



Media Release: Friday, January 20, 2017 4:30 p.m.

## **Regional Municipality of Waterloo**

### **Planning and Works Committee**

#### **Agenda**

Tuesday, January 24, 2017

9:00 a.m.

Regional Council Chamber

150 Frederick Street, Kitchener

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- 1. Declarations of Pecuniary Interest under the Municipal Conflict Of Interest Act**
  - 2. Delegations**
  - 3. Reports – Planning Development and Legislative Services**

#### **Interdepartmental Reports**

- 3.1 [TES-17-01/PDL-17-02](#), 2017 Planning and Works Project Team Membership 5**

##### **Recommendation:**

That the Regional Municipality of Waterloo appoint Regional Councillors to the project and study teams as noted in Appendix A to Report TES-17-01/PDL-17-02, dated January 24, 2017;

And that the Regional Municipality of Waterloo forward the requests for area Councillor representatives on project and study teams to the Area Municipalities.

#### **Reports – Transportation and Environmental Services**

##### **Design and Construction**

2285822

- 3.2** Uptown Waterloo Streetscape Construction - King Street (Regional Road No. 15) – Phase I - ION Tracks to Elgin Street, City of Waterloo [Information Package](#) in advance of Pre-Construction Public Information Centre (For Information) 21

### **Waste Management**

- 3.3** [TES-WMS-17-02](#), Final Progress Report: Curbside Waste Collection Policy Changes Implementation Plan 35

#### **Recommendation:**

That the Director, Waste Management of The Regional Municipality of Waterloo be authorized to enter into Agreements with the cities of Cambridge, Kitchener and Waterloo and the townships of North Dumfries, Wellesley, Wilmot, and Woolwich to provide for the sale and distribution of garbage tags, with such agreement to be to the satisfaction of the Regional Solicitor.

- 3.4** [TES-WMS-17-03](#), Proposed Waste By-Law Amendments 41

#### **Recommendation:**

That The Regional Municipality of Waterloo enact a By-law, as attached as Attachment A, to govern the collection of waste and the provision of Waste Management Facilities, effective March 6, 2017 and to repeal By-law numbers 98-87 and 02-011, as set out in report TES-WMS-17-03.

### **Water Services**

- 3.5** [TES-WAS-17-01](#), Source Protection Plan Annual Reports (For Information) 81

- 3.6** [TES-WAS-17-02](#), C2016-21 Consulting Services – Class Environmental Assessment for Cambridge Zone 3 Upgrades 84

#### **Recommendation:**

That the Regional Municipality of Waterloo enter into an Agreement for Professional Consulting Services with GM BluePlan Engineering Ltd. to provide engineering services for a Class Environmental Assessment for the Cambridge Zone 3 Upgrades, at an upset fee limit of \$543,948 plus applicable taxes.

- 3.7** **TES-WAS-17-03**, Mannheim Water Treatment Plant Filter – Continuation of Filter Study with University of Waterloo 90

**Recommendation:**

That The Regional Municipality of Waterloo accept the proposal from the Department of Civil and Environmental Engineering at the University of Waterloo to support the continuation of the filter study at the Mannheim Water Treatment Plant (MWTP) and Hidden Valley High Lift (HVHL) Reservoir at a total price of \$177,670 plus all applicable taxes.

**Corporate Services**

- 3.8** **COR-17-01**, Greenbrook Water Treatment Plant Claim Settlement (For Information) 93

**4. Information/Correspondence**

- 4.1** **Council Enquiries and Requests for Information** 95

**5. Other Business**

**6. Next Meeting – February 14, 2017**

**7. Motion to go into Closed Session**

That a closed meeting of the Planning and Works and Administration and Finance Committees be held on Tuesday, January 24, 2017 immediately following the Planning and Works Committee in the Waterloo County Room in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

- a) proposed or pending litigation and receiving of legal advice subject to solicitor-client privilege related to a contract
- b) receiving of advice that is subject to solicitor-client privilege related to an agreement
- c) receiving of advice that is subject to solicitor-client privilege and personal matters about identifiable individuals regarding financial matters

**8. Adjourn**

<b>Next Meetings</b>			
<b>Date</b>	<b>Time</b>	<b>Description</b>	<b>Location</b>
<b>Planning and Works Committee</b>			
February 14, 2017	9:00 a.m.	Planning and Works Committee	Council Chamber 2 <sup>nd</sup> Floor, Regional Administration Building 150 Frederick Street Kitchener, Ontario
March 7, 2017	9:00 a.m.	Planning and Works Committee	Council Chamber 2 <sup>nd</sup> Floor, Regional Administration Building 150 Frederick Street Kitchener, Ontario
<b>Transportation and Environmental Services</b>			
Tuesday, January 31, 2017	8:00 a.m. – 9:30 a.m.  and  5:00 p.m. – 7:30 p.m.	Uptown Waterloo Streetscape Construction - King Street (Regional Road No. 15) – Phase I - ION Tracks to Elgin Street, City of Waterloo - Pre-Construction Public Information Centre	City of Waterloo City Hall Atrium 100 Regina Street South, Waterloo, Ontario



Report: TES-17-01/PDL-17-02

## Region of Waterloo

### Transportation and Environmental Services

### Planning, Development and Legislative Services

### Commissioner's Office

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee  
**Date:** January 24, 2017 **File Code:** C04-30/PWC/CORR  
**Subject:** **2017 Planning and Works Project Team Membership**

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#### Recommendation :

That the Regional Municipality of Waterloo appoint Regional Councillors to the project and study teams as noted in Appendix A to Report TES-17-01/PDL-17-02, dated January 24, 2017;

And that the Regional Municipality of Waterloo forward the requests for area Councillor representatives on project and study teams to the Area Municipalities.

**Summary:** Nil.

#### Report:

Major Planning and Transportation and Environmental Services projects or studies have been directed, for many years, by multi-disciplinary project teams which have usually included one or more Regional or Area Municipal Councillors. The involvement of elected officials has always made a significant, positive impact on the successful completion of these projects. These committees and project teams are distinct from formal sub-committees of Council (e.g. Water Efficiency Advisory Committee), whose Council members have already been appointed.

A list of ongoing Steering Committees and major projects and studies to be undertaken in 2017, including the current political or stakeholder representatives on each group, is provided in Appendix A. The project timelines noted are based on the 2017 Capital Programs.

Those projects and studies which do not already have and would most benefit from political representative(s) are noted in the table below. These are typically projects which may have high public interest and/or significant implications for the Region.

In addition to the projects listed below, participation by Councillors on any of the project teams noted in Appendix A is welcomed. After appointing appropriate Regional Councillors to these teams, it is recommended that this list be forwarded to the appropriate Area Municipalities to provide them an opportunity to appoint their Councillors to some of the project teams.

No.	Description	Area Municipality	Suggested Council Representative
1	King Victoria Transit Hub Steering Committee	Region	Ken Seiling Tom Galloway Geoff Lorentz Sean Strickland Berry Vrbanovic <b>1 Local Councillor</b> (Sarah Marsh – suggested)
34.	Myers Road Reconstruction Branchton to Water Street  Design 2017-2018 Construction 2019 – 2020	Cambridge	Frank Monteiro  <b>1 Local Councillor</b>  (Shannon Adshade suggested)
51.	Fairway Road Widening – Pebblecreek Drive to Lackner Blvd. Design 2017 Construction 2018	<b>Kitchener</b>	<b>1 Regional Councillor</b>  <b>1 Local Councillor</b>
52.	Fairway Road Reconstruction and Widening – Lackner Blvd. to King Street Design 2017 – 2020 Construction 2021	<b>Kitchener</b>	<b>1 Regional Councillor</b>  <b>1 Local Councillor</b>
53.	King Street Reconstruction – Hwy 401 to Sportsworld Drive and Sportsworld Drive Reconstruction from King to Gateway  Design 2017 – 2019 Construction 2020	<b>Kitchener</b>	<b>1 Regional Councillor</b>  <b>1 Local Councillor</b>
54.	Bleams Road, Fischer-Hallman Road to Trussler Road  Class EA and Design 2017-2020 Construction 2021	<b>Kitchener</b>	<b>1 Local Councillor</b>

No.	Description	Area Municipality	Suggested Council Representative
55.	Design Study- Pedestrian/Cycling Bridge over Highway 7/8 connecting Chandler Drive to Avalon Place Class EA 2017 Construction TBD	Kitchener	1 Regional Councillor
75.	Wastewater Service Delivery Review	Region	2 Regional Councillors

### Corporate Strategic Plan:

The involvement of Regional Councillors on Transportation and Environmental Services and Planning, Development and Legislative Services Project Teams is consistent with the Strategic Focus Area Five: Responsive and Engaging Government Services which ensures that the Region's programs and services foster a culture of citizen/customer service that is responsive to community needs.

### Financial Implications

The costs for the various projects outlined in Appendix A to Report TES-17-01/PDL-17-02 are included in each Division budget.

**Other Department Consultations/Concurrence:** Nil

**Attachments:** Appendix A – Planning and Works – Project Teams - 2017

### Prepared and Approved By:

**Thomas Schmidt**, Commissioner, Transportation and Environmental Services

**Rod Regier**, Commissioner, Planning, Development and Legislative Services

## Appendix A

Planning And Works – Project Teams – 2017			
No.	Description	Area Municipality	Political/Stakeholder Representative
<b>General</b>			
<b>Steering Committees</b>			
1	King Victoria Transit Hub Steering Committee	Region	Ken Seiling Tom Galloway Geoff Lorentz Sean Strickland Berry Vrbanovic <b>1 Local Councillor</b> (Sarah Marsh – suggested)
<b>Transit</b>			
<b>Studies</b>			
2.	Electronic Fare Management System	Region	Karen Redman
3.	GRT Business Plan 2015-2018	Region	Elizabeth Clarke Karl Kiefer Sean Strickland
<b>Transportation</b>			
<b>Studies</b>			
4.	Regional Transportation Master Plan	Region	Tom Galloway Elizabeth Clarke
<b>Airport</b>			
5.	Airport Master Plan		Geoff Lorentz Sean Strickland Tom Galloway Sandy Shantz Donna Reid Dave Schnider Mark Whaley Larry Shantz Murray Martin



<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
<b>Design and Construction</b>			
6.	South Boundary Road, Water Street to Franklin Boulevard  Construction in 2017-2018	Cambridge	None Required at this time
7.	Ottawa Street Improvements Alpine Road to Homer Watson Boulevard  Construction in 2017	Kitchener	None Required at this time
8.	Franklin Boulevard Widening – Pinebush Road to Myers Road  Construction ongoing in 2017	Cambridge	None Required at this time
9.	Homer Watson Boulevard Improvements, Doon South Drive to Conestoga College Boulevard  Environmental Assessment in 2017  Design in 2017  Construction in 2018	Kitchener	Tom Galloway  Elizabeth Clarke  Yvonne Fernandes
10.	Victoria Street, Edna Street to Bruce Street  Construction in 2018 in conjunction with MTO work on Hwy 7/8.	Kitchener	None Required at this time
11.	Swan Street Improvements,  Hilltop Drive to Stanley Street and Northumberland Street /Stanley Street, Swan Street to Rail Tracks  Design in 2017  Construction in 2018-2019	North Dumfries	Sue Foxtan  Rod Rolleman

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
12.	River Road Extension, King Street to Manitou Drive  Detailed Design 2016-2019  Construction in 2020-2021	Kitchener	None Required at this time
13.	Weber Street Improvements, Benjamin Road to King Street  Design in 2018-2021  Construction in 2022	Waterloo	Mark Bauman Jeff Henry
14.	Weber Street Improvements Forwell Creek Road to Milford Avenue  Design in 2017  Construction in 2018	Waterloo	None Required at this time
15.	Sawmill Road, Conestoga Bridge to Musselman and Northfield Drive, Country Spring Walk to South Village Line  Construction in 2017	Woolwich	None Required at this time
16.	Northfield Drive Widening, Davenport Road to Bridge Street  Design in 2017  Construction in 2018	Waterloo	None Required at this time
17.	Ottawa Street Improvements, Imperial Drive to Pattondon Drive  Design in 2017-2018  Construction in 2019	Kitchener	Frank Etherington
18.	Snyders Road and Notre Dame Drive Improvements, Petersburg  Construction in 2017	Wilmot	None Required at this time

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
19.	King Street Improvements, Printery Road to Sawmill Road, St. Jacobs  Construction ongoing in 2017	Woolwich	None Required at this time
20.	Bridge Street Improvements, Woolwich Street to University Avenue  Design in 2017-2018  Construction in 2019	Kitchener  Waterloo	None Required at this time
21.	Church Street Improvements, Arthur Street to Spruce Lane, Elmira  Design in 2017 - 2018  Construction in 2019	Woolwich	Scott Hahn
22.	Ainslie Street Reconstruction, Walnut Street to Parkhill Road and Parkhill Road Reconstruction, Ainslie Street to Water Street  Design in 2017-2020  Construction in 2021	Cambridge	Jan Liggett
23.	East Boundary Road Corridor Planning Study  Environmental Assessment ongoing in 2017	Cambridge  North Dumfries	Sue Foxtton  Karl Kiefer  Frank Monteiro  Neil Ritchie
24.	St. Andrews Street Improvements Cambridge Boundary to Grand Avenue  Construction 2017	Cambridge	None Required at this time
25.	Kressler Road, Lobsinger Line to Apollo Drive and Lobsinger Line, Anita Street to 0.8km West of Hergott Road  Design 2017-2018  Construction 2019	Wellesley  Woolwich	Mark Bauman

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
26.	Dundas Street Improvements, Elgin Street to Hespeler Road, Cambridge Design 2017 Construction 2018 - 2019	Cambridge	Jan Liggett
27.	Ottawa Street Improvements, Highway 7 to River Road Construction 2017	Kitchener	Scott Davey
28.	Sawmill Road Improvements, King Street to Waterloo / St Jacobs Tracks Design 2017 Construction 2018	Woolwich	Mark Bauman
29.	Highland Road Improvements, Highland Hills Mall Entrance to Trussler Road EA and Design 2017 Construction 2018	Kitchener	Geoff Lorentz Bil Ioannidis
30.	University Avenue Improvements, Keats Way to Erb Street Design 2017 Construction 2018	Waterloo	Jane Mitchell Jeff Henry
31.	King Street Reconstruction, Bishop Street to Eagle Street Design 2017 - 2018 Construction 2019 - 2020	Cambridge	Karl Kiefer
32.	Ottawa Street Reconstruction, Alpine Road to Fischer-Hallman Road Design 2017-2020 Construction 2020-2021	Kitchener	Paul Singh
33.	Fountain Street Widening, Maple Grove Rd to Kossuth Rd Design 2017 Construction 2018 – 2019	Cambridge	Karl Kiefer Donna Reid (alt. M. Mann)

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
34.	Myers Road Reconstruction Branchton to Water Street  Design 2017-2018 Construction 2019 – 2020	Cambridge	Frank Monteiro
35.	Bridgeport Road/Caroline Street, King Street to Erb Street, and Erb Street from King to Caroline Street  Design 2017 Construction 2017 (Erb Street) Construction 2018 (Bridgeport Road/Caroline Street)	Waterloo	Melissa Durrell
36.	Victoria Street Reconstruction, Lawrence Avenue to Fischer Hallman Road and Westmount Road, Victoria Street to Glasgow Street  Design 2017-2019 Construction 2020-2021	Kitchener	Zyg Janecki
37.	Fischer Hallman Road Widening, Plains Road to Bleams Road  Design 2017-2018 Construction 2019-2023	Kitchener	Tom Galloway Kelly Galloway-Sealock
38.	Erb Street Improvements Fischer Hallman Road to Wilmot Line EA and Design 2017-2018 Construction 2019	Waterloo	Jane Mitchell Bob Mavin
39.	Weber Street Reconstruction, Borden Avenue to Queen Street  Design 2017 Construction 2018-2019	Kitchener	None Required at this time

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
40.	Snyder's Road, Foundry Street to Gingerich Road  Design 2017  Construction 2018	Wilmot	Barry Fisher
41.	Ottawa Street Reconstruction, Highway 7 to West of Charles Street  Design 2017-2018  Construction 2019-2020	Kitchener	Sarah Marsh  Frank Etherington
42.	King Street Improvements, South of Erb Street to University Avenue  Construction 2017 and 2019	Waterloo	Melissa Durrell
43.	Weber Street Reconstruction, Blythwood Road to Northfield Drive  Design 2017 – 2018  Construction 2019	Waterloo	Angela Vieth
44.	King Street Improvements, Eagle Street to Fountain Street and Fountain Street Improvements, King Street to Shantz Hill Road  Construction ongoing in 2017	Cambridge	None Required at this time
45.	Fountain Street North Improvements, King Street to Cherry Blossom Road  Construction ongoing in 2017	Cambridge	None Required at this time
46.	Fischer-Hallman Road Widening EA – Columbia Street to Westmount Road  Class EA and Design 2017 - 2019  Construction 2020	Waterloo	Jane Mitchell  Brian Bourke
47.	Bleams Road Widening, Strasburg Road to Fischer-Hallman Road  Class EA and Design 2017 – 2019  Construction 2020	Kitchener	Tom Galloway  Kelly Galloway-Sealock

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
48.	Victoria Street Reconstruction, Frederick Street to Bruce Street  Design 2017 – 2019 Construction 2020	Kitchener	Scott Davey
49.	Lancaster Street Reconstruction, Victoria Street to Bridgeport Road  Design 2017 – 2019 Construction 2020	Kitchener	Sarah Marsh
50.	University Avenue - King Street to Weber Street- Bike lanes  Design 2017 – 2020 Construction 2021	Waterloo	Jeff Henry
51.	Fairway Road Widening – Pebblecreek Drive to Lackner Blvd.  Design 2017 Construction 2018	Kitchener	1 Regional Councillor 1 Local Councillor
52.	Fairway Road Reconstruction and Widening – Lackner Blvd. to King Street  Design 2017 – 2020 Construction 2021	Kitchener	1 Regional Councillor 1 Local Councillor
53.	King Street Reconstruction – Hwy 401 to Sportsworld Drive and Sportsworld Drive Reconstruction from King to Gateway  Design 2017 – 2019 Construction 2020	Kitchener	1 Regional Councillor 1 Local Councillor
54.	Bleams Road, Fischer-Hallman Road to Trussler Road  Class EA and Design 2017-2020 Construction 2021	Kitchener	1 Local Councillor

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
55.	Design Study- Pedestrian/Cycling Bridge over Highway 7/8 connecting Chandler Drive to Avalon Place  Class EA 2017  Construction TBD	Kitchener	1 Regional Councillor
<b>Water Services</b>			
<b>Advisory Committees</b>			
56.	Source Water Protection Liaison Committee		Jane Mitchell  Elizabeth Clarke
<b>Water Supply – Studies and Pre-Design</b>			
57.	Wilmot Centre Monitoring Program and Public Liaison Committee	Wilmot	Les Armstrong
58.	Cambridge East Environmental Assessment	Cambridge	Karl Kiefer
59.	William Street Wellfield and Uptown Waterloo TCE Assessment  Study ongoing into 2017	Waterloo	None Required at this time
60.	Pinebush Well G5 Salt Impact Assessment  Study ongoing into 2017	Cambridge	None Required at this time
61.	Municipal Supply Wells Vulnerability and Preferential Pathway Assessment Update  New 2017 Project	Region	None Required at this time
62.	Strasburg Wellfield Hydrogeologic Assessment  New Study 2017 – 2018	Kitchener	None Required at this time



