Regional Municipality of Waterloo

Council

*Addendum Agenda

Wednesday, May 13, 2020

Closed Session 6:30 p.m.

Open Session 7:00 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

1. Moment of Silence

2. Roll Call

3. Motion to go into Closed Session

   That a closed meeting of Council be held on Wednesday, May 13, 2020 at 6:30 p.m., electronically, in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

   a) the security of the property of the municipality

   * b) labour relations

4. Motion to Reconvene Into Open Session

5. Declarations of Pecuniary Interest under the “Municipal Conflict Of Interest Act”

6. Presentations

7. Petitions

   Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400, TTY: 519-575-4605, or regionalclerk@regionofwaterloo.ca
8. Delegations

9. Minutes of Previous Meetings
   a) Closed Council – April 22, 2020
   b) Council – April 22, 2020
   c) Closed Committee of the Whole – May 5, 2020
   d) Committee of the Whole – May 5, 2020 (available with Addendum Agenda)
   e) Licensing and Hearings – May 5, 2020 (available with Addendum Agenda)

10. Communications
   a) Council Information Package – Wednesday, May 6, 2020 (Distributed Electronically)
   b) Resolution by Chuck Howitt, Ink Stained Wretches

11. Motion To Go Into Committee Of The Whole To Consider Reports

12. Reports
   
   Finance Reports
   a) COR-TRY-20-43, T2020-134 Waterloo Landfill Site Gate 1 Road Reconstruction Waterloo, Ontario

   Recommendation:
   That the Regional Municipality of Waterloo accept the tender of Waterloo Demolition Inc., for T2020-134 Waterloo Landfill Site Gate 1 Road Reconstruction Waterloo, Ontario in the amount of $1,401,104.00 plus all applicable taxes as set out in report COR-TRY-20-43 dated May 13, 2020.

   b) COR-TRY-20-44, T2020-121 Dundas Street North (RR8) Reconstruction from Shade Street to Briercrest Avenue, City of Cambridge

   Recommendation:
   That the Regional Municipality of Waterloo accept the tender of Regional Sewer
and Watermain Ltd. for T2020-121 Dundas Street (RR8) Reconstruction from Shade Street to Briercrest Avenue, City of Cambridge in the amount of $9,678,333.58 plus all applicable taxes as set out in report COR-TRY-20-44 dated May 13, 2020;

And that the Regional Municipality of Waterloo approve an increase in project cost of $3,006,000.00 gross and $0 net to facilitate work undertaken on behalf of the City of Cambridge.

c) **COR-TRY-20-45**, T2020-135 - Regional Road #17 Road Improvements, Waterloo Spur to Arthur Street South Village of St. Jacobs, Township of Woolwich

**Recommendation:**

That the Regional Municipality of Waterloo take the following actions with respect to T2020-135 - Regional Road #17 Road Improvements, Waterloo Spur to Arthur Street South Village of St. Jacobs, Township of Woolwich as set out in report COR-TRY-20-45 dated May 13, 2020:

1. Accept the tender of Steed and Evans Limited in the amount of $4,329,416.36 plus all applicable taxes;
2. Amend the 2020-2029 Transportation Capital Program as set out in Appendix A; and
3. Approve an increase in project costs of $487,300 gross and $0 net to facilitate work undertaken on behalf of the Township of Woolwich.

d) **COR-TRY-20-46**, T2020-131 Regional Road No. 9 (Erb Street West) Improvements Regional Road No. 70 (Ira Needles Boulevard) to Regional Road No. 58 (Fischer-Hallman Road) City of Waterloo

**Recommendation:**

That the Regional Municipality of Waterloo take the following action with respect to T2020-131 Regional Road No. 9 (Erb Street West) Improvements, Regional Road No. 70 (Ira Needles Boulevard) to Regional Road No. 58 (Fischer-Hallman Road), City of Waterloo as set out in report COR-TRY-20-46 dated May 13, 2020:

1. Accept the tender of Capital Paving Inc. in the amount of $8,777,024.10 plus all applicable taxes;
2. Amend the 2020-2029 Transportation Capital Program as set out in Appendix A;

