous at times due to apparent speeding. Either address speeding or adjust/realign access.
I do not support the extension of Intermarket beyond Middleblock.

I support limiting direct public access to Riverbank Drive.

- Where will signage be posted to prevent truck traffic access to Riverbank and adjacent roads?

- Where will public transportation routes fit in?

I support that: “As a condition of approval, a developer is required to submit a Construction Route Plan for approval prior to site grading or registration of the subdivision. Access through Riverbank Drive will not be permitted for construction purposes. Requirements for parking can also be conditions of approval and the City can explore temporary no parking signs and parking enforcement on Riverbank Drive.”

- Can we also limit hours of light and noise pollution?

Trail and Pedestrian Access

Of note, the plan discourages direct car access to Riverbank Drive, but I think it will encourage more pedestrian and biking access to the street.

- What capacity is the City planning for on Riverbank Drive for any increased cycling and pedestrian traffic?

Due to capacity concerns, and until the City includes discussion of any potential linkage to development west of Riverbank (SWMP and 4 properties/houses), I do not support bike trails or the Neighbourhood Park at the corner of Riverbank and Middleblock. If there is to be no east-west linkage, I can not see any rationale for including these trails. If there is to be linkage, I think it should be discussed now.

As for any other trails that are immediately along or adjacent to Riverbank Drive, I’d like to see them be naturalized ones with natural landscapes. In keeping with the heritage and environmental value of the area, I support naturalized trails instead of multi-lanes and/or tarmac/concrete paths.

Similarly, I would like to see us encourage and/or support biking within the heritage street profile of Riverbank Drive. Niagara-on-the-Lake is a great
example of a robust network of bike and pedestrian trails that do not detract from the heritage character of some neighbourhoods. NOTL accommodates its residents and tourist visitors without adding multilane sidewalks/trails/bike paths to its heritage neighbourhoods.

Green Space

Please maintain all of the Natural Open Space at the corner of Riverbank and Middleblock, instead of changing part of it into a neighbourhood park.

I support as much green space as possible, but encourage naturalized areas instead of manufactured ones, both to be consistent with the area and maintain mature vegetation and habitats, but also because I am concerned about park maintenance e.g. garbage, vandalism, light pollution, noise pollution, and green space gentrification.

I support greater minimum naturalized buffer zones and setbacks than what is proposed: “Currently the Natural Open Space System buffer is included within the Natural Open Space System designation on Schedules A and B, and includes the following minimum buffer criteria: a) 10 metres from Non-Significant Wooded Area or Locally Significant Natural Areas and Natural Features b) 15 metres from Evaluated Non-Provincially Significant Wetlands, Significant Valleylands, and Regional Core Environmental Features Page 52 of 628 c) 20 metres from Regulated Coldwater Watercourses d) 30 metres from Provincially Significant Wetlands, and Regulated Coldwater Watercourses.” Given what happened to setbacks and buffers during the creation of the North Cambridge Business Park, and the impact on Riverbank residents’ properties, I am very concerned that setbacks and buffer zones be maintained and not reduced in future studies, or by Council, or by planning variances.

- Do the supporting studies for naturalized areas take into account lands west of Riverbank?

- Have any tree inventories and management plans been prepared and/or shared regarding vegetation along the east side of, and adjacent to, Riverbank Drive?
Sustainability

“Policy 1.8.1 directs municipalities to support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate. The Secondary Plan promotes a compact built form, development of a new node and the use of active transportation and transit through transit supportive development. Further, it promotes sustainable design which maximizes energy efficiency and conservation and considers the mitigating effects of vegetation and green infrastructure.”

- What standards of energy conservation and efficiency, etc. will subsequent planning applications be held to?
- What standards will construction methods and processes be held to?
- how is this plan addressing Climate Change in Cambridge and contributing to Climate Action goals? We seem to be relying on transportation: "The City’s commitment to reach an 80% reduction in greenhouse gas emissions by 2050 is a priority for Council as set out in the TransformWR Strategy. Transportation is responsible for 49% of greenhouse gas emissions in Waterloo Region. The Mobility Network will be designed to achieve Council’s greenhouse gas reduction target." But is there is an opportunity here to advance some much-needed Climate Action movement on local development sector thinking and practices? I would like to see the City and developers working together to be leaders on this with much stronger and more specific recommendations or guidelines for sustainable construction materials, methods and processes.
October 2, 2023

City of Cambridge
Development and Infrastructure Department
50 Dickson Street, 3rd Floor
Cambridge, ON N1R 5W8

Attn: Kathy Padget
Senior Planner - Environment and Project Manager

Re: North Cambridge Secondary Plan

Dear Kathy,

On behalf of our client [REDACTED] and specifically with respect to their property located at [REDACTED] in Cambridge (herein the "Lands") we provide this letter to reconfirm their continued and ongoing interest in the North Cambridge Secondary Plan. It is our understanding that City, Region and GRCA are working on wrapping up the MESP for the East Side (Cambridge North) lands and will bring that document forward along with the draft Secondary Plan for consideration this fall.

As you are aware, the Lands are located at the northwest intersection of Fairway Road and Fountain Street North in the City of Cambridge. We have provided comments on the draft Secondary Plan in the past and would like to reiterate our past comments as they pertain to the Lands.

The Draft Secondary Plan is based on the identified vision that "The North Cambridge Secondary Plan Area will develop as an environmentally sustainable, healthy, and complete community with integrated and connected green spaces, pedestrian scaled residential and mixed-use neighbourhoods that support active transportation."

A conceptual Secondary Plan land use plan has been prepared which identifies community elements including community park, school sites, greenlands and open space corridors along with infrastructure such as stormwater management ponds. While we appreciate the proposed secondary plan mapping is intended to be a high-level perspective, which will be implemented through detailed draft plan submissions, we want to ensure that there is flexibility in the policies and mapping to determine site specific details for matters such as appropriate setbacks, buffers, roads, park and SWM Pond locations.

As noted in the draft Secondary Plan, development is to progress in a logical, efficient, and fiscally responsible manner. The cost-effective provision of municipal infrastructure is to
establish the phasing for the Secondary Plan. Phasing is noted to occur from south to north as infrastructure is extended. Further, growth is to occur in an orderly and phased manner.

Further, it is our understanding that the landowners to the south are actively pursuing development approvals (although it is unclear if they have complete applications in process). As adjacent landowners, the Family would like to be engaged in their development plans with the opportunity to ensure orderly patterns of development are achieved on all lands.

In addition to prior comments provided, these comments are intended to inform the Secondary Plan Project Team and adjacent landowners that the Family are engaged in this process and want the opportunity to ensure reasonable and suitable development patterns are established to the equal benefit of all.

I have registered to be informed of all upcoming meetings, however, would appreciate the opportunity to discuss the Secondary Plan further with the Project Team prior to future public meetings. My office will follow up to schedule a time for a meeting with the City’s project team in the near future.

Should you have any questions or comments please do not hesitate to contact me.

Yours truly,
GSP Group

Brandon Flewwelling, MCIP, RPP
Development Planning Manager

cc: 


### Theme: General Comments

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<tr>
<th>Number</th>
<th>Policy</th>
<th>Comment</th>
<th>Response</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>Overall, I feel that the Secondary Plan is a good one and has taken many of my previously mentioned comments and concerns into account.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>2.</td>
<td>N/A</td>
<td>I am happy to read that the goal is to have an active and sustainable community and it looks like the urban design principles are sound.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>3.</td>
<td>N/A</td>
<td>We have no concerns with the proposed land use, as presented at the June 28, 2022 public meeting.</td>
<td>Comment noted.</td>
</tr>
</tbody>
</table>

### Theme: Mobility Network and Streetscapes

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<tr>
<td>4.</td>
<td>N/A</td>
<td>It is difficult to ascertain how the higher traffic levels in general will impact the area but feel that measures have been taken to address the impact on the area from Middle Block Road to Fairway Road North. I do still have concerns that the section from Middle Block Road to King Street East may see elevated levels if the smooth flow of traffic along the new Collector Road to King Street East becomes disrupted.</td>
<td>Traffic Impact Studies will be required as part of future development applications in the Secondary Plan area. The full impact on the boundary road network will be included as part of the study.</td>
</tr>
<tr>
<td>5.</td>
<td>N/A</td>
<td>I agree with the Collector Road connections to Arterial Roads (Fairway Road North and Fountain Street North) being limited to right in/right out vehicle movements.</td>
<td>Comment noted.</td>
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<tr>
<td>6.</td>
<td>N/A</td>
<td>I do not support the extension of Intermarket Road beyond Middle Block Road.</td>
<td>Without context as to why this is not supported it is difficult for staff to provide a response; however, the extension of Intermarket Road is to provide ease of access for motorists travelling to/from the Secondary Plan area.</td>
</tr>
<tr>
<td>7.</td>
<td>N/A</td>
<td>I find the current Riverbank Drive/Fairway Road North access hazardous; turning right off Riverbank Drive or right off Fairway Road North is treacherous at times due to apparent speeding. Either address speeding or adjust/realign access.</td>
<td>This intersection falls under the jurisdiction of the Region of Waterloo. Traffic Impact Studies will be required as part of future development applications in the Secondary Plan area and traffic impacts will be reviewed.</td>
</tr>
<tr>
<td>8.</td>
<td>N/A</td>
<td>I support limiting direct public access to Riverbank Drive. Where will signage be posted to prevent truck traffic access to Riverbank Drive and adjacent roads?</td>
<td>Signage will be posted at the limits of the roadway where trucks are prohibited.</td>
</tr>
<tr>
<td>9.</td>
<td>N/A</td>
<td>Where will public transportation routes fit in?</td>
<td>The planning and implementation of future transit service in the Secondary Plan area will be included in the next iteration of the Grand River Transit (GRT) 5-year Business Plan. Currently, GRT staff are considering two routes along Fountain Street North and Middle Block Road, which are identified as ‘Transit Supportive Streets’ and shown on the Mobility Network Schedule (‘C’). A third route may be considered on the North-South Collector Road within the Secondary Plan area if the above two routes could not sufficiently provide residents with transit access within 450 metres (based on the GRT walk distance guideline).</td>
</tr>
<tr>
<td>10.</td>
<td>19.2.3.3</td>
<td>Need to understand with street cross-section.</td>
<td>A street cross-section has been provided as part of the Secondary Plan for the Collector Roads. The Secondary Plan references the components of the Collector Roads, in lieu of being highly prescriptive.</td>
</tr>
<tr>
<td>11.</td>
<td>19.4.2.1.2</td>
<td>Are separated cycling facilities to be provided on local roads?</td>
<td>Separate cycling facilities will be provided on every Collector Road and be considered on all streets with planned cycling facilities.</td>
</tr>
</tbody>
</table>
12. 19.4.2.1.6 How did this requirement come about and how is this envisioned to be achieved?
“Sufficient planting depths and boulevard widths will be provided for the planting and long-term growth of street trees, generally 30 cubic metres or to the satisfaction of the City.”

This policy has been revised to reference the City’s Engineering Standards and Development Manual. The updated version of the manual includes soil volume requirements.

13. 19.4.2.1.8 Has this policy been vetted with utilities?
“Transformer and utility boxes will be located discretely, below grade, architecturally housed or screened, and/or be screened through landscaping features.”

Comments were provided by Grand Bridge Energy and incorporated into the Secondary Plan; this policy has been revised.

14. 19.5.2.5.3 Can a Draft Plan of Subdivision proceed and advance a segment of a Collector Road?

An application under the Planning Act can fulfill the requirements of a Municipal Class Environmental Assessment (Class EA) as it relates to collector roads. The City may also choose to lead a Class EA for the entirety of a collector road, or for those portions that are not within an application under the Planning Act.

15. 19.5.2.5.1 3 Should allow for a reduced right-of-way (15 metres) in a single-loaded or window street situation as opposed to 18.5 metres.

All local roadways must be designed to City Standards of a minimum right-of-way of 18.5 metres.

**Theme: Cultural Heritage of Riverbank Drive**

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<tbody>
<tr>
<td>16.</td>
<td>N/A</td>
<td>Pleased that the history of Riverbank Drive is being respected.</td>
<td>Comment noted.</td>
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<tr>
<td>17.</td>
<td>N/A</td>
<td>I feel that the needs of the current residents of the area as well as the heritage status of Riverbank Drive was taken into consideration.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>18.</td>
<td>N/A</td>
<td>I would like to ensure that the cultural heritage of the area is respected throughout and the principles and policies outlined in the Secondary Plan will be adhered to by all parties in the development process.</td>
<td>Comment noted. The policies of the Secondary Plan must be adhered to for any future development applications submitted under the Planning Act.</td>
</tr>
<tr>
<td>19.</td>
<td>N/A</td>
<td>Riverbank Drive residents have given consistent feedback to maintain the character and profile of their heritage neighbourhood. Despite these pleas for priority being given to local heritage, no heritage studies or plans have been done and ‘heritage’ is eerily absent from the Official Plan (and the Secondary Plan Vision and Purpose, despite the heritage scenic route and Grand River being acknowledged in the location and context), only showing up, at residents’ insistence, in the Stage 2 MESP guiding principles. I’d like to see ‘heritage’ be a priority, including in the Official Plan and in all related planning documents. I think it needs to be a priority because it is an integral and unique defining aspect of the area.</td>
<td>An update to the Cambridge Official Plan will be initiated in 2024 at which time heritage policies will be reviewed. The Secondary Plan includes a section on cultural heritage and refers to cultural heritage throughout the various sections. The Secondary Plan has been revised to also outline efforts to maintain the rural character of Riverbank Drive and buffer the impact of nearby development on the scenic route by: (1) incorporating reduced building heights along Riverbank Drive; (2) implementing a buffer with plantings; and, (3) strategic location of park space. Additional policies are included in the Secondary Plan with respect to the Riverbank Drive Transition Buffer which has been denoted in the Land Use Schedule (‘A’).</td>
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<td>20.</td>
<td>N/A</td>
<td>Section 4.10 of the Official Plan states that a Heritage Impact Assessment will be required when a development proposal impacts a heritage resource. The policies of the Secondary Plan are consistent with the requirements of Section 4.10. Does this include the heritage designated Grand River, the ‘scenic route,’ and any buildings on the municipal Heritage Inventory List?</td>
<td>In the Cambridge Official Plan, the requirement for a Heritage Impact Assessment (HIA) is applicable to listed or designated properties on the Heritage Register. The Secondary Plan has been revised to require HIAs for heritage properties or resources determined by City staff to contain cultural heritage value or interest, including proposals that may pose significant impacts on the Riverbank Drive scenic route or the Grand River Heritage River corridor.</td>
</tr>
<tr>
<td>21.</td>
<td>N/A</td>
<td>The Secondary Plan omits that Section 2.6.1 of the Provincial Policy Statement (2020) states, “Significant built heritage resources and significant cultural heritage landscapes shall be conserved.” Please consider adding this.</td>
<td>Comment noted. Reference to Section 2.6 of the PPS (2020) has been included.</td>
</tr>
<tr>
<td>22.</td>
<td>N/A</td>
<td>Both the scenic views and vistas, and the character of Riverbank Drive are essential heritage elements of value. I think the Secondary Plan must maintain both. As far as I can tell, the City is proposing only two strategies to maintain the ‘scenic route’ heritage value of Riverbank Drive: community windows and deterred road/car access to Riverbank Drive. Under Section 2.6.1 of the Provincial Policy Statement (2020), will this be sufficient to maintain the views and vistas, and the unique heritage character of the street?</td>
<td>The Secondary Plan proposes to preserve the curved alignment and undulating profile of Riverbank Drive. Additionally, with the proposal for Riverbank Drive to connect into the new North-South Collector Road as opposed to Fairway Road North, this is intended to make Riverbank Drive less desirable to be used as a cut-through road. The Secondary Plan has been revised to also outline efforts to maintain the rural character of Riverbank Drive and buffer the impact of nearby development on the scenic route by: (1) incorporating reduced building heights along Riverbank Drive; (2) implementing a buffer with plantings; and, (3) strategic location of park space. Additional policies are included in the Secondary Plan with respect to the Riverbank Drive Transition Buffer which has been denoted in the Land Use Schedule (‘A’).</td>
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## Theme: Community Edge Interface with Riverbank Drive

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<tbody>
<tr>
<td>23.</td>
<td>19.3.4.1.2</td>
<td>It is not clear that window streets are allowed.</td>
<td>The Secondary Plan has been revised to clarify that window streets are permitted.</td>
</tr>
<tr>
<td>24.</td>
<td>19.3.4.1.2</td>
<td>I am deeply concerned about the paragraph in the Secondary Plan that states:</td>
<td>The policy has been revised; reverse frontage will not be permitted as an interface along community edges.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“Reverse frontage development will not be permitted as an interface along community edges. Should there be a technical or urban design justification to include reverse frontage, it may be considered without an amendment to this Secondary Plan subject to the satisfaction of Council.”</td>
<td></td>
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<td></td>
<td></td>
<td>This leaves a window open for unscrupulous developers who know their way around the system to build a case for reverse frontage with little regard for the concerns of existing residents. This is not acceptable to myself and our neighbours and goes against the spirit of the Secondary Plan, the need to preserve the heritage status of the area and the reason for a community window.</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>19.3.4.1.2</td>
<td>I am concerned that although it states that reverse frontage development will not be permitted, it also says that it may be considered subject to the satisfaction of Council. I would like to ensure that if this is considered that the public and interested parties would be informed and consulted on this.</td>
<td>The policy has been revised; reverse frontage will not be permitted as an interface along community edges.</td>
</tr>
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<tr>
<td>26.</td>
<td>19.3.4.1.4</td>
<td>I am pleased that the Secondary Plan outlines that individual or direct access to Riverbank Drive will not be permitted.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>27.</td>
<td>19.3.4.2</td>
<td>As a resident in the area I feel it is important that the new area is developed in a way that is sensitive to the existing landscape and existing rural residential community, in particular along Riverbank Drive.</td>
<td>The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule ('A').</td>
</tr>
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</table>
| 28.    | 19.3.4.2 | Regarding the highly landscaped edge which is envisioned as part of the community window roads throughout the community, the Secondary Plan states the following:  
"Development along the edges adjacent to Riverbank Drive will include a highly landscaped edge that will contribute to the scenic quality of this road and could include a range of soft landscaping that is in keeping with and supports plant species and tree types currently present within the Riverbank Drive area"  
I feel that while this reads well, it does not specify any requirements and the details are still quite vague in relation to the exact design of this feature. I would like to see this fleshed out further. | The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule ('A'). |
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| 29.    | 19.3.4.2 | I think the mix of vegetation and occasional open views are essential to the unique scenic value of the street. Therefore, I do not support any development immediately on the east side of Riverbank Drive, and related ‘community windows’ that the Secondary Plan is recommending.  
In the event that ‘community windows’ are deemed unavoidable, I support the consideration of native and current tree types in any new plantings, but I fear that in effect what is proposed will significantly interrupt the heritage character of the road by removing mature natural features (and mature habitat and views and vistas) and replacing them with housing stock and non-mature soft landscaping.  
Since the urban boundary includes only the east side of the road (including culvert and vegetation?), I strongly support the maintenance of any mature vegetation, and that Riverbank Drive continues to be naturalized to be consistent with the rest of the street, and that no development and contemporary sidewalks, bike and trails paths, and streetlighting be added to the immediate east side of Riverbank Drive. For example, I am concerned about the introduction of light pollution, especially the potential use of LED lighting, along the road or at the proposed neighbourhood park. | The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule (‘A’). Additionally, the City does not intend to upgrade Riverbank Drive with sidewalks, trails and streetlighting through the Secondary Plan process. |
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| 30.    | 19.3.4.2 | It is important that we strive to continue forward with development, but also work vigilantly to maintain the sense and experience of Riverbank Drive being the last scenic drive in Cambridge. That to me means:  
1) design a buffer that creates a sense of another area of habitation; and,  
2) assure that this buffer extends the length of the houses that exist on Riverbank Drive and face the development. | The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule (‘A’). This includes policies with respect to plantings and a minimum buffer width of 10 metres (depth). |
<p>| 31.    | 19.3.4.2 | I would like to see the park buffer or community window road extend the entire length along Riverbank Drive and not stop part way. I would hope that the landscaped edge would be as natural as possible to help preserve the scenic rural feel to Riverbank Drive. I would also hope that Riverbank Drive would not have the light pollution of street lights. | The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule (‘A’). This includes policies with respect to plantings and a minimum buffer width of 10 metres (depth). |</p>
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<tr>
<td>32.</td>
<td>19.3.4.2</td>
<td>One of the primary reason Riverbank Drive is a scenic drive are the natural roadside edges which include a wide diversity of food sources and habitat including apple, lilac, sumac, maple and black raspberry bushes. The existing natural features create and support the scenic nature of Riverbank Drive. Why remove existing supportive vegetation for landscaping? The landscaping in the image examples does not support a scenic drive – rather, it will erode it. Instead, we strongly believe it would be mutually beneficial to have a contiguous piece of greenlands on Riverbank Drive joining the parklands near Middle Block Road to greenlands further north. It would create a buffer for residents, maintain the scenic nature of Riverbank Drive, support a more contiguous Greenlands Network for recreation for all, support a vibrant route in the mobility network, and provide supportive cover and food for at least some of the deer, turkey, owls and other animals displaced by the subdivision.</td>
<td>The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule ('A'). This includes policies with respect to plantings and a minimum buffer width of 10 metres (depth).</td>
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<td>33.</td>
<td>19.3.4.2</td>
<td>How can we access information about minimum distances required from lots to Riverbank Drive? Can you provide any information on how wide the proposed landscaped buffer would be? How big are the lots and is there possibility that the lot sizes might change? From the scale drawing of the proposed lots it looks like the backyards are as close as 75 metres from Riverbank Drive; is this roughly correct? We would like some clarification on how these lots are configured relative to Riverbank Drive and how close they are.</td>
<td>A landscaped buffer with a minimum width of 10 metres is proposed along Riverbank Drive, which will be adjacent to a Local Road or Lane to prevent reverse frontage development along Riverbank Drive. Further details on lot sizes will be made available through future development applications which must follow the policies of the Secondary Plan.</td>
</tr>
<tr>
<td>34.</td>
<td>19.3.4.2</td>
<td>I am happy to see that some provisions have been made to address our previous concerns where part of Riverbank Drive north of Middle Block Road has no natural feature to transition between new and existing residential areas. I am not familiar with the term ‘community window roads’ and despite the fact that a good explanation was given with examples, it is difficult to know the exact impact here as we have no idea of setback distances. Without seeing a future development plan, it is difficult to visualize or comment.</td>
<td>A landscaped buffer with a minimum width of 10 metres is proposed along Riverbank Drive, which will be adjacent to a Local Road or Lane to prevent reverse frontage development along Riverbank Drive. Further details regarding the layout of future development will be made available through future development applications which must follow the policies of the Secondary Plan.</td>
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<tr>
<td>35.</td>
<td>19.3.4.2.4</td>
<td>Since no information was given as to the density or building heights along Riverbank Drive, it is hoped that house heights will be restricted to a maximum of two stories in keeping with the existing buildings along Riverbank Drive.</td>
<td>The Secondary Plan proposes a maximum building height of two storeys be applied to residential blocks adjacent to the Riverbank Drive Transition Buffer to address the transition between existing residents on Riverbank Drive and the Secondary Plan area. The Secondary Plan has been updated to include policies for a Transition Buffer along Riverbank Drive which has been denoted in the Land Use Schedule (‘A’). This includes policies with respect to plantings and a minimum buffer width of 10 metres (depth).</td>
</tr>
<tr>
<td>36.</td>
<td>19.3.4.2.4</td>
<td>I understand that it is planned to have residential development with houses fronting or flanking onto Riverbank Drive. These homes fall within the Low/Medium Density designation which has a maximum height of four storeys or 13 metres, whichever is less. I would like to see that homes fronting or flanking onto Riverbank Drive have maximum height of two storeys which would be in keeping with the adjacent homes along Riverbank Drive.</td>
<td>See response to comment Number 35.</td>
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### Theme: Land Uses – General

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<tr>
<td>37.</td>
<td>N/A</td>
<td>The Secondary Plan has a variety of options for housing.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>38.</td>
<td>N/A</td>
<td>I am pleased that the development of affordable housing units will be encouraged and additional residential units will be permitted.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>39.</td>
<td>N/A</td>
<td>Riverbank Drive is experiencing an increase in visitors who are homeless and setting up temporary shelter. What in the Secondary Plan can help address this, to provide much-needed housing and social and health supports?</td>
<td>Homelessness is a Region-wide issue requiring Region-wide solutions. The City, along with our Regional and community partners, are working towards long-term solutions for housing affordability, with a focus on assisting people in encampments and connecting them with more appropriate housing and community supports. In alignment with the above and with the common goal of providing housing for all, the Secondary Plan includes policies for affordable housing.</td>
</tr>
<tr>
<td>40.</td>
<td>N/A</td>
<td>Can we limit hours of noise pollution?</td>
<td>Future residents and businesses within the Secondary Plan area are subject to the City-wide Noise By-law.</td>
</tr>
<tr>
<td>41.</td>
<td>N/A</td>
<td>Can we limit hours of light pollution?</td>
<td>A photometric analysis will be completed at site plan approval to review light spill from future developments.</td>
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<td>42.</td>
<td>3.4.3</td>
<td>I disagree with the City's interpretation of adherence to the Provincial Policy Statement (2020) under Section 3.4.3 of the Official Plan Amendment. The East Side Lands are originally agriculture and rural-residential, not adjacent to any development, and do not have full municipal services. I think to say that being across the river qualifies as adjacent to the existing built-up area is an exaggeration. Anyone visiting the neighbourhood would probably describe it as a rural residential area. Figure 1 in the Secondary Plan shows the agricultural nature of the area.</td>
<td>Development within the East Side Lands was first contemplated in the Regional Growth Management Strategy (2003). Since then, a Master Environmental Servicing Plan (MESP) was completed for the Stage 1 East Side Lands and a Subwatershed Study and Master Drainage Plan were completed for the Stage 2 lands. While the East Side Lands were originally agriculture and rural residential, growth in this area of the City of Cambridge has been contemplated for over 20 years and has been supported by various studies. Growth within the North Cambridge area provides a logical and contiguous connection to existing and planned infrastructure.</td>
</tr>
<tr>
<td>43.</td>
<td>19.3.3.3</td>
<td>I prefer a minimum density target of 50 to 55 in alignment with Section 2.2.7(2) of the 2020 Growth Plan, which requires that the Designated Greenfield Areas be planned to achieve a minimum density target of not less than 50 residents and jobs per hectare. I do not support the Secondary Plan proposed minimum density of 55 residents and jobs per hectare in accordance with the Regional Official Plan. 5,000 new residents and jobs to this area will be a significant adjustment to all aspects of the landscape and community life.</td>
<td>The Secondary Plan must conform with the Regional Official Plan. Amendment No. 6 to the Regional Official Plan requires a minimum density of 59 residents and jobs per hectare in remaining vacant Designated Greenfield Areas.</td>
</tr>
<tr>
<td>44.</td>
<td>19.3.3.5 19.4.3.3.9</td>
<td>Clarify that these policies referring to additional residential units means accessory dwelling units.</td>
<td>This relates to additional residential units either in the principal dwelling (e.g., duplex) or in a detached structure. The City has completed an additional residential units zoning by-law amendment to facilitate these uses.</td>
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<tr>
<td>45.</td>
<td>19.4.3.1.4</td>
<td>The maximum number of contiguously attached street townhouses should be 8 units as opposed to 6 and include lane based.</td>
<td>The policy has been revised to permit a maximum of 8 contiguously attached street townhouse units. Road access will be determined through future zoning by-law amendments.</td>
</tr>
<tr>
<td>46.</td>
<td>19.4.3.1.4</td>
<td>I would not like to see the maximum number of contiguously attached street townhouses greater than 6 which is currently in the Secondary Plan.</td>
<td>The policy has been revised to permit a maximum of 8 contiguously attached street townhouse units. In the City’s experience 8 units may allow for the more efficient use of land, if needed in certain locations.</td>
</tr>
<tr>
<td>47.</td>
<td>19.4.3.4.1</td>
<td>Seems restrictive, suggest to have private amenity space.  “New multi-unit residential development with more than six units within a single building or structure will provide shared space for amenities.”</td>
<td>This policy is in line with the approach being taken in the City’s Draft Zoning By-law with respect to common amenity areas.</td>
</tr>
<tr>
<td>48.</td>
<td>19.4.4.5.2</td>
<td>Given the proximity to the industrial lands south of Middle Block Road, what does the City intend as an interface and building design requirements to meet D6 Guidelines given the proposed residential use? Is there a transition in employment uses to not permit Class 2 and higher industrial uses along Middle Block Road?</td>
<td>The industrial subdivision south of Middle Block Road permits business industrial uses, office buildings and limited complementary uses such as restaurants, financial institutions and fitness establishments. Heavy industrial uses and noxious uses are prohibited. D6 Guideline analysis will be required for new developments as part of a complete application, which is a standard requirement in instances where sensitive and non-sensitive uses are in proximity. The right-of-way of Middle Block Road and community window roads (along the north side of Middle Block Road) will aid in providing a separation distance between residential and business industrial uses.</td>
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<td>49.</td>
<td>19.4.4.5.6</td>
<td>If residential develops before the industrial lands south of Middle Block Road, is the assumption that future industrial uses will have at source noise abatement measures?</td>
<td>Through the Draft Plan of Subdivision conditions for the industrial subdivision south of Middle Block Road, the owner/developer is required to enter into a subdivision agreement with the City for the submission of a detailed Stationary Noise Study for any industrial use proposed on the subject lands prior to Site Plan Approval. Any required mitigation measures are to be secured in an agreement with the City.</td>
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**Theme: Land Uses – Low/Medium Density Residential Designation**