<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
63.	Cambridge Zone 3 Water Supply Class EA		Helen Jowett 1 Cambridge Councillor
<b>Water Supply – Design and Construction</b>			
64.	Zone 4 Trunk Watermain Construction 2017-2018	Kitchener	None Required at this time
65.	Ayr Steel Tanks Recoating Construction 2017	Kitchener	None Required at this time
66.	Water Transmission Main from Conestogo Plains to West Montrose Construction 2017	Woolwich	None Required at this time
67.	Weber Street Watermain (Union to Erb) Construction 2017	Waterloo	None Required at this time
68.	William Street and Strange Street Water Supply Upgrades Design 2017 – 2018 Construction 2018-2020		Jane Mitchell Melissa Durrell Frank Etherington
69.	Cambridge New Zone 1W Water Supply Design 2017-2018 Construction 2018-2020		Karl Kiefer
70.	Waterloo North Upgrades Design 2017-2018 Construction 2018-2019		None Required at this time
71.	Mannheim WTP Reservoir Bypass and Repair Construction 2017	Kitchener	None Required at this time

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
72.	Mannheim WTP ASR Stage 1A Design 2017 Construction 2018-2019	Kitchener	None Required at this time
<b>Wastewater – Studies and Pre-Design</b>			
73.	Biosolids Master Plan Update	Kitchener Waterloo Cambridge	Jane Mitchell Tom Galloway Helen Jowett
74.	Wastewater Treatment Master Plan Update	Kitchener Waterloo Cambridge	Dave Jaworsky Karl Kiefer Elizabeth Clarke
75.	Wastewater Service Delivery Review	Region	2 Regional Councillors
<b>Wastewater – Design and Construction</b>			
76.	Kitchener Wastewater Treatment Plant Upgrades Construction ongoing in 2017-2020	Kitchener	Geoff Lorentz John Gazzola Yvonne Fernandes
77.	Waterloo Wastewater Treatment Plant Upgrade Project Construction ongoing in 2017	Waterloo	None Required at this time
78.	Preston Wastewater Treatment Plant Upgrades Construction ongoing in 2017	Cambridge	None Required at this time
79.	Heidelberg Wastewater Treatment Plant Upgrades Construction ongoing in 2017	Woolwich	None Required at this time
80.	Foxborough Wastewater Treatment Plant Upgrades Construction 2017	Wilmot	None Required at this time

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
81.	Elmira Wastewater Treatment Plant SCADA Upgrades Construction 2017	Woolwich	None Required at this time
82.	New Hamburg Waste Water Treatment Plant Expansion Design 2017 Construction 2017 - 2019	Baden / New Hamburg	Les Armstrong Barry Fisher
83.	Galt Process Upgrades Design 2017 Construction 2018 - 2020	Cambridge	None Required at this time
84.	Galt, Kitchener and Waterloo WWTPs Co-Generation Design 2017 Construction 2018 - 2020		None Required at this time
85.	Hespeler WWTP Upgrade Construction 2017-2019	Cambridge	None Required at this time
86.	Southern Ayr Wastewater System Upgrades Construction ongoing in 2017	North Dumfries	None Required at this time
<b>Waste Management</b>			
87.	Waterloo Region Landfill Liaison Committee	Region	Jane Mitchell Bob Mavin
88.	Waste Management Master Plan Working Group	Region	Tom Galloway Karl Kiefer Jane Mitchell Joe Nowak
89.	Waterloo Landfill Site New Cell SE-4B and Stormwater Management Pond 5 Design and Construction 2017-2019	Waterloo	None Required at this time

<b>Planning And Works – Project Teams – 2017</b>			
<b>No.</b>	<b>Description</b>	<b>Area Municipality</b>	<b>Political/Stakeholder Representative</b>
90.	McLennan Park Cap Restoration Construction 2017	Kitchener	None Required at this time
91.	Waterloo Landfill Leachate Forcemain to Kitchener Construction 2017	Kitchener	None Required at this time
92.	LFG West Header Construction 2017	Waterloo	None Required at this time
93.	Sea Haul Road Construction 2017	Waterloo	None Required at this time



**City of Waterloo  
and  
Regional Municipality of Waterloo**

**Uptown Waterloo Streetscape Construction  
King Street (Regional Road No. 15) – Phase I  
ION Tracks to Elgin Street,  
City of Waterloo**

**Pre-Construction  
Public Information Centre (PIC)**

**Tuesday, January 31, 2017.**

**Drop-In Anytime: 8:00 a.m. – 9:30 a.m. and 5:00 p.m. – 7:30 p.m.**

**City of Waterloo City Hall, Atrium  
100 Regina Street South, Waterloo**

## 1. Background

The Region of Waterloo in collaboration with the City of Waterloo approved the functional design alternative for new roadway improvements on King Street (Regional Road 15) from the ION Tracks south of Erb Street, to the intersection of University Avenue in June 2015. King Street is in need of reconstruction to replace the deteriorated pavement, sidewalks and streetlights and to replace aging underground municipal services. In addition, the King Street project provided an opportunity to consider a change in the number of traffic lanes to make room for bike lanes and enhanced pedestrian facilities. The section of King Street from the ION Tracks to Elgin Street is planned for construction in 2017. The remaining section from Elgin Street to University Avenue is planned for construction in 2019.

The current streetscape on King Street in Uptown Waterloo was reconstructed by the City of Waterloo in the 1980's when features such as concrete landscape planters and interlocking paving sidewalks were installed. Sections of the sidewalk and asphalt surface were rehabilitated in the 1990's and the pavement is currently in fair to poor condition. King Street currently functions as a four lane roadway although, travel lanes do not comply with current Regional standards and the corridor is currently operating under capacity based on the current lane configuration. Therefore, as part of the King Street project, the current four lanes will be reduced to two through lanes with turn lanes at selected locations to maintain the intersection traffic operations. This reduction in the number of through lanes allows for improvements to other elements of the road cross-section, namely wider sidewalks, new bike lanes and an enhanced streetscape.

The Project Team developed the approved design alternative based on a review of the comments received during the public consultation process in 2010-2014, technical information gathered during the preliminary design phase of the project and a thorough evaluation of the various design alternatives considered as part of this project. The approved design alternative for the King Street project includes the following features: a single travel lane in each direction with wider lanes to provide additional space for emergency service vehicles and stopped delivery vehicles; dedicated left turn lanes at Erb Street, Bridgeport Road, Spring Street and Central Street; on-street parking stalls on the east side of the street; segregated bikes lanes on both sides of the street; mountable roll-over curbs to improve pedestrian mobility and cycling access to/from the bike lanes; wider sidewalks; and an enhanced streetscape including, an amenity space with new street furniture, streetlights, tree planting and landscaping.

## 2. Who is directing the Project?

A multi-discipline Project Team was established to guide the work of this project and includes staff from the City and Region of Waterloo, and consultants from the Waterloo office of IBI Group. In addition, the City formed a Task Force to provide direction throughout the planning process and to provide public input at key milestones of the project. Members of the Task Force include; representatives from City Council;

members of City advisory committees; the Uptown Waterloo Business Improvement Association (BIA); other businesses from Uptown Waterloo; Wilfred Laurier University (WLU); and staff from the City and Region of Waterloo.

### 3. What is the purpose of this Public Information Centre?

This Public Information Centre (PIC) is the fifth public meeting held for the King Street project and the Uptown Waterloo Streetscape Improvement Project. The purpose of this PIC is for you to:

1. Review the final design details for the proposed improvements to King Street in Waterloo;
2. Learn about the planned construction timing for the project;
3. Review how traffic will be affected during construction;
4. Ask questions of staff from the City, Region and their consultants from IBI Group; and
5. Provide any comments you may have at this time.

All information presented at the previous public meetings for this project can be viewed at the City of Waterloo's website dedicated for the King Street project, as well as the Region of Waterloo's website for upcoming construction projects:

Uptown Streetscape Improvement: [www.waterloo.ca/uptownstreetscape](http://www.waterloo.ca/uptownstreetscape)

Region of Waterloo – Future Construction Projects:

<http://www.regionofwaterloo.ca/en/gettingAround/FutureConstructionProjects.asp>

### 4. What is the final parking arrangement for King Street?

In June 2015, Regional Council approved the proposed roadway improvements on King Street in Uptown Waterloo, from the ION Tracks south of Erb Street, to University Avenue. Included in this approval was the removal of parking spaces on the west side of King Street from Erb Street to Young Street to allow for wider sidewalks and for off-road segregated bike lanes separated from traffic by a mountable concrete curb.

At that time, staff was also directed to look into finding a suitable alternative location for the taxicab stand that currently exists on the west side of King Street. Staff reviewed alternatives with City of Waterloo staff, with neighbouring businesses on Princess Street West and with representatives from the Uptown Waterloo Business Improvement Association (BIA). As a result of these discussions, staff will be recommending an amendment to the Region's Traffic and Parking By-law to include a new taxicab stand on the east side of King Street.

Also in consultation with the BIA, the Project Team has finalized the overall proposed new parking configuration from the ION tracks to Central Street. Appendix A includes

drawings showing the changes in parking in each block. The chart in Appendix B summarizes the proposed parking changes for King Street.

For the section south of Erb Street, the 2015 approval report noted that Regional staff was still exploring the possibility of incorporating segregated bike lanes (in lieu of on-road cycling lanes) as well as parking on both sides of King Street. The right-of-way is generally wider in this section and through consultation with City staff, it is confirmed now that segregated bike lanes and parking can be accommodated on both sides south of Erb Street to the Waterloo Spur Trail and Public Square.

#### **5. What changes are proposed for the bus stops and bus lay-bys south of Erb Street?**

As part of the King Street project, new transit stops and bus lay-bys will be constructed on both sides of King Street south of Erb Street near the Waterloo Spur Trail and new Waterloo Public Square ION station. These new transit stops and bus lay-bys will replace the transit stops currently located at the Erb Street intersection, and the northbound stops / bus lay-bys recently removed on King Street for the Light Rail Transit (LRT) tracks between the Waterloo Spur railway and Willis Way. Due to the installation of LRT track, two northbound bus stops have been removed on this section of King Street: one stop and extended bus bay was located in front of the City's Parkade; and another stop was located on the sidewalk in front of Royal Bank of Canada (RBC) at Willis Way. These two northbound transit stops will be consolidated and replaced by a new stop north of the pedestrian crossing and traffic signals near the Waterloo Spur railway / ION tracks. Additionally, a new bus lay-by (for longer duration stopping) is also required in this area, of sufficient length to accommodate two northbound buses.

Similarly, on the west side of King Street the southbound bus lay-by previously located in front of the Public Square has been moved closer to the Willis Way intersection because of the curvature of the LRT track that crosses King Street. As a result of this relocation, a new transit stop will be added across from the northbound transit stop at the pedestrian crossing adjacent to the Waterloo Spur railway.

The relocation of these transit stops will provide improved access to the Public Square and to the many shops / amenities in the heart of Uptown Waterloo. Additionally, the planned location of these stops will provide transit users with ridership transfers closer to the ION station at the Public Square, and provide an intermodal cycling connection to the recently constructed Waterloo Spur Trail and proposed bike lanes on King Street.

#### **6. What other work is being included to minimize overall public disruption?**

On June 22, 2016, Regional Council approved a separate project planned in Uptown Waterloo which includes improvements on Bridgeport Road / Caroline Street from King Street to Erb Street; and on Erb Street from King Street to Caroline Street. Construction of this other project was tentatively scheduled to occur in 2018 following



the King Street improvements project. However, in order to minimize overall disruption to traffic, the work proposed on Erb Street between King Street and Caroline Street will now occur in 2017 when Erb Street traffic will already be disrupted for the King Street construction.

As part of the planning work for the Erb Street project, an opportunity was identified to include additional on-road parking spaces between Caroline Street and Albert Street to offset some of the parking spaces that have to be removed on King Street. As a result, a total of seven (7) on-road parking spaces were constructed in 2016 as part of the ION project on the north side of Erb Street near the Caroline Street intersection.

## **7. What is the anticipated timing of the work and staging of construction for the work on King Street and on Erb Street?**

Following completion of detailed design and construction tendering in February / March of 2017, construction is scheduled to start in April and will be completed in a series of stages throughout the 2017 construction season. The schedule is still subject to change depending on the progress of property acquisitions, input from the General Contractor and the potential development of adjacent lands along the King Street corridor (e.g. previous Post Office site located at King Street and Bridgeport Road). At this time, the contract staging is proposed as follows and as shown on the drawings in Appendix C:

**Stage 1:** King Street, North of Erb Street intersection to centreline of Bridgeport Road intersection.

The anticipated start date and duration for this stage of work is April 3, 2017 and will be completed over a 12-13 week period. Full closure of the road is required on King Street as well as temporary lane closures at the intersections of Erb Street and Bridgeport Road. The King Street / Erb Street intersection will remain open until the commencement of Stage 2B in early July and, two-way vehicular traffic will be maintained during this time on King Street between the ION tracks and Erb Street.

Eastbound traffic on Erb Street destined for northbound travel on King Street will be detoured via the Caroline Street and Erb Street intersection along, Caroline Street / Bridgeport Road, which will be converted temporarily to two-way operation during Stage 1 & 2 work.

**Stage 2A:** Erb Street, Waterloo Town Square Entrance to west side of the King Street intersection.

The anticipated start date and duration for this stage of work is June 12, 2017 and will be completed over a 9-10 week period. Full closure of the road is required on Erb Street and eastbound traffic will be detoured via Caroline Street / Bridgeport Road (converted to two-way temporarily) to King Street or Regina Street.

**Stage 2B:** King Street, ION tracks to North of the Erb Street intersection.

The anticipated start date and duration for this stage of work is July 4, 2017 and will be completed over a 5-6 week period. Full closure of the road is required on King Street and at the King/Erb intersection. Eastbound traffic on Erb Street will be detoured via Caroline Street / Bridgeport Road (converted to two-way temporarily) to King Street and Regina Street. The King Street / Erb Street intersection is anticipated to be re-opened by August 21, 2017 prior to a special event planned in Uptown Waterloo during August 24-27, 2017 (Buskers Carnival).

**Stage 3A:** King Street, Elgin Street to Spring Street.

The anticipated start date and duration for this stage of work is July 24, 2017 and will be completed in a 7-8 week period. Full closure of the road is required on Central Street between King Street and Dorset Street, and the west leg of the King Street / Central Street intersection. The southbound lane on King Street will be closed during this time until the reopening of the King Street / Erb Street intersection and the removal of the temporary detour on Caroline Street / Bridgeport Road for Stage 2 work. Additionally, the eastbound traffic and truck detour from Erb Street destined for King Street will be maintained at Bridgeport Road intersection until King Street / Erb Street intersection has reopened.

The King Street / Erb Street intersection is anticipated to re-open by August 21, 2017 at which time, traffic on Caroline Street / Bridgeport Road will be converted back to westbound one-way travel only. King Street and the Central Street intersection is anticipated to reopen to two-way traffic by Sept. 5, 2017 prior to school commencing at MacGregor Public School.

**Stage 3B&C:** King Street, Spring Street to centreline of Bridgeport Road.

The anticipated start date and duration for this stage of work is August 21, 2017 and will be completed over a 10 week period. A minimum of one lane of traffic will be maintained at the King Street / Bridgeport Road intersection.

The construction phase of the project will be administered by staff from the Region of Waterloo. Information on the sequencing of work will be provided regularly to the businesses, residents and property owners once the contractor has been selected for the project. Additionally, in advance of the early-April construction start, all property owners and tenants will be provided with contact information for all contract personnel as well as further information on arrangements for garbage/recycling pick-ups, postal delivery, parking alternatives, advance notice for water service or access interruptions, coordination of deliveries to commercial establishments, etc.

**8. How can I provide my comments at this stage?**

In order to assist us in addressing any comments you might have regarding the proposed construction details or planned staging for the project, we ask that you please fill out the attached Comment Sheet and leave it in the box provided at the registration table. Alternatively, you can mail, fax or e-mail your comments to the City of Waterloo

and/or Region of Waterloo no later than Friday, February 3, 2017. We thank you for your interest and participation in this project.

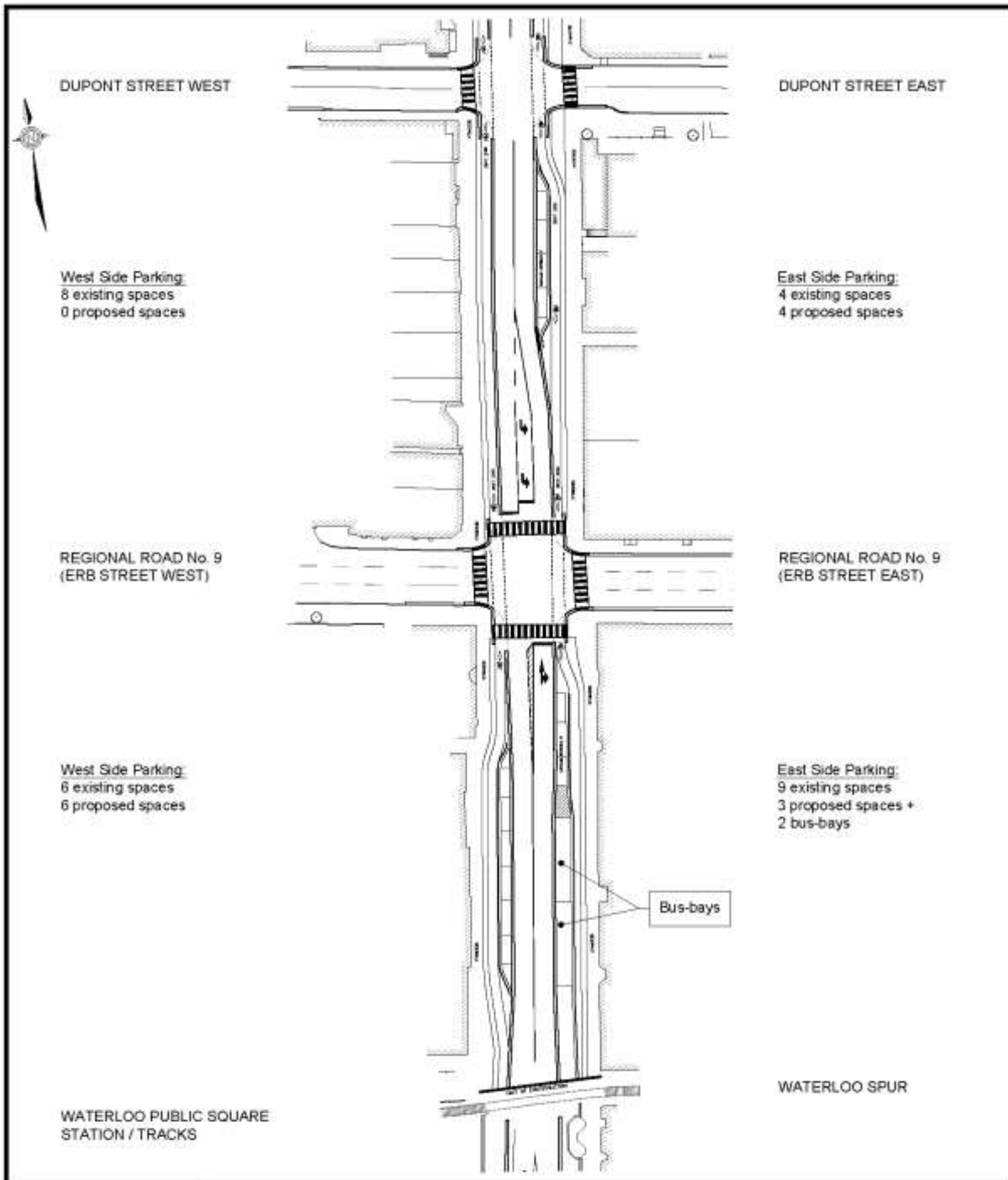
Should you have any questions regarding the project, please feel free to contact:

**King Street Uptown Waterloo Streetscape Construction:**

Barb Magee Turner, O.A.L.A., C.S.L.A  
Landscape Architect  
Engineering & Construction, Integrated  
Planning & Public Works Department,  
City of Waterloo  
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Waterloo  
Waterloo, ON N2J 4A8  
Phone: 519-747-8757  
Fax: 519-747-8523  
E-mail: [barb.mageeturner@waterloo.ca](mailto:barb.mageeturner@waterloo.ca)

Eric Saunderson, P.Eng. PMP  
Senior Project Manager  
Design & Construction,  
Transportation and Environmental  
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Fax : 519-575-4430  
Email :  
[esaunderson@regionofwaterloo.ca](mailto:esaunderson@regionofwaterloo.ca)

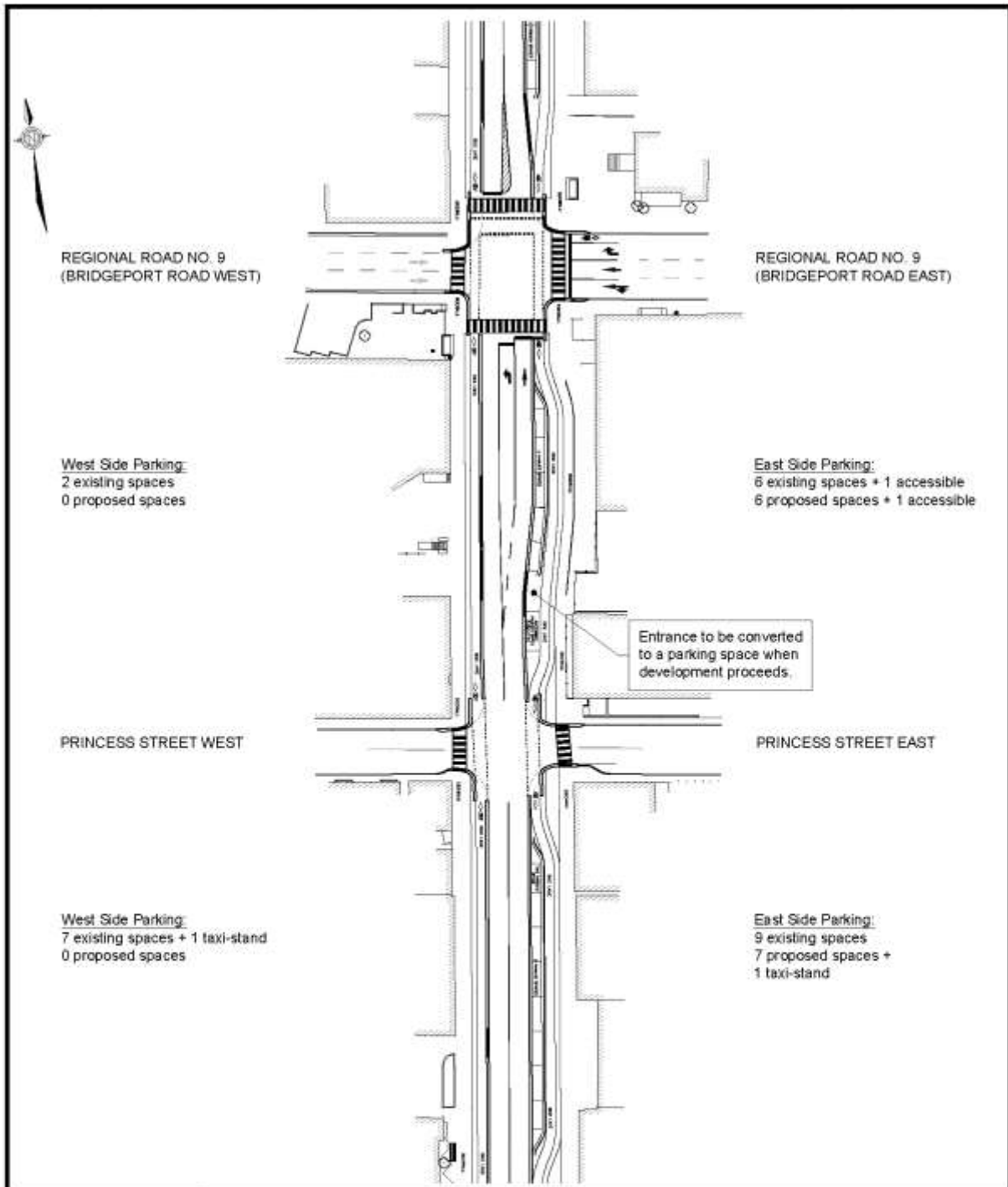
Appendix A: Proposed Parking Layout on King Street



King Street Improvements  
ION Tracks to University Avenue  
City of Waterloo

Bylaw Amendments

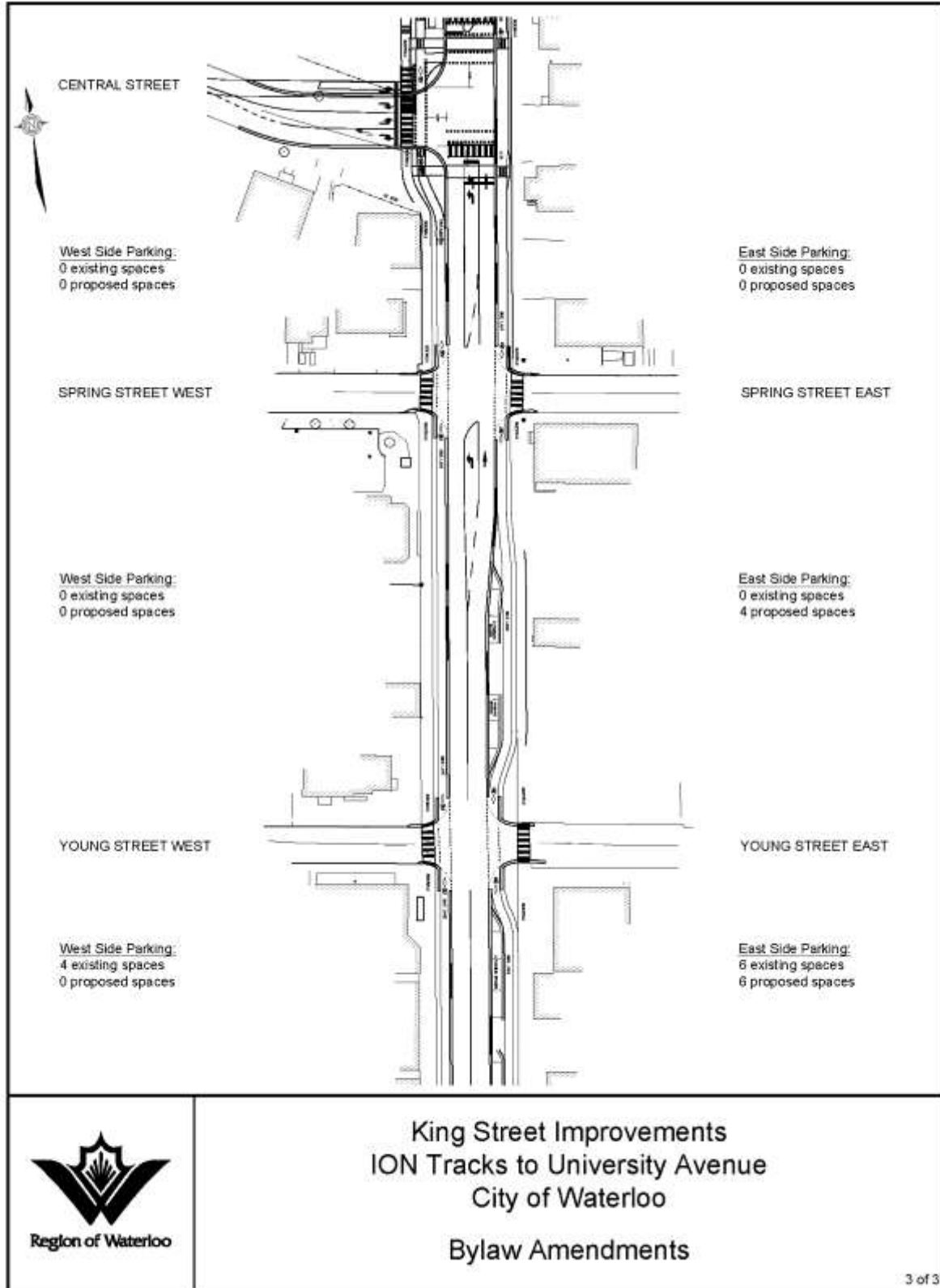
Appendix A-1 Proposed Parking Layout on King Street



King Street Improvements  
 ION Tracks to University Avenue  
 City of Waterloo

Bylaw Amendments

Appendix A-2 Proposed Parking Layout on King Street



King Street Improvements  
 ION Tracks to University Avenue  
 City of Waterloo

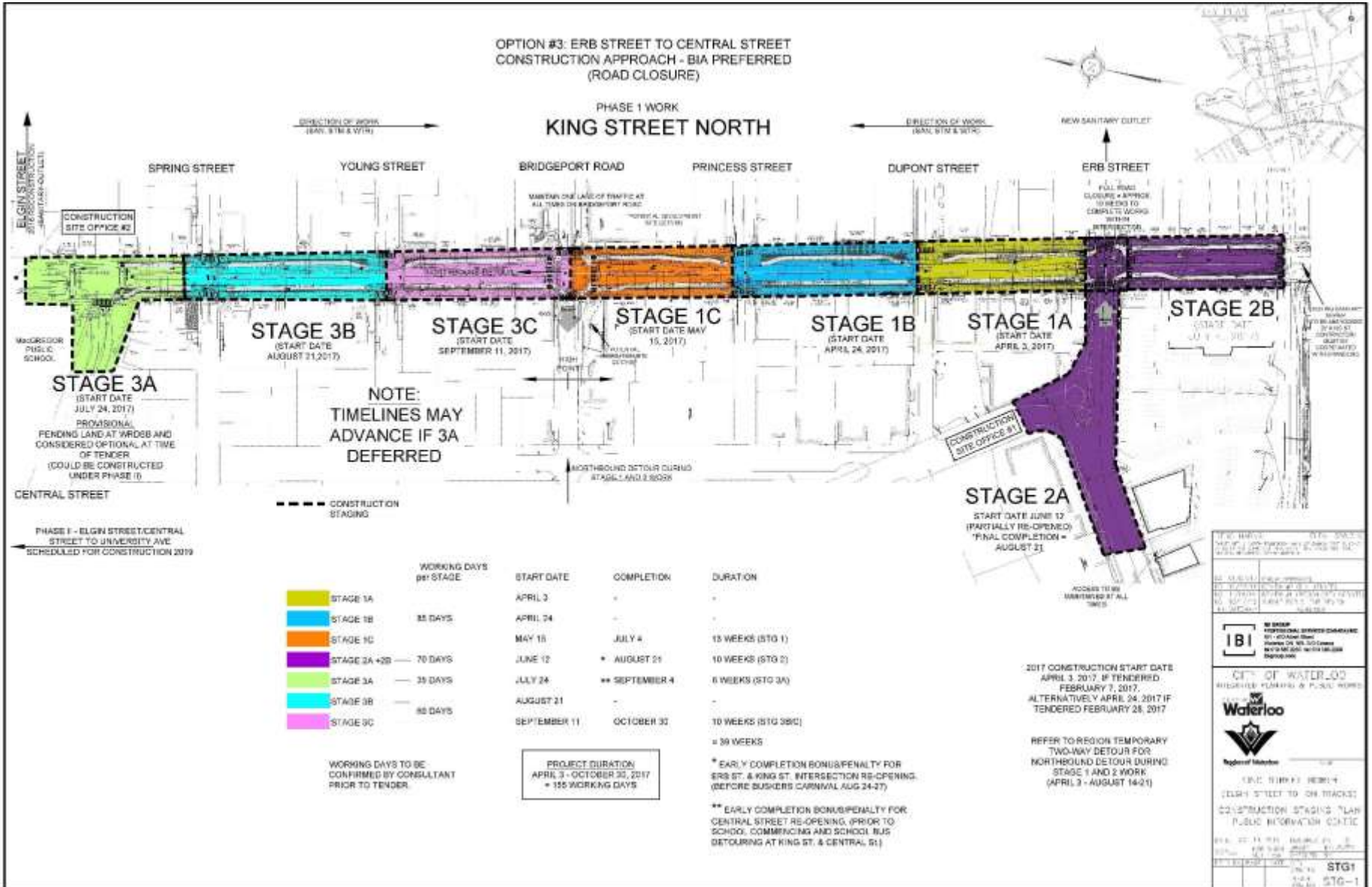
Bylaw Amendments

### Appendix B: Parking Summary

The final configuration of existing and proposed parking on King Street and Erb Street is as follows:

Section	Existing parking spaces		Proposed parking spaces		Difference	Remarks
	west	east	west	east		
<b>King Street</b>						
ION to Erb	6	9	6	3*	6 less	* plus two east-side bus bays
Erb to Dupont	8	4	0	4	8 less	
Dupont to Princess	7*	9	0	7*	9 less	* plus one taxicab stand
Princess to Bridgeport	2	7*	0	7*	2 less	* includes one accessible parking space
Bridgeport to Young	4	6	0	6	4 less	
Young to Spring	0	0	0	4	4 more	
Spring to Central	0	0	0	0	No change	
Central to University	0	0	0	0	No change	
<b>Total</b>	<b>27</b>	<b>35</b>	<b>6</b>	<b>31</b>	<b>25 less</b>	
<b>Erb Street</b>	<b>North</b>	<b>South</b>	<b>North</b>	<b>South</b>		
Caroline to Albert	0	0	7	0	7 more	Installed as part of ION project
Albert to King	0	0	0	0	No change	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>19 less</b>	

Appendix C: Staging of Construction





TEAR OFF

# COMMENT SHEET

City of Waterloo and Regional Municipality of Waterloo  
PUBLIC INFORMATION CENTRE – January 31, 2017

## UPTOWN WATERLOO STREETScape CONSTRUCTION Erb Street and King Street



Please feel free to complete this sheet and provide comment on the proposed changes noted as part of the Erb and King Streets project. Please provide your comments by **Thursday, February 3, 2017** to:



The personal information you provide in this Comment Sheet is gathered under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act (28-2) and will be used to assist the Project Team in making decisions on this project. All names, addresses and comments will be included in this material will be made available to the general public.

City Project Manager:

Barb Magee Turner, O.A.L.A., C.S.L.A  
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Engineering & Construction,  
Integrated Planning & Public Works Department,  
City of Waterloo.  
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Regional Project Manager:

Eric Saunderson, P.Eng PMP  
Senior Project Manager,  
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Regional Municipality of Waterloo.  
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Phone: 519-575-4746  
Fax: 519-575-4430  
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Turn Page Over

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

*This document will be made available in an alternate format if requested.*

*Thank you for your time and input into this project*



**Report:** TES-WMS-17-02

**Region of Waterloo**  
**Transportation & Environmental Services**  
**Waste Management**

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee

**Date:** January 24, 2017

**File Code:** E33-40A

**Subject: Final Progress Report: Curbside Waste Collection Policy Changes Implementation Plan**

---

**Recommendation:**

That the Director, Waste Management of The Regional Municipality of Waterloo be authorized to enter into Agreements with the cities of Cambridge, Kitchener and Waterloo and the townships of North Dumfries, Wellesley, Wilmot, and Woolwich to provide for the sale and distribution of garbage tags, with such agreement to be to the satisfaction of the Regional Solicitor.

**Summary:** Nil

**Report:**

In April 2016, to support the launch of the new curbside waste collection changes, Regional Council approved report TES-WMS-16-03, Curbside Waste Collection Policy Changes Implementation Plan. Residential collection service changes include:

- Bi-weekly garbage collection (new standard);
- Four garbage bag/container limit per bi-weekly collection, and ten bags per 3 to 6 unit buildings (new standard);
- Unlimited weekly blue box and green bin collection (new standard or service in some rural Township areas);
- Bi-weekly yard waste collection (April to November) (new service in some rural Township areas);
- Three appliance and bulky items per bi-weekly collection, and ten items per 3 to 6 unit buildings (new standard); and
- Garbage tags for bags/cans above the limit.

An initial update report was presented to Regional Council in November 2016 highlighting the public outreach and education programs, curbside collection changes, garbage tags, and the blue box giveaway. This is the second and final update in advance of the new waste collection contract launch on March 6, 2017 and includes the recommendation that the Region enter into Agreements with area municipalities as partners in the sale and distribution of garbage tags.

### **Public outreach and education program**

The multi-faceted public outreach and education Rethink Waste campaign is well underway, with Phase 1 (increasing general awareness) and Phase 2 (dedicated web pages, details on the specific changes through radio and print media, and additional blue boxes and green bins for greater diversion) now completed.

The "Get Ready" Phase 3 has launched with citizens being encouraged to maximize their use of the green bin and blue box programs before the new contract starts. Broadcast over several weeks, radio ads directed citizens to maximize waste diversion efforts in preparation for the changes. A second direct mail information bulletin included advance notice of the March 2017 collection schedule, and was delivered to citizens across the Region. Using additional home-delivered promotion material and other communication channels, the remainder of the campaign's Phase 3 will focus on clearly answering three key questions citizens need to understand:

1. Has my collection day of the week changed?

Response: The majority of citizens in the tri-cities will have the same collection day of the week. The collection day of the week for citizens in the four townships will change.

2. Garbage and bulky item collection every two weeks; when is my first collection week?

Response: Kitchener, North Dumfries, Wellesley and Wilmot will have garbage collection the week of March 6, 2017. Cambridge and Waterloo will not have garbage collection the week of March 6. Their garbage collection begins the week of March 13, 2017.

All citizens can place unlimited blue boxes and green bins out every week.

3. Are there limits to what I can put out for curbside collection?

Response: Yes. Four garbage bags/cans and three bulky items each bi-weekly collection. Three to six unit buildings have a ten bag/can limit and a ten bulky item limit.