3. Advance funds in the amount of $1,100,000 from 2021 to 2020 for project #04082 within the Water Services Capital Program due to substantial completion of the project in 2020; and

4. Approve an increase in project cost of $485,000 gross and $0 net to facilitate work undertaken on behalf of the City of Waterloo.

e) **COR-TRY-20-47**, GRT Bus Stop Maintenance – Contract Extension

Recommendation:

That the Regional Municipality of Waterloo approve a contract extension with Skyhigh Maintenance Inc. for GRT Bus Stop Maintenance commencing from July 1, 2020 to September 30, 2020 in the amount of $120,000.00 for an estimated total amount of $253,875.00 plus all applicable taxes as set out in report COR-TRY-20-47 dated May 13, 2020.

f) **COR-TRY-20-48**, T2020-109 Bridgeport Sewage Pumping Station Upgrades

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Baseline Constructors Inc. for T2020-109 Bridgeport Sewage Pumping Station Upgrades in the amount of $2,899,000.00 plus all applicable taxes as set out in report COR-TRY-20-48 dated May 13, 2020.

g) **COR-TRY-20-49**, Contract Extension – Winter Maintenance of the Separated Cycling Lane Pilot Network, City of Waterloo

Recommendation:

That the Regional Municipality of Waterloo extend the contract agreement with Steed & Evans Limited for the winter maintenance of the Separated Cycling Lane Pilot Network, City of Waterloo for a six (6) month period over the 2020/2021
winter season at an estimated amount of $600,000.00 plus all applicable taxes as set out in report COR-TRY-20-49 dated May 13, 2020.

* h) **COR-TRY-20-50**, Proposed Extension of Customer Account Measures

**Recommendation:**

That the Region of Waterloo take the following action with regards to customer account measures as described in Report COR-TRY-20-50 dated May 13, 2020:

1. Extend the waiving of late payment charges on water and wastewater utility bills and all other residential and non-residential accounts receivable to June 30, 2020;

2. Extend the waiving of Non Sufficient Funds (NSF) fees charged by the Region on customer accounts to June 30, 2020; and

3. Continue the suspension of water shut off activities for water/wastewater accounts in arrears until August 31, 2020.

* i) **COR-TRY-20-51**, Regional Debenture Issues Dated May 15, 2020 (Information)

**Committee Reports**

a) **Committee of The Whole** – attached & marked CS-200505

* b) **Licensing and Hearings** – attached & marked RS-200505

**Chief Administrative Officer**

**Regional Chair**

**Regional Clerk**

13. **Other Matters Under Committee Of The Whole**

a) **TES-TRS-20-15**, Transit Fare Adjustments Related to COVID-19
**Recommendation:**

That Regional Council direct Regional staff to take the following action with respect to transit fares during COVID-19 as set out in report TES-TRS-20-15 dated May 13, 2020:

a. Reintroduce transit fares starting June 1, 2020,

b. No longer accept cash payments on conventional buses until further notice.

14. Motion For Committee Of The Whole To Rise And Council Resume

15. Motion To Adopt Proceedings Of Committee Of The Whole

16. Motions

17. Notice of Motion

18. Unfinished Business

19. Other Business

   a) COVID-19 Verbal Update

   * b) Update regarding BEST WR Pandemic response by Tony LaMantia

20. Questions

21. Enactment Of By-laws – First, Second & Third Readings

   * a) A By-law to authorize the borrowing upon ten year instalment debentures in the aggregate principal amount of $13,000,000 for capital works of The Regional Municipality of Waterloo

   * b) A By-law to authorize the borrowing upon twenty year amortizing debentures in the aggregate principal amount of $35,000,000 for capital works of The Regional Municipality of Waterloo

   c) A By-law to Determine the Amount of Taxes for Commercial, Industrial and Multi-Residential Property for 2020

   * d) A By-law to Amend By-law 20-015, A By-law to Appoint an Associate Medical Officer of Health

   e) A By-law to Confirm the Actions of Council – May 13, 2020

21. Adjourn
Region of Waterloo  
Corporate Services  
Treasury Services (Procurement)  

To: Regional Chair Karen Redman and Members of Regional Council  
Date: May 13, 2020  
File Code: F18-30  
Subject: T2020-134 Waterloo Landfill Site Gate 1 Road Reconstruction Waterloo, Ontario  

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Waterloo Demolition Inc., for T2020-134 Waterloo Landfill Site Gate 1 Road Reconstruction Waterloo, Ontario in the amount of $1,401,104.00 plus all applicable taxes as set out in report COR-TRY-20-43 dated May 13, 2020.