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<tr>
<td>50.</td>
<td>19.3.3.1.7</td>
<td>How is the range of 20 and 45 units per residential hectare, excluding additional residential units calculated? What is included in this area?</td>
<td>The Secondary Plan has been updated to reference gross hectares in line with the City's Official Plan.</td>
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**Theme: Land Uses – Mixed-Use Node Designation**

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<tr>
<td>51.</td>
<td>19.3.3.2</td>
<td>What type of commercial buildings and businesses will be permitted? What are the height and design guidelines for these structures?</td>
<td>The Secondary Plan does not regulate the specific commercial opportunities that are allowed, which will be further refined through the implementing zoning by-law. The intention for the Mixed-Use Node designation is to permit commercial opportunities that serve the local neighbourhood and broader area. Section 19.4 of the Secondary Plan sets out urban design policies for the Mixed-Use Node.</td>
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<tr>
<td>52.</td>
<td>19.3.3</td>
<td>19.3.3</td>
<td>Given the location and forecasted market demand, commercial uses on a property (located within the Mixed-Use Node) will be difficult to sustain. The owner is in support of the Mixed-Use Node designation, provided there is no requirement for commercial uses.</td>
</tr>
<tr>
<td>53.</td>
<td>19.3.3.1.3</td>
<td>Do townhouse dwellings include stacked towns? Not currently defined.</td>
<td>Stacked townhouses are permitted; however, they may be limited to the Mixed-Use Node designation should they exceed the height limit of four storeys indicated in the Low/Medium Residential designation.</td>
</tr>
<tr>
<td>54.</td>
<td>19.3.3.2.7</td>
<td>What is the background on the height limit of buildings in the Mixed-Use Node designation? Is there support for 12-15 storeys?</td>
<td>Due to the proximity of the Secondary Plan area to the Region of Waterloo International Airport, height limits are in effect. Additionally, staff are not supportive of heights of 12-15 storeys and are of the opinion that greater densities are better located in Major Transit Station Areas and core areas.</td>
</tr>
<tr>
<td>55.</td>
<td>19.3.3.2.7</td>
<td>Hold maximum building height to 6 storeys and/or limit any potential planning application variances to no more than 8 storeys in total for any development in the Mixed-Use Node designation, and within the views and vistas of Riverbank Drive.</td>
<td>Staff recommend building heights to a maximum of 10 storeys in the Mixed-Use Node designation to provide for a variety of built form and unit types and to support future transit service in North Cambridge. Providing for this height specifically within the Mixed-Use Node is not expected to impact views from Riverbank Drive as the Mixed-Use Node is approximately 1 km away.</td>
</tr>
<tr>
<td>56.</td>
<td>19.3.3.2.7</td>
<td>I do not support, based on what we are seeing elsewhere in Cambridge, including the option to expand beyond 10 storeys.</td>
<td>Comment noted. Heights above 10 storeys are not being proposed.</td>
</tr>
<tr>
<td>57.</td>
<td>19.4.3.3.5</td>
<td>Suggest the minimum total number of 3-plus bedroom units be lowered from 10% to 5%.</td>
<td>Comment noted. After further review, the minimum total number has been revised to 5% for 3-plus bedroom units.</td>
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<tr>
<td>58.</td>
<td>19.3.3.3</td>
<td>I would also like to compliment you on the placement of the two schools we believe to be well situated on the East Side Lands. They are situated in a large residential area and not too close to the main roads bearing heavy, fast-moving traffic or the industrial basin which in itself bears heavy traffic and large trucks and traffic. Keep kids safe do not subject them to worrisome industrial locations.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>59.</td>
<td>19.3.3.3</td>
<td>We acknowledge school locations will be required within the Secondary Plan. However, it hasn’t been confirmed at this time that one or both sites will be required. We recommend the proposed school locations not be shown on Schedule A as the locations and need are not yet confirmed. Policies directing the inclusion and location(s) of school sites should remain and can provide direction for the future review of potential locations. While the policies note the potential school locations are not final, showing them on Schedule A gives the perception that the locations have been finalized or have status that hasn’t been confirmed.</td>
<td>When developing the Secondary Plan, staff consulted with the school boards who identified the need for two school sites and are supportive of the identified locations adjacent to the Community Park. The purpose of the Secondary Plan is to conceptually identify public service facilities, including schools, which are permitted in residential designations. The need for school sites will be further confirmed through future development applications.</td>
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### Theme: Urban Design

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<tr>
<td>60.</td>
<td>19.4.1.7</td>
<td>What is the criteria for the requirement for special urban design briefs to be triggered? Is there a Terms of Reference?</td>
<td>An Urban Design Brief is required for official plan and zoning by-law amendments within the Secondary Plan area. The City has a Terms of Reference for the preparation of an Urban Design Brief.</td>
</tr>
<tr>
<td>61.</td>
<td>19.4.2.2</td>
<td>Does this policy allow for lots backing onto the Natural Open Space System?</td>
<td>While this policy does not prohibit lots backing onto the Natural Open Space System, the intent is to limit lots backing onto the Natural Open Space System and allowing for the possibility of access to trailheads and trails and to ensure that the Natural Open Space System is evident in the community for everyone to enjoy, not just those that back onto these features.</td>
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### Theme: Parks

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<td>62.</td>
<td>N/A</td>
<td>At one of the earlier meetings, the developer had suggested that the area in front of the homes be the park area that becomes an obligation of the developer.</td>
<td>An Ontario Land Tribunal (OLT) settlement identified a park be located at the northeast corner of Middle Block Road and Riverbank Drive which will be conveyed to the City.</td>
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<tr>
<td>63.</td>
<td>N/A</td>
<td>I support as much green space as possible, but encourage naturalized areas instead of manufactured ones, both to be consistent with the area, but also because I am concerned about park maintenance e.g. garbage, vandalism, light pollution, noise pollution and green space gentrification.</td>
<td>There will be some active park maintenance while also enhancing the natural heritage features being retained.</td>
</tr>
<tr>
<td>64.</td>
<td>N/A</td>
<td>Please maintain all of the Natural Open Space at the corner of Riverbank Drive and Middle Block Road, instead of changing part of it into a neighbourhood park.</td>
<td>An Ontario Land Tribunal (OLT) settlement identified a park be located at the northeast corner of Middle Block Road and Riverbank Drive. The City is required to abide by the terms of the settlement.</td>
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<tr>
<td>65.</td>
<td>19.3.2.3.12</td>
<td>An Ontario Land Tribunal (OLT) settlement identified a park that will be less than two hectares at the northeast corner of Middle Block Road and Riverbank Drive. Will this be an issue?</td>
<td>Comment noted. The policy has been revised.</td>
</tr>
<tr>
<td>66.</td>
<td>19.3.2.3.13</td>
<td>I do not support: “Urban Greens and Squares within the Mixed-Use Node will include…opportunities for outdoor cafes and restaurants…” Without context as to why this is not supported it is difficult for staff to provide a response; however, the opportunity to allow outdoor cafes and restaurants in Urban Greens and Squares support the idea of placemaking and have the potential of creating engaging and animated outdoor spaces for the residents both inside and outside the community to gather and enjoy. They contribute to the development and success of the Mixed-Use Node.</td>
<td></td>
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<tr>
<td>67.</td>
<td>19.6.3.2.2</td>
<td>The parkland ratio is unusually high and appears to be an error. In reviewing the City’s DC Background Study, section 5.2.2 cites that 4.2 hectares per 1000 residents ration as a level of service with its existing parkland inventory. It’s not intended to be a dedication rate for the Secondary Plan.</td>
<td>Comment noted. The policy has been revised.</td>
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<tr>
<td>68.</td>
<td>N/A</td>
<td>The Secondary Plan discourages direct car access to Riverbank Drive, but I think it will encourage more pedestrian and biking access to the street. What capacity is the City planning for on Riverbank Drive for any increased cycling and pedestrian traffic?</td>
<td>The City’s Cycling Master Plan (2020) does not identify any planned facilities on Riverbank Drive. The current road width is fairly narrow and adding any facilities would require the reconstruction and re-urbanization of Riverbank Drive, which is not intended in an effort to maintain its scenic road qualities. The Secondary Plan intentionally does not connect vehicular traffic to Riverbank Drive to keep traffic volumes low and to preserve its rural and scenic nature. Cycling opportunities on Riverbank Drive can continue to operate as they do today, as a shared lane given the low volume and low speeds of the road. The City can review signage (shared lane) and wayfinding on this section of Riverbank Drive and can reevaluate this road in the next update of the Cycling Master Plan in 2025.</td>
</tr>
<tr>
<td>69.</td>
<td>N/A</td>
<td>I would like to see us encourage and/or support biking within the heritage street profile of Riverbank Drive. Niagara-on-the-Lake (NOTL) is a great example of a robust network of bike and pedestrian trails that do not detract from the heritage character of the town. NOTL accommodates its residents and tourist visitors without adding multilane sidewalks/trails/bike paths to its heritage neighbourhoods.</td>
<td>Comment noted. See response to comment Number 68.</td>
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<tr>
<td>70.</td>
<td>N/A</td>
<td>Walking paths and trails as linkages from the new subdivision make sense; we support promoting and inviting residents of the new subdivision to use Riverbank Drive recreationally. A primary function of Riverbank Drive is and has been as a popular cycling and walking route for residents both on the street and from nearby neighbourhoods. It is seen by many as a cycling loop around the river. Why is Riverbank Drive not viewed as a cycling route link in the mobility network section? How is Riverbank Drive viewed by the City as a recreational opportunity? It already functions as a very important recreation link and can also serve as a mobility link if the nature and recreational functions of the road are preserved.</td>
<td>The Secondary Plan area extends to the east side of Riverbank Drive and does not include Riverbank Drive. This was done intentionally since the City does not intend to upgrade Riverbank Drive through the Secondary Plan process. The mobility network is only identified on lands within the Secondary Plan area. For additional information, see response to comment Number 68.</td>
</tr>
<tr>
<td>71.</td>
<td>N/A</td>
<td>Due to capacity concerns, and until the City includes discussion of any potential linkage to development west of Riverbank (stormwater management pond and four properties/houses), I do not support bike trails or the Neighbourhood Park at the corner of Riverbank Drive and Middle Block Road. If there is to be no east-west linkage, I cannot see any rationale for including these trails. If there is to be linkage, I think it should be discussed now.</td>
<td>An Ontario Land Tribunal (OLT) settlement identified a park be located at the northeast corner of Middle Block Road and Riverbank Drive. This Neighbourhood Park is intended to serve the Secondary Plan area and surrounding community. The trail network provides connections within and exterior to the Secondary Plan area, including Fairway Road North and Fountain Street North which are both planned to or have existing active transportation facilities. Trails connecting to Riverbank Drive from the Secondary Plan area provide pedestrian links for Riverbank Drive residents to access the larger trail network and amenities within the Secondary Plan area.</td>
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<td>72. N/A</td>
<td>N/A</td>
<td>For any other trails that are immediately along or adjacent to Riverbank Drive, I'd like to see them be naturalized ones with natural landscapes. In keeping with the heritage and environmental value of the area, I support naturalized trails instead of multi-lanes and/or tarmac/concrete paths.</td>
<td>The City is not proposing any trails immediately along or adjacent to Riverbank Drive. There are two trail connections from the Secondary Plan area to Riverbank Drive. The type of surface (stone dust versus asphalt) will be determined through a future development application. Paved or firm surfaces are often preferable for cyclists and those with mobility aids or strollers.</td>
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**Theme: Greenlands Network / Environment**

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<td>73. N/A</td>
<td>N/A</td>
<td>Staff have acknowledged that the Subwatershed Study did identify some of the hedgerows as Supporting Environmental Features and they weren’t recommended to be features that were included in the Greenlands Network which is afforded a greater amount of protection. Why are they not included?</td>
<td>Hedgerows were identified in the Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017) as a Supporting Environmental Feature with the recommendation that these features do not provide significant or rare habitat or function and provide some supplementary or supportive linkage function. As such, they weren’t recommended to be included in the Greenlands Network. Supporting Environmental Features are equivalent to Locally Significant Natural Areas (LSNAs) as identified in the Cambridge Official Plan (OP). LSNAs are not mapped as part of the Natural Open Space System in the Cambridge OP, but are addressed in policy. A similar approach has been taken in the Secondary Plan and Supporting Environmental Features have been identified on the Natural Open Space System Schedule (‘B’). An Environmental Impact Study will be required at the time of a future development application to assess significance and development constraints at a more detailed level, including assessment of hedgerows, where applicable.</td>
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<td>74.</td>
<td>N/A</td>
<td>I feel it is vitally important that the environmental and heritage aspects of the area are protected and understand from the Secondary Plan that Environmental Impact Studies will be undertaken as part of the planning process which I am happy about. In particular, regarding Supporting Environmental Features – hope that as many as possible will remain, in particular hedgerows as they are an important habitat for migrating and nesting birds.</td>
<td>See response to comment Number 73.</td>
</tr>
<tr>
<td>75.</td>
<td>N/A</td>
<td>What is being done to ensure wildlife inventories, monitoring, habitat protection, and wildlife corridors are maintained?</td>
<td>Future development applications will be required to submit an Environmental Impact Study (EIS) that addresses the recommendations of the Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017). EISs will include aspects such as the results of wildlife surveys, identifying development constraints, recommending development setbacks and recommending monitoring requirements. Recommendations from EISs will be implemented as conditions of approval, for example.</td>
</tr>
<tr>
<td>76.</td>
<td>N/A</td>
<td>Do the supporting studies for naturalized areas consider lands west of Riverbank Drive?</td>
<td>The Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017) includes a portion of lands to the west of Riverbank Drive. Future development applications to the east and west of Riverbank Drive will be required to submit an Environmental Impact Study that addresses the recommendations of the Subwatershed Study and will include a review of habitat within 120 metres of the subject lands.</td>
</tr>
<tr>
<td>77.</td>
<td>N/A</td>
<td>Have any tree inventories and management plans been prepared and/or shared regarding vegetation along and adjacent to Riverbank Drive?</td>
<td>Future development applications will be required to submit a Tree Management Plan. This information will be made available to the public through the planning process at the time a development application is received.</td>
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<td>78.</td>
<td>N/A</td>
<td>The waterbody shown on Schedule A located west of Fountain Street North and between the proposed east-west Collector Roads is not present on the property and should be removed from the proposed mapping.</td>
<td>The Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017) identified a shallow aquatic feature on site; however, property access was not granted and this observation was made from an adjacent property. As per the recommendation of the Subwatershed Study, an Environmental Impact Study will be required at the time of a future development application to assess the sensitivity and constraints for this feature. At that time, the appropriate agencies will determine if the feature meets the criteria to be considered a wetland and the mapping will be amended as necessary.</td>
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<tr>
<td>79.</td>
<td>N/A</td>
<td>In July 2015 we attended a meeting at the GRCA and discussed the flood lines previously imposed on our field north of Middle Block Road, east of Fountain Street North. At this meeting the GRCA illustrated for us using their map depicting our field and elevations and imposed backwater flood lines. What is especially of significance was the depiction of no flood lines once a 25-year culvert replaces the grossly undersized 2-year culvert. I would like to discuss this further as in the virtual meeting held in December 2021 Sarah Austin verbalized that the City has policies in effect that can be used to rectify the imposed flood lines prior to the upsizing of the culvert.</td>
<td>The City has a Credit for Service Agreement policy that, subject to approval of the request by Council, allows a developer to proceed at their initial cost with works ahead of when the City otherwise would have completed it. This was the policy that Sarah Austin was referencing at the December 2021 meeting. Should a proponent enter into this type of agreement, they could complete the reconstruction of Middle Block Road, including the replacement of the culvert, which would then allow them to complete the required studies to confirm the extent of the floodplain to the satisfaction of the City, the Region and the Grand River Conservation Authority. Otherwise, the culvert will be replaced as part of the planned City capital project for Middle Block Road, after which time the proponent can complete the required studies to confirm the extent of the floodplain as part of a future development application.</td>
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<td>80.</td>
<td>N/A</td>
<td>I have some questions in regards to the Randall drainage path as depicted on the west side of Fountain Street North.</td>
<td>The Secondary Plan depicts the Randall Drain as per municipal drainage maps. Changes to, and/or restoration of, municipal drains will need to be confirmed by a drainage superintendent or consulting engineer as part of a comprehensive stormwater management design in support of a future development application.</td>
</tr>
<tr>
<td>81.</td>
<td>N/A</td>
<td>The broken Award Drain has now been replaced and is functional once more. You can see the water pipes from the driveway and see it is functional to drain the waters in this area north - in the historic direction it was originally installed to the Randall Drain. The replacement tile is the blue, 12-inch water pipe as specified for water drainage. This Award Drain will drain the waters off the northern portion of our field. Please document this fixed and functional John Freund Award Drain that drains north to the Randall Drain in your records for future referencing. This John Freund Award Drain will drain waters from our N/E corner property in the historic fashion it was originally designed to drain.</td>
<td>Changes to, and/or restoration of, municipal drains will need to be confirmed by a drainage superintendent or consulting engineer as part of a comprehensive stormwater management design in support of a future development application.</td>
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<td>82.</td>
<td>19.3.2.1.9</td>
<td>I support greater minimum naturalized buffer zones and setbacks than what is proposed. Given what happened to setbacks and buffers during the creation of the North Cambridge Business Park, and the impact on Riverbank Drive residents' properties, I am very concerned that setbacks and buffer zones be maintained and not reduced in future studies, or by Council, or by planning variances.</td>
<td>The minimum ecological setbacks identified in the Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017) will be the minimum setbacks required by staff at the City, Region and Grand River Conservation Authority for future development adjacent to environmental features. For the development of the North Cambridge Business Park from Freeport Creek to Middle Block Road, the minimum ecological setbacks recommended in the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013) were implemented through development applications.</td>
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| 83.    | 19.3.2.1.11 | Concerned that policy 19.3.2.1.11 permits only "minor adjustments or refinements" to the Natural Open Space System that may limit certain required refinements to reflect what’s on the ground today without triggering the need for an amendment to the Secondary Plan.  
Suggest the following text for 19.3.2.1.11:  
"The boundaries and extent of the Natural Open Space System designation shown on Schedules A and B are approximate as established through the applicable Subwatershed Study. The boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Studies that may identify appropriate minor adjustments or refinements, prior to development or site alteration and that demonstrates the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction. Such minor adjustments or refinements will not require an Amendment to this Secondary Plan."

The Regional Official Plan (ROP) and the Greenlands Network Implementation Guideline (GNIG) has criteria to support the delineation and modification of Core Environmental Features without an amendment to the ROP. The language being proposed by the commenter is not consistent with the ROP, and it is not necessary based on the policies that are in place currently. If an Environmental Impact Study clearly demonstrates that a feature does not meet the criteria for designation based on the GNIG, it may be possible to accept a modified delineation of the feature without an amendment to the ROP. If a modification is proposed that does not conform to the GNIG or ROP criteria, an amendment to the ROP would be necessary. |
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<td>84.</td>
<td>19.4.4</td>
<td>What standards of energy conservation and efficiency, etc. will subsequent planning applications be held to? What standards will construction methods and processes be held to?</td>
<td>Construction must conform to the requirements of the Ontario Building Code. Additionally, the development of a Green Development Standard is currently underway which includes participation from the Region of Waterloo, the cities of Cambridge, Kitchener and Waterloo, and the utility companies. The goal of this partnership is to create a region-wide and province-leading building standard to help address climate change and the energy transition for future development in the Region.</td>
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<tr>
<td>85.</td>
<td>19.4.4</td>
<td>How is this plan addressing Climate Change in Cambridge and contributing to Climate Action goals? We seem to be relying on transportation: &quot;The City’s commitment to reach an 80% reduction in greenhouse gas emissions by 2050 is a priority for Council as set out in the TransformWR Strategy. Transportation is responsible for 49% of greenhouse gas emissions in Waterloo Region. The Mobility Network will be designed to achieve Council’s greenhouse gas reduction target.&quot; But is there an opportunity here to advance some much-needed Climate Action movement on local development sector thinking and practices? I would like to see the City and developers working together to be leaders on this with much stronger and more specific recommendations or guidelines for sustainable construction materials, methods and processes.</td>
<td>Section 19.4.4 in the Secondary Plan provides policies on building a resilient green North Cambridge. The development of a Green Development Standard is currently underway which includes participation from the Region of Waterloo, the cities of Cambridge, Kitchener and Waterloo, and the utility companies. The goal of this partnership is to create a region-wide and province-leading building standard to help address climate change and the energy transition for future development in the Region.</td>
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## Theme: Stormwater Management and Servicing