Staff will continue to inform citizens of these three key elements through a multi-faceted promotion program so that citizens have the information they need to be successful. Examples include:

- Print media: Collection day changes primarily affect township citizens and staff will tailor advertisements specific to the changes in each municipality;
- Radio spots: Radio spots will continue to provide reminders of the upcoming changes and direct citizens on where to look for more information, including the online collection day look-up program on the Region's website;
- Calendar: Delivery of an annual waste calendar to all eligible households in the Region beginning the week of January 23rd, which will provide detailed information on collection day changes, collection schedules, limits, ten free garbage tags to assist with the transition, and other collection information and tips;
- Website: The Region's new Waste web pages include all the information on the changes and schedules, Waste Whiz, and collection day look-up options;
- App: Promoting the use of the My Waste app, which will be updated with new service information at contract launch;
- Social media: Facebook and social media updates;
- Videos: In February, videos will launch on the Region's website demonstrating new services, proper placement, what to do with diapers, and details of the garbage tag program;
- Area municipal communication channels: Staff continue to work with area municipal colleagues to promote the upcoming changes through their channels, including the Leisure Guides, websites and social media; and
- Working with the Service First Call Centre so they are informed and ready to respond to inquiries.

At launch and for several weeks thereafter, the final phase of the promotion campaign will focus on how to report issues or concerns, respond to what citizens are still confused about, and other impacts of the new services. While staff can't prepare these messages in advance, feedback from other municipalities highlighted the need to plan for this important follow-up phase.

### **Garbage tag program**

With the support of area municipalities, citizens will be able to purchase garbage tags (in sheets of five, totalling \$10) from close to fifty distribution sites across the Region. These include Regional libraries, waste sites and bus terminals, and area municipal community centres and recreation complexes. Agreements outlining roles and responsibilities have been provided to area municipalities for their review and it is expected that garbage tag inventory and education material will be delivered to them in early February. All sites will have the garbage tags available for sale no later than the

March 6th new contract start date. As each site advises they are prepared for sales, the Region will update the website accordingly.

Corporate Services is implementing an online purchasing option. Once a citizen is on the Region's Waste web pages, they can order garbage tags by selecting the number of sheets they would like to purchase using their Visa or MasterCard for payment. The overnight staff at the Service First Call Centre will process and fulfil the orders at no additional cost via Canada Post delivery. Appendix A provides a screen shot of the online purchase option that will be on the Waste pages of the Region's website.

The online purchasing option is expected to be available the first week of February.

Regional Council also approved a medical exemption program that recognizes there are situations where adhering to a four bag bi-weekly limit is not possible. A medical exemption form will be available online mid-February and, once approved, the household will be issued free garbage tags to allow them to set out additional waste.

### **Other updates**

- **Blue box availability:** Supplies of the larger, "containers only" blue boxes are available in several area municipality locations across the Region for pick-up by interested citizens, as supplies last. Information on the locations, including the Region's two waste management sites, is on the Region's website. To-date, approximately 20,000 boxes have been given out. As well, green bins are available free of charge at the Cambridge and Waterloo waste management sites.
- **Service expansion in the four townships:** Beginning the week of January 23, 2017, a green bin kit which includes a green bin, a kitchen catcher, education materials and sample paper and compostable plastic bag liners will be delivered to each home that currently does not receive green bin service.
- The new Waste By-law has been completed and will be presented to the Planning and Works Committee on January 24, 2017 for approval (see report TES-WMS-17-03).
- Presentations to area municipal Councils have been scheduled in January and February, 2017.

Staff intend to report back to Regional Council in the summer of 2017 with an update on the launch and administration of the new collection contract and citizen participation in the new service standards.

### **New contract launch planning**

As discussed in the initial April 2016 curbside collection implementation plan, staff recognize that transitioning to new bag limits, new set-out standards and collection frequencies will be challenging for citizens at launch and for a number of months

thereafter. Additionally, challenges are expected as one collection contract comes to an end and a new contract begins, particularly with collection contractors new to Waterloo Region. The approved staffing and strategies have been put in place to respond to the expected significant increase in citizen inquiries and requests for on-street service. These include additional resources for the Service First Call Centre, waste escalation issues and on-street citizen support for issue review, resolution and citizen education. If required, a private contractor is available to assist staff with on-street waste collection issues and assistance.

On-street support, particularly for the first month of new collection services, will focus on supporting citizens as they transition to the collection changes. As best as possible, waste placed out incorrectly will be collected and households will receive further support and education so that their next collection will be on schedule and within the limits.

Regular meetings are scheduled with the new waste collection contractors to ensure they have a clear understanding of the scope of work, the expectations of the Region, and plans for a smooth transition of services.

#### **Corporate Strategic Plan:**

This Report has been prepared to be consistent with the Corporate Strategic Objective of Environment and Sustainable Growth, particularly 3.1 Increase the amount of waste diverted from the landfill, and Corporate Strategic Objective of Responsive and Engaging Government Services, particularly 5.2 Provide excellent citizen centred services.

#### **Financial Implications:**

The 2017 and 2018 costs will be funded from the savings relating to the new waste collection contract as outlined in report TES-WMS-16-03 titled "Curbside Waste Collection Policy Changes Implementation Plan".

#### **Other Department Consultations/Concurrence:**

Staff from Corporate Services was consulted in the preparation of this report.

#### **Attachments:**

Attachment A: The Region's online purchasing option for garbage tags

**Prepared By: Susan White**, Manager of Waste Collection and Diversion

**Approved By: Thomas Schmidt**, Commissioner, Transportation and Environmental Services

ATTACHMENT A: Online purchasing option for garbage tags

The screenshot shows the Region of Waterloo website's Waste Management section. A red arrow points to a 'Garbage Bag Tags' product listing. The listing includes a price of \$10.00 for a sheet of 5 tags and a 'BUY NOW' button. Below the listing is a 'Quicklinks' section with a link to 'Garbage Collection'.

**Region of Waterloo**  
 REGION OF WATERLOO HOME | CAREERS | CONTACT US | PUBLIC NOTICES | ACCESSIBILITY  
 eServices | Services List A-Z | Search

Doing Business | Discovering the Region | About the Environment | Getting Around | Services for You | Safe & Healthy Community | Regional Government

**Waste Management**  
 Don't know where it goes? Ask Waste Whiz

Home / About the Environment / Waste

**Waste**

- Waste Collection Changes 2017
- Blue Box Recycling
- Commercial Services
- Garbage Collection
- Green Bin Organics
- Landfill Operations
- Other Recycling Programs
- Publications, Education and Events
- Recycling for Business
- Waste Management Planning
- Yard Waste

**Wednesday collection update**  
 Crews are doing their best in the Wednesday areas, but it has been slow going for trucks due to very icy conditions. Thank you for your patience.

**About Waste Management Division services and programs**  
 We provide residential

- blue box,
- green bin,
- garbage,
- yard waste, and
- bulky item/appliance collection

in all seven area municipalities (the cities of Cambridge, Kitchener, and Waterloo, and the townships of North Dumfries, Wilmot, Wellesley, and Woolwich).  
 Also, we operate the Region's one landfill and two transfer stations.

Our Division is committed to excellent and responsive service while reducing the amount of waste going to landfill.

We are here to help! If you cannot find the waste management information you are looking for on this or on our other web pages, please contact us at 519-575-4400 or by email. For any collection issue, please call our 24-hour Customer Service desk at 519-575-4400.

**Collection Update**  
 Green bin, blue box and garbage collection continues on regularly scheduled days this week.  
 Please note that the time of day of collection may still be different that what you are used to. Given the weather and road conditions, collection is slower.  
 If items remain uncollected into the evening (6 p.m.) please report to Customer

**Garbage Bag Tags sold in sheets of 5 for \$10**  
 \$10.00  
 1 sheet of 5  
 BUY NOW

**Click here for in-person garbage tag sale locations**

**Quicklinks**  
 Garbage Collection





TES-WMS-17-03

**Region of Waterloo**  
**Transportation & Environmental Services**  
**Waste Management**

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee

**Date:** January 24, 2017

**File Code:** E33-40A

**Subject:** Proposed Waste By-Law Amendments

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**Recommendation:**

That The Regional Municipality of Waterloo enact a By-law, as attached as Attachment A, to govern the collection of waste and the provision of Waste Management Facilities, effective March 6, 2017 and to repeal By-law numbers 98-87 and 02-011, as set out in report TES-WMS-17-03.

**Summary:**

The current Waste Disposal by-law 98-87 came into effect December 17, 1987 to regulate the receiving, dumping and disposing of waste. The current Waste Collection by-law 02-011 came into effect January 30, 2002 to prohibit and regulate the collection of Waste. This new by-law combines the two by-laws into one, and includes the terms, conditions and services approved by Regional Council for the new waste collection standards and contract that begins March 6, 2017. Upon approval, enactment of this by-law will be at the February 22, 2017 Council meeting.

**Report:**

In June 2015, Regional Council approved new standardized curbside service levels across the entire Region to be incorporated into the next curbside waste collection contract that commences March 6, 2017, thereby requiring significant amendments to the current waste collection by-law. As the collection and disposal of waste are related and integral to a full waste management system, a decision was made to combine and revise the collection and disposal by-laws into one by-law. This is common practice where municipalities have responsibility for the full waste stream.

No changes were made to the waste disposal elements of the proposed by-law. However, more clarity and changes were required for the waste collection elements of the proposed by-law, including:

- Eligibility, service level changes and collection frequencies;
- Designated downtown collection areas;
- Suspension for non-compliance;
- Garbage rebates;
- Schedules outlining collectable and non collectable waste, downtown premises; and acceptable waste facility materials.

This proposed by-law will provide greater clarity, efficiency and assist in meeting the requirements for waste disposal and curbside collection services. A copy of the proposed new by-law is attached as Attachment A. Upon approval, enactment of this by-law will be at the February 22, 2017 Council meeting. Notice of the proposed passage of the by-law will be in the Waterloo Region Record the week of January 30, 2017.

**Corporate Strategic Plan:**

This report supports and meets the Corporate Strategic Plan objective to ensure Regional programs and services are efficient, effective, and provide value for money under Strategic Focus Area 5, Responsive and Engaging Government Services.

**Financial Implications:**

Nil

**Other Department Consultations/Concurrence:**

Staff from the Planning, Development & Legislative Services assisted in the preparation of the by-law and was consulted in the preparation of this report.

**Attachments:**

Attachment A: Proposed Waste By-law

**Prepared By:** Susan White, Manager of Waste Collection and Diversion

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services

## Appendix A

BY-LAW NO [REDACTED]

OF

### THE REGIONAL MUNICIPALITY OF WATERLOO

A By-law to Govern the Collection of Waste and the Provision of Waste Management Facilities in The Regional Municipality of Waterloo and to Repeal By-laws 98-87, as amended, and 02-011 of The Regional Municipality of Waterloo

**WHEREAS** the Council of The Regional Municipality of Waterloo is authorized by Part II of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to pass by-laws for regulating, prohibiting and requiring persons to do things respecting waste management;

**NOW THEREFORE**, the Council of The Regional Municipality of Waterloo hereby enacts as follows:

#### **PART I – DEFINITIONS**

1. The following terms are defined for purposes of this By-law:

- 1) **"Blue Box Container"** means a blue, durable, reusable, rigid plastic container that does not exceed 61 centimeters in height and 91 litres in volume designed for Ontario's recycling program specifically to contain Blue Box Material;
- 2) **"Blue Box Material"** means the Blue Box Material listed in Schedule "A" of this By-law;
- 3) **"Bulky Item"** means the Bulky Items listed in Schedule "A" of this By-law that cannot fit into a Garbage Container;
- 4) **"Cart Recycling Container"** means a reusable, rigid, blue or grey container, with a volume of 360 litres that is equipped with wheels and designed to work with the Cart Recycling Container collection truck;
- 5) **"Cart Material"** has the same meaning as Blue Box Material;

DOC #1927638 – Waste By-law

2

- 6) **“Christmas Tree”** means a naturally grown evergreen tree used for the purpose of celebrating Christmas;
- 7) **“Collectable Material”** means Blue Box Material, Christmas Trees, Green Bin Material, Large Metal Items, Yard Waste Material, Bulky Items and Garbage;
- 8) **“Container”** includes a Blue Box Container, Cart Recycling Container, Garbage Container, Green Bin Container and Yard Waste Container;
- 9) **“Council”** means the Council of the Region;
- 10) **“Curbside”** means the area directly in front of a Premises and within its extended property lines of the untraveled portion of the municipal road allowance;
- 11) **“Curbside Collection”** means the collection of Collectable Material at a Curbside in the Region;
- 12) **“Curbside Premises”** means Small Residential Premises, Multi-Residential Premises On A Roadway, Downtown City Premises and Downtown Township Premises in the Region;
- 13) **“Director”** means the Director of Waste Management or any successor position, or his or her designate;
- 14) **“Downtown City Premises”** means any commercial premises that lie upon a municipal roadway within the designated downtown areas in bold as set out in Schedule “B” of this By-law;
- 15) **“Downtown Township Premises”** means any commercial premises that lie upon a municipal roadway within the designated downtown areas in bold as set out in Schedule “C” of this By-law;
- 16) **“Educational Premises”** means any public or private school, college or university;
- 17) **“Fees and Charges By-law”** means the Region's Fees and Charges By-law and any successor by-laws thereto;
- 18) **“Garbage”** means solid, residual waste which that does not fall within any other class of Collectable Material, but does not include Non-Collectable Material;

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- 19) **“Garbage Container”** means:
- (a) A reusable, rigid container:
    - (i) not exceeding 48 centimetres in diameter, 84 centimetres in height and 121 litres in volume;
    - (ii) handles that are attached or molded to the exterior of the container which accommodate lifting, carrying and emptying;
    - (iii) having a top diameter that is not less than the bottom diameter; and
    - (iv) having an unattached and removable lid; or
  - (b) A plastic, disposable, water-proof bag:
    - (i) not less than 1.5 millimetres in thickness and 65 centimetres by 90 centimetres when empty;
    - (ii) having the capability to be securely closed or tied when filled; and
    - (iii) of sufficient durability to support a weight of 23 kilograms when lifted without tearing;
- 20) **“Garbage Tag”** means a Garbage Tag as issued by the Director pursuant to this By-law;
- 21) **“Green Bin Container”** means a reusable, rigid, green container, equipped with wheels, a handle, a watertight lid, designed for the purpose of collection of Green Bin Material;
- 22) **“Green Bin Material”** means the Green Bin Material as listed in Schedule “A” of this By-law;
- 23) **“Household Hazardous Waste”** means the Household Hazardous Waste as listed in Schedule “E” of this By-law;
- 24) **“Large Apartment Buildings”** means any apartment building, condominium complex, townhouse complex, co-operative complex or other similar complex that has seven or more Self-contained Units;
- 25) **“Large Metal Item”** means the Large Metal Items as listed in Schedule “A” of this By-law;
- 26) **“Multi-Residential Premises On A Roadway”** means any apartment building, condominium complex, townhouse complex, co-operative complex or other similar complex that has between three and six Self-contained Units, provided that all such units lie upon a municipal roadway;
- 27) **“Multi-Residential Premises Not On A Roadway”** means any apartment building, condominium complex, townhouse complex, co-operative complex or other similar complex where not all of the Self-contained Units lie upon a municipal roadway;

- 28) **“Municipal Law Enforcement Officer”** means a municipal law enforcement officer as appointed by the Region;
- 29) **“Municipal Premises”** means any premises that are owned or operated by a municipality;
- 30) **“Non-Collectable Material”** means the Non-Collectable Material as listed in Schedule “A” of this By-law;
- 31) **“Non-Curbside Collection”** means the collection of Collectable Material or Cart Material pursuant to section 26 of this By-law;
- 32) **“Non-Curbside Premises”** means Large Apartment Buildings, Multi-Residential Premises Not On A Roadway, Educational Premises, Nursing Home Premises and Municipal Premises in the Region;
- 33) **“Non-Waste Facility Material”** means the Non-Waste Facility Material as listed in Schedule “E” of this By-law;
- 34) **“Nursing Home Premises”** means any home or other facility that is regulated pursuant to the Long-Term Care Homes Act, 2007, S.O. 2007, c. 8 or Retirement Homes Act, 2010, S.O. 2010, c. 11, or any successor legislation thereto;
- 35) **“Owner”** means a person who owns, rents, leases or occupies a Premises or any other person in charge, management or control of a Premises;
- 36) **“Police Officer”** means a police officer as appointed by The Regional Municipality of Waterloo Police Service;
- 37) **“Premises”** means a building or any part of it, together with its land and outbuildings, located in the Region;
- 38) **“Prior Approval Material”** means Prior Approval Material as listed in Schedule “E” of this By-law;
- 39) **“Region”** means The Regional Municipality of Waterloo as a municipal corporation, its Council, members, employees, agents and representatives and, where the context requires, its geographic area;
- 40) **“Registered Owner”** means the person or persons registered on title as the owner of the Premises and, in the case of a condominium development, the condominium corporation;

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- 41) **"Self-contained Unit"** means a place of residence designed or intended for habitation by one or more persons with its own culinary and sanitary facilities which are provided for the exclusive use of the person or persons who reside therein;
- 42) **"Small Residential Premises"** means:
- (a) a single detached house, semi-detached house or duplex that lies upon a municipal roadway;
  - (b) a commercial business located in a building that is a converted house or that has a residential unit as part of the business; or
  - (c) a place of worship located in a residential area;
- 43) **"Special Handling Material"** means the Special Handling Material as listed in Schedule "E" of this By-law;
- 44) **"Statutory Holiday"** means New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, the Civic Monday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other day fixed as a holiday by proclamation of the Governor General of Canada or Lieutenant Governor of Ontario;
- 45) **"Waste"** means any material, substance or byproduct eliminated or discarded and includes Collectable Material, Non-Collectable Material, Waste Facility Material and Non-Waste Facility Material;
- 46) **"Waste Facility"** means the waste management facilities operated by the Region, or any one of them, as listed in section 33 of this By-law;
- 47) **"Waste Facility Material"** means the Waste Facility Material as listed in Schedule "E" of this By-law;
- 48) **"Waste Facility Services"** means the receipt of Waste Facility Material at a Waste Facility;
- 49) **"Yard Waste Container"** means:
- (a) a Garbage Container identified with a large visible ribbon, bag tied to the handle or Yard Waste Sticker identifying that it contains Yard Waste Material; or
  - (b) a paper, yard-waste bag sold for the purpose of containing Yard Waste Material;
- 50) **"Yard Waste Material"** means the Yard Waste Material as listed in Schedule "A" of this By-law; and

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- 51) **“Yard Waste Sticker”** means a Yard Waste Sticker as issued or designated by the Director pursuant to this By-law.

## **PART II – CURBSIDE COLLECTION**

### **General Collection Provision**

2. The Region shall provide for the collection of Collectable Material from Curbside Premises in accordance with the terms and conditions of this By-law.

### **Classes for Curbside Collection**

3. The classes of Curbside Premises for the purposes of this By-law are as follows:
- (1) Small Residential Premises;
  - (2) Multi-Residential Premises On A Roadway;
  - (3) Downtown City Premises; and
  - (4) Downtown Township Premises.
4. The classes of Curbside Material for the purposes of this By-law are as follows:
- (1) Recyclable Materials:
    - (a) Blue Box Material;
    - (b) Christmas Trees;
    - (c) Green Bin Material;
    - (d) Large Metal Items; and
    - (e) Yard Waste Material.
  - (2) Non-Recyclable Materials:
    - (a) Bulky Items; and
    - (b) Garbage.