Summary:

Nil  

Report:

Tenders were called for T2020-134 Waterloo Landfill Site Gate 1 Road Reconstruction Waterloo, Ontario and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The tenders were received and opened through the Region’s e-bidding system and reviewed by Procurement and Program area staff.
The following tenders were received:

<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterloo Demolition Inc.</td>
<td>St. Clements, ON</td>
<td>$1,401,104.00</td>
</tr>
<tr>
<td>Blackstone Paving &amp; Construction Limited</td>
<td>Stouffville, ON</td>
<td>$1,488,803.00</td>
</tr>
<tr>
<td>J-AAR Excavating Limited</td>
<td>London, ON</td>
<td>$1,563,593.00</td>
</tr>
<tr>
<td>Steed and Evans Limited</td>
<td>St. Jacobs, ON</td>
<td>$1,659,000.00</td>
</tr>
<tr>
<td>E. &amp; E. Seegmiller Limited</td>
<td>Kitchener, ON</td>
<td>$1,852,627.00</td>
</tr>
<tr>
<td>Seawaves Development Services Inc</td>
<td>Hamilton, ON</td>
<td>$1,860,330.00</td>
</tr>
</tbody>
</table>

The work under this contract includes:

- asphalt pavement, culverts and concrete removals;
- existing road excavations;
- road construction;
- ditching and grading;
- culverts and duct banks installation;
- concrete curb and sidewalk construction;
- storm structures installation;
- traffic staging; and
- topsoil, seeding and reinstatement.

Construction is scheduled to start on May 25, 2020 and be substantially complete by September 30th, 2020.

The final date of acceptance for this tender is July 15, 2020.

**Corporate Strategic Plan:**

Award of this contract meets the 2019-2023 Corporate Strategic Plan objective to protect our water resources (drinking water and wastewater treatment) under Strategic Focus Area 3, Environment and Climate Action.
Financial Implications:

T2020-134 $1,401,100
Contract Administration 129,000
Region Engineering (HST N/A) 30,000
Geotechnical Testing/Quality Control 35,000

Sub-total $1,595,100

Plus: Applicable Net HST of 1.76% 27,500

Total $1,622,600

Note: All figures are rounded to the nearest $100.

The Region’s approved 2020-2029 Waste Management Capital Program includes a budget of $1,715,000 in 2020 for the Waterloo Landfill Site Gate 1 Road Reconstruction (project #01160) to be funded from property tax supported debentures.

Debt servicing costs to be reflected in future Waste Management operating budgets are estimated to be $183,000 annually over a period of 10 years based on an estimated cost of borrowing of 2.25%.

Other Department Consultations/Concurrence:

Design and Construction and Waste Management staff were consulted in the preparation of this report.

Other Department Consultations/Concurrence:

Attachments:

Nil

Prepared By: Lisa Evans, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Karen Redman and Members of Regional Council

Date: May 13, 2020  

File Code: F18-30

Subject: T2020-121 Dundas Street North (RR8) Reconstruction from Shade Street to Briercrest Avenue, City of Cambridge

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Regional Sewer and Watermain Ltd. for T2020-121 Dundas Street (RR8) Reconstruction from Shade Street to Briercrest Avenue, City of Cambridge in the amount of $9,678,333.58 plus all applicable taxes as set out in report COR-TRY-20-44 dated May 13, 2020;

And that the Regional Municipality of Waterloo approve an increase in project cost of $3,006,000.00 gross and $0 net to facilitate work undertaken on behalf of the City of Cambridge.