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<tr>
<th>Number</th>
<th>Policy</th>
<th>Comment</th>
<th>Response</th>
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<tbody>
<tr>
<td>86.</td>
<td>N/A</td>
<td>West of Fountain Street North and south of Fairway Road North/Riverbank Drive – Meritech Engineering have looked at opportunities for stormwater management on this property and have identified alternative stormwater management pond locations that differ from what is currently shown on Schedule A. We request that Schedule A be updated accordingly to reflect this.</td>
<td>The stormwater management pond locations on Schedule A are in general conformance with the Master Drainage Plan prepared for the Stage 2 East Side Lands. While the locations suggested by Meritech are appreciated, with no technical studies to support the revised locations, Schedule A is not being updated at this time. Stormwater management pond locations can be reviewed further through a future development application with appropriate studies relevant to the development being proposed at that time.</td>
</tr>
<tr>
<td>87.</td>
<td>19.5.3</td>
<td>Can you confirm that private waste systems will be maintained as well (i.e. septic systems)? And that should residents be forced to join City waste water services, that any and all related costs will be incurred by developers?</td>
<td>The City does not intend to construct municipal services (water and wastewater) on Riverbank Drive, therefore properties will remain on private services (well and septic system). The reconstruction of Middle Block Road and Fountain Street North will include the construction of municipal services and connecting existing properties to municipal services will be reviewed with property owners during the design process.</td>
</tr>
<tr>
<td>88.</td>
<td>19.5.3.1.2</td>
<td>What are the standards and guidelines in place to ensure non-depletion and non-contamination of water wells? How often will wells be monitored, reported on and data shared with residents? How will any contamination and/or depletion be mediated/addressed/compensated?</td>
<td>Through the Draft Plan of Subdivision process, the City includes a condition that requires the owner/developer to take all reasonable steps to identify landowners with private wells that may be adversely impacted by the development and enter into an agreement to monitor both the quality and volume of water supply. The owner/developer is required to hire a consultant who will be the point of contact for residents with respect to sharing of information. The owner/developer is responsible for any corrective action deemed necessary in cases where monitoring indicates the subdivision has caused or is causing unacceptable quality and/or volume of water supply impacts.</td>
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<td>Number</td>
<td>Policy</td>
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<td>89.</td>
<td>19.5.3.1.2</td>
<td>We have received a letter last year about a company with an undisclosed client who was interested in monitoring well water. We ignored the letter as there was no information or transparency on who was monitoring and for what purpose. Hopefully, this was not the meagre attempt at contacting the residents on behalf of the developer. Do you have any information on whether the developer has contacted residents? With which party (City, Region, or developer) does this responsibility lie? If the developer, do they need to identify themselves to the residents for well monitoring? Can you let us know the requirements on how this process is to be carried out?</td>
<td>City staff are unaware of a letter that was sent out to landowners from a company with an undisclosed client. When an owner/developer is implementing the well monitoring condition as described above in comment Number 88, they would prepare a letter to be mailed out directly by the City, which would also include a covering letter on City letterhead from the City planner handling the file.</td>
</tr>
<tr>
<td>90.</td>
<td>19.5.3.2</td>
<td>There is not much detail around the stormwater management facilities that will be required for this development and as one of the proposed sites is actually on the other side of Riverbank Drive and abuts a number of the existing residences, this is an area that I am concerned about. I am pleased to read that stormwater management ponds will be aesthetically pleasing and will incorporate naturalized features and plantings. I look forward to seeing further information in the Master Drainage Plan once it becomes available.</td>
<td>Comment noted.</td>
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<tr>
<td>Number</td>
<td>Policy</td>
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| 91.    | 19.5.3.2 | We understand that once an application has been made for a stormwater management pond in the field west of Riverbank Drive we can then comment on it.  
  • What are the boundaries of the area applicable to stormwater development? Who will own and controls the area of the pond? Are there any new surveys of this area that we can access?  
  • How would maintenance access be facilitated to such an area?  
  • We would like more information on the excess water path and flow expected to reach the pond.  
  • Given the subdivision will reduce the ability of the ground to absorb water and we are between the stormwater management pond and the new subdivision we would like more details on how this might be achieved.  
  We have some concerns about how the pond will affect the natural area. If it consists of a large dug hole or depression, without any natural shrubs, grasses and supportive flora, it will be an eyesore and mosquito breeding ground. Where can we find standards or policies on development of stormwater management ponds? | Stormwater Management Plans will be required as part of future development applications, at which time more details about the stormwater management ponds in relation to the proposed development will be reviewed in more detail. This information will be made available to the public through the planning process at the time a development application is received.  
  The City has a stormwater management policy and guidelines that include requirements for vegetation. The policy can be found on the City’s website: [https://www.cambridge.ca/en/learn-about/resources/Stormwater-Management-Policy.pdf](https://www.cambridge.ca/en/learn-about/resources/Stormwater-Management-Policy.pdf) |
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<tr>
<td>92.</td>
<td>N/A</td>
<td>I am concerned about the lack of engagement with indigenous peoples.</td>
<td>City staff provided notice to three First Nations (Mississaugas of the Credit First Nation, Six Nations of the Grand River and Haudenosaunee Development Institute) regarding the re-initiation of the Secondary Plan. City staff received a response from the Mississaugas of the Credit First Nation who requested additional information which was provided to them.</td>
</tr>
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</table>
| 93.    | N/A    | What remains unclear to me is the decision-making process with regards to how input is filtered and how recommendations are created:  
• How was public feedback considered and evaluated?  
• Beyond public meetings, where are residents’ voices in decision making?  
• Why is there no advisory committee?  
• Who is making the decisions regarding what is being proposed?  
• Using what criteria? | The Secondary Plan process has followed the requirements of the Planning Act for Official Plan Amendments (OPAs). The Planning Act requires that adequate information and materials, including a copy of the proposed plan, be made available to the public. At least one public meeting is also required to give the public an opportunity to make representation. In addition to the public meeting that was held on June 28, 2022, an open house was held on November 21, 2021. Public feedback received from the open house was included in the public meeting report with responses. Public feedback received from the public meeting is included in the recommendation report with responses.  
Cambridge Council ultimately makes the decision on OPAs. Council’s decision on the Secondary Plan is informed by previous processes such as the Regional Growth Management Strategy (2003) and the East Side Lands Stage 2 Master Drainage Plan and Subwatershed Study, as well as the Cambridge and Regional Official Plans and Provincial policy. |
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| 94.    | 19.6.1.2.2 a) | Is this policy necessary?  
“When considering an Amendment to this Secondary Plan, Council will consider the following issues:  
a) The need for the proposed change as determined through an analysis of the existing and/or planned supply of similar uses in the market area versus the identified demand for the proposed use in the market area.” | This policy has since been revised to provide more clarity. This policy has been included to support City staff’s review of any potential amendments to commercial and service use requirements in the Mixed-use Node designation. |
| 95.    | 19.6.2.1.5 b) | How do we assess the rest if we are the first development?  
“Every development application, as part of a Planning Justification Report prepared in support of complete application and updated at the time of final approval, will include details regarding the following, as applicable:  
b) For the entire Secondary Plan Area:  
• Overall density per hectare and by land use designation.” | It can be assumed that if the first development is meeting the minimum density requirements that they are satisfying these policies and effectively would be providing calculations in support of 19.6.2.1.5 b) i) as part of the requirements for 19.6.2.1.5 a) i). |
<p>| 96.    | 19.6.2.2 | Is a Planning Justification Report necessary when the zoning by-law amendment implements the Secondary Plan? | A Planning Justification Report is a standard document and will be required to demonstrate how the proposed development(s) implement the policies of the Secondary Plan. |
| 97.    | 19.6.2.3.3 | Is it intended for applicants to obtain a permit from the GRCA prior to approval of the zoning by-law amendment? Typically, it is a condition of draft plans or site plan to obtain a permit from the GRCA prior to final approval. | Comment noted. The policy has been revised. |</p>
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<tr>
<td>98.</td>
<td>N/A</td>
<td>Request for lands east of the Secondary Plan area boundary on Middle Block Road to be included in the Secondary Plan area. Failing that, consideration of future infrastructure connections should be incorporated into the sewer/storm mains along the Middle Block Road area.</td>
<td>A strategy to provide municipal services on Middle Block Road between Fountain Street North and Speedsville Road was identified through the Stage 1 East Side Lands Master Environmental Servicing Plan. City staff have followed-up with the landowner to discuss that servicing strategy and the planned construction timing.</td>
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<tr>
<td>99.</td>
<td>N/A</td>
<td>Although the City does not include them in the additional 115 hectares, and we await a formal planning application, I think it is confusing to continue to discuss the Stage 2 East Side Lands without including the potential development of four properties on the west side of Riverbank on the map and in the discussion, as I think the east and west lands are linked. To have a fully transparent consultation, I believe that any potential development west of Riverbank Drive must be included. Afterall, the stormwater management pond is included, as is reference to the ruling that brings these lands into the conversation of the east side development, and this development west of Riverbank Drive will probably be impacted by and/or impact development east of Riverbank Drive e.g. drainage, trail network, services, wildlife corridors, etc., and any west development is adjacent to the heritage designated Grand River and floodplain, raising serious questions in this climate-change environment.</td>
<td>The proposed four lots on the west side of Riverbank Drive are intended to be developed under a rural residential designation, whereas the Secondary Plan is for lands in the Urban Area designation to be developed at a density of 59 residents and jobs per hectare. The Ontario Land Tribunal (OLT) made a decision in March 2022 that the four rural residential lots will be identified as part of a Rural Residential Cluster in the Regional Official Plan (ROP) and shall be permitted to develop as rural lots, completely separate from the Secondary Plan. In accordance with the OLT decision and to implement what has been outlined in the ROP policy, the City will initiate a separate official plan and zoning by-law amendments for the proposed four lots on the west side of Riverbank Drive and the public will have the opportunity to comment through that planning process.</td>
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<tr>
<td>Item</td>
<td>Notice of Motion re: Permanent Speed Bumps on Saginaw Parkway</td>
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<td>Mover</td>
<td>Councillor Ermeta</td>
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<tr>
<td>Seconder</td>
<td>Councillor _____________</td>
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**Recommendation**

THAT Council direct Staff to arrange for the installation of two sets of permanent speed bumps on Saginaw Parkway between Cowan Boulevard and Chamberlin Drive AND two sets of permanent speed bumps on Saginaw Parkway between Burnett Avenue and Granite Hill Road by the end of Summer 2024 or Fall 2024;

AND THAT all of the capital costs for the Speed Bump installation be taken out of the Capital Works Reserve Fund;

AND FUTHER THAT Council direct Staff to request donations and sponsorships for the Speed Bumps and that any money raised through sponsorships be put back into the Capital Works Reserve Fund to replenish the fund.
June 25, 2024

By Email Only to padgettk@cambridge.ca and council@cambridge.ca

Kathy Padgett, Senior Planner – Environment
City of Cambridge
50 Dickson Street
Cambridge, Ontario N1R 5W8

City of Cambridge Council
50 Dickson Street, 2nd floor
Cambridge, Ontario N1R 8S1

Dear Ms. Padgett and Members of Council:

Re: Comments on Draft North Cambridge Secondary Plan

We are counsel to John, Don, Larry, Douglas, James, Edward and Connie Hammer, Cathy Murphy and Veronica Kerr, who have an interest in a 14-hectare parcel of land at the northeast corner of Middle Block Road and Fountain Street North in the City of Cambridge (the “Hammer Lands”). The Hammer Lands are municipally known as 4050 Fountain Street North.

The purpose of this letter is to request modifications to the Draft North Cambridge Secondary Plan (the “Secondary Plan”) before it is adopted by Council.

Designation of Drainage Ditch

In the Schedules to the Secondary Plan, a ditch on the Hammer Lands which begins south of the woodlot and extends to Middle Block Road is identified as a “Watercourse” and is designated “Natural Open Space System” (Schedule A) and “Natural Open Space System Buffer” (Schedules B and C).

We dispute that the proposed designations of the ditch and the presence of a buffer are appropriate. The ditch should not be identified as a “Watercourse” and the area surrounding the ditch should instead be designated “Mixed Use Node” in Schedule A, and the buffer should be removed in Schedules B and C.

To explain the rationale for this request, the ditch is not a “watercourse” – it is a human-made drainage ditch created to facilitate the irrigation of parts of the Hammer Lands for agricultural purposes. It is not a naturally occurring stream. The ditch does not serve any
purpose other than to drain the Hammer Lands – it does not drain water from adjacent lands. In addition, as previously recognized by City staff, the ditch does not connect to the woodlot, as depicted in the Schedules, but begins south of the woodlot.

When the Hammer Lands are redeveloped, the drainage of the lands will be addressed on a comprehensive basis through a stormwater management system, ensuring no offsite impacts.

It would be appropriate to require that an Environmental Impact Study be prepared as part of a complete development application to assess any environmental or drainage concerns that should be addressed, and to assess whether any mitigation measures, buffers or restrictions on development are appropriate.

For example, a study may determine that an underground pipe should be installed in the location of the ditch with measures taken to ensure proper drainage, but with limited impacts on development. We understand that similar ditches in the Secondary Plan area have been replaced with underground pipes and are not identified as watercourses nor designated Natural Open Space System or Buffers in the Secondary Plan schedules.

In addition, the City’s culvert under Middle Block Road is undersized and has been intended for replacement for many years. Replacing the culvert with an appropriately-sized culvert will reduce or eliminate the size of any buffer for the ditch.

Therefore, at this preliminary stage, the Secondary Plan should:

- Not identify the ditch as a “Watercourse”;
- Remove the “Natural Open Space System” and “Natural Open Space System Buffer” designations from the ditch and surrounding area; and
- Designate the ditch and surrounding area “Mixed Use Node” in Schedule A.

Alternatively, the Natural Open Space System Buffer should not represent a minimum buffer (as may be currently suggested by policy 3.2.1.17) and both the Natural Open Space System and the buffers should be subject to modification if deemed acceptable by appropriate studies.

Designation of Other Areas as Natural Open Space System

There are two additional areas on the Hammer Lands where the Natural Open Space System and the Natural Open Space System Buffer designations should be adjusted:

- Along the east property line, there is a hedgerow separating the Hammer Lands from the property to the east. East of the hedgerow, on the adjacent property, is a
farm vehicle path and then a human-made pond. Given the existing separation, the buffer is not required in this location; and

- The designated areas and associated buffers adjacent to the northern property line, particularly in the northwestern quadrant, should be updated to accurately portray what is on the ground. Portions of this area are a farm field, without any trees.

Hespeler West Subwatersheds Study

We do not accept that the Hespeler West Subwatersheds Study accurately reflects the conditions on the Hammer Lands. Further, the Secondary Plan should recognize the fact that the Hespeler West Subwatersheds Study is 20 years old. City staff have recognized that there will be an opportunity to assess and refine the natural features in the Secondary Plan schedules at the time of a future development application, through an Environmental Impact Study.

Accordingly, the Secondary Plan should expressly allow the Hespeler West Subwatersheds Study to be amended by way of an appropriate site-specific study. We request the following modifications to the following policies of the Secondary Plan:

Policies 2.3.1.1, 2.3.1.2 and 3.2.1.5:

1) The Greenlands and Open Space Network which is shown on Schedule A includes the Natural Open Space System which is the foundational structuring element around which the community will be built, as identified in the Subwatershed Study for the Randall and Breslau Drains (WSP, 2018) and Hespeler West Subwatershed Study (PEIL, September 2004). The Hespeler West Subwatersheds Study may be amended by way of an appropriate site-specific study. The Natural Open Space System includes all core natural features, such as wetlands, woodlands, and tributaries, and buffers which will be protected, restored, and enhanced to create continuous green corridors.

2) The minimum Natural Open Space System buffer is shown on Schedule B as part of the Natural Open Space System to provide for appropriate separation distance and transition between future development and natural features. The Natural Open Space System buffer will be determined through the submission of Environmental Impact Study, prepared in accordance with the policies of this Secondary Plan and the applicable Subwatershed Study (as amended on a site-specific basis, if applicable), and approved by the City.

5) In addition to the permitted uses within the Natural Open Space System designation, the following additional uses may be permitted within a buffer
subject to an Environmental Impact Study prepared to the satisfaction of the City and Region, and in consultation with the Grand River Conservation Authority, and the criteria of the applicable Subwatershed Study (as amended on a site-specific basis, if applicable): …

Policies 3.2.1.7 and Policy 3.2.1.11:

7) Natural features, minimum buffers, and hazard lands as identified in the applicable Subwatershed Study (as amended on a site-specific basis, if applicable) are designated as Natural Open Space System on Schedule A and shown in further detail on Schedule B.

11) The boundaries and extent of the Natural Open Space System designation shown on Schedules A and B are approximate as established through the applicable Subwatershed Study (as amended on a site-specific basis, if applicable). The boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Studies that may identify appropriate minor adjustments or refinements, prior to development or site alteration, and that demonstrate the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction. Such minor adjustments or refinements will not require an Amendment to this Secondary Plan.

a) Where Council, the Region, or Grand River Conservation Authority considers a change to the boundary to exceed their definition of minor, such adjustment or refinement will require an Amendment to this Secondary Plan. Such an Amendment will be supported by an Environmental Impact Study that demonstrates the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction.

b) Where the boundary to the designation is adjusted, the abutting land use designation or designations will apply, provided the land use change will not result in development or site alteration that will have adverse effects on any natural features and their functions.

Policy 5.3.2.3:

Stormwater management facilities are subject to the policies contained in this Secondary Plan, the City’s policies, the policies of the Grand River Conservation Authority, the applicable Subwatershed Study (as amended on a site-specific basis, if applicable), and Master Drainage Plan.
Policy 5.3.2.5(e):

Requiring "enhanced" level water quality control in accordance with the applicable Subwatershed Study (as amended on a site-specific basis, if applicable).

Policy 5.4.5:

To minimize chloride loadings in runoff to protect water quality and ecosystem health, the City will reduce the use of salt through the implementation of management measures described in the applicable Subwatershed Study (as amended on a site-specific basis, if applicable).

Master Drainage Plan

Policies 5.3.2.2) and 5.3.2.3) of the Secondary Plan reference the Master Drainage Plan which is in the process of being completed. These policies relate to stormwater management facilities being “subject to” and “provided in accordance with the Master Drainage Plan.”

A policy should be added to clarify that the Master Drainage Plan only applies to the study area contemplated in the Master Drainage Plan.

We also rely on the comments on the Master Drainage Plan in the letter to the City from our clients’ civil engineer, Nicole O’Connor of Crozier Consulting Engineers, dated January 24, 2024.

Floodplain Mapping

Schedule B of the draft Secondary Plan includes the following note to draft: “The in-progress Master Drainage Plan will inform revised schedules which incorporate floodplain mapping as part of the Final Secondary Plan prior to Council adoption.”

We understand there are errors and inconsistencies in the Grand River Conservation Authority floodplain mapping which have been brought to our clients’ attention by experts over the years, and we therefore do not accept the existing mapping as accurate.

Further, as previously recognized by the Grand River Conservation Authority, replacing the undersized culvert under Middle Block Road with an appropriately-sized culvert will reduce or eliminate the floodplain lines on the Hammer Lands.

To the extent that floodplain mapping is incorporated into the Secondary Plan schedules or otherwise referenced in the Secondary Plan, we request an opportunity to review and comment on the updated schedules or policy language.
As a general comment, any floodplain lines on the schedules should be subject to modification based on a site-specific study.

Do not hesitate to contact me if you have any questions.

Sincerely,

**DAVIES HOWE LLP**

Kyle Gossen

KG:yl

copy:  David Riley, SGL Planning & Design Inc.
              Nicole O’Connor, C.F. Crozier & Associates Inc.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-073

Being a by-law to amend Zoning By-law 150-85, as amended, with respect to land municipally known as 44 and 46 Millcreek Road and 5 Liberty Drive

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 notice of intention to adopt the by-law was provided in accordance with the Planning Act,

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

1. THAT this by-law shall apply to lands described as Lot 7, Concession 12, as in WS595866; City of Cambridge, Region of Waterloo; as Lot 7, Concession 12, Parts 2 to 4 on Registered Plan 67R2891, City of Cambridge, Region of Waterloo; and as Lot 4, on Plan 648, as in 1330267, City of Cambridge, Region of Waterloo; and shown on Schedule ‘A’ attached hereto and forming part of the by-law;

2. THAT Schedule ‘A’ to City of Cambridge Zoning By-law 150-85, as amended, is hereby amended by removing the Holding Symbol ‘(H)’ from the zone symbol affecting the lands shown outlined by a heavy black line on Schedule ‘A’ hereto attached;

3. THAT subject to section 36(4) of the Planning Act (R.S.O. 1990, c. P.13), as amended, this by-law shall come into force on the day of its passing.

ENACTED AND PASSED this 16th day of July 2024

_________________________________
MAYOR

_________________________________
CLERK
Schedule ‘A’

This is Schedule A attached to and forming part of By-law

<table>
<thead>
<tr>
<th>Lands affected by the by-law</th>
<th>Zoning Classification</th>
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<tr>
<td></td>
<td>MEDIUM HIGH DENSITY RESIDENTIAL</td>
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<td></td>
<td>OPEN SPACE</td>
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<tr>
<td></td>
<td>LOW DENSITY RESIDENTIAL</td>
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Scale: 1:1,500
Purpose and Effect of By-law No. 24-073

The purpose and effect of this by-law is to remove a holding provision to permit the development of the land with a stacked townhouse development with 70 residential units.

A holding provision was applied to the zoning of this property which prevented development until:

a) A Record of Site Condition (RSC) for the entirety of the subject lands in accordance with O. Reg. 153/04, as amended, has been filed on the Ministry of Environment, Conservation and Parks (MECP) Environmental Site Registry and the RSC and the Ministry’s Acknowledgement letter is received to the satisfaction of the Regional Municipality of Waterloo.

b) A detailed stationary noise study has been completed and any recommended mitigation measures have been implemented to the satisfaction of the Region of Waterloo. The detailed stationary noise study shall review the potential impacts of the development on itself (e.g. HVAC system on the sensitive points of reception) and the impact of the development on the adjacent sensitive land uses.

These requirements have now been completed.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-074

Being a by-law to designate the property located at 171 Guelph Avenue as a property of cultural heritage value

WHEREAS the Ontario Heritage Act, R.S.O. 1990 Chapter O.18 authorizes the Council of a municipality to enact by-laws to designate real property including all buildings and structures thereon, to be of cultural value or interest;

AND WHEREAS the Notice of Intention to Designate for 171 Guelph Avenue, Cambridge, Ontario, has been duly published and served,

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

1. THAT lands municipally known as 171 Guelph Avenue, Cambridge, Ontario and more particularly described in Schedule “A” attached (the “Property”) be designated as being of cultural heritage value. The reasons for designation are as set out in Schedule “B” attached hereto;

2. THAT the City of Cambridge is hereby authorized to serve a copy of the by-law on the owner of the Property and upon the Ontario Heritage Trust and to cause notice of this by-law to be published in a newspaper having general circulation in the City of Cambridge;

3. AND THAT it is Acknowledged and Directed that the City Solicitor, or their designate, be authorized to register electronically any and all documents in connection with this transaction.

ENACTED AND PASSED this 16 day of July 2024

________________________________     __________________________________
MAYOR                                     CLERK
SCHEDULE “A”

TO BY-LAW NO. 24-074

of the

CORPORATION OF THE CITY OF CAMBRIDGE

Block 1, Plan 58M-716
The subject property, municipally known as 171 Guelph Avenue, was designated because of its cultural heritage significance.

**Description of Historic Place**

The subject property is located on the east side of Guelph Avenue, along Forbes Lane. The property is located north of downtown Hespeler and west of the Hespeler Mill Pond. The property contains a two-and-a-half brick dwelling with several additions. A historic stone wall fronts the property, along Guelph Avenue.

**Summary of Cultural Heritage Value**

The property at 171 Guelph Avenue, City of Cambridge retains physical/design, historical/associative, and contextual value.

The property at 171 Guelph Avenue, known as the Forbes Estate, includes a fine example of a Classical Revival home with Beaux-Arts details. The Forbes House displays high degrees of craftsmanship and artistic merit throughout including its expressive front façade that incorporates ornate Ionic columns, wooden railings, and robust cornice. The building has a prominent porte-cochère that incorporates stone elements and includes Beaux-Arts details such as lead windows and exterior light fixtures. The Forbes House was designed by Taylor and Taylor, a Brantford based architecture firm that designed numerous important buildings in Brantford including the Market Building, Temple Building, Masonic Hall, and Brantford City Hall. The firm also designed buildings in Ingersoll, Woodstock, London, along with the St. Andrew’s Presbyterian Church in Hespeler. In addition to the Forbes House, the property formerly featured a stone tower used for agricultural purposes that will be relocated to Jacob’s Landing at the Hespeler Mill Pond.

The Forbes Estate’s location on the fringes of the Hespeler community adjacent to the Speed River is consistent with a historical approach to landscape and estate design that maintained that a rural setting and proximity to the natural environment were beneficial to health and wellness. The high degree of craftsmanship and artistic merit of the Forbes House, the Forbes Estate’s winding driveway and its articulation with a porte-cochere, extant rows of vegetation, remnant rubble stone wall, and the former orchard are consistent features of estate-like properties.
Historically, the property is associated with several prominent residents throughout its history, namely George Forbes, the first mayor of the Town of Hespeler, founder of the Dominion Woollens Textile Mill, and a prominent industrialist within the community. Forbes’ assemblage of the property has created the large estate-like property. Forbes’ son George Alexander Forbes also lived on the property and, like his father, was a prominent capitalist but was also known for his conservation work involving wood ducks. George Forbes’s brother-in-law, Zachariah Hall, also lived in the Forbes House. Hall was a local manufacturer and notable inventor of the two-piece hockey stick. Additionally, the property is associated with early agricultural development in Hespeler and may be associated with Hespeler’s original farm, associating the property with one of the community’s earliest settlers, an important businessman within the Hespeler community, and the namesake for the town.

Contextually, the Forbes Estate has historically been a defining feature north of the Speed River with the property comprising much of the land east of Guelph Avenue. Today, the Forbes Estate is much smaller but retains a distinctive setting on Guelph Avenue. Though partially obscured, the Forbes House is the visually predominant feature of the property and is one of three buildings on contiguous properties on the east side of Guelph Avenue with historic influences and similar setbacks from the street. The east side of Guelph Avenue is tree-lined and contributes to the streetscape and exemplifies the private character of the Forbes Estate.

**Description of Heritage Attributes**

The character-defining heritage attributes of the property include the following:

**Forbes House**

- The location of the Forbes House, set back from Guelph Avenue;
  - This feature contributes to the cultural heritage value of the property (contextual value) by reflecting the original location of the dwelling on the estate.

- The winding driveway leading to the Forbes House;
  - This feature contributes to the cultural heritage value of the property (contextual value) by reflecting the early or original location of the formal entrance to the estate.

- The materials including buff brick and stone plinths, lintels, sills, ornamentation, and wood detailing;
  - This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

- The front facade including the entrance with its stone lintel, wooden doors, and sidelights; incorporating Beaux-Arts details, the ornate ionic columns, wooden railings, porch, and balcony;
• The rare porte-cochere on the south elevation, which is supported by four square brick piers sitting on stone plinths with base mouldings. The roof of the porte-cochere has a cornice with dentils and decorative brackets;

  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

• The Beaux-Arts details including lead windows and exterior light fixtures;

  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

• The slate mansard roof with flared eaves, identical dormers, and robust cornice including dentils and brackets on all elevations;

  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

• Three brick external chimneys on the south, north and east elevations;

  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, original historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

• The symmetrical principal (west) façade, that features ornate ionic columns with a stone base, a first-floor porch, and second storey balcony that spans the width of the front elevation, containing robust wooden railings;

  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

• The overhanging roof, which contains a significant cornice with dentils and evenly spaced brackets; and

  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.
- A projecting portion of the building on the north elevation that contains two stone band courses and an external chimney with stepped stone inset.
  
  o This feature contributes to the cultural heritage value of the property (physical/design value) as decorative, historic material of the Forbes Estate House, designed by architecture firm Taylor and Taylor.

Other features

- The rubble wall, which contributes to the estate boundary along Guelph Avenue;
  
  o This feature contributes to the cultural heritage value of the property (contextual value and physical/design value) by delineating property boundaries with historic material and contributing to heritage character of the landscape.

- The rows of vegetation on the property demarcating the boundary along Guelph Avenue and the internal boundary between the Forbes House and the original George Forbes House that was demolished in 1949.
  
  o This feature contributes to the cultural heritage value of the property (contextual value) by delineating property boundaries and contributing to the heritage character of the landscape.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-075

Being a by-law to provide for a Stormwater Management Fee and to enact rules and regulations for its billing and collection

WHEREAS sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, c. 25, authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraph 3 of subsection 11(2) authorizes by-laws respecting the financial management of the municipality;

WHEREAS subsection 391(1) of the Municipal Act, 2001, provides that sections 9 and 11 of that Act authorize a municipality to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality’s property, including property under its control;

WHEREAS subsection 391(2) of the Municipal Act, 2001, provides that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

WHEREAS subsection 391(3) of the Municipal Act, 2001, provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

WHEREAS subsection 391(4) of the Municipal Act, 2001, provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

WHEREAS subsection 391(5) of the Municipal Act, 2001, provides that, in the event of a conflict between a fee or charge by-law and the Municipal Act, 2001, other than Part XII thereof, or any other act or regulation made under any other act, the by-law prevails;

WHEREAS the City of Cambridge (the "City") has constructed, and is operating and maintaining a stormwater drainage system for the benefit of residents and other property owners in the City;

WHEREAS it is deemed just that the cost of operating, maintaining, repairing, replacing and upgrading the stormwater drainage system is paid for by those who benefit from this system;

WHEREAS the City desires to maintain a dedicated funding option for the long-term enhancement and operation of its existing stormwater drainage system through effective and efficient capital construction, operation and maintenance programs;
WHEREAS the creation of a separate stormwater fee to fund such stormwater management program will bring transparency to the actual costs of providing and maintaining the stormwater drainage system within the City;

AND WHEREAS effective January 1, 2025, the Council desires to impose a stormwater fee on property owners;

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

DEFINITIONS

1. In this By-law,

"Adjustment" means a process by which changes are made to information associated with a given Stormwater Account;

“Agricultural Property” means a property zoned agriculture as per the City’s Zoning By-law No. 150-85, as amended;

"Billing Error" means an undercharge or overcharge caused by an error in the preparation of the Stormwater Bill that is clerical or factual in nature, including the transposition of figures, a typographical error or similar errors;

“Billing Inquiry” means a request for review by a property owner based on a perceived Billing Error, pursuant to Section 16;

"By-law" means this Stormwater Management fee By-law;

"City" means The Corporation of the City of Cambridge or where the context requires the geographical jurisdiction of The Corporation of the City of Cambridge;

"Council" means the elected council of the City;

"Credit Program" means the City’s stormwater credit program which is provided to incentivize stormwater management for certain properties by reducing the applicable Stormwater Fee;

“Director of Environmental Services” means the City’s Director of Environmental Services or his/her designate;

"Chief Financial Officer (CFO)" means the City's Chief Financial Officer and Treasurer or his/her designate;
"HST" means harmonized sales tax;

“MPAC” means the Municipal Property Assessment Corporation of Ontario;

“Non-residential” means a property that contains industrial, commercial, or institutional uses;

"Person" includes an individual, sole proprietorship, partnership, corporation, municipal corporation, unincorporated association or organization, trust, and a natural person in his or her capacity as trustee, executor, administrator, or other legal representative;

"Property" means any real property within the City, including buildings, structures and improvements of any nature and kind in or upon such lands, but excludes real property owned by any entity excluded from municipal fees and charges by law;

"Property owner" means the registered owner of property and any other person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy;

“Residential” means a property that is not agricultural or non-residential;

"Request for Review" means a process by which a person challenges information that has been associated to their stormwater credit application;

“Stormwater Account” means the City’s customer account to which Stormwater Bills are invoiced;

"Stormwater Management Bill" means the City's Stormwater Management Fee as invoiced by the City in the same manner as the City’s water and wastewater utility charges and itemized on the same monthly or quarterly invoice or separately as a Stormwater Management fee-only invoice;

"Stormwater Management Fee" means the City's stormwater management fees and charges pursuant to ss. 9 and 11 and Part XII of the Municipal Act, 2001 and subsequently identified in the City’s Annual Rates and Fees By-law;

"Stormwater Drainage System" means the infrastructure used, controlled, maintained or operated by the City to manage stormwater flow and drainage and all appurtenances thereto owned, and includes, but is not limited to, storm sewers, catch basins, storm service connections, drains, pipes, overland conveyance systems including road corridors, culverts, channels, ditches, rivers, streams, creeks, ravines and watercourses, stormwater management facilities including landscaping features, storage ponds or tanks, and oil and grease interceptors that control quantity or quality of stormwater runoff, pumping stations, outfalls, swales and all equipment laid within any highway or road allowance, City right-of-way or easement or City property used for the collection, transmission, detention and treatment of stormwater or uncontaminated water.
SCOPE

2. A Stormwater Management Fee shall be imposed upon all property owners in the City in accordance with the City’s Annual Rates and Fees By-law, which is based on the following:

   (1) Agriculture – rate per acre

   (2) Residential – flat rate based on the following property size categories:

   i. Residential properties less than or equal to 0.2 acres (0.0809 hectares);

   ii. Residential properties more than 0.2 but less than or equal to 1 acre (0.405 hectares); and

   iii. Residential properties greater than 1 acre.