### **Separate According to Class and Class Provisions**

5. Every Owner of a Curbside Premises shall separate Collectable Material according to its class as set out in section 4 of this By-law when placing the Collectable Material for Curbside Collection.



**Blue Box Material**

6. Every Owner of a Curbside Premises shall prepare Blue Box Material as follows when placing the Blue Box Material for Curbside Collection:
  - (1) all Blue Box Material shall be placed in a Blue Box Container;
  - (2) no Blue Box Container containing Blue Box Material shall exceed 23 kilograms in weight;
  - (3) no Blue Box Container shall include broken glass or other sharp objects;
  - (4) no Blue Box Material in a Blue Box Container shall exceed the limits of the top of the Blue Box Container;
  - (5) all plastic bags and outer wrap shall be dry and clean and placed in a grocery-type bag and tied shut;
  - (6) all newspapers, magazines, books, fine paper and boxboard shall be separated from other Blue Box Material;
  - (7) all cardboard shall be flattened and be free of plastic bags or any other wrappings, securely tied in a bundle not exceeding 75 centimetres by 75 centimetres by 20 centimetres;
  - (8) all other Blue Box Material, including metal cans, glass jars, rigid plastic containers, aluminum foil, tetra packs, gable top containers, aerosol spray cans and metal paint cans, shall be empty and separated from other Blue Box Materials; and
  - (9) no Blue Box Container shall include material that is not Blue Box Material.

**Christmas Trees**

7. Every Owner of a Curbside Premises shall prepare a Christmas Tree as follows when placing a Christmas Tree for Curbside Collection:
  - (1) each Christmas Tree shall be without tinsel, decorations, ornaments, lights, wrapping, wire or bagging; and
  - (2) each Christmas Tree that is 1.8 metres or more in height shall be cut in half.

**Green Bin Material**

8. Every Owner of a Curbside Premises shall prepare Green Bin Material as follows when placing Green Bin Material for Curbside Collection:
  - (1) all Green Bin Material shall be placed in a Green Bin Container;
  - (2) no Green Bin Container containing Green Bin Material shall exceed 23 kilograms in weight; and
  - (3) no Green Bin Container shall include material that is not Green Bin Material.

**Large Metal Items**

9. Every Owner of a Curbside Premises shall prepare Large Metal Items as follows when placing Large Metal Items for Curbside Collection:
- (1) each Large Metal Item shall be residential in nature;
  - (2) each Large Metal Item shall weigh no more than 90 kilograms;
  - (3) each Large Metal Item shall be no longer or higher than 213 centimeters;
  - (4) each Large Metal Item shall be in a contained state;
  - (5) no other material or object shall be placed on top of a Large Metal Item; and
  - (6) each moving door on a Large Metal Item shall be removed or secured shut.

**Yard Waste Material**

10. Every Owner of a Curbside Premises shall prepare Yard Waste Material as follows when placing Yard Waste Material for Curbside Collection:
- (1) all Yard Waste Material shall be placed in a Yard Waste Container or packaged in bundles, free of any plastic bags, where each individual piece of Yard Waste Material shall not exceed 8 centimeters in diameter and 92 centimeters in length;
  - (2) no Yard Waste Container that contains Yard Waste Material or bundle as permitted in subsection (1) of this section shall weigh more than 23 kilograms; and
  - (3) no Yard Waste Container or bundle as permitted in subsection (1) of this section shall include material that is not Yard Waste Material.

**Bulky Items**

11. Every Owner of a Curbside Premises shall prepare Bulky Items as follows when placing Bulky Items for Curbside Collection:
- (1) all Bulky Items shall be in a contained state;
  - (2) all carpet, rugs, mats, underlay, drywall, counter tops, flooring and wood shall be securely tied in bundles no greater than 92 centimeters by 50 centimeters by 50 centimeters and not exceeding 23 kilograms in weight; and
  - (3) no other material or object shall be placed on Bulky Items.

**Garbage**

12. Every Owner of a Curbside Premises shall prepare Garbage as follows when placing Garbage for Curbside Collection:
- (1) all Garbage shall be placed in a Garbage Container;
  - (2) no Garbage in a Garbage Container shall exceed the limits of the top of the Garbage Container;
  - (3) no Garbage Container that contains Garbage shall weigh more than 23 kilograms;
  - (4) any devices used to tie down or secure any lids for a Garbage Container shall be removed prior to collection; and
  - (5) no Garbage Container shall include material that is not Garbage.

**Curbside Collection Limits**

13. (1) No Owner of a Curbside Premises shall place a number of Containers, Bulky Items or Large Metal Items for Curbside Collection that exceed the limit for the class of Curbside Premises as set out in Schedule "D" of this By-law.
- (2) Notwithstanding subsection (1) of this section, an Owner of a Curbside Premises may place a number of Garbage Containers for Curbside Collection that exceeds the limit for the class of Curbside Premises as set out in Schedule "D" of this By-law if the Owner acquires, at a fee as set out in the Fees and Charges By-law, and attaches a Garbage Tag to each additional Garbage Container in the following locations:
- (a) for a garbage bag, on the outer neck of the bag; or
  - (b) for a rigid garbage container, on the top Garbage item inside the Garbage Container; in a location clearly visible to the collection person.
- (3) Notwithstanding subsection (1) of this section, an Owner of a Curbside Premises may place a number of Garbage Containers for Curbside Collection that exceeds the limit for the type of Curbside Premises as set out in Schedule "D" of this By-law if the Director designates such as a result of a Statutory Holiday or severe weather event.

**Curbside Collection Location**

14. (1) The Owner of a Curbside Premises shall set out Collectable Material for Curbside Collection by placing it at Curbside within the extension of the property lines of the Curbside Premises as close as possible to the travelled portion of the road without obstructing or interfering with the travelled portion of the road.

- (2) No Owner of a Curbside Premises shall set out Collectable Material for Curbside Collection:
  - (a) at a Curbside except at their own Premises;
  - (b) that is not clearly visible or directly accessible;
  - (c) on top of a snow drift or other pile of snow created by snowplows or other snow clearing operation; or
  - (d) that cannot be freely discharged from its Container when tipped because it is stuck or frozen to the Container.
- (3) Notwithstanding subsections (1) and (2) of this section, the Director may designate an alternative location for Curbside Collection as a result of construction, road closures, or other route requirements and this section shall apply with necessary modification.

#### **Curbside Collection Time**

15. (1) No Owner of a Curbside Premises shall set out Collectable Material for Curbside Collection earlier than 5 p.m. on the day before the designated collection day and not later than 7 a.m. on the designated collection day.
  - (2) Notwithstanding subsection (1) of this section, no Owner of a Downtown City Premises or Downtown Township Premises shall set out Collectable Material for Curbside Collection earlier than 5 p.m. on the day before the designated collection day and not later than 6 a.m. on the designated collection day.
16. Every Owner of a Curbside Premises shall remove all Containers, together with any material that was not collected for any reason, from the Curbside as soon as possible after collection, but not later than 9 a.m. on the day following the designated collection day.

#### **Curbside Collection Restrictions and Responsibilities**

17. No Owner of a Curbside Premises shall set out or permit to be set out Non-Collectable Material at a Curbside for the Owner's Premises.
18. No Owner of a Premises that is not a Curbside Premises shall set out or permit to be set out Collectable Material or Non-Collectable Material at a Curbside for the Owner's Premises.
19. No person other than an employee of the Region or authorized agent of the Region shall remove a Garbage Tag affixed to or in any Garbage Container.

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20. No person shall sell or offer to sell Garbage Tags without the express written permission of the Region authorizing such sale or offer to sell.
21. No Owner of a Curbside Premises shall set out or permit to be set out Collectable Material at a Curbside for the Owner's Curbside Premises except on the days designated for the Premises by the Director pursuant to this By-law.
22. No Owner of a Curbside Premises shall set out or permit to be set out Collectable Material at a Curbside for the Owner's Curbside Premises if the Collectable Material was generated at another Premises.
23. No Owner of a Curbside Premises shall set out or permit to be set out for Curbside Collection any Container which is not:
  - (1) of sufficient quality to withstand normal collection activities and use;
  - (2) maintained in a safe and efficient condition for collection;
  - (3) intact, as required, to prevent leaking, spillage or breakage during collection;
  - (4) sealed, as required, to prevent the attraction of animals and the release of odours; or
  - (5) free of excess water, ice and snow or other substances which may interfere with collection.
24. No Owner of a Curbside Premises shall permit Collectable Material set out for Curbside Collection to become uncontained for any reason, including weather, animals or birds.

#### **Suspension**

25. (1) If the Owner of a Curbside Premises fails to comply with the requirements as set out in this By-law, the Region, at the discretion of the Director and upon written notice to the Owner, may suspend Curbside Collection until such time that the Owner is in compliance with this By-law.
- (2) Any notice to an Owner for the purposes of subsection (1) of this section shall be provided by regular mail and by posting the notice on the Curbside Premises in a conspicuous location.

**PART III – NON-CURBSIDE COLLECTION****General Collection Provision**

26. (1) Notwithstanding any other section of this By-law, the Region may provide for the collection of Collectable Material or Cart Material from Non-Curbside Premises in accordance with the terms and conditions of this Part if the Registered Owner of the Non-Curbside Premises applies to the Region and satisfies the following conditions, as applicable:
- (a) The Region has determined that the private roadways for the Non-Curbside Premises to be used by collection vehicles on behalf of the Region:
    - i) have sufficient widths, turning radii, means of access and means of egress;
    - ii) have overhead clearance meeting or exceeding the standards prescribed in the Highway Traffic Act, R.S.O. 1990, Ch. H.8. or any successor legislation;
    - iii) allow collection vehicles to drive through the property without reversing; and
    - iv) provide direct unobstructed access to the designated locations for collection; and
  - (b) The Registered Owner of the Non-Curbside Premises has entered into a written agreement with the Region, in the form as prescribed by the Director, that allows the Region and its contractors to enter onto private roadways within the Non-Curbside Premises.
- (2) For the purposes of subsection (1) of this section, the Director shall determine whether or not to provide for the collection of Collectable Material or Cart Material, or a combination of both, based on the nature and accessibility of the Non-Curbside Premises.

**Classes of Non-Curbside Premises**

27. The classes of Non-Curbside Premises for the purposes of this By-law are as follows:
- (1) Educational Premises;
  - (2) Large Apartment Buildings;
  - (3) Multi-Residential Premises Not On A Roadway;
  - (4) Municipal Premises; and
  - (5) Nursing Home Premises.

**Cart Material at Non-Curbside Premises**

28. Every Registered Owner of a Non-Curbside Premises that has entered into an agreement pursuant to section 26 of this By-Law for Cart Material shall separate the Cart Material as follows when placing the Cart Material for Non-Curbside Collection:
- (1) Place inside the Container Cart, not exceeding the limits of the top, only metal cans, glass jars, rigid plastic containers, aluminum foil, tetra packs, gable top containers, aerosol spray cans and paint cans, with no bags or broken glass.
  - (2) Place inside the Cardboard Cart, not exceeding the limits of the top, only corrugated cardboard that is flattened.
  - (3) Place inside the Paper Cart, not exceeding the limits of the top, only newspapers, magazines, books, fine paper, boxboard, plastic bags and outer wrap.
29. Every Registered Owner of a Non-Curbside Premises that has entered into an agreement pursuant to section 26 of this By-Law for Cart Material shall place a Cart Recycling Container for Non-Curbside Collection in the location prescribed in the agreement.

**Collectable Material at Non-Curbside Premises**

30. Every Registered Owner of a Non-Curbside Premises shall comply and cause any condominium owner, member, tenant or other occupier of the Non-Curbside Premises to comply with the requirements of Part II of this By-law, as applicable and with such necessary modification, when placing Collectable Material for Non-Curbside Collection.

**Suspension**

31. (1) If the Registered Owner of a Non-Curbside Premises fails to comply with the requirements as set out in this By-law and has received two written notices of non-compliance from the Region in the preceding calendar year, the Region, at the discretion of the Director and upon written notice to the Registered Owner, may suspend Non-Curbside Collection from the Non-Curbside Premises for a period of 6 months followed by a period of probation for 6 months wherein Non-Curbside Collection may be terminated on a permanent basis for any further non-compliance.
- (2) Notwithstanding subsection (1) of this section, the Director may, upon written notice to the Registered Owner, immediately suspend

Non-Curbside Collection from a Non-Curbside Premises if there is a health and safety risk.

- (3) Any notice to a Registered Owner for the purposes of subsections (1) and (2) of this section shall be provided by regular mail.

#### **PART IV – REBATE**

32. The Region shall provide a rebate each year, at a rate as set from time to time by Council, to the Registered Owner of Large Apartment Buildings and Multi-Residential Premises Not On A Roadway that is based on each Self-contained Unit within the Large Apartment Buildings or Multi-Residential Premises Not On A Roadway that does not receive the collection of all Collectable Material by the Region.

#### **PART V – WASTE FACILITY SERVICES**

##### **Requirements For Service**

33. The Region shall provide Waste Facility Services at the following locations in accordance with the terms and conditions of this By-law:
  - (1) 925 Erb Street West, Waterloo; and
  - (2) 201 Savage Drive, Cambridge.
34.
  - (1) The Region shall only provide Waste Facility Services to persons that are residents of the Region and only for Waste Facility Materials that are generated in the Region.
  - (2) Notwithstanding subsection (1) of this section, the Region may provide Waste Facility Services to commercial haulers that are not resident in the Region provided that the Waste Facility Material is generated in the Region.

##### **Hours of Operation**

35. The hours of operation for each Waste Facility shall be determined by the Director and shall be posted at the Waste Facility.

##### **Fees**

36. The fees for the deposit of Waste Facility Material at a Waste Facility shall be in accordance with the Fees and Charges By-law.

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37. (1) The Director may allow persons to be invoiced after the deposit of Waste Facility Material at a Waste Facility subject to such criteria and terms and conditions as set by the Director from time to time.
- (2) The Region may deny any person, or any employee, agent or motor vehicle of the person, access to a Waste Facility or to any Waste Facility Services if the person fails to pay any account invoiced pursuant to subsection (1) of this section with such suspension continuing for a period of 14 calendar days after payment is made.

**Inspection**

38. The Region may inspect or require documentation from any person attempting to use Waste Facility Services in order to satisfy the requirements set out in this By-law.
39. The Region may refuse to accept any material at a Waste Facility that is questionable in relation to its nature or origin.

**Re-Use**

40. All Waste Facility Material deposited at any Waste Facility shall become the property of the Region and may be salvaged, reclaimed, recycled, composted, processed, disposed of, or otherwise dealt with by the Region as the Director deems fit.

**PART VI – WASTE FACILITY RESTRICTIONS**

41. The classes of Waste Facility Material for the purposes of this By-law are as follows:
  - (1) Collectable Material;
  - (2) Compostable Material;
  - (3) Diversion and Beneficial Use Programs;
  - (4) Household Hazardous Waste;
  - (5) Prior Approval Material; and
  - (6) Special Handling Material.
42. No person shall:
  - (1) transport any Waste Facility Material or other material in a motor vehicle at a Waste Facility that is not properly secured;
  - (2) deposit Non-Waste Facility Material at any Waste Facility;

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- (3) deposit Waste Facility Material or enter any Waste Facility outside the hours of operation for the Waste Facility;
  - (4) deposit Waste Facility Material at a Waste Facility other than at the locations designated for the specific class of the Waste Facility Material type and in the manner required for the class of the Waste Facility Material type;
  - (5) disobey any direction of any person employed by the Region at a Waste Facility;
  - (6) deposit more than 25 litres of Household Hazardous Waste at any one time at a Waste Facility;
  - (7) deposit Household Hazardous Waste in a loose state or in containers larger than 24 litres;
  - (8) deposit Special Handling Material at a Waste Facility unless the person has given 24 hours prior notice to the Director and complies with all standard operating procedures for such;
  - (9) deposit Prior Approval Material at a Waste Facility unless the person has the prior approval of the Director and complies with all standard operating procedures for such;
  - (10) scavenge, collect, pick over, interfere with, remove or scatter any Waste Facility Material that has been deposited at a Waste Facility; or
  - (11) enter with or operate any off-road vehicle of any type on any part of a Waste Facility.
43. No person shall operate a privately owned waste disposal site or other operation for the disposal of Waste Facility Material, either for its own use or for the use of other persons, without having first applied for authorization therefore from Council. In giving authorization, the Region may impose such conditions as may seem fit and the applicant shall thereafter maintain its operation in conformity with these conditions.

**PART VII – FURTHER RESTRICTIONS****Illegal Dumping**

44. No person shall deposit any Waste:
- (1) on any private or public property within the Region without the authority from the Owner; or
  - (2) at the entrance to or around the perimeter of a Waste Facility.

**Scavenging**

45. No person, except a Municipal Law Enforcement Officer, a Police Officer or an employee or agent of the Region, shall disturb, remove or scatter any Collectable Material after it has been placed for Curbside Collection.

**PART VIII – ORDER**

46. (1) If the Director or a Municipal Law Enforcement Officer is satisfied that a contravention of this By-law has occurred, the Director or Municipal Law Enforcement Officer may make an order requiring the person who contravened this By-law or who caused or permitted the contravention to discontinue the contravening activity.
- (2) An order under subsection (1) of this section shall set out,
- (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the Premises on which the contravention occurred; and
  - (b) the date by which there must be compliance with the order.

**PART IX – ENFORCEMENT****Enforcement**

47. This By-law may be enforced by the Director, a Municipal Law Enforcement Officer or a Police Officer.

**Offense**

48. Every person who contravenes any provision of this By-law or an order made pursuant to Part VIII of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention by the corporation, is guilty of an offence.

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**Penalties**

49. (1) Upon conviction, every person who contravenes any provision in this By-law or an order made pursuant to Part VIII of this By-law is liable to a fine not exceeding five thousand dollars (\$5,000), exclusive of costs, for each offence, recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P.33 or any successor legislation thereto.
- (2) Upon conviction, every director or officer of a corporation who knowingly permits the contravention of a provision of this By-law or an order pursuant to Part VIII of this By-law is liable to a fine not exceeding five thousand dollars (\$5,000), exclusive of costs, for each offence, recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P.33 or any successor legislation thereto.

**Prohibition Order**

50. If any section of this By-law or an order made pursuant to Part VIII of this By-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the By-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

**Remedial Action**

51. Where any person contravenes this By-law or an order made pursuant to Part VIII of this By-law, the Region may take remedial actions at the sole cost of the person contravening this By-law or an order made pursuant to Part VIII of this By-law to ensure that this By-law is complied with, and the Region may recover the costs of such remedial work, by court action or in like manner as property taxes.

**PART X – GENERAL****Administration**

52. (1) The Director is responsible for the administration of this By-law and shall have all necessary authority to administer this By-law.
- (2) Without limiting subsection (1) of this section, the Director shall have the authority to:
- (a) prescribe administrative forms;
  - (b) prescribe hours of operation for Waste Facilities;

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- (c) prescribe special operating procedures for Special Handling Material and Prior Approval Material;
- (d) prescribe and issue Garbage Tags and Yard Waste Stickers;
- (e) designate collection days for Curbside Collection;
- (f) vary, suspend or supplement Curbside Collection or Waste Facility Services because of special circumstances;
- (g) designate times when Owners may place additional Garbage Containers for Curbside Collection because of a Statutory Holiday or severe weather event;
- (h) implement pilot projects that vary or supplement Curbside Collection or Waste Facility Services;
- (i) prescribe the agreement, times and locations for Non-Curbside Collection; and
- (j) prescribe the conditions for person to be invoiced on credit for Waste Facility Services.