Summary: Nil

Report:

Tenders were called for T2020-121 Dundas Street (RR8) Reconstruction from Shade Street to Briercrest Avenue, City of Cambridge and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The tenders were received and opened through the Region’s e-bidding system and reviewed by Procurement and program area staff.
The following tenders were received:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Sewer and Watermain Ltd.</td>
<td>Cambridge, ON</td>
<td>$9,678,333.58</td>
</tr>
<tr>
<td>Navacon Construction Inc.</td>
<td>Brantford, ON</td>
<td>$10,271,924.30</td>
</tr>
<tr>
<td>J-AAR Excavating Limited</td>
<td>London, ON</td>
<td>$11,122,325.30</td>
</tr>
<tr>
<td>Nabolsy Contracting Inc.</td>
<td>Mississauga, ON</td>
<td>$12,078,113.40</td>
</tr>
<tr>
<td>E. &amp; E. Seegmiller Limited</td>
<td>Kitchener, ON</td>
<td>$12,167,727.00</td>
</tr>
<tr>
<td>New-Alliance Ltd.</td>
<td>Burlington, ON</td>
<td>$13,940,930.00</td>
</tr>
</tbody>
</table>

The work under this contract includes the reconstruction of Dundas Street North from Shade Street to Briercrest Avenue in the City of Cambridge. The reconstruction will occur over two consecutive construction seasons in 2020 and 2021, followed by placement of final surface course asphalt in 2022.

The contract includes the reconstruction of Dundas Street North including new on-road cycling facilities and new designated left-turn lanes at the intersection of Dundas Street and Chalmers Street and at the intersection of Dundas Street North and Elgin Street. The work within the project limits includes full roadway reconstruction, replacement of storm sewers, concrete curbs and sidewalks, a new Regional dual-use watermain, and replacement of City of Cambridge sanitary sewers and watermains. In addition, the Soper Park pedestrian underpass structure will be widened to accommodate the roadway improvements.

Construction will occur in stages over three 3 consecutive years as outlined below:

- Stage 1A – Immediately south of Elgin Street to Briercrest Avenue – May 2020 to August 2020;

- Stage 1B – Immediately south of Elgin Street to immediately north of Lowell Street - August 2020 to November 2020;

- Stage 2 – Immediately north of Lowell Street to Shade Street - April 2021 to November 2021; and

- Stage 3 Final surface asphalt placement from Briercrest Avenue to Shade Street – July 2022.

Dundas Street will be fully closed to through traffic while construction occurs within each stage. Local traffic and emergency services traffic will be maintained at all times and
temporary facilities for pedestrians will be provided within construction zones. Through traffic will be detoured via signed detour routes on Main Street, Concession Street, Franklin Boulevard, Ainslie Street, Water Street and Can Amera Parkway. Grand River Transit Service will be maintained with local detours established as required. During construction of Stage 1B, Elgin Street will be fully closed to traffic for several weeks while construction takes place within the intersection of Dundas Street and Elgin Street. During this time, traffic will be detoured via Franklin Boulevard, Main Street, Concession Street and Ainslie Street.

The Region’s 2020-2029 Transportation Capital Program includes funding in future years to complete the reconstruction for the remaining portions of Dundas Street (from Hespeler Road to Franklin Boulevard) and Main Street (from Franklin Boulevard to Chalmers Street), following the completion of the current proposed work.

Construction of the current contract is scheduled to start on or about May 25, 2020 and be fully completed by July 31, 2022.

The final date of acceptance for this tender is July 13, 2020.

**Corporate Strategic Plan:**

Award of this contract meets the 2019-2023 Corporate Strategic Plan objective to increase participation in active forms of transportation (cycling and walking) and improve road safety for all users – drivers, cyclists, pedestrians under Strategic Focus Area 2, Sustainable Transportation.