   (3) Non-residential

   i. Non-residential properties less than or equal to 1 acre in size – flat rate

   ii. Non-residential properties greater than 1 acre – rate per acre

   (4) In the event a property has more than one property owner, the liability of those property owners shall be joint and several.

   (5) The Stormwater Management Fee for mixed-use properties shall be applied based on the primary use of the property as determined by City staff.

3. The Director of Environmental Services shall be responsible for the administration of this By-law and shall prescribe all forms necessary to implement this By-law and may amend such forms from time to time as the Director of Environmental Services deems necessary.

4. Council hereby establishes Stormwater Management Fees as annually identified in the City’s Annual Rates and Fees By-law and the Credit Program as set out in City Policy #_______. Stormwater management fees will be subject to HST where applicable.

EXEMPTIONS

5. Educational institutions which are exempt under Assessment Act, R.S.O. 1990, c.A.31 and those exempt pursuant to O.Reg. 584/06 are the only properties that will be exempted from the Stormwater Management Fee.
ADMINISTRATION AND ENFORCEMENT

6. The City is hereby authorized to invoice and collect the City's Stormwater Fees pursuant to this By-law, together with any interest and fees related to such collection.

7. The City may assign a property type and area for Stormwater Management Fee purposes, based on land use information as provided for by the Assessment Act, Municipal Property Assessment Corporation (MPAC), City's property tax, water billing database, and geographical information system.

8. Unless exempted through clause 5, the City will include the Stormwater Management Fee, including the payment due date on the property water bill.

9. Unless exempted through clause 5, the City will issue a separate bill specifying the Stormwater Management Fee, including the payment due date to eligible properties.

10. The City shall send the water, wastewater and stormwater management bill or, a stormwater management only bill, to the property municipal address, unless the property owner directs the City, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the property owner in writing.

11. The amounts levied by this By-law shall be due and payable on the due date identified on the bill and be payable to the City of Cambridge. Properties enrolled in the Preauthorized Payment program shall have the Stormwater Management Fee levied by this By-law due and payable in the same manner as agreed to by the property owner under the provisions of the preauthorized debit agreement, for payment of the water and wastewater consumption charges for the property.

12. Interest on any outstanding accounts shall be applied and calculated per the interest charge for late payment as identified in the City’s Annual Rates and Fees By-law. Interest shall accrue from the due date and shall be added to the next subsequent Stormwater Management Bill that is issued, together with unpaid and carried-forward Stormwater Management Fees.

13. A Stormwater Management Fee imposed upon a property owner under this By-law, which shall be deemed to include any interest charges, penalties and all costs of collection, constitutes a debt of the person to the City.

14. Notwithstanding Section 18 of this By-law, all costs, including any interest on such costs, recoverable by the City pursuant to this By-law or otherwise pursuant to the Municipal Act, 2001, may be recovered by any lawful means available to the City, and such recovery methods may include pursuant to subsection 398(2) of the Municipal Act, 2001 and any outstanding
monies owed with respect to Stormwater Management Fees may be added to the tax roll of the property in respect of the money owed, and shall be collected in the same manner as municipal taxes.

15. The Chief Financial Officer shall have delegated authority and is authorized to adjust the Stormwater Management Fee on any property, to the extent it is deemed appropriate due to a Billing Error or pursuant to Request for Review, and the account may be retroactively recalculated for a period not exceeding one (1) year from the date of detection with resulting credits or charges being applied to the property owner’s Stormwater Account, and the decision of the Chief Financial Officer shall be final and binding.

**BILLING INQUIRY**

16. Billing Inquiry:

a. Billing Inquiry shall be allowed under the following situations:

   i. Incorrect Stormwater Management Fee due to the following reasons:

      1) Property type assigned to land parcel
      2) Total land area measurement if not matching MPAC
      3) Effective from and to date of the Stormwater Management Fee

b. A Person filing an Inquiry may be asked to provide further information to complete review of the Inquiry.

c. The filing of an Inquiry does not stay the requirement for payment of a Stormwater Management Fee. Any Stormwater Management Fee billed during the course of the Inquiry will be due and payable as provision of Sections 6 through 15 of this By-law.

d. If it is determined that a billing error has occurred, a Stormwater Management Fee may be revised in either of the following instances:

   i. A Billing Inquiry from a property owner, or

   ii. An internal adjustment whereby the City may revise, modify or amend a Stormwater Management Fee. Internal adjustments include but are not limited to an error in preparation of the assessment roll, or because of a decision/change by the Municipal Property Assessment Corporation or, the Assessment Review Board or, if the City has made a Billing Error.
i. The Stormwater Management Fee may as a result, be adjusted retroactively up to 1 year or up to the date/extent at which it is determined in the opinion of the Chief Financial Officer as appropriate, and the decision of the Chief Financial Officer shall be final and binding.

**REQUEST FOR REVIEW – Credit Application**

17. A Request for Review of a decision on a stormwater credit application will follow the Review process as established by the Director of Environmental Services from time to time.

   a. A Request for review will be permitted under the following situations:
      
      i. Incorrect Stormwater Management Credit eligibility
      
      ii Incorrect Stormwater Management Credit calculation

   b. A Person filing a Request for Review may be asked to provide further information to complete the Review.

   c. The filing of a Request for Review does not stay the requirement for payment of a Stormwater Management Fee. Any Stormwater Management Fee billed during the course of the Review will be due and payable as provision of Sections 6 through 15 of this By-law.

   d. If it is determined that a Request for Review is successful, the Stormwater Management Fee may be adjusted retroactively up to 1 year or up to the date/extent at which it is determined in the opinion of the Chief Financial Officer as appropriate. The decision of the Chief Financial Officer shall be final and binding.

**GENERAL**

Schedule “A” shall form and be an integral part of this Bylaw.

18. Should any part of this By-law be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law shall continue to operate and to be in force and effect.

19. Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of this By-law otherwise requires.
20. Any decision or determination required to be made by the City or any official of the City under this By-law shall be made in the sole and absolute discretion of the City or the City official.

21. This By-law shall be known as the "Stormwater Management Fee By-Law".

22. This By-law shall come into force and effect on January 1, 2025.

**ENACTED AND PASSED** this 16 day of July 2024

________________________________
MAYOR

________________________________
CLERK
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-076

Being a by-law of the Corporation of the City of Cambridge to adopt Amendment No. 67 of the City of Cambridge Official Plan (2012), as amended with respect to the North Cambridge Secondary Plan.

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. 67 to the City of Cambridge Official Plan (2012) applies to lands described as the North Cambridge Secondary Plan;

2. THAT Amendment No. 67 to the City of Cambridge Official Plan (2012), as amended, 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. 67 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 16th day of July, 2024.

__________________________________
MAYOR

__________________________________
CLERK
AMENDMENT NO. 67

TO THE

OFFICIAL PLAN OF THE

CITY OF CAMBRIDGE
PROPOSED AMENDMENT NO. 67 TO THE
OFFICIAL PLAN OF THE CITY OF CAMBRIDGE:
North Cambridge Secondary Plan

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PART A – THE PREAMBLE

1.0 TITLE AND COMPONENTS

This document is entitled ‘North Cambridge Secondary Plan’ and will be referred to as ‘Amendment No. 67’. ‘Part A – The Preamble’ provides an explanation of the amendment including the purpose and format of the amendment but does not form part of this amendment.

‘Part B – The Amendment’ forms Amendment No. 67 to the Official Plan of the City of Cambridge and contains a comprehensive expression of the new and amended text.

2.0 PURPOSE

The purpose of Amendment No. 67 is to amend the Official Plan to include the North Cambridge Secondary Plan, which will introduce a policy framework to guide development in the North Cambridge Secondary Plan area.

3.0 BACKGROUND

On November 25, 2021, a Virtual Public Open House was held to formally introduce the North Cambridge Secondary Plan and receive initial feedback from the public. A proposed vision for the North Cambridge Secondary Plan area was shared with the community, along with proposed key principles to guide future development in the area related to land use and built form, transportation and mobility, parks and open space, and natural and built heritage. A land use concept was also presented to demonstrate how lands within the Secondary Plan area could be organized. A question-and-answer period was also held following the presentation to allow participants a chance to ask questions and provide comments. The Project Team provided responses to all questions received through a comment-response matrix appended to the Statutory Public Meeting report.

At the June 28, 2022 Statutory Public Meeting, the draft Secondary Plan, as revised based on the public and agency comments received from the Virtual Open House, was presented to Council and the public for consideration. Responses to comments received from the Statutory Public Meeting were provided through a comment response matrix appended to the recommendation report.

4.0 LOCATION

Official Plan Amendment No. 67 applies to lands located at the north edge of the City’s municipal boundary and is generally bounded by Middle Block Road to the south, Riverbank Drive to the west and north, and Fairway Road to the north. Fountain Street North runs through the Secondary Plan area.
The Corporation of the City of Cambridge

Official Plan Amendment No. 67

The North Cambridge Secondary Plan proposes a new community on approximately 115 hectares (284 acres) of land currently characterized by agricultural, rural, and natural open space uses.

5.0 BASIS OF THE AMENDMENT

5.1 Background

The Regional Official Plan (ROP) was adopted by Regional Council in 2009 and subsequently approved by the Ministry of Municipal Affairs in 2010; however, the approval of the ROP was appealed to the Ontario Municipal Board. As part of the settlement of the appeal, policies were added to the ROP requiring a maximum of 115 hectares (284 acres) be added to the Urban Area between Speedsville Road and the Grand River in the northern part of the City of Cambridge (ROP Policy 2.B.3 (j)).

To identify the specific location of the lands to be added to the Urban Area, additional supporting work was required in accordance with ROP Policies 2.B.3 (g) (the completion of applicable watershed studies) and (h) (the completion of a planning process to determine development densities and the general mix and location of land uses appropriate for the area). The required work, including the Subwatershed Study for the Randall and Breslau Drains (WSP, 2017), the Addendum to the Subwatershed Study (WSP, 2018), the East Side Lands – Stage 2 Scoped Master Drainage Report (WSP, 2024) and the planning process (determination of appropriate land uses and locations), has been completed.
The municipal servicing strategy for the lands south of the Secondary Plan area was established through the East Side Lands – Stage 1 Master Environmental Servicing Plan (MESP). The intent was to identify the servicing strategy for the Secondary Plan area lands through a similar East Side Lands – Stage 2 MESP. However, due to the appeal of the ROP, the study area for the Stage 2 MESP was not able to be confirmed until the appeals were settled. This delayed the completion of the Stage 2 MESP.

While the Stage 2 MESP remains incomplete, the Stage 1 MESP servicing strategy, along with the interim Freeport Creek Sanitary Pumping Station recommended in the North Cambridge Business Park Municipal Class Environmental Assessment (Class EA Study), and the long term servicing of these lands through the Kitchener Wastewater Treatment Facility (as recommended in the Region of Waterloo’s East Side Lands Sanitary Servicing Municipal Class EA Study), provided the framework for the logical extension of servicing into the Stage 2 Lands.

This framework, along with the completed Subwatershed Study and Master Drainage Report, provide sufficient technical basis for the completion of the Secondary Plan without finalizing the Stage 2 MESP.

The Secondary Plan builds on the technical studies previously completed to identify land uses and to guide development of the lands being added to the Urban Area boundary in north Cambridge.

5.2 Existing Policy Framework

In June 2018, Regional Council adopted Regional Official Plan Amendment 2 (ROPA 2) to designate the Urban Area of the Stage 2 Lands and allow for the development of a Secondary Plan in the City of Cambridge. ROPA 2 added the North Cambridge Secondary Plan lands into the Urban Area and designated them as Designated Greenfield Area in the Regional Official Plan (ROP).

Since the adoption of ROPA 2, the North Cambridge Secondary Plan has been prepared to identify recommended land uses and guide development for the lands being added to the Urban Area. The Urban Area designation in the ROP commits the North Cambridge Secondary Plan area to urban uses with the determination of land use to be made through the Cambridge Official Plan.

The Secondary Plan has been prepared as an amendment to the City of Cambridge Official Plan. The Secondary Plan area is currently designated Prime Agricultural, Prime Industrial/Strategic Reserve, and Natural Open Space System in the Cambridge Official Plan. The Cambridge Official Plan directs that secondary plans may be prepared for specific areas of the City to provide more detailed planning objectives and policies to direct and guide development (Section 10.2).
5.3 Secondary Plan

The Secondary Plan has been developed to integrate proposed development constraints, environmental management principles, transportation network recommendations and servicing solutions into a land use plan for the lands in north Cambridge. The Secondary Plan synthesizes the Subwatershed Study and Master Drainage Report and appropriately implements recommendations as land use planning policy to guide future development of the community.

The Secondary Plan establishes the principles for the design and development of the community. It also establishes the general land use patterns and conceptual locations of community infrastructure, such as schools, neighbourhood parks, trails, and collector roads. The North Cambridge Secondary Plan takes as its basis the natural heritage and open space network established in the Subwatershed Study.

The Secondary Plan includes a vision and objectives, along with general and land use policies that include three schedules. The purpose of the North Cambridge Secondary Plan is to provide a land use strategy to guide the detailed planning and development of north Cambridge in a manner that supports complete communities, walkability, appropriate transition to adjacent land uses, and protects and enhances the surrounding environmental features.

The Secondary Plan supports and builds on the policies of the Cambridge Official Plan, and provincial and regional policies and plans, with respect to orderly development of the area. The Secondary Plan sets out policies to: build a mixed-use community that offers a mix of housing types, sizes and tenures; protect environmental features; respect cultural heritage features; promote active transportation and the early integration of transit services; and provide for the logical development of these lands.

5.4 Proposed Land Use Changes

The north Cambridge lands are currently designated Prime Agricultural, Prime Industrial/Strategic Reserve, and Natural Open Space System in the Cambridge Official Plan. The proposed new land use designations are shown on Schedule A of the Secondary Plan and are generally described as follows:

- **Low/Medium Density Residential** permits a wide range of dwelling types including single detached, semi-detached, duplex, triplex, townhouse, and multiple unit (e.g., quadplex, walk-up apartment) dwellings, subject to criteria. A range of neighbourhood-supportive uses are also permitted including but not limited to places of worship, community services and facilities, parks, and home occupations.
• **Mixed-Use Node** permits a range of medium- and high-density mixed residential uses and non-residential uses to promote a well-designed, pedestrian accessible, and transit supportive node.

• **Natural Open Space System** is applied to core environmental features, such as wetlands, woodlands, and tributaries, and the associated buffers identified in the applicable subwatershed study.

• **Recreation, Cemetery, and Open Space** is applied to lands identified for the purposes of a Community Park which accommodates a range of park facilities and active recreational uses for the Secondary Plan and surrounding area residents.

The locations of Neighbourhood Parks, Stormwater Management Facilities, Supporting Environmental Features, the Riverbank Drive Transition Buffer, and Elementary Schools are shown conceptually on the Schedules to guide future development.

**5.5 Compliance with Provincial Legislation and Policy**

**Provincial Policy Statement (2020)**

Section 3 of the *Planning Act* (Act) requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

The PPS directs growth to Settlement Areas on full municipal services (Policy 1.1.3) and directs that new development taking place in designated growth areas should occur adjacent to the existing built-up area and is to have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure, and public service facilities. The North Cambridge Secondary Plan lands are located north of the North Cambridge Business Park which is currently under development. It will provide a mix of residential, commercial, institutional, and open space uses at densities to promote the efficient use of land, infrastructure, and public service facilities. The Mixed-Use Node is centrally located at the intersection of Fountain Street North and Middle Block Road to allow for multi-modal access from within and outside of the Secondary Plan area.

Policy 1.6.6.2 states that the extension of existing municipal water and wastewater systems are the preferred form of servicing in settlement areas. The Secondary Plan includes policies regarding servicing, phasing, and stormwater management consistent with the logical extension of the servicing strategy recommended through the East Side Lands – Stage 1 MESP, the North Cambridge Business Park Class EA Study, the

Policy 1.6.7.1 states that transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and appropriate to address projected needs. The Secondary Plan proposes a collector road network, envisioned as complete streets which prioritize active transportation and allow for vehicular movements. Land uses are directed to Arterial Roads where future transit service is planned.

Policy 1.8.1 directs municipalities to support energy conservation and efficiency, improve air quality, reduce greenhouse gas emissions, and prepare for the impacts of a changing climate. The Secondary Plan promotes a compact built form, development of a new node and the use of active transportation and transit through transit supportive development. Further, it promotes sustainable design which maximizes energy efficiency and conservation and considers the mitigating effects of vegetation and green infrastructure.

Policy 2.1 of the PPS provides for the protection of natural features and areas. The natural features identified through the subwatershed studies are proposed to be protected through the policies of the Secondary Plan which ensures the appropriate buffers, development setbacks, and linkages are established.

Policy 2.6 of the PPS provides for the conservation of significant built heritage resources and significant cultural heritage landscapes. One listed property has been identified within the Secondary Plan area and any future development on or adjacent to this property will be subject to a Cultural Heritage Impact Assessment. Additionally, the Secondary Plan outlines efforts to maintain the rural character of Riverbank Drive by buffering the impacts of nearby development on the scenic heritage road by: incorporating reduced building heights along Riverbank Drive; implementing a minimum 10 metre wide buffer with plantings; and strategic location of park space.

The Official Plan Amendment is appropriate and consistent with the PPS.

A Place to Grow – Growth Plan for the Greater Golden Horseshoe (Office Consolidation 2020)

In 2019, the Province of Ontario released an update to the provincial growth plan called “A Place to Grow – Growth Plan for the Greater Golden Horseshoe” (Growth Plan). An Office Consolidation of the Growth Plan, which includes Amendment 1 (2020) was released in August of 2020. Planning applications are required to conform to Provincial plans.
The Growth Plan requires development in the Designated Greenfield Area (DGA) that supports the achievement of complete communities, supports active transportation, and encourages the integration and sustained viability of transit services (Section 2.2.7(1)). The North Cambridge Secondary Plan area is located within the DGA, and the Secondary Plan includes a mix of land uses, types, tenures, and densities that support the early introduction of transit service, as well as prioritize active transportation by way of separated cycling facilities, trails, sidewalks, and supporting infrastructure which connect within and to the surrounding community.

Section 2.2.7(2) of the 2020 Growth Plan requires that the DGA be planned to achieve a minimum density target of not less than 50 residents and jobs per hectare. The Secondary Plan contemplates a minimum density of 59 residents and jobs per hectare in accordance with the Regional Official Plan. The greenfield density target is measured across the entire DGA of the Region of Waterloo.

The Official Plan Amendment conforms to A Place to Grow: A Growth Plan for the Greater Golden Horseshoe (Office Consolidation 2020).

**Regional Official Plan**

The Secondary Plan area is located in the Designated Greenfield Area within the Urban Area as identified in the Regional Official Plan. It is intended that land within the Urban Area is to accommodate the majority of the region’s growth within the planning horizon of the Plan.

The ROP identifies that Designated Greenfield Areas will be designed as 15-minute neighbourhoods that enable a modal shift to most trips being made by walking, cycling and rolling by offering convenient access to a diverse mix of jobs, housing, schools, cultural and recreational opportunities, and local shops and food destinations. Designated Greenfield Areas also provide access to high quality, pedestrian accessible open spaces, parks and greenspaces to all members of the community in an inclusive and equitable way. Designated Greenfield Areas will also incorporate appropriate green infrastructure to improve resilience to the impacts of climate change.

The ROP identifies that the density across the DGA in Cambridge is to meet or exceed 59 residents and jobs combined per gross hectare of land. The Secondary Plan applies land use policies that will allow for the lands to achieve or exceed the minimum density target.

The Urban Area policies of the ROP states that area municipalities will develop policies to ensure that development occurring within the Urban Area is planned and develop in a manner that: promotes a more compact built form; contributes to the creation of 15-minute communities; improves resilience to the impacts of climate change; integrates green infrastructure; is serviced by a municipal water and wastewater system; protects
the natural environment, including the Grand River and its tributaries; provides a diverse range and mix of housing options; conserves cultural heritage resources; and ensures the development of high quality urban form.

The Secondary Plan policies have been developed to support a 15-minute community by offering convenient access to a mix of housing in proximity to jobs and local shops in the Mixed-Use Node and the adjacent North Cambridge Business Park. The Secondary Plan identifies two school sites and a Community Park, located in a central location to provide a focal point for the community, along with Neighbourhood Parks and Urban Greens and Squares located throughout the Secondary Plan area. The Secondary Plan includes policies on building a resilient and green North Cambridge by supporting appropriate green infrastructure, stormwater management and servicing to improve resilience to the impacts of climate change.

The Secondary Plan includes policies related to the protection of natural heritage features. The Subwatershed Study for the Randall and Breslau Drains (WSP, 2018), the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013), and the Hespeler West Subwatershed Study (PEIL, 2004) provide a comprehensive background of how surface water, groundwater, terrestrial and aquatic ecosystems function in the subwatershed, and recommend how planned land use changes can take place in a sustainable manner. Environmental Impact Statements will be required at the time a development application is received for parcels contiguous to environmental features to verify natural features in the field and confirm and ensure the recommendations in the subwatershed studies are implemented.

The Secondary Plan also includes policies related to the protection of cultural heritage resources within and immediately adjacent to the Secondary Plan area, including the Riverbank Drive scenic heritage road and the Grand River.

The proposed Official Plan Amendment conforms to the Regional Official Plan.

**City of Cambridge Official Plan**

The Secondary Plan area is currently designated Prime Agricultural, Prime Industrial/Strategic Reserve and Natural Open Space System. The Secondary Plan has been prepared as an amendment to the City of Cambridge Official Plan to facilitate development within appropriate urban and environmental land use designations.

In accordance with Section 2.5.5 of the Official Plan, a Secondary Plan will be prepared for new residential areas in the DGA to ensure that development occurs at the densities and form consistent with the Official Plan.

Section 2.8 of the Official Plan sets out the general policies for residential lands. The proposed Secondary Plan is consistent with these policies as it will:
• Provide for a range of housing types to accommodate the needs, preferences, and economic resources of households;

• Result in residential densities that are appropriate to existing neighbourhoods (e.g., along Riverbank Drive), and provide for compact development;

• Support mixed-use and multi-unit residential development; and

• Provide for pedestrian, cycling, transit, and vehicular movement.

Section 3.B.2 of the Official Plan requires that a subwatershed study be undertaken with the intent to protect, maintain and enhance natural features and ecological functions through environmentally sound policy development. The Secondary Plan area includes three subwatersheds. The Subwatershed Study for the Randall and Breslau Drains (WSP, 2018), the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013), and the Hespeler West Subwatershed Study (PEIL, 2004) identified and defined the limits of natural features and their associated setbacks and buffers in the Secondary Plan area. The Secondary Plan reflects the limits of the natural features as recommended by the subwatershed studies and puts in place a policy framework to ensure the appropriate buffers, development setbacks, studies, and ecological corridors are implemented.

Section 4.10 of the Official Plan states that a cultural heritage impact assessment will be required for a development proposal that includes or is adjacent to a designated property, or that includes non-designated resources of cultural heritage value or interest. The policies of the Secondary Plan are consistent with the requirements of Section 4.10 and also require the preparation of a cultural heritage impact assessment for proposals that may pose significant impacts on the Riverbank Drive scenic heritage road or the Grand River Heritage River corridor.

Chapter 5 of the Official Plan establishes urban design policies to achieve a high standard of urban design across the City. The Secondary Plan builds on the policies of the Official Plan to achieve design excellence in north Cambridge. The Secondary Plan area is planned to promote sustainable, healthy, and active living (Section 5.2), support transit usage (Section 5.3), consider sustainability and energy efficiency in the design of both private and public realms (Section 5.8), and build a high-quality, attractive public realm (Section 5.5).

The Cambridge Official Plan directs that secondary plans may be prepared for specific areas of the City to provide more detailed planning objectives and policies to direct and guide development (10.2.1) provided the secondary plan is in conformity with the City and Regional Official Plans (10.2.2), and in consideration of the following Section 10.2.4 criteria:
a) patterns of land use;
b) population and employment projections;
c) mix and range of housing types and densities;
d) phasing of development in an efficient manner;
e) provision for adequate and appropriate areas for commercial, institutional and community-oriented facilities;
f) provision for trails, parks and open space;
g) natural features;
h) cultural heritage resources;
i) incorporating intensification opportunities; development of a transportation network that facilitates the efficient movement of vehicular and pedestrian traffic including active transportation considerations;
j) municipal services;
k) incorporating opportunities for mixed-use and higher density development in appropriate locations;
l) designation of land; and
m) any other matters as deemed appropriate by the City.

The Secondary Plan conforms to the City of Cambridge Official Plan.

6.0 SUMMARY OF CHANGES TO THE OFFICIAL PLAN

The following is a summary of Official Plan Amendment No. 67:

- Amends Policy 1.2 Structure of the Plan by adding Chapters for secondary plans.
- Amends Chapter 13 Glossary of Terms by adding definitions for:
  - 15-minute neighbourhood;
  - active transportation;
  - privately owned public spaces (POPS); and
  - walking, cycling, and rolling.
- Amends Map 1A – Urban Structure by adding the boundary of the North Cambridge Secondary Plan area; expanding the Urban Area boundary to include
the Secondary Plan area; and, changing the land use designation from Countryside (RMW) to Designated Greenfield Area (RMW).

- Amends Map 1B – Countryside by adding the boundary of the North Cambridge Secondary Plan area; and, removing the Prime Agricultural (RMW) designation from the Secondary Plan area.