**Schedules**

53. The Schedules to this By-law form an integral part of this By-law.

**Environmental Compliance Approval**

54. The provisions of this By-law shall be subject, as applicable, to the terms and conditions of any Environmental Compliance Approval or Approvals, or any successors thereto, for the Region.

**Conflict of Laws**

55. Where a provision of this By-law conflicts with a provision of another By-law in force in the Region, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

**Severability**

56. If any provision of this By-law is declared invalid for any reason by a court of competent jurisdiction, only that invalid portion of the By-law shall be severed and the remainder of the By-law shall still continue in force.

**Cumulative**

57. The various restrictions and remedies of this By-law are cumulative and not mutually self-exclusive.

**Short Title of Bylaw**

58. This By-law may be cited as the "Waste By-law".

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**Force and Effect Date**

59. (1) This By-law shall come into force and effect on March 6, 2017.
- (2) Bylaws 98-87, as amended, and 02-011 of the Region shall be repealed effective on the coming into force of this By-law.
- (3) Notwithstanding subsection (2) of this section, By-laws 98-87, as amended, and 02-011 of the Region shall continue to apply to proceedings in respect of offences that occurred before their repeal, as applicable.

By-law read a first, second and third time and finally passed in the Council Chamber at the Regional Municipality of Waterloo this 22<sup>nd</sup> day of February, 2017.

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REGIONAL CLERK

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REGIONAL CHAIR

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**SCHEDULE "A"****COLLECTABLE MATERIAL**

<b>Collectable Material Class</b>	<b>Items:</b>
<b>Blue Box Material</b>	<ul style="list-style-type: none"> <li>• aerosol spray cans (empty)</li> <li>• aluminum foil and foil trays</li> <li>• books (hard and soft covered)</li> <li>• boxboard (cereal, tissue, detergent-type, cardboard egg cartons, toilet tissue/paper towel rolls)</li> <li>• cardboard (unwaxed, clean)</li> <li>• drinking boxes</li> <li>• foil trays and foil wrap (clean)</li> <li>• juice cartons</li> <li>• milk cartons</li> <li>• glass bottles and jars that contained beverage, food, detergent, personal care or pet care products at the point of purchase</li> <li>• magazines and catalogues</li> <li>• metal food and beverage cans</li> <li>• paint cans (empty, dry, lids off and not exceeding 4 litres in volume)</li> <li>• newspapers</li> <li>• paper (writing, computer, envelopes)</li> <li>• plastic containers (rigid ) that contained beverage, food, detergent, personal care or pet care at the point of purchase and that are #1 PET (Polyethylene Terephthalate), #2 HDPE (High Density Polyethylene), #3 PVC (Polyvinyl Chloride), #5 PP (Polypropylene) or #7 (Other Plastics) containers</li> <li>• plastic film that is #4 LDPE (Low Density Polyethylene), plastic wrap or any other plastic shopping bags</li> <li>• telephone directories</li> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>
<b>Bulky Items</b>	<ul style="list-style-type: none"> <li>• bathtub</li> <li>• BBQ</li> <li>• bicycle</li> <li>• boxspring</li> <li>• carpet/underlay</li> <li>• counter top</li> <li>• cupboard</li> </ul>

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<b>Collectable Material Class</b>	<b>Items:</b>
	<ul style="list-style-type: none"> <li>• drywall</li> <li>• flooring</li> <li>• floor lamp</li> <li>• furniture</li> <li>• laundry tub (plastic)</li> <li>• mattress</li> <li>• rug or mat</li> <li>• sink</li> <li>• toilet (tank and bowl separated if possible)</li> <li>• vacuum cleaner</li> <li>• wood (without nails)</li> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>
<b>Green Bin Material</b>	<ul style="list-style-type: none"> <li>• paper liner bag</li> <li>• compostable plastic liner bag as certified by the Canadian or American Compost Councils</li> <li>• bones</li> <li>• butcher paper</li> <li>• coffee filters, grounds</li> <li>• corn cobs, husks</li> <li>• eggshells</li> <li>• facial tissues</li> <li>• feathers</li> <li>• flour and sugar bags</li> <li>• food</li> <li>• fur</li> <li>• gravy, sauces, cooking oil, grease, lards, fats, condiments (less than 1 cup)</li> <li>• hair</li> <li>• houseplants</li> <li>• nail clippings</li> <li>• nuts, shells</li> <li>• paper cups, plates, napkins, bags</li> <li>• paper towels, tissues</li> <li>• paper fast food wrap</li> <li>• pet waste wrapped in a fiber or compostable product</li> <li>• microwave popcorn bags</li> <li>• pumpkins</li> <li>• sawdust wrapped in a fiber or compostable product</li> <li>• shredded paper (handfuls only)</li> </ul>

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<b>Collectable Material Class</b>	<b>Items:</b>
	<ul style="list-style-type: none"> <li>• tea bags</li> <li>• wood ashes (cold and wrapped in a fibre or compostable product)</li> <li>• wood chips</li> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>
<b>Large Metal Items</b>	<ul style="list-style-type: none"> <li>• air conditioner (central or window unit)</li> <li>• bath tub</li> <li>• dehumidifier</li> <li>• dishwasher</li> <li>• dryer (clothes)</li> <li>• freezer (chest and upright)</li> <li>• fridge (refrigerator)</li> <li>• heat pump/exchanger</li> <li>• humidifier</li> <li>• lawn mower (with fluids removed)</li> <li>• stove (oven)</li> <li>• washer (clothes)</li> <li>• water cooler</li> <li>• water heater</li> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>
<b>Yard Waste Material</b>	<ul style="list-style-type: none"> <li>• brush</li> <li>• corn stalks</li> <li>• grass</li> <li>• hedge and tree trimmings</li> <li>• leaves</li> <li>• pine needles and cones</li> <li>• plants</li> <li>• sod edgings</li> <li>• weeds</li> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>

**NON-COLLECTABLE MATERIAL**

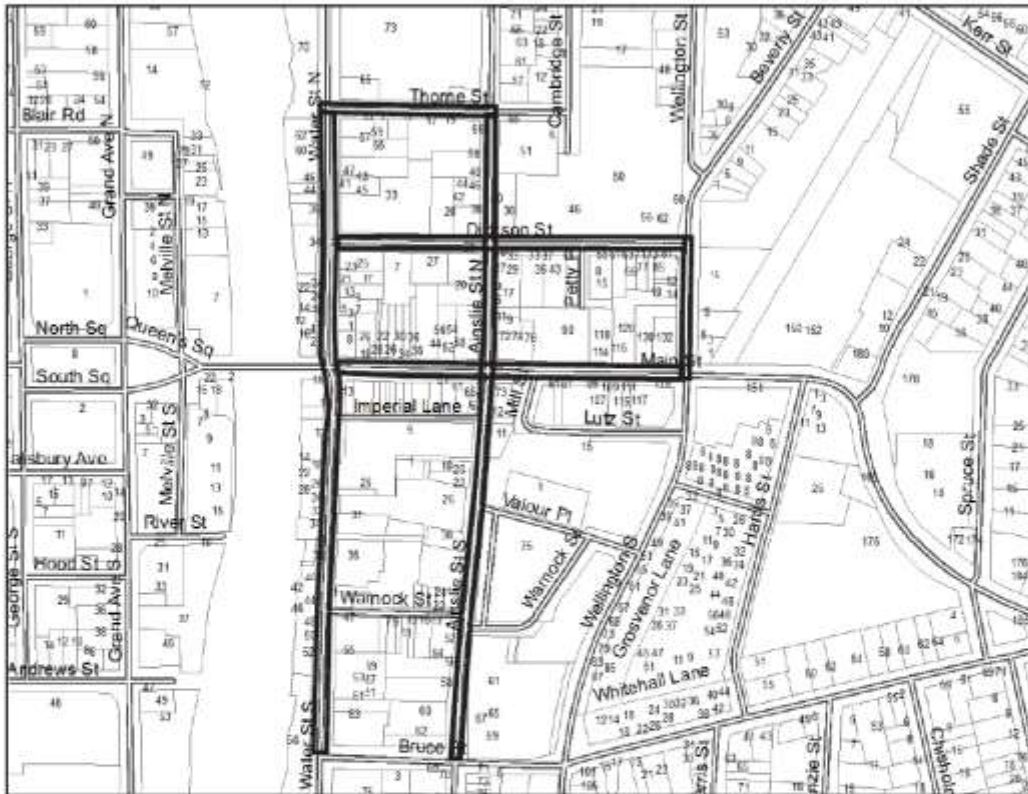
<b>Non-Collectable Material</b>	<ul style="list-style-type: none"> <li>• material that does not meet the size, weight or other restrictions as prescribed for the Collectable Material Class in this Schedule</li> <li>• aerosol spray cans, paint cans and food containers that are not as empty as possible</li> <li>• ammunition</li> <li>• animals/fowl (alive or dead) or carcasses or part of an animal/fowl or other creature, save for normal and bona fide Green Bin Material</li> <li>• automotive parts or accessories</li> <li>• compressed gas cylinders, gasoline tanks, fire extinguishers or sealed drums</li> <li>• concrete, rocks, patio slabs/stone, bricks</li> <li>• drums or barrels (sealed)</li> <li>• electronics</li> <li>• glass items (unbroken) greater than 1 metre x 1 metre or broken glass items not prepared to protect personal safety during collection</li> <li>• Green Bin Material or Yard Waste Material in plastic bags</li> <li>• hazardous waste which is corrosive, flammable, radioactive, toxic (including pesticides or herbicides), explosive, capable of starting fires or biomedical or pathological or as defined in Ontario Regulation 347, R.R.O. 1990, under the Environmental Protection Act or any successor legislation</li> <li>• gaseous, semi-liquid or liquid waste, including liquid industrial waste as defined in Ontario Regulation 347, R.R.O. 1990, under the Environmental Protection Act or any successor legislation</li> <li>• lumber, branches or stumps thicker than 8 centimeters by 8 centimeters</li> <li>• manufacturing or industrial waste</li> <li>• manure or waste from any animal, save and except for waste from household pets</li> <li>• prohibited material as defined under the Transportation of Dangerous Goods Act 1992 (S.C. 1992, c. 34) or any successor legislation</li> <li>• sharp object(s) of any kind that may pose a safety hazard to Regional staff or the Region's waste collection contractor (such as medical or veterinary equipment intended for the purpose of cutting or piercing and includes medical needles or syringes)</li> </ul>
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	<ul style="list-style-type: none"><li>• sludge (such as septic tank contents, raw sewage sludge, industrial process sludge)</li><li>• stock of any wholesaler or retailer</li><li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li></ul>
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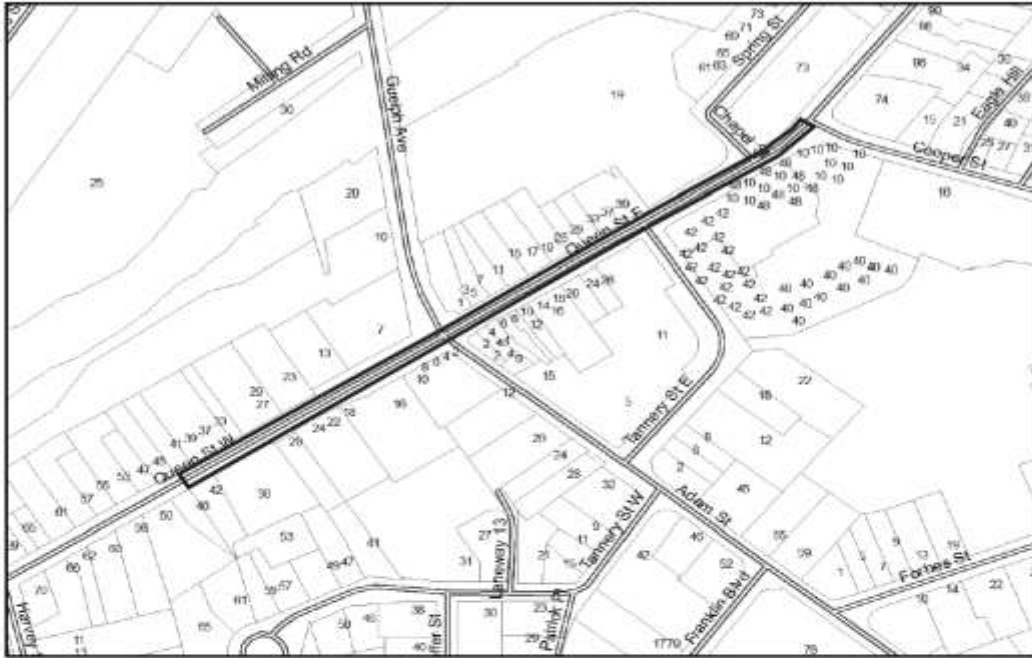
**SCHEDULE "B" - DOWNTOWN CITY PREMISES**

**Cambridge (Galt) Downtown**



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Cambridge (Hespeler) Downtown



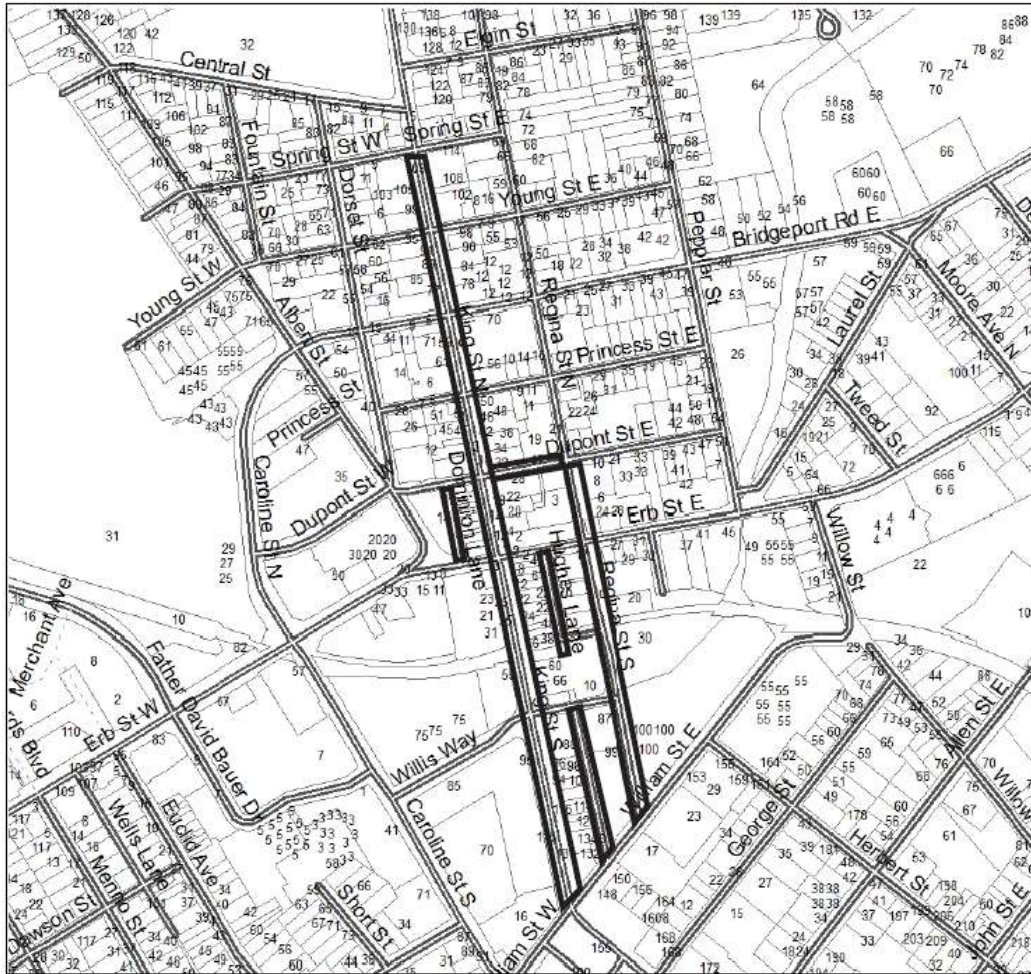
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**Cambridge (Preston) Downtown**



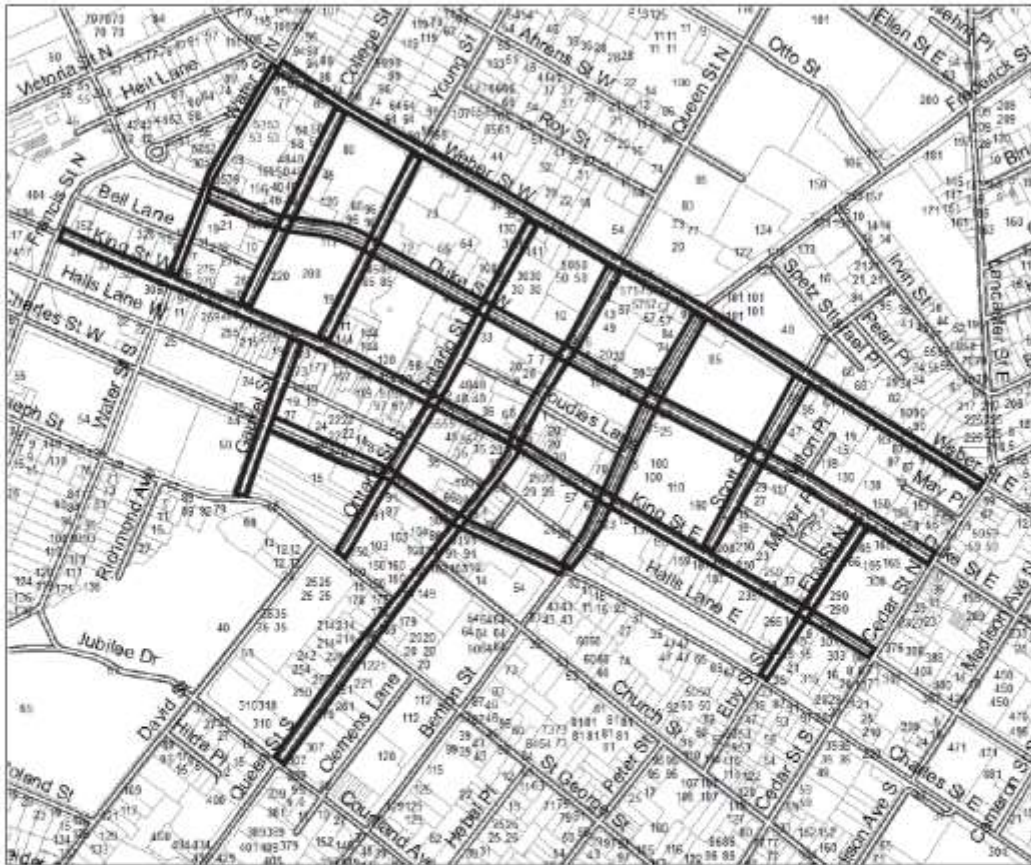
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**Waterloo Downtown**