- Amends Map 2 – General Land Use Plan by adding the boundary of the North Cambridge Secondary Plan area.

- Amends Map 13 – Subwatersheds and Drainage Areas to acknowledge that there has been a Subwatershed Study and Master Drainage Report completed for the Randall Drain. Additional lands just beyond the Randall Drain boundary towards the Grand River have also been identified to match the boundaries of the completed subwatershed study for the area.

7.0 PUBLIC PARTICIPATION

Prior to preparing the North Cambridge Secondary Plan, extensive public consultation occurred throughout the East Side Lands – Stage 2 Master Environmental Servicing Plan (MESP) process with four Public Information Centres being held:

- June 16, 2016 – Launched the study, identified interested persons, and obtained input on issues and existing conditions.

- December 5, 2016 – Presented findings of the environmental component of the study and obtained input.

- November 2, 2017 – Presented high-level land use options for review and obtained input.

- March 20, 2018 – Presented the North Cambridge Preliminary Preferred Urban Area Designation and Land Use. This was endorsed by Cambridge Council on May 8, 2018.

On November 25, 2021, a Virtual Public Open House was held to formally introduce the Secondary Plan and receive initial feedback from the public. A Statutory Public Meeting was held on June 28, 2022 and the draft Secondary Plan was posted on the City of Cambridge website for review and comment.

All comments received during this process were considered when preparing the Secondary Plan. Posting of related reports to the City’s website was included as part of the public report process.
PART B – THE AMENDMENT

1.0 INTRODUCTORY STATEMENT

All of this part of the document entitled ‘Part B – The Amendment’, consisting of the following text, constitutes Amendment No. 67 to the Official Plan of the City of Cambridge.

2.0 FORMAT OF THE AMENDMENT

This section of Amendment No. 67 sets out additions and changes to the text and maps in the Official Plan.

3.0 IMPLEMENTATION AND INTERPRETATION

The implementation of this amendment shall be in accordance with the provision of the Planning Act. The further implementation and associated interpretation of this amendment shall be in accordance with the relevant text and mapping schedules of the existing Official Plan of the City of Cambridge and applicable legislation. Amendment No. 67 should be read in conjunction with the current Official Plan (2012), as amended, which is available on the City’s website at cambridge.ca, or at the Planning Services kiosk located at 50 Dickson Street in the 1st Floor lobby.

4.0 DETAILS OF THE AMENDMENT

The Official Plan of the City of Cambridge is hereby amended as follows:

Chapter 1 is hereby amended by adding Policy “1.2 h) Secondary Plans starting at Chapter 17.”

Chapter 13 is hereby amended by deleting and adding a new definition for active transportation as well as adding the following new definitions:

15-minute neighbourhoods – Compact, well-connected places such as mixed-use neighbourhoods or other areas within the Urban Area. They are places that offer and support and opportunities for people of all ages and abilities and at all times of year to conveniently access the necessities for daily living with a 15-minute trip by walking, cycling, and rolling, and where other needs can be met by taking direct, frequent, and convenient transit, wherever possible. The neighbourhoods should include an appropriate mix of jobs, local stores, and services, a full range of housing, transportation options and public service facilities. They are also age-friendly places and may take different shapes and forms appropriate to their contexts.

active transportation – movement of people or goods that is powered by human activity. Active transportation includes walking, cycling, and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, and rollerblades.
privately owned public spaces (POPS) – A privately owned and maintained open or landscaped space that is designed to promote public access and use, which may include but is not limited to courtyards, enhanced walkways, and urban greens and squares. The spaces are meant to be open and accessible to the public and may complement, extend, or integrate with public parks.

walking, cycling, and rolling – Methods of active transportation, which means movement of people or goods that is powered by human activity. Active transportation includes walking, cycling, and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, and rollerblades.

Chapter 14 is hereby amended as follows:

Map 1A – Urban Structure is hereby amended by adding the boundary of the North Cambridge Secondary Plan area; expanding the Urban Area boundary to include the Secondary Plan area; and, changing the land use designation from Countryside (RMW) to Designated Greenfield Area (RMW) in the Secondary Plan area as depicted in Schedule 1 below.

Map 1B – Countryside is hereby amended by adding the boundary of the North Cambridge Secondary Plan area; and, removing the Prime Agricultural (RMW) designation from the Secondary Plan area as depicted in Schedule 2 below.

Map 2 – General Land Use Plan is hereby amended by adding the boundary of the North Cambridge Secondary Plan area as depicted in Schedule 3 below.

Map 13 – Subwatersheds and Drainage Areas is hereby amended to acknowledge that there has been a Subwatershed Study and Master Drainage Report completed for the Randall Drain. Additional lands to the west of the Randall Drain boundary have also been identified to match the boundaries of the completed subwatershed study for the area as depicted in Schedule 4 below.

The Cambridge Official Plan is hereby amended by adding the following new Chapter 19: North Cambridge Secondary Plan (Schedule 5).

5.0 SCHEDULES

SCHEDULE 1 – MAP 1A – URBAN STRUCTURE

SCHEDULE 2 – MAP 1B – COUNTRYSIDE

SCHEDULE 3 – MAP 2 – GENERAL LAND USE PLAN

SCHEDULE 4 – MAP 13 – SUBWATERSHEDS AND DRAINAGE AREAS

SCHEDULE 5 – Chapter 19: North Cambridge Secondary Plan
SCHEDULE 4 – MAP 13 – SUBWATERSHEDS AND DRAINAGE AREAS
SCHEDULE 5 – CHAPTER 19: North Cambridge Secondary Plan

The Cambridge Official Plan is hereby amended by adding the following new Chapter 19: North Cambridge Secondary Plan.
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Appendix 1 – Collector Road Cross-Section
19.1 Introduction

The North Cambridge Secondary Plan establishes a vision, guiding principles, and policies for urban design, development, and environmental protection in North Cambridge. It also specifies the general land use patterns and locations of community infrastructure such as parks, trails, roads, and schools.

The North Cambridge Secondary Plan area (as shown on Schedule A) is within the Urban Area of the City of Cambridge.

19.1.1 Background

1) In 2016, the Region of Waterloo, in collaboration with the City of Cambridge, Township of Woolwich and the Grand River Conservation Authority, began a Master Environmental Servicing Plan (MESP) to develop a framework for future urban uses and development within the Stage 2 Lands of the East Side Lands, which are located on the eastern edge of Waterloo Region within the City of Cambridge and Township of Woolwich. The intent was that the MESP and supporting technical appendices would inform a Secondary Plan for the lands in the City of Cambridge.

2) In June 2018, Regional Council adopted Regional Official Plan Amendment 2 (ROPA 2) to designate the Urban Area of the Stage 2 Lands and facilitate the development of a Secondary Plan in the City of Cambridge. ROPA 2, which was under appeal following its approval, would allow for the North Cambridge Secondary Plan lands to be included in the Urban Area boundary and would designate the lands Urban Area and Urban Designated Greenfield Area in the Regional Official Plan. In April 2023, Regional Official Plan Amendment 6 (ROPA 6) was approved by the Province, which resulted in the approval of ROPA 2, and continues to designate the North Cambridge Secondary Plan as Urban Area and Designated Greenfield Area.

3) The MESP and Secondary Plan process involved an integrated approach to land use planning, water and wastewater servicing, utilities, transportation, and environmental planning. The following technical appendices were completed:

   a) Subwatershed Study for the Randall and Breslau Drains (WSP, December 2017) and the Addendum to the Subwatershed Study (WSP, May 2018); and
   b) Master Drainage Report (WSP, April 2024).

4) Currently, the Stage 2 MESP remains incomplete. However, the Stage 1 MESP servicing strategy, along with the interim Freeport Creek Sanitary Pumping Station recommended in the North Cambridge Business Park Municipal Class Environmental Assessment (Class EA Study), and the long term servicing of these lands through the Kitchener Wastewater Treatment Facility (as recommended in the Region of Waterloo's
East Side Lands Sanitary Servicing Municipal Class EA Study), provide the framework for the logical extension of servicing into the Stage 2 Lands. This framework, along with the completed Subwatershed Study and Master Drainage Report, provide sufficient technical basis for the completion of the Secondary Plan without finalizing the Stage 2 MESP.

5) The North Cambridge Secondary Plan integrates development constraints, environmental management principles, transportation network recommendations, and servicing solutions, as identified through the technical appendices, into a land use plan for the Secondary Plan area.

19.1.2 Purpose

1) The purpose of the North Cambridge Secondary Plan is to provide a detailed land use planning and policy framework to guide development in the Secondary Plan area.

2) The policies of this Secondary Plan are intended to result in a vibrant new neighbourhood that is well-designed, complete, and sustainable, and is integrated with the surrounding community and adjacent scenic heritage road in a logical, compatible, efficient, and cost-effective manner.

3) It is the intent of this Secondary Plan to guide the development of a complete, resilient, healthy, and sustainable 15-minute neighbourhood that meets the expectations for growth management, transit-supportive development, environmental protection and management, climate adaptation and mitigation and all of the other Provincial, Regional and City objectives and policies.

4) Development within the North Cambridge Secondary Plan will conform to and implement the Regional Official Plan and the Cambridge Official Plan. In addition to the policies of this Secondary Plan, all other parts of the Cambridge Official Plan will apply. In the event of a policy conflict, the North Cambridge Secondary Plan will prevail.

19.1.3 Location and Context

1) The Secondary Plan area is 115 hectares in size and includes lands north of Middle Block Road, east and south of Riverbank Drive, south of Fairway Road North, and east and west of Fountain Street North as shown on Schedule A.

2) The Secondary Plan area is adjacent to the Riverbank Drive scenic heritage road and the Grand River Canadian Heritage River as identified in the City of Cambridge Cultural Heritage Master Plan (2008).

3) The Secondary Plan area is designated as Urban Area and Designated Greenfield Area in the Regional Official Plan within the Urban Area boundary. It is intended that land
within the Urban Area will accommodate almost 90 percent of the Region’s growth within the planning horizon of the Plan (Section 2.C.2.1).

4) The Cambridge Official Plan directs that secondary plans may be prepared for specific areas of the city to provide more detailed planning objectives and policies to direct and guide development based on local characteristics (Section 10.2).

5) This Secondary Plan will serve as an amendment to the Cambridge Official Plan to establish appropriate land use designations and policies that apply within North Cambridge.

19.1.4 Organization

1) Section 19.1: Introduction provides the background and overview of the Secondary Plan.

2) Section 19.2: Vision describes the vision and guiding principles for the North Cambridge Secondary Plan area. The vision and guiding principles guide the policies of this Secondary Plan and ultimately inform and shape future development within the area.

3) Section 19.3: Land Use Policies focuses on the overall community structure, character, and layout of the community. These policies address the planned land uses, Natural Open Space System, stormwater management facilities, parks and open spaces, and community edges of the Secondary Plan area.

4) Section 19.4: Urban Design Policies provides more specific guidelines and policies to realize the Land Use Policies in Section 19.3. The Urban Design Policies address and provide direction for the public realm, private realm, sustainability, cultural heritage, and accessibility.

5) Section 19.5: Sustainable Infrastructure sets out policies for the mobility network, municipal infrastructure such as water and wastewater, and source water protection in the Secondary Plan area.

6) Section 19.6: Implementation establishes policies which explain how the Secondary Plan will be implemented through a variety of policy tools and processes that complement the Cambridge Official Plan.

7) Schedule A: Land Use establishes the land use designations which correspond to the policies of this Secondary Plan.

8) Schedule B: Natural Open Space System delineates the elements of the Greenlands and Open Space Network.
9) **Schedule C: Mobility Network** demonstrates the transportation corridors and connections of this Secondary Plan.
19.2 Vision

19.2.1 Vision Statement

1) The North Cambridge Secondary Plan is based on a vision and guiding principles which were established through consultation with the public, landowners, Council, City and Regional staff, and agencies and is as follows:

“The North Cambridge Secondary Plan area will provide for long-term resiliency through an environmentally sustainable, healthy, and complete community with integrated and connected green spaces, pedestrian scaled residential and mixed-use neighbourhoods that support active transportation.”

2) It is envisioned that the Secondary Plan area will accommodate a combined 5,200 to 5,700 new residents and jobs.

19.2.2 Guiding Principles

1) The guiding principles of this Secondary Plan work together to create a complete community that achieves broad policies with respect to efficient, cost-effective development and land use patterns, the conservation of natural and cultural heritage features, the protection of public health and safety and the achievement of minimum development densities as established by the Provincial Growth Plan, the Regional Official Plan, and the Cambridge Official Plan.

2) Fundamental to the development of the Secondary Plan is the achievement of a community structure that supports forms of active transportation and the efficient use of land through the achievement of a minimum density of 59 residents and jobs per hectare.

3) The following guiding principles further articulate the vision and are the foundation upon which the policies of this Secondary Plan are based:

   a) Protect and support Natural Open Space Systems and features;
   b) Create a highly permeable and connected Mobility Network that prioritizes active transportation (e.g., walking, cycling, rolling and transit);
   c) Promote place-making through natural features, cultural heritage resources, parks, the location of potential school sites, and the Mixed-Use Node;
   d) Offer access to parks and open space within 500 metres (an approximately 6-minute able bodied walk) from anywhere in the community;
e) Create a community of diverse built forms and a range and mix of residential housing types and densities, including affordable housing, for all life stages allowing residents to “age in place”; and,

f) Foster a local mixed-use centre that is integrated into the community and provides for local retail and service opportunities that can be accessed within a 15-minute active transportation trip while providing amenities to surrounding communities.

19.2.3 Community Structure

1) The Community Structure of the North Cambridge Secondary Plan is based on achieving the vision and guiding principles outlined in Sections 19.2.1 and 19.2.2. The components of the Community Structure, shown on Schedules A, B, and C, shape the distribution of land uses and include the following elements:

   a) Greenlands and Open Space Network

   b) Neighbourhoods

   c) Mobility Network

19.2.3.1 Greenlands and Open Space Network

1) The Greenlands and Open Space Network which is shown on Schedule B includes the Natural Open Space System which is the foundational structuring element around which the community will be built, as identified in the Subwatershed Study for the Randall and Breslau Drains (WSP, 2018), the Freeport Creek and Tributary to the Grand Subwatershed Study (Aquafor Beech Ltd, November 2013), and the Hespeler West Subwatershed Study (PEIL, September 2004). The Natural Open Space System includes all Core Environmental Features, such as wetlands, woodlands, and tributaries, and buffers which will be protected, restored, and enhanced to create continuous green corridors.

2) The minimum Natural Open Space System buffer is shown on Schedule B as part of the Natural Open Space System to provide for appropriate separation distance and transition between future development and natural features. The Natural Open Space System buffer will be reviewed and confirmed through the submission of Environmental Impact Statements, prepared in accordance with the policies of this Secondary Plan, the applicable subwatershed study, and the Regional and Cambridge Official Plans, to the satisfaction of the City, the Region, and the Grand River Conservation Authority.

3) The locations of parks and open space are shown on Schedule A and are generally located adjacent to planned community facilities and the Greenlands and Open Space Network. A large central Community Park is designated, and together with other smaller
Neighbourhood Parks, are envisioned to create a system of park spaces to serve both the neighbourhood and broader community.

4) Urban Greens and Squares are smaller parks that offer passive recreation, placemaking, and community gathering opportunities and are envisioned primarily within the Mixed-Use Node.

5) Where appropriate, stormwater management ponds will contribute to the system of open spaces by including a naturalized design that supports passive recreation through the use of walking trails and as visual extensions of parks and natural features.

19.2.3.2 Neighbourhoods

1) Neighbourhoods will be planned and designed as accessible, pedestrian-oriented, and transit-supportive areas that are distinct in character and connected to the broader North Cambridge community with short walking distances to parks, open space areas, schools, and future transit services.

2) Neighbourhoods will include a wide mix and diversity of housing types and tenures to ensure variety and choice, within both the Low/Medium Density Residential and Mixed-Use Node areas.

3) Neighbourhoods include a Mixed-Use Node which will provide a mix of residential, commercial, employment, and service opportunities that are accessible by active transportation from all parts of the Secondary Plan area and surrounding area.

4) Elementary schools will be located within Neighbourhoods in a central location to support accessibility and walkability from the majority of the Secondary Plan area. Elementary schools can also serve as a focal point within the community and when located adjacent to a park, create opportunities for shared facilities.

19.2.3.3 Mobility Network

1) The Mobility Network shown on Schedule C includes the Cycling, Trails, and Streets Networks. The Mobility Network will follow a modified grid pattern to ensure a permeable and connected transportation system that allows for direct routes into, through, and out of the community.

2) The Mobility Network will be designed and constructed using complete streets principles and will prioritize appropriate facilities for the movement and safety of pedestrians, cyclists, and transit users while also accommodating private vehicles.

3) The envisioned Collector Roads within the Secondary Plan area will support active transportation and future transit opportunities and ensure connectivity to Fountain Street.
North, Fairway Road North, and Middle Block Road and to the Regional Cycling Network.

4) A dense network of active transportation facilities and routes consisting of sidewalks, trails, separated cycling facilities, and slow speed local streets will be prioritized. This will provide more direct and shorter paths to active transportation users compared to car travel and support the City’s greenhouse gas emissions reduction target.
19.3 Land Use Policies

The North Cambridge Secondary Plan represents an opportunity to build a complete community where residents can live, work and play. Housing, jobs, shops, services, parks, and amenities are in proximity to one another and supported by a protected Greenlands and Open Space Network.

The North Cambridge Secondary Plan strives to provide 15-minute neighbourhoods, which allow for most daily needs to be accessed within a 15-minute trip from home using active transportation.

19.3.1 General Land Use Policies

1) The basic pattern of land use for the subject lands is established in Schedule A of this Secondary Plan. Schedules A and B provide for the designation of the following land uses and conceptual identification of supporting overlays and symbols:

Greenlands and Open Space Network Designations

- Natural Open Space System
- Recreation, Cemetery, and Open Space

Greenlands and Open Space Network Overlays and Symbols

- Supporting Environmental Features
- Stormwater Management Facilities
- Neighbourhood Parks
- Community Park
- Riverbank Drive Transition Buffer

Neighbourhoods Designations and Overlays

- Low/Medium Density Residential
- Mixed-Use Node

Neighbourhoods Symbols

- Elementary Schools
- Listed Heritage

2) Livable and healthy communities in the North Cambridge Secondary Plan area will be premised on the following land use objectives:
a) A balanced mix of uses within the Mixed-Use Node that promote walkability and support a vibrant and active node and/or main street feature.

b) Neighbourhoods designed around key focal points and structural elements such as parks, schools, natural features, cultural heritage resources and key intersections.

c) Achieving the principles of 15-minute neighbourhoods where residents can meet their daily needs for living within a short trip from home by walking, cycling, and rolling.

d) A connected network of green spaces and natural areas.

e) Local-serving retail opportunities as part of the Mixed-Use Node, Transit Supportive Streets, and gateways, making them accessible to pedestrians and cyclists in the Secondary Plan area.

3) Notwithstanding any other policies of this Secondary Plan, stormwater management facilities, including ponds, and all other municipal facilities and utilities, will be a permitted use within any land use designation. Where possible, stormwater management facilities and all other municipal facilities and utilities will be directed away from lands designated Natural Open Space System. Notwithstanding, where stormwater management facilities, including ponds, and all other municipal facilities and utilities are proposed within or adjacent to an area designated Natural Open Space System, an Environmental Impact Statement will be prepared to the satisfaction of the City, the Region, and the Grand River Conservation Authority.

19.3.2 Greenlands and Open Space Network

1) The Greenlands and Open Space Network is a broad category that includes the Natural Open Space System and Recreation, Cemetery, and Open Spaces designations, as well as the conceptual locations of stormwater management facilities, supporting environmental features, and parks. Together, these areas will work together to form a highly interconnected system of natural areas and linkages. The Greenlands and Open Space Network provides the framework for the Trails Network.

2) The Natural Open Space System has been identified through the applicable subwatershed study.

3) The Greenlands and Open Space Network will:

a) Provide a visible, functional, and highly interconnected Natural Open Space System for the community.

b) Ensure continuity with the broader Natural Open Space System and provide opportunities for recreational and naturalized links within North Cambridge and the broader city.
c) Conserve natural features and areas and cultural heritage resources.

d) Provide a continuous system throughout the community that incorporates links of varying character and function, along natural features, public parks, stormwater management facilities, and community amenities.

e) Require innovative approaches to urban stormwater management, including naturalized stormwater ponds, low impact development, green roofs, and water capture and reuse in accordance with the policies of this Secondary Plan and City of Cambridge approvals.

19.3.2.1 Natural Open Space System

Intent

1) The Natural Open Space System shown on Schedules A includes natural features and hazard lands. Mapping of the Natural Open Space System is specifically provided on Schedule B.

2) The Natural Open Space System designation and associated policies are designed to identify, protect, and enhance the natural features, buffers, and functions that will form a strong and permanent component of the Greenlands and Open Space Network.

3) The Natural Open Space System includes hazard lands within the Regulatory Floodplain, which is regulated by the Grand River Conservation Authority, and represents the limit to development opportunities.

Permitted Uses

4) The permitted uses on lands designated Natural Open Space System will be:
   a) Woodland, fish, and wildlife management;
   b) Stewardship, conservation, and restoration undertakings;
   c) Flood or erosion control projects, provided the projects have been demonstrated to be necessary and in the public interest after all other alternatives have been considered; and,
   d) Municipal infrastructure, roads, and utilities provided the need for the works has been demonstrated through an environmental assessment and there is no reasonable alternative. The development of any of these facilities will be subject to an Environmental Impact Statement demonstrating to the satisfaction of the City, the Region and appropriate agencies that there are no adverse environmental impacts on any natural feature.

5) In addition to the permitted uses within the Natural Open Space System designation, the following additional uses may be permitted within a buffer subject to an
Environmental Impact Statement prepared to the satisfaction of the City, the Region and the Grand River Conservation Authority, and the criteria of the applicable subwatershed study:

a) Portions of stormwater management facilities and associated grading.

b) Public trails and associated grading within outer portions of buffers, including natural heritage education and appreciation signage.

c) Minor transitional grading to allow for appropriate transitional grading (if required) between permitted new development and/or site alteration and natural topography which is to be maintained within and contiguous to natural features.

6) The implementing Zoning By-law may further refine the list of permitted uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) Natural features, minimum buffers, and hazard lands as identified in the applicable subwatershed study are designated as Natural Open Space System on Schedule A and shown in further detail on Schedule B.

8) Development or site alteration on lands outside of the Natural Open Space System designation containing natural features identified through an Environmental Impact Statement, will be subject to the Natural Open Space System designation permitted uses and policies.

9) The Natural Open Space System buffer is included within the Natural Open Space System designation on Schedules A and B, and includes the following minimum buffer criteria:

a) 10 metres from Non-Significant Wooded Area or Locally Significant Natural Areas and Natural Features.

b) 15 metres from Evaluated Non-Provincially Significant Wetlands, Significant Valleylands, and Regional Core Environmental Features.

c) 20 metres from Regulated Coolwater Watercourses.

d) 30 metres from Provincially Significant Wetlands, and Regulated Coldwater Watercourses.

10) The limit of future development will be the greater of the extent of buffers determined through an Environmental Impact Statement.

11) The boundaries and extent of the Natural Open Space System designation shown on Schedules A and B are approximate as established through the applicable
subwatershed study. The boundaries of the Natural Open Space System designation will be reviewed and confirmed through Environmental Impact Statements that may identify appropriate minor adjustments or refinements, prior to development or site alteration. Such minor adjustments or refinements will not require an Amendment to this Secondary Plan.

a) Where Council, the Region, or the Grand River Conservation Authority considers a change to the boundary to exceed their definition of minor, such adjustments or refinements will require an Amendment to this Secondary Plan. Such an Amendment will be supported by an Environmental Impact Statement that demonstrates the appropriateness of the change to the satisfaction of Council, in consultation with the Region, the Grand River Conservation Authority and any other agency having jurisdiction.

b) Where the boundary to the designation is adjusted, the abutting land use designation or designations will apply, provided the land use change will not result in development or site alteration that will have adverse effects on any natural features and their functions.

12) Development or site alteration is not permitted within the Natural Open Space System designation, except in relation to the permitted uses and policies specified in this Secondary Plan. Development and site alteration will not be permitted within Core Environmental Features, wetlands, and habitat of endangered or threatened species.

13) The removal or destruction of a natural feature by unauthorized development or site alteration is prohibited. Such removal or destruction will not provide the rationale for the removal of these lands from the Natural Open Space System designation. Restoration, to the satisfaction of the City in consultation with the Region and the Grand River Conservation Authority, will be required for such lands.

14) Infrastructure and road design and construction will be sensitive to adjacent natural features and their associated functions and will incorporate design treatments and technologies identified through the detailed design process that minimize negative impacts and, where practical, enhance the overall Greenlands and Open Space Network.

15) Where lands within the Natural Open Space System are approved for passive recreation activities, appropriate measures will be provided to ensure the protection of natural features.

16) Where lands within the Natural Open Space System designation are held in private ownership, nothing in this Secondary Plan requires that these lands be free and available for public use.
17) Natural Open Space System designated lands subject to a development application will be conveyed to the City at no cost to the City, unless the City determines that the lands are not suitable for public ownership. The City is not obligated to accept all lands identified as part of the Natural Open Space System designation, including contaminated sites, land-locked parcels, or if the property has no access.

18) The buffers included within the Natural Open Space System designation reflect minimum buffers and will be refined and confirmed through an Environmental Impact Statement, prepared subject to the policies of this Secondary Plan.

19) Any development, including any buildings and any necessary grading, infrastructure and roads proposed within 120 metres of the Natural Open Space System designation will be required to prepare an Environmental Impact Statement that will determine the nature and extent of the feature and the appropriate buffer that will be required between the Natural Open Space System designation and the limit of urban development.

20) An Environmental Impact Statement, where required, is to be undertaken by the proponent of development in accordance with City and Region requirements, in consultation with the Grand River Conservation Authority and any other agency having jurisdiction. An Environmental Impact Statement will, at a minimum:

a) Demonstrate that the development or site alteration applied for will have no adverse effects on natural features;

b) Identify planning, design and construction practices that will maintain and, where feasible, improve or restore the health, diversity and size of the natural features and connectivity with other key natural features, as well as connectivity and linkages to Natural Open Space Systems identified in Provincial Plans or by neighbouring municipalities, the Grand River Conservation Authority, Ministry of Natural Resources and Forestry or other jurisdictions having authority;

c) Demonstrate how connectivity within and between natural features will be maintained and, where possible, improved or restored before, during and after construction to allow for the effective dispersal and movement of plants and animals;

d) Determine if natural areas are acting as or have been identified as a wildlife corridor to ensure that the area will continue to effectively act and function as a wildlife corridor;

e) Confirm, refine, and determine a sufficient minimum Natural Open Space System buffer to protect areas adjacent to existing features that would be appropriate for restoration or re-naturalization to enhance the ecological functions of that feature, such as lands that provide for rounding out or filling of gaps;
f) Protect the function of the feature or protect opportunities for feature enhancement and specify the dimensions of the required Natural Open Space System buffer; and,

g) Include a Buffer Management Plan. Further, the developer may be required to register on title any notices/maintenance requirements that result from the required Buffer Management Plan.

21) Where, through an application for development or site alteration, a buffer is required to be established as a result of the application of the policies in this Secondary Plan, the buffer will be planted with native species in a self-sustaining manner in accordance with the Buffer Management Plan, to the satisfaction of the City in consultation with the Region and the Grand River Conservation Authority.

19.3.2.2 Supporting Environmental Feature

Intent

1) Supporting Environmental Features are shown on Schedule B and include low-constraint natural features such as hedgerows. Supporting Environmental Features do not form part of the Natural Open Space System.

2) This Secondary Plan recognizes that Supporting Environmental Features may be altered or removed through development, subject to the policies of this Section, to assess the function of these features at a local level.

Permitted Uses

3) Following completion of an Environmental Impact Statement, development or site alteration may occur in accordance with the policies and permitted uses of the abutting designation without the need for an Amendment to this Secondary Plan.

4) For clarity, development or site alteration may occur within a Supporting Environmental Feature following completion of an Environmental Impact Statement provided it does not encroach into or impact lands within the Natural Open Space System designations.

Policies

5) Development and site alteration will avoid Supporting Environmental Features where feasible. Development or site alteration proposed within or contiguous to a Supporting Environmental Feature will require an Environmental Impact Statement to assess significance of the feature.
19.3.2.3 Parks

Intent

1) The system of public parks is highly interconnected and forms a fundamental structuring element of the North Cambridge Secondary Plan area. It is the intent of this Secondary Plan that the majority of residents be generally within 500-metres or 6-minute able bodied walk to a park location.

2) Lands identified by a park symbol on Schedule A, will include lands within the following categories:
   a) Community Park (CP)
   b) Neighbourhood Park (NP)

3) Locations for Urban Greens and Squares are not shown on the Schedules; however, Urban Greens and Squares will be identified through the development approvals process to provide meaningful connections in both the Mixed-Use Node and Residential areas.

4) Amongst the park locations indicated on Schedules A, the park symbol indicated as ‘CP’ is within lands designated Recreation, Cemetery, and Open Space and is envisioned to be a Community Park that will accommodate a range of park facilities and active recreational uses to provide park space and amenities for the Secondary Plan and surrounding area residents.

Permitted Uses

5) On lands identified by a Neighbourhood Park symbol, the following uses are permitted:
   a) Active and passive recreational opportunities.
   b) Conservation uses.
   c) Pedestrian and bicycle trails.
   d) Small scale building and structures that are accessory to any permitted uses.

6) Notwithstanding Section 8.8.4 of the Cambridge Official Plan, only the following additional uses are permitted within a Community Park on lands within the Recreation, Cemetery, and Open Space designation:
   a) Community centres, arenas, and recreational facilities.
   b) Retail commercial uses ancillary to the primary recreational use.
   c) Small scale building and structures that are accessory to any permitted uses.
7) The implementing Zoning By-law may further refine the list of permitted uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

8) Public parkland will be dedicated to the municipality based on the requirements of the Planning Act, the Cambridge Official Plan, and the policies of Section 19.6.3.2.

9) Parks will be integrated with the Trails Network.

10) Parks will be planned, designed, and provided in accordance with the City of Cambridge Parks Master Plan.

11) A Community Park will be established in accordance with the following:
   a) The Community Park is expected to form the central focus for the Secondary Plan area, together with the elementary school sites;
   b) The Community Park will provide for a variety of recreational activities, facilities, and associated parking to be utilized by all residents of Cambridge. The Community Park may include recreational equipment such as play equipment and sport facilities (allocated for team and sport club use);
   c) The Community Park will have frontage onto a Collector Road and will be adjacent to the Greenlands Network; and,
   d) The Community Park will have an approximate size of seven (7) hectares of developable land.

12) Neighbourhood Parks will be established in accordance with the following:
   a) Neighbourhood Parks are expected to form the focus of a neighbourhood, provide local amenities to North Cambridge Secondary Plan area residents, and will be centrally located within a neighbourhood area;
   b) Neighbourhood Parks may include an open free play area and climbing structures, along with other passive and active recreational amenities; and,
   c) Neighbourhood Parks will generally have a minimum size of two (2) hectares.

13) Urban Greens and Squares will be established in accordance with the following:
   a) Urban Greens and Squares are expected to be small-scale components of the parks system and are intended to provide passive open space areas, both landscaped or hardscaped, and serve as focal points within sub-areas of each neighbourhood.
b) Urban Greens and Squares will be generally greater than 75 square metres but less than 1000 square metres in size.

c) Urban Greens and Squares will be connected to pedestrian movement, accessible, located at grade, provide barrier-free access to people with disabilities, and will have frontage on at least one public street.

d) The adjacent built form will have primary or active frontages facing or flanking the Urban Green or Square, where appropriate.

e) Urban Greens and Squares within the Low/Medium Density Residential designation will reflect the needs of surrounding residents, providing areas to sit and socialize, junior play areas for children, bicycle parking, and a significant tree canopy for shade.

f) Urban Greens and Squares within the Mixed-Use Node will include seating and a full furniture program, including lighting and bicycle parking, opportunities for outdoor cafes and restaurants, and facilities that promote a passive, relaxing urban atmosphere. These facilities will improve mid-block permeability and complement adjacent land uses.

g) Urban Greens and Squares may be publicly owned or considered for a privately owned public space.

h) The City will not accept Urban Greens and Squares as parkland dedication where the City is of the opinion a Neighbourhood Park or Community Park is necessary or desirable.

i) Public access to privately owned public space Urban Greens and Squares will be secured through the development approval process.

14) Where buildings and structures are permitted, they will be designed so that the size, scale, construction materials and signage are compatible with adjacent uses and that rooftop equipment, waste management and loading areas are screened from view from abutting roads and adjacent residential uses.

15) Development within the parks system will be designed to minimize impact on the Greenlands Network. In addition, the following will apply:

a) Woodlands in parks, and mature trees, will be protected, maintained, or enhanced, where possible.

b) The placing and removal of fill and site grading will be minimized, except for necessary site grading associated with the development of parks, the Trails Network, and erosion/erosion control facilities as approved by the City, in consultation with the Region and the Grand River Conservation Authority.
16) Adjacent *development* may only abut a park on a maximum of two sides. For clarity, *development* on the opposite side of a public road will not be considered abutting a park.

17) Where a Neighbourhood Park is located at the intersection of two public roads, a minimum of two park frontages respectively, will be along a public road, with the remaining frontages being residential uses, community facilities, stormwater management facilities, or *natural features*. This policy may also be applied where a single road turns at or close to right angles. In this case, the single road will be considered as two separate intersecting roads for the purposes of this policy. Urban Greens and Squares may be designed with a minimum 25 percent public frontage, where public frontage can be a public road.

18) No *infrastructure* unrelated to the function of any park will be permitted within the park or along the frontage of the park.

19) The locations, configurations, boundaries, and composition of these public parks as shown on **Schedules A**, as well as locations for Urban Greens and Squares, will be confirmed through *development* applications under the *Planning Act* and implementing Zoning By-law and may be adjusted without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained to the satisfaction of *Council*.

**19.3.2.4 Stormwater Management Facilities**

**Intent**

1) Stormwater management facilities are intended to manage *development* impacts on the Greenlands Network in order to maintain or enhance water quality, protect *fish* and wildlife habitat, and prevent erosion.

2) It is the intent of this Secondary Plan to ensure that stormwater management facilities are not only functional components of the community but are also aesthetically pleasing and serve as a key component of the Natural Open Space System.

3) Stormwater management facilities will be integrated into the broader natural and open space system through the incorporation of naturalized features and plantings that provide, where possible, for passive trail system uses. The general locations of future stormwater management facilities are identified on **Schedule A**.
Policies

4) Stormwater management facilities are subject to the policies of this Secondary Plan and the City’s policies and standards regarding the design, construction, and maintenance for these types of facilities.

5) The locations, configurations, and boundaries of the stormwater management facilities identified on Schedules A will be confirmed through the required Stormwater Management Plan and subsequent development application under the Planning Act and implementing Zoning By-law, and may be adjusted, added, or deleted without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained to the satisfaction of Council.

6) Stormwater management facilities will be provided in accordance with the policies of Section 19.5.3.2 of this Secondary Plan.

19.3.3 Neighbourhoods

1) The North Cambridge Secondary Plan provides opportunities for a broad range and mix of housing forms throughout the community across the housing spectrum and supports the Region’s and City’s affordable and attainable housing objectives.

2) Land use designations within Neighbourhoods are shown on Schedule A.

3) Lands within the Secondary Plan area will be planned to achieve a minimum density of 59 residents and jobs per hectare. Individual developments may have densities lower or higher than 59 residents and jobs per hectare, provided that the City is satisfied that the total overall density within the Secondary Plan area, at full build-out, will conform to the overall planned density target.

4) The objectives for Neighbourhoods include:

a) Encouraging a broad range of housing sizes, densities, designs, tenures, and prices to meet the needs of current and future residents;

b) Building vibrant neighbourhoods where day-to-day needs can be met within a 15-minute walk, cycle, roll, or transit trip from home;

c) Supporting the early introduction of transit services and active transportation;

d) Encouraging innovation in new residential development to address social, design, and growth management policies of this Plan; and,

e) Ensuring that Neighbourhoods are designed to achieve a minimum density of 59 residents and jobs per hectare.
5) Additional residential units are permitted in conjunction with a single detached dwelling, semi-detached dwellings, or townhouse dwelling within the Residential and Mixed-Use Node designations in accordance with the policies of the Cambridge Official Plan and Zoning By-law.

19.3.3.1 Low/Medium Density Residential Designation

Intent

1) It is the intent of the Low/Medium Density Residential designation to promote well-designed low- and medium-density housing in appropriate locations throughout the community, with a mix of built form and bedroom counts to provide housing options across the housing spectrum.

Permitted Uses

2) The permitted low-density residential uses within the Low/Medium Density Residential designation are as follows:
   a) Single detached dwellings.
   b) Semi-detached dwellings.
   c) Duplex dwellings.

3) The permitted medium-density residential uses within the Low/Medium Density Residential designation are as follows:
   a) Triplex dwellings.
   b) Townhouse dwellings, including stacked and back-to-back townhouse dwellings.
   c) Multiple unit dwellings (e.g., quadplex, walk-up apartments).

4) In addition to residential uses, the following uses will also be permitted within the Low/Medium Density Residential designation:
   a) Places of worship;
   b) Community services and facilities;
   c) Childcare centres;
   d) Elementary schools;
   e) Parks, open space, Urban Greens and Squares, and trails;
   f) Accessory buildings and structures;
   g) Additional residential units;
   h) Home occupations;
i) Housing for people with special needs; and,

j) Institutional special care facilities.

5) Development of medium-density residential uses will be directed to those properties which have frontage onto a Collector Road, or where within a grouping of buildings or a building complex, accessed from an internal Public Lane or Private Road leading to and from a Collector Road.

6) The implementing Zoning By-law may further refine the permitted land uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) The maximum height of any building within the Low/Medium Density Residential designation will be four (4) storeys. Density within the Low/Medium Density Residential designation will range from between 20 and 45 units per gross hectare, excluding additional residential units.

8) Notwithstanding Section 19.3.3.1.7, the maximum height of any building adjacent to the Riverbank Drive Transition Buffer or flanking or fronting onto a road adjacent to the Riverbank Drive Transition Buffer will be two (2) storeys.

9) Where a development application proposing residential uses is submitted for a site containing one hectare or more of developable land within the Secondary Plan area, a minimum of 30 percent of new residential units, excluding additional residential units, are required to be planned as medium-density residential units.

10) Permitted places of worship and community services and facilities will be permitted through the requirements of the implementing Zoning By-law and will be subject to Site Plan Control.

11) Individual or direct access to Riverbank Drive, Middle Block Road, Fairway Road North, and Fountain Street North will not be permitted for any development lot within the Low/Medium Density Residential designation.

12) Reverse frontage development will not be permitted within the Low/Medium Density Residential designation.

19.3.3.2 Mixed-Use Node Designation

Intent

1) It is the intent of the Mixed-Use Node designation to promote a well-designed, pedestrian accessible, and transit supportive node. The Mixed-Use Node will feature
medium- to high-density mixed-use residential uses that include integrated retail and commercial uses which serve the Secondary Plan area and surrounding areas.

2) Collector Road frontages within the Mixed-Use Node will have a strong street-related built form edge with at-grade retail entrances onto the street, wide sidewalks, enhanced landscaping, and architectural design features to address their significance as community ‘main streets.’

3) Built form proposed along the edges of Fountain Street North and Middle Block Road will address these edges through a combination of useable entrances, active and clear fenestration, articulated facades, and at-grade retail commercial uses.

Permitted Uses

4) The permitted uses within the Mixed-Use Node designation are as follows:
   a) Townhouse dwellings, including stacked and back-to-back townhouse dwellings;
   b) Live-work townhouse dwellings;
   c) Apartment dwellings;
   d) Commercial, medical office, and service uses;
   e) Community services and facilities;
   f) Housing for people with special needs;
   g) Institutional special care facilities;
   h) Accessory buildings and structures;
   i) Additional residential units, in conjunction with townhouse dwellings; and,
   j) Parks, Urban Greens and Squares, open space, and trails.

5) The following retail and service commercial land uses are specifically prohibited:
   a) Any use that requires the outdoor storage of goods;
   b) All automobile-related uses (sales, service, gas bars, car washes); and,
   c) Drive-throughs.

6) The implementing Zoning By-law may further refine the permitted land uses to ensure that new development is appropriate in the context of the adjacent and surrounding community.

Policies

7) The minimum height of any building within the Mixed-Use Node designation will be three (3) storeys and the maximum height will be ten (10) storeys.
8) Development with the greatest height and densities will be focused to and adjacent to the intersection of Middle Block Road and Fountain Street North and will demonstrate appropriate built form scale and massing transition to adjacent lower density development.

9) Ground floors containing non-residential uses will have a minimum height of 4.5 metres. Lower heights for live-work townhouse dwellings will be permitted where it is demonstrated that they could accommodate retail commercial uses.

10) Where stand-alone local commercial uses, including supermarkets are proposed, buildings will be a minimum of three (3) storeys in height and be directed to the interior of the Mixed-Use Node designation.

11) Permitted uses are encouraged to develop in mixed-use buildings. At-grade street-related commercial and service uses will be encouraged as ancillary uses to a main use in multi-storey buildings in the Mixed-Use Node designation. They will be oriented toward, activate, and enhance the pedestrian boulevard.

12) Stand-alone residential uses will be prohibited from fronting directly onto Collector Roads which will be earmarked specifically for mixed-use built form to support 'main street' functions. Stand-alone residential will be limited to lands internal to the Mixed-Use Node designation blocks. Notwithstanding the forgoing, if design limitations associated with environmental features, property configurations, or the provision of new Collector Roads compromise the ability to allow for mixed-use built form, residential development may be considered provided the general intent of the Plan is maintained, to the satisfaction of the City.

13) Stand-alone residential or non-residential development will be prohibited from fronting directly onto Arterial Roads with the exception of multi-unit apartment buildings and stacked townhouse dwellings (minimum three (3) storeys), where it can be demonstrated that they are appropriate for the location in terms of function, height, and massing.

14) Along Arterial Roads, ancillary commercial and service uses are encouraged to be incorporated into multi-storey buildings, at-grade to encourage active and complete streets.

15) Any stand-alone residential or non-residential development should be integrated into the pattern of streets and blocks of which they are a part. The pattern of blocks and the physical design of the buildings in relation to the street should encourage pedestrian circulation and cyclist access.
16) Permitted commercial and service uses will not exceed 1,500 square metres of gross floor area per individual store. Grocery stores and supermarkets may be permitted, with a greater gross floor area, where they are located in the interior of a Mixed-Use Node block, are incorporated into the site with other mixed-use built forms, and it can be demonstrated that their inclusion will support the envisioned mix of uses in this designation.

17) Individual or direct access to Fountain Street North and Middle Block Road will generally not be permitted for any development lot within the Mixed-Use Node designation unless it can be demonstrated that such access is essential to the function and safety of the proposed development.

18) Permitted commercial and service uses will be permitted through the requirements of the implementing Zoning By-law and will be subject to Site Plan Control.

19) Buildings and main entrances within the Mixed-Use Node designation will address the street/sidewalk. Building garage entries and servicing/loading areas will be discretely located to limit their public view from the streetscape and park spaces. Parking areas will be located at the rear or side of buildings within the Mixed-Use Node and will not be permitted between building frontages and the property frontage or right-of-way pedestrian boulevard.

20) Bicycle parking will be provided in close proximity to building entrances and where possible be sheltered or incorporated into building design.

21) All development within the Mixed-Use Node designation will be subject to Site Plan Control and will be consistent with the Urban Design Brief which will be prepared, where required, prior to any further development approvals to the satisfaction of the City.

19.3.3.3 Elementary Schools

1) Two locations for elementary schools and associated childcare centres have been identified on Schedule A. They have been located adjacent to the Community Park, on a Collector Road. This generally central location within the Secondary Plan area has been selected to reflect the role of school sites in supporting the community structure and as a community focus that is within a 15-minute walk from a majority of the residential areas.

2) Schools will provide parking and loading for both vehicles and bicycles on site, amenity areas, and buffering with planting and/or fencing from adjacent residential uses. The implementing Zoning By-law and/or Site Plan Control will ensure that adequate parking facilities are available on the blocks for the proposed use. Where possible, parking will
be minimized in the front yard of any building. Pedestrian and cyclist access will be prioritized through direct routes, minimal driveway crossings, and clear sightlines.

3) Multi-storey buildings, campus configurations with other schools, and reduced open space areas may be considered for elementary school sites. Elementary school sites and buildings will be developed in conformity with the following policies:

a) Elementary schools will be high quality landmark buildings and will support the character of the surrounding community.

b) Elementary school sites will be a maximum of 3.24 hectares in size and should generally be a rectangular configuration in order to maximize its programmable space.

c) Joint use sites and multiple use buildings will be encouraged wherever possible.

d) The City will work with the School Boards to achieve appropriate and efficient site designs, and to maximize public service and safety.

f) Elementary schools will be located along a Collector Road to be accessible by residents in all neighbourhoods in North Cambridge.

g) Elementary schools will be connected to active transportation routes (walking and cycling) within the Secondary Plan area to maximize the attractiveness and safety of walking and cycling as a mode of transportation for students, parents, and employees.

4) Parking areas will be designed to minimize conflicts between pedestrian, cyclist, and vehicular traffic. Loading and servicing areas will be integrated into the design of the building including the provision of landscaping or architectural feature to screen them from view.

5) The locations and configuration of the Elementary School sites identified on Schedule A will be confirmed through a development application under the Planning Act and implementing Zoning By-Law and may be adjusted without further Amendment to this Secondary Plan, provided the general intent of the Secondary Plan is maintained.

6) The City and School Boards will be encouraged to coordinate their review of school needs over time to identify the resources to support future enrolment growth. The City will encourage this review as development applications under the Planning Act are submitted in the Secondary Plan area.

7) If all or part of a school site is not required by a School Board, it may be developed in accordance with the Low/Medium Density Residential designation and in conformity with all policies of this Secondary Plan. An Amendment to this Secondary Plan to remove the Elementary School symbol will not be required.
19.3.3.4 Community Services and Facilities

1) Community services and facilities are important to creating strong, liveable communities. As new residents move into North Cambridge, the community will be supported by publicly accessible facilities for residents and visitors to enjoy a variety of physical, social, and cultural activities. Community facilities will be designed and located so that they are accessible to residents, provide focal points for the community, and distributed such that they provide equitable access for residents.

2) Community services and facilities will be provided within the Secondary Plan area, as development occurs, to support a growing and inclusive community, including facilities and services that are designed for users of all ages and abilities. Community services and facilities include, but are not limited to community centres and hubs, public elementary schools, non-profit childcare facilities, libraries, and non-profit community space.

3) Where new development in the Secondary Plan area generates Community Benefits under the Planning Act, the provision of community services and facilities will be:
   a) Distributed to provide broad access to those services and facilities.
   b) Located in visible and accessible locations with frontage on public streets and strong connections to pedestrian, cycling and transit routes.
   c) Delivered in a timely manner to support residential growth in the Secondary Plan area.
   d) Where appropriate, incorporated into mixed-use buildings or as stand-alone facilities.
   e) Designed to provide flexible multi-purpose facilities which can adapt over time to meet the community's evolving needs.

4) Community services and facilities are encouraged to co-locate with one another, where appropriate and feasible, and will be permitted as part of mixed-use development within the Mixed-Use Node.

19.3.4 Community Edges

19.3.4.1 General

1) Community edges are comprised of the frontages along Riverbank Drive, Middle Block Road, Fairway Road North, and Fountain Street North.

2) Reverse frontage development will not be permitted as an interface along community edges. Window streets may be permitted along Middle Block Road, Fairway Road
North, and Fountain Street North where grading allows to enhance neighbourhood visibility and provide built form presence along community edges.

3) Where permitted along Middle Block Road, Fairway Road North, and Fountain Street North, window streets will be designed in accordance with the City’s standard cross-section and will have a minimum 5.0 metre buffer area between the Local Road and Collector/Arterial Road, prior to the start of the cross-section. Larger buffer areas may be required and will be determined through detailed design. A barrier must be provided within the buffer area such as a fence or berm installed at the right-of-way limit.

4) To maintain the scenic quality of Riverbank Drive, there will be no direct vehicular access to Riverbank Drive from development within the Secondary Plan area or from public or private roadways. Trail and cycle pathway connections may be permitted.

5) Direct connections from individual lots within the Low/Medium Density Residential designation and Middle Block Road, Fairway Road North, and Fountain Street North will not be permitted.

6) Direct access road connections from individual blocks or singular buildings/developments within the Mixed-Use Node designation to Middle Block Road and Fountain Street North will be limited and will be subject to Site Plan Control. In these instances, development will be designed to address Middle Block Road and Fountain Street North with active and clear glazed non-residential frontages and architectural details.

7) Collector Road connections to Arterial Roads (Fairway Road North and Fountain Street North) will be limited to right in/right out vehicle movements.

8) Every effort should be made by the City of Cambridge and by property owners to retain mature trees, windbreak plantings, and treelines along community edges, particularly along Riverbank Drive.

19.3.4.2 Riverbank Drive Transition Buffer

Intent

1) It is the intent of the Riverbank Drive Transition Buffer to ensure that a compatible interface exists between new development within the North Cambridge Secondary Plan area, and the existing residential uses and scenic landscaped areas along Riverbank Drive, north of Middle Block Road. The Riverbank Drive Transition Buffer is applied to ensure a sensitive development response in recognition of the abutting key natural features and to the scenic heritage road character of Riverbank Drive. The extent of the Riverbank Drive Transition Buffer is designated as Natural Open Space System with an overlay designation as identified on Schedule A.
Permitted Uses

2) The uses permitted within the Riverbank Drive Transition Buffer will reflect the list of permitted uses from the land use designation that underlies this overlay designation.

Policies

3) The lands subject to this overlay designation will be treated in a manner that creates a compatible interface condition with, and to the existing residential properties to the west of, Riverbank Drive. The compatible interface condition will be provided by the developer to the satisfaction of the City of Cambridge. Implementation methods could include any one or more of the following, but not be limited to:

   a) The use of single-loaded roads (window streets) adjacent to the continuous landscaped buffer;
   b) Site plan agreements related to landscape buffer treatments and other treatments in the form of fencing;
   c) The continuous landscaped buffer, as indicated on Schedule A, will have a minimum width of 10.0 metres;
   d) The buffer will be comprised of both tree and understorey shrub planting that are comprised of native species and materials appropriate for the transition buffer;
   e) Pathways, trails and/or bicycle paths may be permitted within the buffer where it can be accommodated while not exposing to view the proposed new residential development; and,
   f) Provisions registered on title as they may affect the establishment and maintenance of the landscape buffer treatments and any required fencing treatments.

4) Notwithstanding the policies of the adjacent Low/Medium Density Residential designation to the Riverbank Drive Transition Buffer, only single detached, semi-detached, and townhouse dwellings with a maximum height of two (2) storeys may be permitted fronting or flanking a window street adjacent to the Riverbank Drive Transition Buffer.

19.3.5 Region of Waterloo International Airport

1) In planning for land uses within the North Cambridge Secondary Plan area in the vicinity of the Region of Waterloo International Airport, development applications will:

   a) Comply with Transport Canada Region of Waterloo International Airport Zoning Regulations. Restrictions under these Regulations may include but not be limited
to height restrictions on buildings, structures, interference with communications, and activities or uses that attract birds.

b) Require the provision of warning clauses and signage, where appropriate through the development review process, advising owners in the vicinity of the Region of Waterloo International Airport of potential lighting and aircraft noise impacts.
19.4 Urban Design Policies

Encouraging excellence in community design is essential in creating vibrant and attractive places to live, work, and play.

The policies of this Section promote compatible development through high quality urban design and architecture to enhance the comfort, safety, accessibility, and aesthetics of the built and natural environments in North Cambridge. Urban design policies also support the goals of transit-supportive development and reducing greenhouse gas emissions in new 15-minute neighbourhoods.

The City’s commitment to reach an 80 percent reduction in greenhouse gas emissions by 2050 is a priority for Council as set out in the TransformWR Strategy. To assist with meeting Council priorities, communities and buildings will be designed with a focus on the transformative changes set out in the TransformWR Strategy.

19.4.1 General Urban Design Policies

1) The objectives for urban design in the North Cambridge Secondary Plan area include:
   a) Encouraging attractive and safe public spaces, such as streetscapes, gateways to the community, vistas, open spaces, and heritage areas.
   b) Enhancing the visual asset of the Greenlands and Open Space Network.
   c) Building a green Secondary Plan area that prioritizes sustainability and innovative city-building practices to reduce impacts on both the built and natural environments.
   d) Encouraging a high quality and consistent level of urban design for the public and private realms through adherence to the principles, policies, and requirements of this Secondary Plan.
   e) Encouraging an urban built form that is massed, designed, and oriented to pedestrians and cyclists, and creates active and attractive streets for all seasons, ages, and abilities.

2) The Secondary Plan area is designed to achieve a community that is diverse in use and population, is scaled to and prioritizes the pedestrian and cyclists compared to the private motorist, can accommodate private vehicles, supports the introduction and growth of transit services, and will have a well-defined and high-quality public realm.

3) New development will have consideration for the urban design policies contained in Chapter 5 of the Cambridge Official Plan and the policies of this Secondary Plan.
4) New development and subdivision layout will be encouraged to complement natural landscapes and grades, watercourses, vegetation, heritage elements, and existing or proposed adjacent buildings, through the design of buildings, their massing, siting, access, and public areas.

5) New residential development should provide both the appropriate private and social context for healthy human environments, including safety and a supportive social fabric through a range and mix of dwelling types, local-serving commercial uses, street orientation, gathering places, and other support services.