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Kitchener Downtown

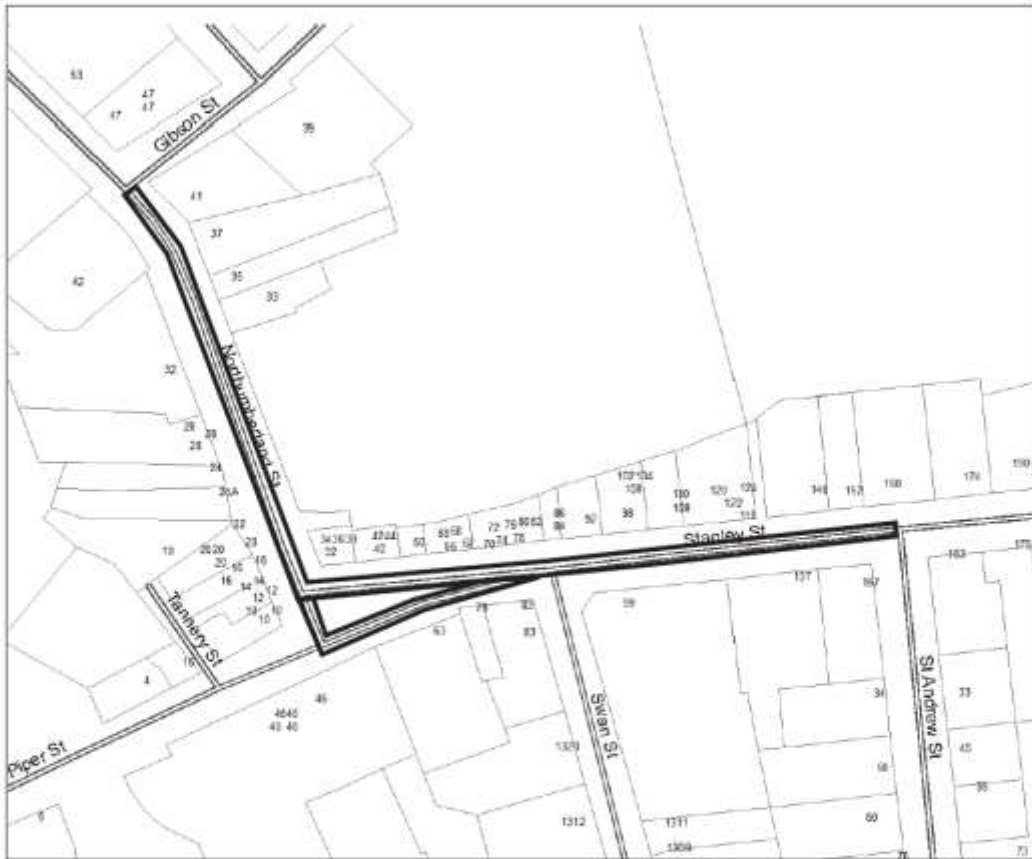


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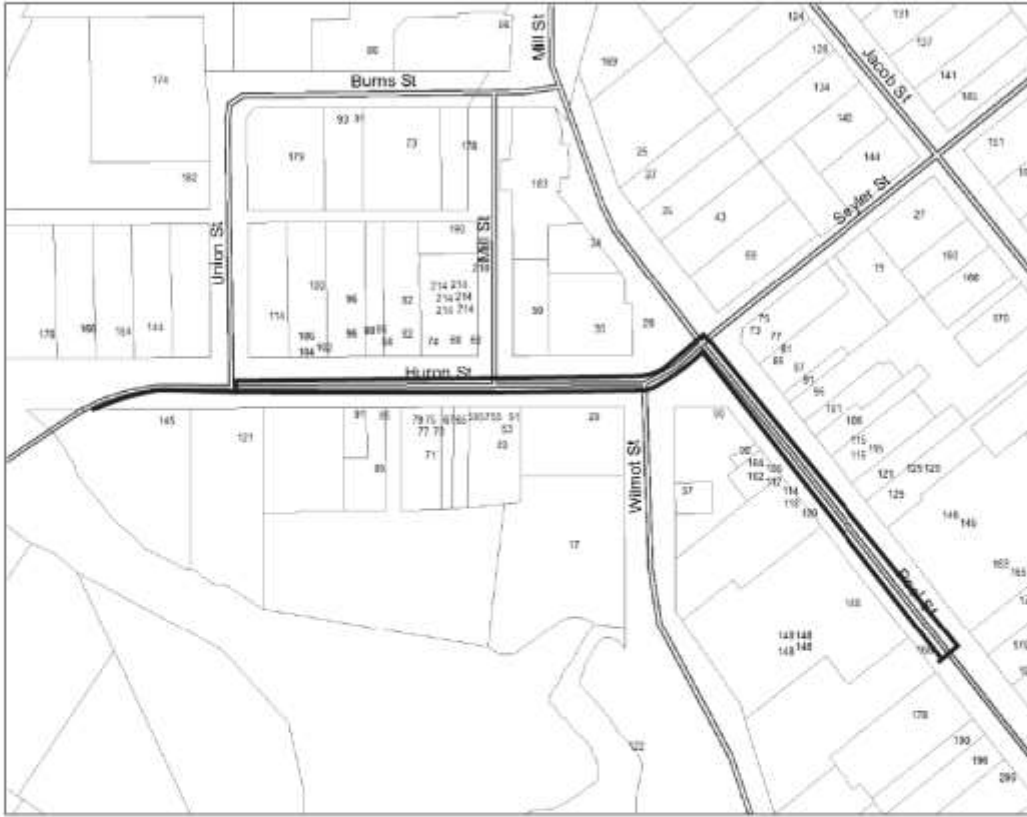
**SCHEDULE "C" – DOWNTOWN TOWNSHIP PREMISES**

**Ayr Downtown**



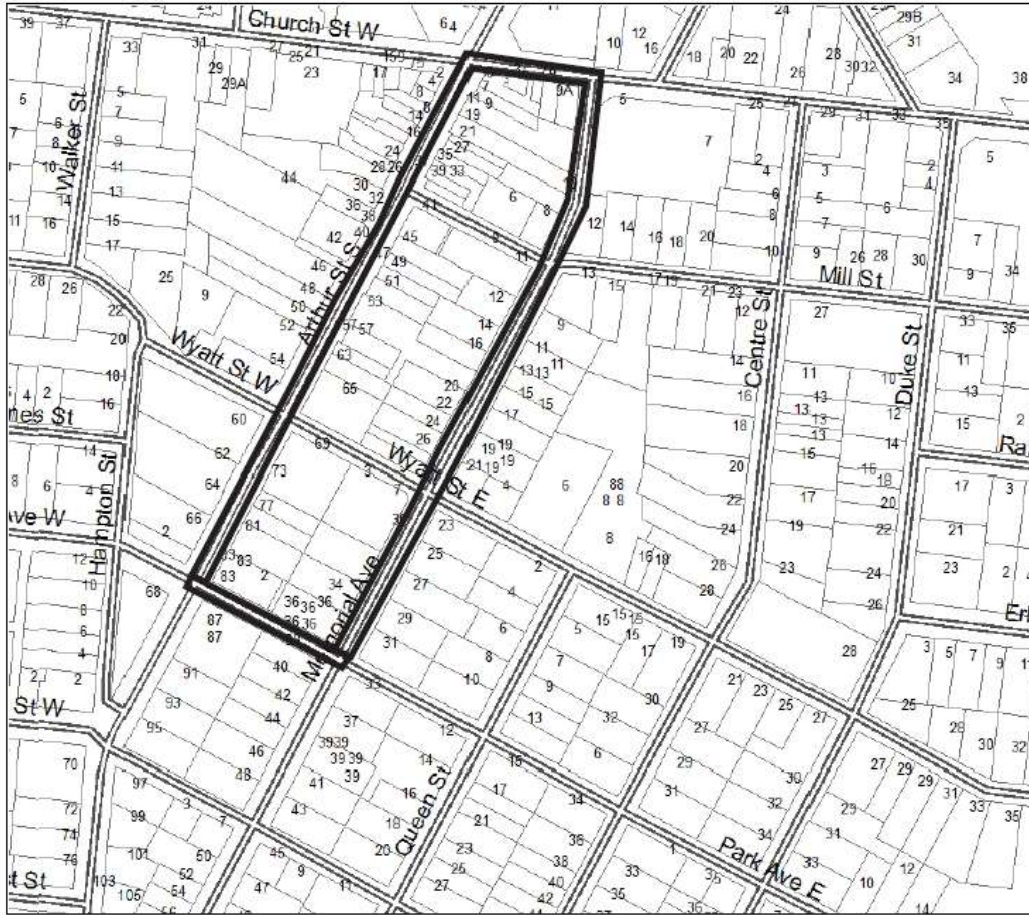
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New Hamburg Downtown



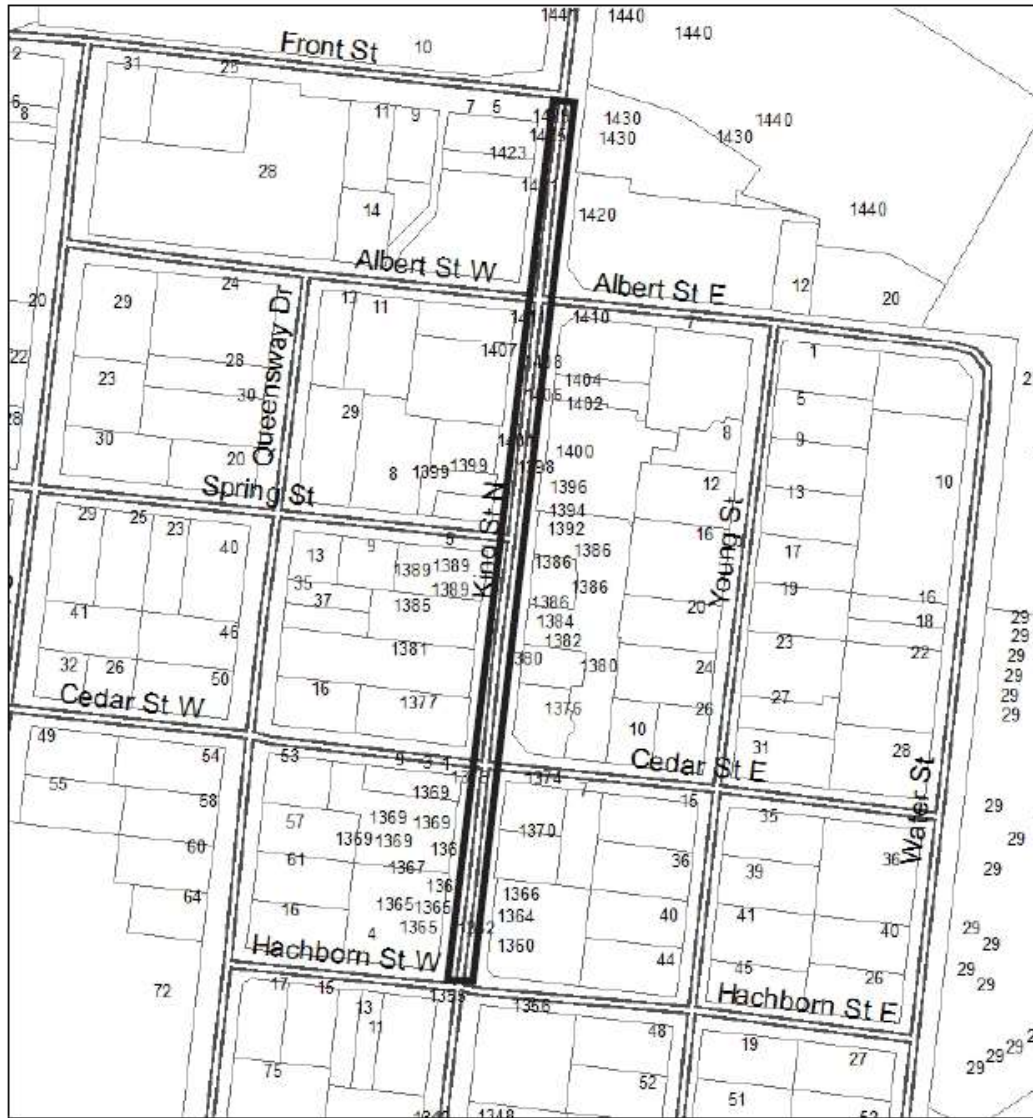
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**Elmira Downtown**



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St. Jacobs Downtown



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**SCHEDULE "D" – CURBSIDE PREMISES**  
**(COLLECTION TIMES AND LIMITS)**

<b>Class of Premises</b>	<b>Garbage</b>	<b>Bulky &amp; Large Metal Items</b>	<b>Blue Box</b>	<b>Green Bin</b>	<b>Yard Waste</b>
Small Residential Premises	Bi-Weekly	Bi-Weekly	Weekly	Weekly	Bi-Weekly (seasonal)
	4 Garbage Containers	3 Bulky or Large Metal Items	No Limit	No Limit	No Limit
Multi-Residential Premises On A Roadway	Bi-Weekly	Bi-Weekly	Weekly	Weekly	Bi-Weekly (seasonal)
	10 Garbage Containers	10 Bulky or Large Metal Items	No Limit	No Limit	No Limit
Downtown City Premises	6-day per week	Not Eligible	Weekly	Not Eligible	Not Eligible
	10 Garbage Containers		No Limit		
Downtown Township Premises	1-day per week	Not Eligible	Weekly	Not Eligible	Not Eligible
	10 Garbage Containers		No Limit		

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**SCHEDULE "E"****WASTE FACILITY MATERIAL**

<b>Waste Facility Materials Class</b>	<b>Items:</b>
<b>Collectable Material</b>	<ul style="list-style-type: none"> <li>• Blue Box Material</li> <li>• Christmas Trees</li> <li>• Green Bin Material</li> <li>• Large Metal Items</li> <li>• Yard Waste Material</li> <li>• Bulky Items</li> <li>• Garbage</li> </ul>
<b>Compostable Material</b>	<ul style="list-style-type: none"> <li>• brush</li> <li>• leaves</li> <li>• sod</li> </ul>
<b>Diversion and Beneficial Use Programs</b>	<ul style="list-style-type: none"> <li>• batteries (alkaline, rechargeable or lithium)</li> <li>• bicycles</li> <li>• electronics</li> <li>• inerts (such as clean fill, bricks, concrete, rubble and asphalt)</li> <li>• scrap metal</li> <li>• styrofoam</li> <li>• tires (passenger vehicles only with a maximum size of 50 cm and rims removed)</li> </ul>
<b>Household Hazardous Waste</b>	<ul style="list-style-type: none"> <li>• acids and alkalines</li> <li>• aerosol cans (with contents)</li> <li>• antifreeze</li> <li>• batteries (household and car)</li> <li>• compressed gas cylinders, gasoline tanks and fire extinguishers</li> <li>• corrosive cleaners including inorganic bases and inorganic oxidizers</li> <li>• fertilizers and other inorganic oxidizers</li> <li>• flammable liquids such as solvents and thinners</li> <li>• fluorescent light tubes</li> </ul>

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<b>Waste Facility Materials Class</b>	<b>Items:</b>
	<ul style="list-style-type: none"> <li>• gasoline or fuel (non-transferable)</li> <li>• mercury thermostats</li> <li>• motor oil</li> <li>• oil filters</li> <li>• pesticides and herbicides</li> <li>• paint</li> <li>• paint sludge</li> <li>• pharmaceuticals (medications)</li> <li>• pool chemicals</li> <li>• propane tanks (bbq size or smaller)</li> <li>• sharps (syringes) in sealed, puncture-proof plastic containers</li> <li>• waxes and polishes</li> </ul>
<b>Special Handling Material</b>	<ul style="list-style-type: none"> <li>• asbestos</li> <li>• carbon (fines, granular, lamp black)</li> <li>• catch basin cleanout material</li> <li>• large bulky items</li> <li>• nuisance dust and dusty materials</li> <li>• paint, powered</li> <li>• road sweepings</li> <li>• silica and foundry sands</li> <li>• styrofoam</li> <li>• tree roots, stumps greater than 61 centimetres in diameter, tree limbs greater than 2.5 metres in length</li> <li>• wire, spools</li> <li>• other materials as designated by the Director because of special circumstances</li> </ul>
<b>Prior Approval Material</b>	<ul style="list-style-type: none"> <li>• ash</li> <li>• odorous IC&amp;I materials (including chemical and petroleum odour)</li> <li>• off-specification materials (including expired industrial materials and chemicals)</li> <li>• sandblasting materials</li> <li>• soil (clean or contaminated)</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>

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**NON-WASTE FACILITY MATERIAL**

<b>Non-Waste Facility Material</b>	<ul style="list-style-type: none"> <li>• material that does not meet the size or other restrictions as prescribed for the Waste Facility Material class in this Schedule</li> <li>• ammunition, explosives, road flares</li> <li>• animal carcasses or parts thereof</li> <li>• animal manure (raw)</li> <li>• ashes (hot)</li> <li>• commercial and/or industrial hazardous waste</li> <li>• fly ash</li> <li>• leachate toxic waste</li> <li>• liquid waste</li> <li>• PCB waste</li> <li>• pathological/biomedical waste as classified by the Ministry of Environment and Energy Guideline C-4 or any successor legislation</li> <li>• radioactive material</li> <li>• reactive material</li> <li>• sludge from septic tanks or septage</li> <li>• steel barrels, unless lid removed and empty</li> <li>• other material as set out under Ontario Regulation 347, R.R.O. 1990, under the Environmental Protection Act, R.S.O. 1990, c. E.19, or any successor legislation</li> <li>• other materials as set out on <a href="http://www.regionofwaterloo/waste">www.regionofwaterloo/waste</a></li> </ul>
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**Report:** TES-WAS-17-01

## **Region of Waterloo**

### **Transportation and Environmental Services**

#### **Water Services**

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee

**Date:** January 24, 2017

**File Code:** E06-05/REPORTING-P&W

**Subject:** Source Protection Plan Annual Reports

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#### **Recommendation:**

For information.

#### **Report:**

##### **Region submits first Source Protection Plan annual reports**

To protect the quality and quantity of drinking water sources, the 'Clean Water Act' (2006) established a process to create locally-developed Source Protection Plans (SPP) for each watershed in Ontario. The Grand River SPP contains policies to protect Waterloo Region drinking water sources and became effective on July 1, 2016.

The Region is responsible for implementing a range of SPP policies, from negotiating Risk Management Plans (RMPs) to providing education. The Region is required to provide an update on the status of implementation of these policies to the Source Protection Authority (SPA) by submitting two reports annually:

- **Municipal Implementation Report:** This report focuses on the policies that the Region and area municipalities are required to implement, including, but not limited to, septic inspections, planning approval and building permit processes, and municipal operations.
- **Risk Management Office (RMO) Report:** This report focuses on the implementation of the policies under the jurisdiction of the Region's Risk Management Official

The Grand River SPP came into effect in 2016 with a requirement to submit the first annual report to the Minister of the Environment and Climate Change by May 1, 2019. The Region and area municipalities are submitting this 2016 Municipal Implementation Report to the SPA on a voluntary basis to help pilot and fine-tune the reporting process.

The Risk Management Official was appointed in 2014, triggering a requirement under the 'Clean Water Act' for annual submission of the RMO Report. However, as the SPP was not in effect in 2014 or 2015 there were no actions to report.

Both reports to the SPA are in the form of multiple tables within databases. A copy of each report will be placed in Region Council's library for reference.

### **Region's implementation approach focuses on highest priorities**

The Grand River SPP policies affect thousands of properties within Waterloo Region and with the current staff resources full-scale implementation will take approximately ten years. Therefore, to protect our water sources, the first six months of implementation focused on the highest priorities:

- **Screening planning and building permit applications:** On July 1, 2016, a new software system ([taps.regionofwaterloo.ca](http://taps.regionofwaterloo.ca)) was launched to automatically screen planning and building permit applications. This stream-lined the process reducing time and stress for residents and municipal staff.
- **Negotiating Risk Management Plans for proposed activities:** Five of the Planning and building permit applications screened required an approved Risk Management Plan before proceeding. A Risk Management Plan requires and commits applicants to manage activities in ways that will protect water sources.
- **Preparing to negotiate Risk Management Plans for existing activities:** Staff developed the plan, including forms, related incentives and implementation schedule, to begin negotiating Risk Management Plans for existing activities. Properties will be prioritized based on their proximity to a well and the type of activity present. Negotiations will begin in early 2017. A notice of intent to begin negotiations of RMP was sent to Cambridge, Waterloo, and Region staff for all municipally owned parking lots that are identified as a Significant Activity.

### **Summary of implementation highlights**

Given that the Region is only 6 months into a decade-long program, it is not surprising that many of the responses indicate limited progress on implementation. Nevertheless, the following additional comments on progress on implementation are provided:

- The Region and area municipalities have integrated source protection into many of their business processes.

- The screening of development applications and building permit applications is working extremely well. To the end of the year, approximately 275 notices of source protection compliance have been issued to developers/owners.
- Sodium/chloride, nitrate and TCE concentrations in wells with Issue Contributing Areas show no changes in trends, in part because staff's previous assessments have concluded that it will take approximately 10 to 20 years for changes in land use practices to be potentially observed at the wells.
- Municipalities undertook septic system inspections in well head protection areas as required under the Building Code, the majority of which only needed minor upgrades.
- Implementation of policies for properties where only education and awareness policies apply (i.e. in the least vulnerable areas for wells with water quality issues) will not be initiated until year three of implementation.

**Corporate Strategic Plan:**

The implementation of the Grand River SPP is an action item in the Region's 2015-2018 Strategic Plan in Focus Area 3: Environmental and Sustainable Growth to protect the quality and quantity of our water resources.

**Financial Implications:**

The approved 2017 Water Capital Budget includes \$225,000 for 'Clean Water Act' implementation, of which \$58,500 (26%) is funded from Regional Development Charges and \$166,500 (74%) is funded from the Water Capital Reserve Fund.

**Other Department Consultations/Concurrence:**

Staff from Planning, Development and Legislative Services provided support and input during the SPP development, implementation and reporting process.

**Attachments**

Nil

**Prepared By:** Leanne Lobe, Supervisor Source Water Protection Programs

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services



**Report:** TES-WAS-17-02

## **Region of Waterloo**

### **Transportation and Environmental Services**

#### **Water Services**

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee

**Date:** January 24, 2017

**File Code:** E02-20/04181

**Subject:** **C2016-21 Consulting Services – Class Environmental Assessment for Cambridge Zone 3 Upgrades**

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#### **Recommendation:**

That the Regional Municipality of Waterloo enter into an Agreement for Professional Consulting Services with GM BluePlan Engineering Ltd. to provide engineering services for a Class Environmental Assessment for the Cambridge Zone 3 Upgrades, at an upset fee limit of \$543,948 plus applicable taxes.

#### **Summary:**

In 2014, the Region of Waterloo completed the Water Supply and Distribution Optimization Master Plan (WSDOMP), which outlined the water supply strategy for optimizing the Integrated Urban System. In the WSDOMP, a number of supply and operation projects were identified for the City of Cambridge that would increase the storage and transmission functionality in this community. A subsequent study titled the Implementation Plan for Cambridge Water System Upgrades further developed the concepts for eight of the projects from the WSDOMP in order to implement the preferred strategy. This Class Environmental Assessment (Class EA) will address one of the eight projects. The project consists of upgrades to improve the operation of Cambridge Zone 3 (CAM 3), including upgrades to the existing Wells G4/G4A, a new CAM 3 elevated storage tank, various transmission main upgrades, upgrades of the existing St. Andrews pump station, rehabilitation/replacement of the existing St. Andrews storage tanks, and the decommissioning of the existing Inverness Tank.

A consultant selection process was followed in accordance with the Region By-law 16-032 for the procurement of goods and services and included price as a factor. It is recommended that GM BluePlan Engineering Ltd. of Kitchener, Ontario, provide consulting engineering services to complete the Class EA for the Cambridge Zone 3 Upgrades at an upset limit of \$543,948 plus applicable taxes.

## **Report:**

### **Background**

The Region of Waterloo (Region) completed the Water Supply and Distribution Optimization Master Plan (WSDOMP) in 2014, which outlined the strategy for optimizing the water supply to the Cities of Cambridge, Kitchener, and Waterloo (Integrated Urban System (IUS)). The major recommendations from the study involved several projects in the City of Cambridge that would increase the operational functionality of the Cambridge distribution system. The Region completed a subsequent study entitled Implementation Plan for Cambridge Water System Upgrades (Implementation Plan). The Implementation Plan further developed the concepts recommended in the WSDOMP and outlined how each of the projects are to be implemented. The recommendations of the Implementation Plan include eight specific projects:

1. Cambridge Zone 3 Upgrades
2. New Kress Hill Pressure Reducing Valve (PRV)
3. Creation of New Cambridge 1 West Pressure Zone
4. Cambridge Zone 1 Pressure Zone Changes
5. Pinebush System Re-configuration
6. Rahmans Wells Re-configuration
7. New Hespeler Water Treatment Plant
8. New Cambridge Zone 2 West Booster Pumping Station

The focus of this study is on Project 1 noted above. The other projects are being considered under separate studies.

This study is following the Municipal Engineers Association Class Environmental Assessment (Class EA) process. The purpose of this study is to determine the storage, supply, and transmission upgrades that are required for Cambridge Pressure Zone 3 (CAM 3). Specifically, upgrades include:

1. Upgrades to the existing Wells G4/G4A supply capacity and permit to take water
2. New CAM 3 elevated storage
3. Upgrades to the existing CAM 3 transmission network
4. Upgrades of the existing St. Andrews Pump Station
5. Rehabilitation or replacement of the existing St. Andrews storage
6. Decommissioning of the existing Inverness Tank.

### Consultant Selection

On October 3, 2016, the Region placed advertisements for this project on its website and in the Waterloo Region Record, inviting submissions from consultants to provide services for the Class EA for Cambridge Zone 3 Upgrades. The Region received submission of eight (8) Letters of Interest. Four (4) firms were short-listed based on the Quality and Equity Factors, and asked to submit detailed work plans and upset fees for this assignment. The firms were:

- AECOM Canada Ltd.
- CH2M Hill Canada Ltd.
- CIMA Canada Inc.
- GM Blue Plan Engineering Ltd.

The individuals on the Project Team involved in the consultant selection were:

N. Sapeta, Project Engineer, Engineering and Planning, Water Services  
 J. Cavalcante, Manager, Engineering and Planning, Water Services  
 R. Wootton, Senior Hydrogeologist, Water Services  
 C. Melitzer, Project Manager, Design and Construction  
 M. Bender, Supervisor, Operations and Maintenance, Water Services

The consultant selection process was carried out in accordance with the Region of Waterloo's Purchasing By law 16-032 for the procurement of goods and services, and included price as a factor. The evaluation criteria were subdivided into Quality, Equity, and Price factors as follows:

#### Quality Factors (80%)

Project Approach and Understanding	25%
Experience of the Project Manager	20%
Experience of the Project Support Staff	20%
Experiences on Similar Projects	15%

#### Equity Factors (5%)

Current Regional Workload	3%
Local Office	2%

#### Price Factor (15%)

Upset Price	15%
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Upon reviewing the work plans and time allocation for the completion of the assignment, the Project Team decided not to open the price envelope of one of the short-listed

consultants as the time allocation in this proposal was considered inadequate for the scope of services required.

The Letters of Interest and Detailed Work Plans submitted by the remaining three short listed consultants demonstrated a good understanding of the project, capable project teams, and experience on similar projects. After reviewing the Letters of Interest, Detailed Work Plans, schedules, and upset fees, GM BluePlan Engineering Ltd. had the highest overall score. GM BluePlan Engineering Ltd.'s cost for this proposal was the second lowest of the three short listed consultants for which the price envelopes were opened.

### **Scope of Work**

For this assignment, the Consultant will provide professional consulting services during the Class EA study to detail the upgrades identified in the Implementation Plan for Project 1, as listed above. Once the details for the upgrades are confirmed during the Class EA study, the consultant will complete the conceptual design for the proposed new CAM 3 elevated storage tank and other required work.

Attachment A provides a breakdown of the Consultant's upset fee.

### **Schedule**

Subject to Council's approval of this assignment for professional consulting services, the Class EA will commence in February 2017 with anticipated completion of the assignment in February 2019. Upon completion of this study, the project will proceed to detailed design and construction of the proposed works, which will be part of a separate award report.

### **Corporate Strategic Plan:**

The Class EA for the Cambridge Zone 3 Upgrades support the 2015-18 Corporate Strategic Plan Focus Area 1: Thriving Economy, under Strategic Objective 1.2: "Plan for and provide the infrastructure and services necessary to create the foundation for economic success."

### **Financial Implications:**

The Region's approved 2017 Ten Year Water Capital Budget and Forecast includes \$32,850,000 for the Cambridge Water Distribution Upgrades (Project #4181) of which \$600,000 has been allocated in 2017 and 2018 for this Class EA. The consultant's upset fee of \$543,948 plus applicable taxes is within the budget allowance for this engineering work. The Class EA for Cambridge Zone 3 Upgrades will be funded 74.9% (\$407,417) by the User Rates Water Reserve Fund and 25.1% (\$136,531) by the Regional Development Charges.

**Other Department Consultations/Concurrence:**

Nil

**Attachments**

Attachment A: Breakdown of Consultant's Upset Fee

**Prepared By:** Nicole Sapeta, Project Engineer, Engineering and Planning

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services



**Cambridge Zone 3 Upgrades Class Environmental Assessment Breakdown of Consultant's Upset Fee**

<b>Task:</b>	EA Framework and Preparatory Work	<b>Total \$</b> 205,689
<b>Task:</b>	Develop and Evaluate Alternatives	<b>Total \$</b> 128,110
<b>Task:</b>	Public Consultation Centres and Final Reporting	<b>Total \$</b> 143,786
<b>Task:</b>	Project Management	<b>Total \$</b> 66,363
<b>Task:</b>	Total Upset Fee (excluding applicable taxes)	<b>Total \$</b> 543,948



Report: TES-WAS-17-03

## Region of Waterloo

### Transportation and Environmental Services

### Water Services

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee

**Date:** January 24, 2017                      **File Code:** E02-60

**Subject: Mannheim Water Treatment Plant Filter – Continuation of Filter Study  
with University of Waterloo**

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#### **Recommendation:**

That The Regional Municipality of Waterloo accept the proposal from the Department of Civil and Environmental Engineering at the University of Waterloo to support the continuation of the filter study at the Mannheim Water Treatment Plant (MWTP) and Hidden Valley High Lift (HVHL) Reservoir at a total price of \$177,670 plus all applicable taxes.

#### **Summary:**

Filtration is a key component of the water treatment process at the Mannheim Water Treatment Plant. A new backwash filter process (backwash is used to clean the filter of particles and return it to optimum condition) was implemented to improve efficacy and effectiveness of the treatment based on this study work with the University of Waterloo.

From 2014 to 2016, the University of Waterloo has undertaken collaborative research with the Region of Waterloo focusing on pre-treatment and filter performance to provide more cost-efficient, high quality water and help the Region meet its MOECC regulatory requirement of continuous improvement.

Continuation of the above work is recommended to enable and implement enhanced high rate biological filtration process performance at the MWTP and cost effectively maximize Hidden Valley reservoir pre-treatment. The continuation of this study is unique and highly technical, and staff recommend the Department of Civil and

Environmental Engineering at the University of Waterloo be the sole source provider for the continuation of this study.

**Background:**

The Region of Waterloo has supported studies with the Department of Civil and Environmental Engineering at the University of Waterloo for over 10 years through in-kind and consulting support to ensure safe water.

In December 2011, the Region of Waterloo and the University of Waterloo undertook a study at the Mannheim WTP entitled 'Concurrent Optimization of Coagulation and High Rate Biological Filtration.' This study generated a new filter backwashing procedure called extended terminal subfluidization wash (ETSW). This procedure is an advanced filter backwashing strategy that removes the backwash particles that are normally left within the media.

The Mannheim filter treatment and backwash procedures have improved as a result of implementing the recommendations from this study. The quality of drinking water is at a higher standard and is achieved with more cost effective techniques. The study of improved filtration (Phases 1 and 2) was approved in the 2014 report Study of Mannheim Water Treatment Plant Filter – University of Waterloo (Report E-14-042).

Phase 1 (2014-2015) involved the evaluation of filter impacts on pilot-scale high rate biological filtration performance and the characterization of the sediment in each cell of the Hidden Valley Reservoir. Additionally, the water quality was characterized for phosphorous concentrations in each of the cells and evaluating the impact of algae growth in each cell. Phase 2 (2015-2016) involved the evaluation of nutrient impacts on pilot-scale high rate biological filtration performance, the prediction of chemical release from the sediment and the assessment of chemical treatment performance.

**Continued Study:**

The outcomes from Phase 1 and 2 of this study provide better understanding of the system operation and water characterization. It also supports further study proposed in Phase 3 including implementation of enhanced high rate biological filtration and cost-effectively maximizing reservoir pre-treatment performance. Phase 3 of this study will be achieved by providing the deliverables as follows:

1. Optimization of filter capping media for enhanced pilot scale high rate biological filtration performance
2. Full scale evaluation of filter capping media for enhanced high rate biological filtration performance

3. Comparative evaluation of alum and ferric chloride for reducing phosphorus availability from the Hidden Valley Reservoir (HVR)
4. Evaluation of algae/cyanobacteria coagulation in HVR water and potential for toxin release
5. Development of HVR sludge management plan to minimize phosphorus availability for algae/cyanobacteria in HVR.

The expertise available at the University of Waterloo is unique and the study work is a continuation of Phase 1 and 2. Region staff recommend the Department of Civil and Environmental Engineering at the University of Waterloo as the sole source provider.

#### **Corporate Strategic Plan:**

This initiative supports the strategic goal of effective, efficient operations. The proposed study contributes to our strategic priorities to ensure the safety, quality, and reliability of drinking water supply and treatment for the Region of Waterloo, Focus Area 3.2: Protect the quality and quantity of our water resources.

#### **Financial Implications:**

Based on the evaluation of the proposal received, Water Services and Finance staff recommends that the Region of Waterloo accepts the sole source purchase from the Department of Civil and Environmental Engineering at the University of Waterloo for the completion of the study as outlined above.

The cost of this study will be funded from the capital project Facilities Upgrade under the Infrastructure and Repair and Replacement Water Capital Forecast that includes \$4.3M in 2017 including 26 per cent to be funded by RDC. The remainder of the budget will be used to fund other capital projects.

#### **Other Department Consultations/Concurrence:**

Corporate Services - Finance staff was consulted in the preparation of this report.

#### **Attachments**

Nil

**Prepared By:** Tim Walton, Supervisor, Process and Compliance, Water Services and Olga Vrentzos, Manager Water Operations and Maintenance, Water Services

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services



**Report:** COR-17-01

**Region of Waterloo**  
**Corporate Services**  
**Administration**

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**To:** Chair Tom Galloway and Members of the Planning and Works Committee

**Date:** January 24, 2017

**File Code:** F28-30

**Subject:** Greenbrook Water Treatment Plant Claim Settlement

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**Recommendation:**

For Information

**Summary:** Nil

**Report:**

**Claim History**

On April 2, 2014 an explosion occurred in the chemical storage area of the Greenbrook Water Treatment Plant. This explosion was a result of mixing ammonia and chlorine in the storage tanks. The Region's contracted delivery company is Canada Colours and Chemicals Limited. Their subcontractor Nachurs Alpine Solutions negligently fed ammonia directly into the chlorine storage tanks, ignoring all safety measures to prevent such a mistake, which created a chemical reaction resulting in an explosion. The Region made a claim for damage recovery against the negligent contractor.

**Claim Settlement**

Through Report TES-WAS-15-03 approved on January 13, 2015, authorization to proceed with repairs was obtained with a cost estimate of \$800,000 funded from the Water Capital Reserve. The repairs were completed in 2016 and claim settlement in the amount of \$600,000 has now been obtained from the insurance company representing Canada Colours and Chemicals Limited. Costs associated with the reconstruction not eligible for reimbursement are the municipal HST rebate; the Region's own staff costs; enhancements; and any betterment obtained by the Region

on the rebuild as the purpose of third party liability insurance is to put the claimant back into the same position it was in prior to the loss occurring. Therefore, a depreciation factor is applicable to the cost associated with new material used in the reconstruction.

The following is a summary of the claim costs and the amount obtained on claim settlement:

Total Cost for the Clean-up and Re-build (including applicable net HST of 1.76%)	\$775,100
Region's Staff Costs	(42,800)
Betterment/Depreciation	(42,500)
Enhancements	<u>(89,800)</u>
Total	<u>\$600,000</u>

Note: All figures were rounded to the nearest \$100.

In addition to the costs noted above, the Region incurred \$11,100 in adjusting and legal fees to obtain the \$600,000 claim settlement which are not recoverable.

### **Corporate Strategic Plan:**

One of the goals of the Corporate Strategic Plan is to ensure Regional programs and services are efficient, effective and provide value for money under Strategic Focus Area 5 – Responsive and Engaging Government Services.

### **Financial Implications:**

Due to the emergency nature of the repair work for the Greenbrook Water Treatment Plant explosion, it was expected that funding would come from the Contractor's insurance coverage with a small part coming from the Region's Water Capital Reserve. The settlement of \$600,000 covers the majority of the cost for the clean-up and re-build. With respect to the staff costs to oversee this project and enhancements, they are not recoverable and will be funded from the Water Capital Reserve. Similarly, depreciation costs of \$42,500 and adjusting and legal fees of \$11,100, which are not recoverable, have been paid out of the Region's insurance claim reserve fund.

### **Other Department Consultations/Concurrence: Nil**

**Attachments:** Nil

**Prepared By:** C. Smith, Risk Manager

**Approved By:** C. Dyer, Commissioner, Corporate Services/Chief Financial Officer

<b>Council Enquiries and Requests for Information</b>				
<b>Planning and Works Committee</b>				
<b>Meeting date</b>	<b>Requestor</b>	<b>Request</b>	<b>Assigned Department</b>	<b>Anticipated Response Date</b>
08-Dec-15	J. Mitchell	Report on using Renewable Energy for LRT	TES	Fall 2017
06-Dec-16	J. Nowak	Report on Vision Zero Movement and how the Region can achieve the basic objective	TES	Fall 2017