6) To achieve pedestrian-scaled, attractive, and safe public environments in the Mixed-Use Node, along roads and within open spaces, the following urban design approach should be encouraged where applicable and appropriate:

   a) Development will be designed to allow for sunlight on outdoor spaces such as sidewalks, streets, trails, parks, and courtyards.
   
   b) Development should encourage a micro-climate which prevents wind tunnels and shelters against cold winds.
   
   c) Facade treatment should encourage:
      
      i) Adequate fenestration to provide active street elevations.
      ii) Well-designed street furniture and landscaping.
      iii) High quality materials, variety of textures and complimentary colour palette on walls and walkways.
      iv) Open balconies on upper floors overlooking streets in the Mixed-Use Node.
      v) Mitigation of residential development with front loaded garages.
   
   d) Pedestrians will be protected from inclement weather with canopies or recesses at building entrances and along store fronts.
   
   e) Developers will undertake street tree planting in accordance with City standards.
   
   f) Within the Mixed-Use Node designation, parking within a side or rear yard will:
      
      i) Be screened by soft and/or hard landscaping.
      ii) Allow for visibility of store fronts from the street.
      iii) Not create large gaps between developments.
      iv) Minimize conflicts with pedestrian circulation and cyclist access through road and driveway designs which maintain sightlines, design for slow vehicle speeds, and provide continuous walking and cycling connections.
      v) Be coordinated with adjacent developments.
7) Urban Design Briefs will be required for development proposals within the Secondary Plan area to ensure special requirements are met which achieve the planned vision for the area.

19.4.2 Public Realm

1) The public realm comprises public roads, lanes, open spaces/parks, natural features and their associated buffers, storm water management facilities, and the public use activity areas of public lands and private development sites and buildings.

19.4.2.1 Streets and Streetscapes

1) The design of the Street Network will:
   a) Provide access for pedestrians, cyclists, transit users, and private vehicles, opportunities for vistas, view corridors, pedestrian amenity areas, and space for utilities and services.
   b) Be aligned to create a grid or modified grid pattern that defines development blocks and supports connectivity and a permeable network that maximizes accessibility and supports active transportation.
   c) Be designed to ensure efficient walking routes to key destinations with continuous sidewalks, or equivalent provisions for pedestrians, on both sides of the street.
   d) Be designed for slow speeds by implement traffic calming measures such as curb extensions, continuous sidewalks across intersections, pedestrian refuge islands, reduced lane widths, on-street parking, raised intersections, and traffic circles and/or roundabouts. Near schools, curb extensions, raised intersections/crosswalks, and narrowed road right-of-ways will be preferred means of traffic calming.
   e) Provide street trees and landscaping on both sides of the road to create and enhance the urban tree canopy while providing shade over sidewalks to support pedestrian use wherever possible.

2) In addition to continuous sidewalks in accordance with the policies of Section 19.5.2, separated cycling facilities will be provided on every Collector Road and be considered on all streets with planned cycling facilities. Cycling facilities should be designed to allow continuous cycling across intersections without the need to dismount.

3) Within the Mixed-Use Node, streetscape designs which decrease the prominence of private vehicles will be encouraged, including woonerf-style designs, flexible streets, fully separated cycling facilities and wide sidewalks, flexible areas for on-street parking, patios, or additional sidewalk space, and appropriate traffic calming features.
Streetscape design may also facilitate temporary, short-term road closures to facilitate community events which activate the public realm within the Mixed-Use Node, including removable bollards, gates, or other convertible design features.

4) Sidewalks will form a continuous network throughout the community and constitute an integral part of the Street Network to promote active transportation. All sidewalks will be designed to enhance accessibility for all residents and will comply with the Accessibility for Ontarians with Disabilities Act (AODA).

5) Adequate street lighting in accordance with the City’s Engineering Standards and Development Manual will be provided to contribute to the safe function of streets, as well as the safe and appropriate lighting of the pedestrian realm.

6) Sufficient planting depths and boulevard widths will be provided for the planting and long-term growth of street trees in accordance with the City’s Engineering Standards and Development Manual.

7) Utility providers will be encouraged to consider innovative methods of containing equipment associated with utility services on or within streetscape features when determining appropriate locations for larger equipment and cluster sites.

8) Transformer and utility boxes will be located discretely or below grade, or architecturally housed/screened, and/or be screened through landscaping features.

19.4.2.2 Views and Focal Points

1) The preservation, enhancement, and creation of significant views and focal points will be encouraged by:
   a) Preserving and enhancing scenic views to the Natural Open Space System, watercourses, and cultural heritage resources.
   b) Creating and maintaining opportunities for views of important public buildings, parks, and other landmarks through the layout of roads, parks, and open spaces.
   c) Providing for development sites that terminate road and view corridors.

2) To recognize the importance of public and institutional buildings in the community and to enhance their status, these buildings are encouraged to be sited at the following locations:
   a) At the termination of a road or view corridor.
   b) At road intersections.
   c) On sites that enjoy prominence due to topographic and natural features.
d) Close to the road right-of-way to reinforce the road edge to create a visual anchor or feature for the community.

19.4.2.3 Public Art and Gateways

1) The installation of public art is encouraged in public locations such as privately owned public spaces and parks to contribute to the identity and sense of place of the Secondary Plan area.

2) The Mixed-Use Node will form the primary gateway into the community. The gateway will highlight the entrance to the North Cambridge Secondary Plan area through design features such as landscaping, low walls, signage, architectural treatments, and upgraded pavement treatment.

3) Secondary gateways will be located where Collector Roads intersect with Fountain Street North, Fairway Road North, and Middle Block Road. Special entry signage, hard and soft landscaping or architectural treatments incorporated into developments will identify and define these entries into the Secondary Plan area.

19.4.3 Private Realm

1) The private realm is comprised of a variety of built forms and private spaces and their relationship to the streetscape, natural features, open spaces, and park spaces. The residential dwellings and mixed-uses envisioned for the Secondary Plan area will contribute to its character and support the public realm through form, massing, architectural details, and features.

19.4.3.1 Development Block Design

1) Development will be accommodated on a modified street grid including Collector Roads, Local Roads, Public Lanes, and Private Roads to establish development blocks that achieve an efficient pattern and provide visual interest and diversity.

2) Development will provide neighbourhood permeability by designing blocks to be generally no more than 200 metres in length to promote active transportation, discourage excessive driver speed, and disperse traffic movements.

3) The size and configuration of each development block will be appropriate for its intended use, facilitate convenient pedestrian movement, and provide a sufficient range of building lots to achieve efficient development. Each development lot in a block will:

a) Have frontage on a public or private road, or park.
b) Be of a size and configuration to accommodate development that reflects the
planning and urban design policies set out in the Cambridge Official Plan and this
Secondary Plan.

4) The maximum number of contiguously attached street townhouses will be eight (8).

5) Mid-block pedestrian connections and trails will be provided to further enhance the
pedestrian permeability of the area, the efficient and variety of pedestrian routes, and
access to transit. Mid-block connections will be barrier free and visible from the sidewalk
for easy access.

6) Development blocks within the Low/Medium Density Residential designation, except for
parks and open space, will not have frontage that directly connects to Riverbank Drive,
Fairway Road North, Fountain Street North, or Middle Block Road. Notwithstanding, a
shared access driveway may be permitted to Fairway Road North, Fountain Street
North, or Middle Block Road subject to requirements of the Region or City, as
applicable. Any shared access driveway connecting to Fairway Road North or Fountain
Street North will be right in/right out.

19.4.3.2 Built Form

1) Buildings will be designed for an urban context with primary building facades fronting
public or private roads. Buildings must be designed to facilitate street activity and
encourage active transportation, with views from buildings directed to the street and
public spaces rather than towards parking areas and neighbouring sites.

2) To support public transit and for reasons of public safety and convenience, primary
building entrances will be clearly visible and located on a public road frontage or onto
public open spaces.

3) Access from sidewalks and public open space areas to primary building entrances will
be convenient and direct, with minimum changes in grade to increase accessibility.

4) The various architectural forms within the community are encouraged to provide for a
harmonious mix of distinctive architecture, which may incorporate both traditional/
heritage and modern influences. It is important that the architectural form and style
complement the design of the public realm.

5) All major rooftop mechanical structures or fixtures including satellite dishes and
communications antenna will be suitably screened and integrated with the building.
Parapets may be utilized to accommodate such screening.

6) Air conditioning units, utility metres, and similar features should not be visible from the
public realm and should be well integrated and screened.
7) To minimize disruptions to the safety and attractiveness of the Collector Roads, a system of rear Public Lanes is encouraged to provide the primary access for on-site parking and servicing functions.

8) To enhance the quality and safety of the streetscapes throughout the Secondary Plan area, the construction of parking lots which occupy significant proportions of the at-grade frontage of public roads will not be permitted.

9) To reduce the visual impact of surface parking and to increase opportunities for at grade amenity areas, the provision of structured parking will be encouraged for higher density forms of development in the Mixed-Use Node designation. Where it is not feasible to locate parking in structures either below or above grade, parking should be located to the rear of the principal buildings or within the interior side yard. Appropriate landscaping and screening measures will be provided.

10) Loading, servicing, and other functional elements are encouraged to be integrated within the building envelope. Where this is not possible, these elements will be carefully sited to minimize conflicts with adjoining uses and screened from view to avoid visual impact to the public realm or surrounding residential areas.

11) All development within Neighbourhoods will address the road, and garage doors/service facilities will not dominate the view of the streetscape. The implementing Zoning By-law will include details with respect to front and exterior side yards for the various anticipated development types and forms. Special provisions with respect to porches and balconies for the residential uses will also be included in the Zoning By-law.

12) Priority lots have high public exposure and include buildings at entries or gateways into the community, corner lots, lots facing and flanking Collector and Arterial Roads; buildings adjacent to parks and open space; and key view terminus lots. The identification and treatment of priority lots should be determined through the Draft Plan of Subdivision process and Site Plan Control. Where applicable, priority lots will be indicated in an Urban Design Brief that will accompany a development application.

13) Front, side, and rear elevations exposed to public spaces, should be well articulated. Articulation of buildings may also include changes in material colours and texture, changes in building plane, and variation of roof lines.

14) Townhouse, triplex, and apartment dwellings should be encouraged as bookends to residential blocks.

15) Building design on lots that function as a view terminus should have facade designs that utilize elements such as coordinated fenestration, masonry detail, and entry elements.
19.4.3.3 Housing Mix and Diversity

1) The policies of this Secondary Plan and this Section are intended to facilitate the provision of a broad range and mix of housing opportunities in the Secondary Plan area, which:

a) Provide for a range and mix of housing opportunities, choices, and accessibility for all income levels and needs.

b) Provide for a range of affordability, consistent with targets established by the City and Region.

c) Plan for "age-in-place" facilities within the community that anticipate changing housing needs for an aging population.

d) Provide for a range of dwelling unit floorspaces, including larger sized households with two (2) or more bedrooms within multi-residential built forms and single households.

2) Where appropriate, private, public, and non-profit housing developments designed to provide housing options for seniors are encouraged, including small ownership and rental units, as well as retirement and assisted living facilities that facilitate “aging-in-place.”

3) Affordable housing, including community housing, supportive housing, and other types of subsidized non-market housing units, is encouraged to be integrated within Neighbourhoods and combined in developments that also provide market housing to deliver opportunities for a range of housing tenures and prices that support diversity.

4) Within the Mixed-Use Node designation, dwelling units designed, constructed, and maintained as purpose-built rental units, will be encouraged.

5) New multi-unit developments within the Mixed-Use Node designation with a minimum 30 units or more will include:

a) A minimum of 15 percent of the total number of units as two (2) bedroom units.

b) A minimum of 5 percent of the total number of units as three (3) plus bedroom units.

For clarity, one (1) bedroom plus den units will not constitute a two (2) bedroom unit, and a two (2) bedroom plus den unit will not constitute a three (3) bedroom unit.

6) New affordable housing and purpose-built rental housing will incorporate barrier-free, universal or flex design features in both common and living areas.
7) The City should collaborate with the Region, public, and non-profit community housing providers to encourage a supply of subsidized non-market housing units to be included within the housing mix in the Secondary Plan area.

8) To support the provision of affordable housing units, the City, in conjunction with the Region, will explore other potential incentives such as reduced application fees, grants, and loans, to encourage the development of affordable housing units.

9) Additional residential units will be permitted in accordance with the policies of this Secondary Plan and the Cambridge Official Plan, and the provisions of the Zoning By-law.

19.4.3.4 Private Amenities

1) New multiple unit and apartment dwellings with more than six (6) units within a single building or structure will provide indoor or outdoor shared space for amenities.

2) Courtyards and privately owned public space amenities will have at least two (2) points of pedestrian access.

3) The design and location of pedestrian entrances to courtyards and privately owned public space amenities will be clearly identifiable as public to encourage public use through their siting and use of design elements.

19.4.4 Building a Resilient Green North Cambridge

1) Design plays a significant role in creating a healthy, vibrant, resilient, and sustainable community. This Section establishes policies that promote green building technologies, renewable and alternative energy options, waste management efforts and other sustainable design options for development to support long-term climate adaptation and mitigation measures with the aim of supporting the City’s objectives.

19.4.4.1 Objectives

a) To demonstrate leadership in sustainable forms of green building design and technology, including the incorporation of renewable and alternative energy sources.

b) To encourage energy conservation through appropriate site planning, urban design, and the use of energy efficient materials.

c) To ensure streetscape design incorporates appropriate resilient tree species and spacing to provide shade and minimize heat island effect.
d) To utilize, wherever possible, street alignments and building placement to maximize potential for passive and active solar energy capture.

e) To incorporate *low impact development* best practices and green *infrastructure*, wherever feasible to minimize runoff, reduce water pollution, and protect groundwater resources.

### 19.4.4.2 Energy Generation and Conservation

1) The North Cambridge Secondary Plan presents an opportunity to consider energy and sustainability in neighbourhood design in accordance with Section 5.8 of the Cambridge Official Plan. New *development* in the Secondary Plan area will contribute to achieving the City’s targets for reducing energy use and greenhouse gas emissions.

2) Alternative energy systems and renewable energy distribution and generation systems including but not limited to combined heat and power co-generation, solar thermal heating, solar cooling, heat recovery, short- and long-term energy storage, and solar photo-voltaic will be permitted and encouraged throughout the Secondary Plan area in accordance with the applicable *Provincial* and *Federal* requirements.

3) *Development* plans and building designs should provide opportunities for south facing windows and building orientation to maximize potential for passive and active solar energy. Where feasible, local streets and blocks should be aligned within 25 degrees of geographic east-west to maximize solar gain.

4) To reduce energy consumption, *development* proposals that include energy efficient building design and practices in all new buildings will be encouraged and supported.

5) To assist with the mitigation of heat island effects, the City will promote:
   
a) Incorporating green roofs planted with vegetation to contribute to cooling while also assisting with stormwater management, improved air quality, and energy efficiency of buildings.

b) Implementing cool roof strategies into building design that use high albedo materials to reduce heat gain.

c) Strategic use of deciduous trees or preservation of existing trees to help with evapotranspiration, shading of sidewalks and hard surface areas in summer, and solar access in winter.

d) Installation of light-coloured paving materials including white concrete, open pavers, and any material with a solar reflectance index of at least 29, particularly within parks, public spaces, and within the Mixed-Use Node.
6) Individual buildings will be encouraged to be constructed as net-zero or as net-zero ready.

19.4.4.3 Waste Management

1) Development is encouraged to reduce and divert construction and demolition waste from landfill to meet or exceed the Region’s diversion targets.

2) Alternative waste management such as source separation and resource recovery at the processing stage will be encouraged wherever economically and technically feasible.

3) Residents’ efforts to compost, reduce, reuse, repair, and recycle will be encouraged.

4) The City will cooperate with Regional, Provincial, and citizen groups to reduce and achieve safe and effective disposal of solid and hazardous waste.

19.4.4.4 Soil Pollution and Erosion

1) The City will strive to prevent soil pollution and erosion through:
   a) Prohibition of dumping or outside storage of hazardous wastes.
   b) High quality wastewater systems and their maintenance in accordance with requirements of the Province.
   c) Increasing public awareness of the effects and reduction in use of pesticides, insecticides, fertilizers, de-icing agents in private and public open spaces, such as along roadsides, and in gardens.
   d) Regulating or prohibiting the placing or dumping of fill and alterations to the grade of the land in accordance with the City’s Fill and Alteration By-law 160-09.

19.4.4.5 Noise and Air Pollution

1) In order to minimize the noise, air quality and climate change impacts associated with new growth, the following will be included in this Secondary Plan:
   a) The reduction of air pollution through the development of complete communities and 15-minute neighbourhoods.
   b) The reduction of vehicle kilometres travelled across the Secondary Plan area through increased mobility choices and transit-supportive development and a range and mix of land uses.
   c) The separation of sensitive land uses from stationary noise and air pollutant sources through appropriate separation distances, land use planning, and zoning.

2) The lands to the south of the Secondary Plan area are designated Employment Area in the Regional Official Plan and Business Industrial in the Cambridge Official Plan.
Sensitive uses, as defined by the Provincial Policy Statement will be located and designed to mitigate impacts from, and will demonstrate compatibility with, existing and/or planned employment uses, and not adversely impact the continuation of existing or planned employment uses.

3) The provision of charging infrastructure and electric vehicle ready parking spaces in the Low/Medium Density Residential and Mixed-Use Node designations as a private or common amenity or on a pay-per-use basis for the general public will be required through the implementing Zoning By-law.

4) The City will minimize the impact of car parking by:
   a) Requiring that mixed-use developments include shared use of parking among uses that have different peak parking characteristics through the implementing Zoning By-law.
   b) Reducing minimum car parking requirements within the Mixed-Use Node through the implementing Zoning By-law.
   c) Designing parking areas so they are not visually predominant within a development or a neighbourhood.
   d) Reducing the parking ratio required for affordable housing through the implementing Zoning By-law.
   e) Dedicating priority parking spaces for carpool, ride sharing, and ultra-low emission vehicles.

5) A Parking Justification Report may be required to support proposed parking reductions and/or shared use of parking.

6) Proposed developments adjacent to or near sources of noise, such as Regional Roads, Collector Roads, and any industrial or commercial facilities will require a Traffic or Stationary Noise Study. Where required, methods of noise abatement will be part of site plan agreements, severance agreements, and subdivision/condominium agreements. Such studies may be identified through a pre-submission consultation and will be required at the time of application for development, or subdivision/condominium approval.

7) Noise abatement measures will be confirmed through the review and acceptance of detailed Noise Studies, completed in accordance with Regional policies and Provincial guidelines.
19.4.6 Local Food Production

1) The creation of opportunities for local food production and distribution in the Secondary Plan area is supported by the Cambridge Official Plan (Section 7.10). Development plans and building designs are encouraged to incorporate opportunities for local food production through:

   a) Community gardens.
   
   b) Community orchards and edible landscaping.
   
   c) Local market space (i.e., a farmers’ market) within the Mixed-Use Node.

19.4.5 Cultural Heritage

1) The North Cambridge Secondary Plan area possesses associative heritage significance due to the settlement of First Nations peoples and early European settlers that began farming in the area and the early and important transportation routes of Riverbank Drive and Fountain Street. Members of the initial German Company of Pennsylvania and other prominent Regional community members such as Bishop Joseph Hagey and Moses Springer lived and farmed in this area. Due to the largely agricultural nature of this area over the past 200 years, there are few identified cultural heritage resources relative to the size of the Secondary Plan area, including a listed heritage property as shown on Schedule A. There are several listed heritage properties immediately outside of the Secondary Plan area, including 1020 Riverbank Drive and 105 Middle Block Road. The cultural heritage policies of this Section will:

   a) Conserve the cultural heritage resources of the city for the enjoyment of existing and future generations.
   
   b) Promote the adaptive reuse of remaining historic structures as part of future development applications, wherever feasible.
   
   c) Incorporate heritage recognition and commemoration measures, including First Nations heritage, into the land use planning process by means such as historic or First Nations street naming and plaques on privately and City-owned properties.
   
   d) Address rural landscapes of potential cultural heritage value within or adjacent to the Secondary Plan area including the Riverbank Drive scenic heritage road and the Grand River Canadian Heritage River, as identified in the City of Cambridge Cultural Heritage Master Plan (2008).
2) The City may use the power and tools provided by the enabling legislation, policies, and programs, particularly the *Ontario Heritage Act*, the *Planning Act*, the *Environmental Assessment Act*, and the *Municipal Act* in implementing and enforcing the policies of this Section. These may include but not be limited to the following:

a) The authority to regulate alterations and halt or amend demolition proposals for designated heritage properties and temporarily halt the demolition of listed heritage properties provided under the *Ontario Heritage Act* and as set out by the policies in this Secondary Plan.

b) Requiring the preparation of a Cultural Heritage Impact Assessment, Documentation and Salvage Plan and/or Conservation Plan for development proposals and other land use planning proposals that may potentially affect a designated heritage property, a listed heritage property, a Heritage Conservation District, or a previously unidentified heritage property or resource determined by City staff to contain cultural heritage value or interest. City staff may also require the preparation of a Cultural Heritage Impact Assessment for proposals that may pose significant impacts on the Riverbank Drive scenic heritage road or the Grand River Heritage River corridor, as determined by City staff.

c) Using Zoning By-law provisions to protect cultural heritage resources by regulating such matters as use, massing, form, location, height, and setbacks.

d) Using the Site Plan Control By-law to ensure that new development is compatible with on-site or adjacent cultural heritage resources.

e) Using parkland dedication requirements to conserve significant cultural heritage resources.

f) Identifying, documenting, listing, and designating cultural heritage resources as appropriate in the Secondary Plan and including measures to protect and enhance any significant heritage resources identified as part of the approval conditions.

g) Using fiscal tools and incentives to facilitate heritage conservation including but not limited to the Community Improvement Plan and facade improvement program pursuant to the *Planning Act*, grants, and loans pursuant to the *Ontario Heritage Act*, the City of Cambridge’s Designated Heritage Property Grant Program, and heritage property tax reduction/rebate programs pursuant to the *Municipal Act*. 
19.4.5.1 Archaeological Resources

1) *Archaeological Assessments* may be required in accordance with the policies of Section 19.6 of this Secondary Plan prior to any *development* or *site alteration* to identify any areas of *archaeological potential* and/or significance, the highest and best conservation option, or how *archaeological resources* can be incorporated into future *development*.

2) Lands within the Natural Open Space System identified on *Schedule B* where no *development* or *site alteration* is permitted may not require *Archaeological Assessment*.

3) Trails and parks within areas of *archaeological potential* will require *Archaeological Assessment*.

4) Areas of *archaeological potential* in proximity to *Provincially*-registered archaeological sites will require *Archaeological Assessment*. 
19.5 Sustainable Infrastructure

The City and Region’s infrastructure system, including its Mobility Network, sewer, water and stormwater systems and utilities, serve an essential role in a community’s successful operation and ability to support sustainable development.

The City’s commitment to reach an 80 percent reduction in greenhouse gas emissions by 2050 is a priority for Council as set out in the TransformWR Strategy. Transportation is responsible for 49 percent of greenhouse gas emissions in Waterloo Region. The Mobility Network will be designed to achieve Council’s greenhouse gas reduction target.

Ensuring that the appropriate infrastructure and capacity is in place to accommodate the anticipated growth in North Cambridge is essential to the success of this Secondary Plan.

Development within the North Cambridge Secondary Plan area will be supported by the timely provision of and investment in new infrastructure both within and outside the Plan Area.

19.5.1 General Sustainable Infrastructure Policies

1) The following general objectives apply throughout the North Cambridge Secondary Plan area:

   a) Design streets and direct land use for active modes of transportation and the use of transit to reduce the dependence on the private motor vehicle.
   
   b) Support a dependable, accessible, and integrated transit system as an essential public service through appropriate land use, urban design, and transit management policies.
   
   c) Ensure the development and maintenance of a safe, comfortable, and enjoyable environment for pedestrians and cyclists of all ages and abilities along roads and trails.
   
   d) Ensure safe and convenient mobility for persons with disabilities and special needs.
   
   e) Ensuring stormwater management facilities are technically appropriate and are integrated as amenity spaces within the overall Greenlands and Open Space Network.
   
   f) Strive towards the reduction of water and energy consumption, and waste production.
g) Support opportunities for alternative energy systems and renewable energy systems.

h) Phase development to ensure cost-effective and efficient use of infrastructure and utilities.

19.5.2 Mobility Network

19.5.2.1 General

1) The North Cambridge Mobility Network as shown on Schedule C is comprised of the following elements:
   a) The Cycling Network;
   b) The Trails Network;
   c) Transit Supportive Streets; and,
   d) The Street Network.

2) The Street Network serving the Secondary Plan area will be designed with complete streets principles to prioritize travel for pedestrians, cyclists, and transit users, and to accommodate vehicles and goods movement.

3) The Mobility Network will be designed to achieve or exceed the City’s Transportation Master Plan non-auto driver modal share targets.

4) The provision of transportation infrastructure will conform to Chapter 6 of the Cambridge Official Plan and will have regard for the standards established through the City and Region’s Transportation Master Plans.

5) All road designs will conform to the Cambridge Official Plan and be confirmed through a Traffic Impact Study submitted as part of a development application.

6) The intent of the Secondary Plan is to develop a connected grid-like multi-modal transportation network while recognizing constraints such as natural areas that will influence road alignment and adjustments to achieve a connected transportation network but maintain the scenic road quality of Riverbank Drive by not permitting road connections to this community edge.

7) Final route alignments and requirements will be designed according to detailed planning, transportation, and engineering studies at the time of applications for Draft Plan of Subdivision or Site Plan Control. This work will be to the satisfaction of the City in consultation with other agencies having jurisdiction.
8) All streets will be designed as important components of the public realm, providing a network that is appealing for pedestrians, cyclists, transit users, and drivers. The Mobility Network will be designed to provide vistas and view sheds to public parks and open spaces and to the Greenlands and Open Space Network to assist in the creation of a sense of place.

9) Winter maintenance of the Cycling Network and Trails Network will be undertaken in accordance with City standards and the City of Cambridge Cycling Master Plan to ensure the maintenance of specific routes year-round.

10) Minor revisions to transportation routes to incorporate design features such as streetscaping and cycling facilities may be made without an Amendment to this Secondary Plan, provided that the principles of permeability and inter-connectivity are maintained to the satisfaction of the City.

19.5.2.2 Cycling Network

1) The Cycling Network provides opportunities for active transportation and enhances mobility by providing for a primary mode of travel and an alternative to single-occupancy vehicle trips.

2) Cycling within the Secondary Plan area will be consistent with the policies of the Secondary Plan and will support the implementation of the City of Cambridge Cycling Master Plan. Fountain Street North, Fairway Road North, and Middle Block Road adjacent to the Secondary Plan area form part of the All Ages and Abilities Network in the City of Cambridge Cycling Master Plan.

3) The Cycling Network should be designed for All Ages and Abilities, which includes physically separated facilities wherever possible. Local Roads should be designed for slower speeds.

19.5.2.3 Trails Network

1) The Trails Network is to provide both a recreational and transportation function. Accordingly, connections will be made to the Cycling Network, Neighbourhoods, parks, and schools.

2) Trails within the Secondary Plan area will be consistent with the policies of the Secondary Plan and will support the implementation of the City of Cambridge Cycling Master Plan.

3) Trail crossings of roads will generally be located at an intersection where trail users can be afforded a safe, protected crossing. Trail crossing at mid-block locations along a road will be provided with a signed trail crossing, curb extensions, road markings,
and/or raised crossing to alert drivers of the presence of trail users. Pedestrian crossings (i.e., PXO crossings) will be considered at major pedestrian/trail crossings at the developer’s expense.

4) Trails will be designed to accommodate a range of users and abilities. Curb-cuts and other safety measures and design elements may be provided to improve access at road crossings. The use of permeable materials may be considered for trail development in areas where sufficient drainage exists. Trails with asphalt surfaces may be incorporated into the Trails Network to address accessibility and active transportation needs.

5) Trail locations will be based on each site’s sensitivity to minimize environmental impacts. The Trails Network may include trails along stormwater management facilities, the outer edge of the Natural Open Space System buffer, and within parks.

6) Trails identified on Schedule C will be assessed as part of an Environmental Impact Statement.

7) Trails located in proximity to sensitive natural features, or adjacent to stormwater management facilities should incorporate interpretive signage at various locations to promote stewardship initiatives that will protect and enhance the features and functions of the natural environment.

8) The City may require trail corridors to be dedicated for public purposes as a condition of development approval.

9) Trail connections and crossings will be subject to the following policies:
   a) Trail connections bisecting the Natural Open Space System should be limited to promote the preservation and protection of the ecological integrity and function of the natural features.
   b) New trail crossings of watercourses should be limited to ensure protection of the ecological integrity of the watercourse and riparian corridor.
   c) Trail crossings will be designed to promote wildlife passage, passage of flows, and to minimize impacts on the riparian corridor.

10) As a condition of Draft Plan of Subdivision approval, the City will require that the developer construct and finance the Trails Network within the Secondary Plan area, and that the construction of the Trails Network is phased together with other infrastructure including stormwater management facilities and streets, to ensure that the Trails Network is in place prior to building occupancy.

11) The Trails Network will be built in accordance with City of Cambridge standards for trail construction.
12) Additional trails may be identified through the development approvals process to augment the Trails Network conceptually identified on Schedule C.

19.5.2.4 Transit

1) Grand River transit services are encouraged to be provided in accordance with the principles of this Secondary Plan along the Transit Supportive Streets shown on Schedule C. Grand River transit services should be integrated early and appropriately to serve North Cambridge.

2) Grand River Transit will be consulted early through the pre-submission consultation process.

3) The location and design of streets, buildings, and other facilities should prioritize transit, pedestrians, and cyclists and will consider the following:
   a) Convenient and safe access to stops and waiting areas.
   b) Improving the transit users’ experience.
   c) Direct transit routes.
   d) The efficient operation of transit vehicles, including the incorporation of bus bays where appropriate into road design requirements.

4) The land use plan for the Secondary Plan area will facilitate a transit-supportive Community Structure through transit-supportive development and densities.

5) Arterial Roads abutting the Secondary Plan area should be designed with sufficient flexibility to deliver bus routes within 450 metres of most residents and to conveniently serve the Mixed-Use Node.

6) Development, streets, and blocks will be designed to minimize walking distances to transit routes and provide safe, convenient, attractive, and direct pedestrian and cyclist access to transit stops.

7) Where transit stops are provided along the All Ages and Abilities Network for cycling, consideration will be given to integrating bus stops and separated cycling facilities to minimize user conflicts and with bicycle parking facilities to support first and last mile trips.

19.5.2.5 Street Network

General

1) The Street Network, for purposes of right-of-way protection, is shown on Schedule C. The Street Network is intended to provide for the efficient and safe passage of
pedestrians, including those using diverse mobility devices, and cyclists, the operation of an efficient public transit system and to provide for the balanced usage of motor vehicles. **Schedule C**, together with the following policies, forms the basis for the provision of roads, trails, right-of-way widths and access controls. **Regional Roads** are subject to **Regional requirements** and permits in addition to the other policies of this Secondary Plan.

2) It is a fundamental principle of this Secondary Plan to ensure that the Greenlands and Open Space Network is visually and physically connected to adjacent neighbourhoods. The Street Network shown on **Schedule C**, identifies an array of opportunities for the consideration of single-loaded roads adjacent to parks, stormwater management facilities and to the Natural Open Space System designation. It is a policy of this Secondary Plan that single-loaded streets adjacent to the Greenlands and Open Space Network be considered, and be required where practical, particularly when abutting public parks and stormwater management facilities. Other forms of connectivity will also be considered, including trailhead and trail connections, vista corridors and other innovative techniques.

3) The Collector Road network as identified on **Schedule C** will be confirmed through either the Municipal Class Environmental Assessment (Municipal Class EA) process or through a *development* application(s) under the *Planning Act*.

4) Where applicable, design and construction of road improvements and new road projects other than the Collector Road network, will also be undertaken in accordance with the provisions of the Municipal Class EA or through a *development* application under the *Planning Act* as determined by the *City*.

5) All portions of the Collector Road network identified in **Schedule C** and confirmed through either a Municipal Class EA process or through a *development* application under the *Planning Act* will be conveyed through a *development* application under the *Planning Act*.

6) Road crossings over lands designated Natural Open Space System, as identified on **Schedule B**, and refined through the Municipal Class EA process or a *development* application under the *Planning Act*:
   a) Will be accommodated within as narrow a right-of-way as possible, while complying with *City* standards.
   b) Will be designed to minimize environmental impacts and to maximize public safety.
   c) May be deleted or have its alignment adjusted without the need to amend this Secondary Plan.
d) Any, or all of these conditions will be subject to an Environmental Impact Statement and approval by the City.

Street Network and Hierarchy


8) The Collector Road system is indicated on Schedule C.

9) The proposed Collector Roads will establish the framework for the overall Street Network. The proposed east-west Collector Roads will connect to, and act as an extension of Intermarket Road, connecting to Fountain Street North. The proposed north-south Collector Road will connect Fairway Road North to Middle Block Road. The existing intersection of Riverbank Drive and Fairway Road North will be re-aligned, with Riverbank Drive terminating into the proposed north-south Collector Road. Collector Roads will be designed in accordance with the City’s Engineering Standards and Development Manual, including:

a) Collector Roads will have a right-of-way of 23.0 – 26.0 metres.

b) Separated pedestrian and cycling facilities will be required on both sides of all Collector Roads.

c) Where a multi-use trail is provided as a separated cycling facility, a sidewalk may not be required on that same side of the road and may be integrated into the trail.

10) Within the planned right-of-way, the Collector Road streetscape character at a typical mid-block cross-section will be defined by:

a) A boulevard, and pedestrian and cycling zone on either side of the street;

b) One separated cycling facility, including buffers, in each direction;

c) One vehicular travel lane in each direction; and

d) One parking lane on one side of the street.

11) Intersections along Collector Roads should accommodate cycling without dismounting and sufficient right-of-way will be provided at intersections to accommodate protected intersection design.

12) Collector Roads intersecting with Fairway Road North and Fountain Street North will be accessed via right-in, right-out turning movements only.

13) The location and alignment of Local Roads will be determined through a development application under the Planning Act. Local Roads are designed to accommodate only low volumes of traffic at slow speeds and to service local area trips. Local Roads will be
designed in accordance with the City’s Engineering Standards and Development Manual, including:

a) Local Roads are expected to have a minimum right-of-way of 18.5 metres.

b) Sidewalks are required on both sides of all Local Roads.

14) The location and alignment of Public and Private Lanes will be determined through a development application under the Planning Act. Public and Private Lanes will be designed to accommodate access to garage structures at the rear of a residential lot or to provide service access within the Mixed-Use Node.

a) Public or Private Lanes may be considered where it is either not desirable or possible to have driveways and garages fronting directing onto a road.

b) Public or Private Lanes should be prioritized where development fronts onto a Collector Road.

c) Public or Private Lanes will generally have a minimum right-of-way of 10.0 metres in accordance with the City’s Engineering Standards and Development Manual.

d) Municipal infrastructure may be located within Public Lanes subject to functional and design standards established by the City.

e) Public or Private Lanes will provide access for service and maintenance vehicles for required uses as deemed necessary by the City and may include enhanced laneway widths and turning radii to accommodate municipal vehicles including access for snowplows, garbage trucks, and emergency vehicles where required.

Policies

15) The coordinated installation of municipal infrastructure, utilities, sidewalks, trails, cycling facilities, lighting and tree planting will be part of the detailed planning, design, and development of all roads.

16) The design of all roads will be in accordance with the policies of Section 19.4.2 of this Secondary Plan and in accordance with the City’s Engineering Standards and Development Manual.

17) Traffic calming will be achieved on Collector Roads by:

a) Using curb extensions within the parking lane at intersections to shorten the crossing distance for pedestrians.

b) Installing mid-block crossings where trails or other major pedestrian routes are planned.

c) Designing streets that discourage vehicle speeding through right-of-way curvature, complimentary streetscape design, raised intersections and crossings, street
lighting and utility poles in the boulevard space, building proximity to the street, and boulevard street tree planting.

18) Traffic calming will be achieved on Local Roads by:
   a) Encouraging pedestrian-priority streets or woonerfs.
   b) Designing streets that discourage vehicle speeding through right-of-way curvature, complimentary streetscape design, curb extensions, raised crossings, building proximity to the street, and boulevard street tree planting.
   c) Minimizing traffic lane widths.
   d) Minimizing the number of traffic lanes in the roadway.

19) In accordance with the City’s Engineering Standards and Development Manual, on-street parking will be encouraged at appropriate locations on all streets to provide for anticipated parking requirements and to assist in traffic calming.

20) The City and Region will consider the following as general design policies for roundabouts:
   a) The design of roundabouts should prioritize the safe movement of pedestrians and cyclists.
   b) Where used, roundabouts should incorporate appropriate landscape features or public art while ensuring that clear sightlines are maintained for drivers.

19.5.3 Municipal Infrastructure

19.5.3.1 Water and Wastewater

General

1) Development within the North Cambridge Secondary Plan area will be on full urban municipal wastewater and water supply services in accordance with Section 6.16 of the Cambridge Official Plan.

2) Proponents of development will be required to enter into appropriate agreements to provide protection for existing private water supply systems that remain in use should their operation be detrimentally impacted through the process of developing the Secondary Plan area.

3) The cost of providing full urban municipal services to facilitate the development of lands within the Secondary Plan area will not impose an undue financial burden on existing taxpayers. Accordingly, such costs will be the responsibility of the developer, with appropriate Development Charges.
4) Development will be designed and constructed in accordance with a Functional Servicing Plan or Plans dealing with sewage and water systems. A Functional Servicing Plan, prepared in accordance with City criteria, standards, and policies, will be submitted as part of a complete development application. These Plans will be prepared to provide for the continuous, orderly extension of services in a cost-effective manner, to the satisfaction of the City.

5) It is expected that landowners within the Secondary Plan area will co-operate with each other in order to facilitate the development of lands on the basis of full urban services and, to that end, permit access to services installed within their land by way of easements or in such other way as will be satisfactory to the City.

19.5.3.2 Stormwater Management

Intent

1) Stormwater management facilities are required to manage development impacts on watercourses in order to maintain and enhance water quality, protect fish and wildlife habitat, and prevent erosion. It is the intent of this Secondary Plan to ensure that stormwater management facilities are not only functional components of a community but are also aesthetically pleasing and a key component of the connected Greenlands and Open Space Network.

2) Stormwater management facilities will be provided in accordance with the Master Drainage Report.

Policies

3) Stormwater management facilities are subject to the policies contained in this Secondary Plan, the City’s policies, the policies of the Grand River Conservation Authority, the applicable subwatershed study, and Master Drainage Report.

4) The locations, configuration and boundaries of the stormwater management facilities identified on Schedule A will be confirmed through the required Stormwater Management Plan and subsequent development applications under the Planning Act and implementing Zoning By-law and may be adjusted or removed without further Amendment to this Secondary Plan, provided the general intent of the Plan is maintained.
5) It is the intent of this Section of the Secondary Plan to manage development impacts from stormwater on the Grand River and other watercourses within the watershed in order to maintain and/or enhance water quality, protect downstream fish and wildlife habitat, and prevent erosion. The City will seek to reduce stormwater run-off volumes and pollutant loadings in the Secondary Plan area by:

a) Encouraging implementation of a hierarchy of source, lot-level, conveyance, and end-of-pipe controls.

b) Encouraging the implementation of alternative community design and development standards, including innovative stormwater management techniques in accordance with the technical requirements of the City, the Grand River Conservation Authority, and Provincial Design Standards, as they evolve.

c) Encouraging the planting of native species and flood tolerant water’s edge plants, including a mixture of herbaceous and woody vegetation to stabilize banks of ponds. The perimeter of the permanent pool should be planted with emergent, strand and submergent species to improve the aesthetics and enhance the performance of the facility.

d) Encouraging ponds to blend with the natural landscape, therefore, geometric forms and standard slope gradients will be avoided in favour of organic shapes and landform grading designed to replicate natural landforms in the area. Inlet and outlet structures should be concealed using a combination of planting, grading, and natural stone.

e) Requiring "enhanced" level water quality control in accordance with the applicable subwatershed study.

f) Requiring post to pre-water quantity control for the 1:2-year storm event up to and including the 1:100-year or Regional storm event.

g) Ensuring that where technical conditions related to soil conditions and groundwater levels are appropriate, an integrated, innovative, and water efficient approach to water management is followed. The approach will minimize stormwater volumes and contaminant loads and maximize infiltration through an integrated treatment approach, which may include techniques such as rainwater harvesting, runoff reduction of solids and materials at source, constructed wetlands, bioretention swales, green roofs, permeable surfaces, clean water collection systems, and the preservation and enhancement of native vegetation cover.
19.5.3.3 Utilities

Intent

1) It is the intent of this Secondary Plan to promote the provision of adequate utilities required for the residents of the Secondary Plan area in an economically and environmentally responsible manner.

Policies

2) The City, together with developers, will participate in discussions with utility providers such as hydroelectric power, communications/telecommunications facilities and utilities, broadband fibre optics, and natural gas to ensure that sufficient infrastructure is or will be in place to serve the Secondary Plan area.

3) The City will promote utilities to be planned for and installed in common trenches, where feasible, in a coordinated and integrated manner in order to be more efficient, cost effective, and minimize disruption.

4) The City will require that lower voltage electric wiring be buried underground in all new development and may require wiring is buried underground in areas where major public works make this conversion economically feasible.

5) Utility services will be developed to be compatible with the general character of the surrounding uses and minimize visual impact, while maintaining necessary access and clearance requirements. The City will encourage utility providers to consider innovative methods of containing utility services on or within streetscape features such as gateways, lamp posts, transit shelters, etc., when determining appropriate locations for large utility equipment and utility cluster sites.

6) The City will ensure that utility corridors not detract from the Greenlands and Open Space Network through an environmental assessment process, vertical or horizontal circumvention, or other suitable alternatives.

7) The City will ensure that an adequate and efficient supply of electric power is provided for the community by:
   a) Not requiring an Amendment to this Secondary Plan for facilities which comply with the goals and objective of this Secondary Plan.
   b) Consulting with the utility provider regarding Site Plan Control, Draft Plan of Subdivision, and Zoning By-law applications.

8) The City will promote small-scale opportunities for increased power generation, supply, and conservation, including alternative energy systems and renewable energy systems.
19.5.4 Source Water Protection

1) A portion of the North Cambridge Secondary Plan area is within established wellhead protection areas and the surface water intake protection zones along the Randall Drain identified in the Grand River Source Protection Plan.

2) Future development proposals will demonstrate that there will be no adverse environmental impacts to existing groundwater and surface water users as a result of the proposed development. This will be demonstrated through appropriate hydrogeological studies in accordance with the requirements of the Region and any other relevant agencies.

3) Development applications on lands north of the Randall Drain will be accompanied by a Notice of Source Protection Plan Compliance (Section 59 Notice) under the Clean Water Act, as part of a complete application.

4) Land uses that are considered to pose a significant threat to drinking water supplies will not be permitted within wellhead protection areas and intake protection zones, as established by the Region, and shown on Map 15 of the Cambridge Official Plan. All development will conform to the Source Water Protection policies in Chapter 8 of the Regional Official Plan.

5) To minimize chloride loadings in runoff to protect water quality and ecosystem health, the City will reduce the use of salt through the implementation of management measures described in the applicable subwatershed study.
19.6 Implementation

The North Cambridge Secondary Plan will be implemented through a variety of tools, including but not limited to:

a) The planning and development application process, through tools such as Site Plan Control, Draft Plans of Subdivision and Condominium, and land severances;

b) The City’s Zoning By-law;

c) The City and Regional Transportation Master Plans;

d) The City’s Parks Master Plan;

e) The City’s Cycling Master Plan; and,

f) Other tools as described in this Section.

19.6.1 Interpretation

19.6.1.1 Boundaries

1) It is intended that the boundaries identified on the Schedules of this Secondary Plan be considered as approximate. The boundaries may be considered exact only where they correspond to existing roads, watercourses, or other similar geographical demarcations. It is also intended that the location and alignment of proposed roads and trails be conceptual and not exact.

2) Amendments to this Secondary Plan will not be required to permit minor adjustments to identified land use boundaries or to the conceptual locations of roads and trails provided that the general intent of this Secondary Plan is maintained.

19.6.1.2 Secondary Plan Amendments

1) Unless otherwise stated in this Secondary Plan or the Cambridge Official Plan, applications for development which do not align with the policies or Schedules of this Secondary Plan will require an Official Plan Amendment. Amendments to the Cambridge Official Plan will be subject to the policies of this Secondary Plan and will require a Planning Justification Report, along with other supporting studies identified through the pre-consultation process.

2) When considering an Amendment to this Secondary Plan, Council will consider the following issues:

a) The need for the proposed change to commercial and service use requirements in the Mixed-Use Node designation, as determined through an analysis of the
existing and/or planned supply of similar uses in the market area versus the identified demand for the proposed use in the market area through a Market Demand Study.

b) The impact of the proposed change in terms of the social, economic, environmental, and aesthetic costs and benefits for the community.

c) The extent to which the proposed change will affect policies, objectives, and principles of this Secondary Plan. Planning principles and objectives will not be changed outside of the context of a full review of this Secondary Plan.

d) Suitability of the proposed change with respect to physical characteristics of the area, especially where the Greenlands and Open Space Network is involved, and adequacy of infrastructure.


f) The effect on population and employment projections and finances of the City and Region.

19.6.2 General Implementation

1) Approval of development applications will be conditional upon commitments from the appropriate authorities and the proponents of development to the timing and funding of the required road and transportation facilities, parks, and recreation facilities. These works will be provided for in the subdivision and development agreements. Phasing of the development, based on the completion of the external road works, may be required.

2) Approval of development applications will also be conditional upon commitments from the appropriate authorities and the proponents of development to the timing and funding of required stormwater management, wastewater, and water supply facilities. These works will be provided for in subdivision and site plan agreements. Phasing of development, based on the completion of external sewer and water services, may be implemented if required.

3) The Urban Design Policies contained within this Secondary Plan including those policies related to Building a Green North Cambridge in Section 19.4.4 provide specific design direction for both the public and private sectors. They indicate the City’s expectations with respect to the character, quality, and form of development in the North Cambridge Secondary Plan. All development within the Secondary Plan area will be in accordance with the Urban Design Policies.
19.6.2.1 Complete Applications

1) Applications will comply with the Complete Application provisions of the Cambridge Official Plan along with the relevant provisions of this Secondary Plan which pertain to studies, plans, and/or assessments that the City or other agencies may require.

2) The required information and studies will be determined by City, Region, and other technical agency staff through the pre-consultation process prior to the submission of any development application.

3) Any detailed study, plan, or assessment may be subject to a peer review at the expense of the proponent.

4) The Master Drainage Report and applicable subwatershed studies will provide the basis for, and provide direction to, any future detailed studies, plans, or assessments. Future studies required as part of a complete applications should conform with and implement the recommendations of these technical studies.

5) Every development application, as part of a Planning Justification Report prepared in support of complete application and updated at the time of final approval, will include details regarding the following, as applicable:

   a) For the development application area:
      i) Net density by land use designation.
      ii) Number and type of units.
      iii) Total development application unit count.
      iv) Estimated population.

   b) For the entire Secondary Plan area:
      i) Overall density per hectare and by land use designation.
      ii) Number of dwelling units by type.
      iii) Amount/type of non-residential space and number of jobs.

   c) How the application implements the Parks policies in Section 19.3.2.3 of the Secondary Plan.

   d) How the application implements the Housing policies in Section 19.4.3.3 of the Secondary Plan.

   e) How the application implements the Building a Resilient Green North Cambridge policies in Section 19.4.4 of the Secondary Plan.
19.6.2.2 Zoning By-law

1) The City may update its Zoning By-law to implement the policies of this Secondary Plan through appropriate zones and lot and building requirements.

2) Amendments to the Zoning By-law will be subject to the policies of this Secondary Plan and the Cambridge Official Plan and will require a Planning Justification Report, along with any other supporting studies identified through the pre-consultation process.

3) Where this Secondary Plan designates undeveloped land for urban development, such land may be zoned in a Holding “H” provision, where all relevant goals, objectives, and policies of the Secondary Plan have not been met, including:
   a) Agreement on the provisions of school, parks, trails, and other support facilities.
   b) Recommendations of a completed Environmental Impact Statement.
   c) A phasing plan, supported by detailed unit yield information.
   d) Compliance with the growth management policies of this Secondary Plan.

4) No provision of this Secondary Plan will require Council to zone any lands for the designated use to permit immediate development. When Council receives an application for a suitable development project according to the designation and policies of this Secondary Plan, the Holding “H” provision may be removed by amending the Zoning By-law, without amending this Secondary Plan.

5) Until the "H" provision is lifted, the uses permitted on such lands will be limited to those for which the land is zoned at the time of the adoption of this Secondary Plan or to public uses.

19.6.2.3 Development Applications

1) The review and approval of future development applications under the Planning Act will be based on the Secondary Plan and associated technical documents. Applications will be reviewed for conformity and consistency with these documents.

2) Applications for Site Plan Control, Draft Plans of Subdivision, Draft Plans of Condominium, and land severances will conform with the policies of this Secondary Plan and Cambridge Official Plan.

3) Prior to any grading/site alteration and/or construction on a site and prior to registration of a plan, the approval and issuance of a Permit from the Grand River Conservation Authority for all works subject to Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation) is required.
Draft Plans of Subdivision

4) All development applications which involve re-lotting of existing parcels of land or subdivisions will be on the basis of subdivision procedures, outlined in the Planning Act.

5) Council may require that applications for Draft Plans of Subdivision include among other matters:
   a) A statement of development objectives.
   b) An indication of the extent to which the plan conforms to this Secondary Plan and the Regional Official Plan.
   c) The proposed zoning for the Draft Plan of Subdivision.
   d) An inventory and assessment of the area’s existing features in terms of the Greenlands and Open Space Network, ownership, land use (such as agriculture and residential), and capacity and availability of all utilities required by the development.
   e) Details of the proposed development including the proposed alignment of the Roads Network, proposed land uses and densities, impact of the development on existing natural features, and proposed method of addressing the impact on an area’s existing natural features.

6) Council will recommend approval of only those Draft Plans of Subdivision which:
   a) Comply will the intent of this Secondary Plan.
   b) Can be supplied with adequate municipal infrastructure, community facilities such as schools, fire protection, and road maintenance.
   c) Will not adversely affect the financial status of the City or Region.
   d) Will not harm any aspect of the environment, including the Greenlands and Open Space Network.

19.6.2.4 Municipal Works

1) All future municipal works undertaken by the City within the Secondary Plan area will conform with the policies of this Secondary Plan and the Regional Official Plan.

2) It is the intent of this Secondary Plan to achieve the agreement of all public agencies involved in any aspect of development in the Secondary Plan area, to comply with the policies of this Secondary Plan and the regulations in the Zoning By-law prior to any further development approvals to the satisfaction of City.
19.6.2.5 Coordination with the Region of Waterloo

1) The City will work with the Region, as the approval authority for this Plan, to ensure that the policies of this Plan are implemented, including any opportunities to implement the urban design, public realm, active transportation, and transit improvements through any future Regional works.

2) The City also encourages consideration of opportunities for affordable housing within the Secondary Plan area.

19.6.3 Phasing and Financial Tools

19.6.3.1 Financial Agreements

1) Prior to the registration of any development, the owner will have entered into a subdivision agreement with the City of Cambridge, including but not limited to the posting of required securities, payment of engineering fees as applicable, any cash-in-lieu payments, any front-end requirements, and Development Charges as applicable.

2) The City, at the discretion of the Director of Engineering and Chief Financial Officer, may allow and/or require the use of front-ending agreements and/or credit for service agreements, as per the Development Charges Act, and applicable City policies, to implement development of the Secondary Plan area.

19.6.3.2 Parkland

1) Dedication of lands for Community Parks and Neighbourhood Parks will be in accordance with the Cambridge Official Plan. The City will not accept the following as parkland dedication:
   a) Lands within the Natural Open Space System.
   b) Urban Greens and Squares where the City is of the opinion a Neighbourhood Park or Community Park is necessary or desirable.
   c) Where the lands, or a portion thereof, are required on-site to meet zoning by-law requirements for amenity areas or landscaped open space.
   d) Hazard lands.
   e) Stormwater management ponds.
   f) Contaminated sites unless a Record of Site Condition is provided.
   g) The Riverbank Drive Transition Buffer.

2) The requirements for outdoor recreation, trails, parks, and natural areas shall be consistent with the Development Charges Background Study.
3) Parkland dedicated to the City will be of a shape, quality, and grading to be developable, programmable, and accessible.

4) The developer will be responsible for providing developable parkland sites, including completing grading works, topsoil, seeding, stone-picking, stormwater and inclusion of an entrance and accessible path of travel to and from the park in accordance with the City’s Engineering Standards and Development Manual, prior to being accepted by the City.

5) Parkland will be acquired by the City through combined means of dedication and purchase at fair market value.

19.6.3.3 Phasing

1) The phasing of development is addressed to ensure the Secondary Plan conforms with the Urban System Policies of the Regional Official Plan with respect to growth management.

2) The City and Region will carefully monitor residential growth within North Cambridge. Development phasing will be established based on population growth over time, in accordance with, and in conjunction with the ability of the developers, the City, and the Region to pay for their respective responsibilities of municipal infrastructure development costs, as required.

3) Development will progress in a logical, efficient, and fiscally responsible manner. The cost-effective provision of municipal infrastructure will establish the phasing for this Secondary Plan. Phasing will generally occur from south to north as municipal infrastructure is extended.

4) It is the intent of this Secondary Plan that growth will occur in an orderly and phased manner. The phasing strategy for the Secondary Plan area and the primary factors to consider in this regard include:

a) The integration of new development within the planned community structure, resulting in a contiguous, connected, and compact built form.

b) Supporting the early introduction of transit services to North Cambridge, including development within the Mixed-Use Node.

c) The provision of adequate municipal infrastructure to accommodate the proposed growth in a cost-efficient manner.

d) The provision of the Mobility Network, including pedestrian and cycling infrastructure, and the availability of adequate capacity on the existing road network.
e) The provision and adequacy of social services, community facilities, and other cultural and recreational amenities.

19.6.3.4 Updating

1) The City will comprehensively review the policies of this Secondary Plan at the 10-year review of the Cambridge Official Plan. Depending on the outcomes of the review, the City may decide to update the Secondary Plan.
Appendix 1 - Collector Road Cross-Section
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-077

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

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 5, provides that the powers of a municipal corporation shall be exercised by its Council;

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 9 and 11, provides that except where otherwise provided the powers of any Council shall be exercised by by-law;

AND WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law,

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

1. THAT the action of the Council at its meeting held on the 16th day of July 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 July 2024

_________________________________
MAYOR

_________________________________
CLERK