**Financial Implications:**

Contract T2020-121 costs are shared as follows:

- Region of Waterloo – Transportation Division Costs $5,361,300
- Region of Waterloo – Water Services Division Costs 1,610,100
- City of Cambridge Costs 2,706,900

Total $9,678,300

Note: All figures are rounded to the nearest $100.
Region of Waterloo Transportation Division Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>T2020-121</td>
<td>$5,361,300</td>
</tr>
<tr>
<td>Consultant Fees (Contract Administration, Inspection)</td>
<td>387,800</td>
</tr>
<tr>
<td>Utility Relocations</td>
<td>310,000</td>
</tr>
<tr>
<td>Traffic Signals (overhead)</td>
<td>70,000</td>
</tr>
<tr>
<td>Geotechnical (Materials Testing and Inspection)</td>
<td>49,900</td>
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<tr>
<td>Private Sign Relocation</td>
<td>45,000</td>
</tr>
<tr>
<td>Regional Engineering Supervision (HST – N/A)</td>
<td>41,500</td>
</tr>
<tr>
<td>Regional Operations (Detours, Signage, etc.) (HST – N/A)</td>
<td>20,900</td>
</tr>
<tr>
<td>Preconstruction Building Inspection</td>
<td>11,000</td>
</tr>
<tr>
<td>Land Acquisition</td>
<td>10,000</td>
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<tr>
<td>Sub-total</td>
<td>$6,307,400</td>
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<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>109,900</td>
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<tr>
<td>Total</td>
<td>$6,417,300</td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region’s approved 2020-2029 Transportation Capital Program includes a budget of $6,762,000 in 2020 that is allocated for this stage of Dundas St, Elgin St to Hespeler Rd (project #05367) to be funded from the Transportation Capital Reserve (95%;$6,438,000) and the Roads Regional Development Charges Reserve Fund (5%, $324,000). Also, the Region’s approved 2020-2029 Transportation Capital Program includes a budget of $270,000 in 2020 and $80,000 in 2021-2023 for Dundas St N at Chalmers St N/Gore St (project #07333) to be funded from the Roads Regional Development Charges Reserve Fund.

The cost of this work is $694,700 or 9.8% under budget. These savings are primarily due to reduced responsibility of the Region for gas and communication utility relocation costs as well as a reduced cost share responsibility for the storm sewer.
Region of Waterloo Water Services Division Costs

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>T2020-121</td>
<td>$1,610,100</td>
</tr>
<tr>
<td>Consultant Fees (Contract Administration, Inspection)</td>
<td>116,500</td>
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<tr>
<td>Geotechnical (Materials Testing and Inspection)</td>
<td>14,900</td>
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<td>Regional Engineering Supervision (HST – N/A)</td>
<td>12,500</td>
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<tr>
<td>Regional Operations (Detours, Signage, etc.) (HST – N/A)</td>
<td>3,300</td>
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<tr>
<td>Sub-total</td>
<td>$1,757,300</td>
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<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>30,700</td>
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<tr>
<td>Total</td>
<td>$1,788,000</td>
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Note: All figures are rounded to the nearest $100

The Region’s approved 2020-2029 Water Capital Program includes a budget of $1,633,000 in 2020, $3,440,000 in 2021 and $4,700,000 in 2022 (total $9,773,000) for Watermain Upgrades (project #04082) to be funded from the Water Capital Reserve (73%; $7,134,300) and the Water Development Charge Reserve Fund (27%; $2,638,700). Also, the Region’s approved 2020-2029 Water Capital Program includes a budget of $4,604,000 in 2020, $12,405,000 in 2021 and $7,870,000 in 2022 (total $24,879,000) for Cambridge Water Distribution Upgrades (project #04181) to be funded from the Water Capital Reserve (73.6%; $18,310,900), the Water Development Charge Reserve Fund (6.7%; $1,668,100) and growth related debentures (19.7%; 4,900,000).

Of the available overall budget, a total of $2,000,000 has been allocated for the work under this tender. The remaining funds will be available for other watermain and distribution upgrade projects.

Debt servicing costs to be reflected in future Water operating budgets are funded from future development charge collections and are estimated to be $10,800 annually over a period of 20 years based on an estimated cost of borrowing of 3.0%.
City of Cambridge Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>T2020-121 (Sanitary sewers, watermain, share of storm sewer)</td>
<td>$2,706,900</td>
</tr>
<tr>
<td>Consultant Fees (Contract Administration, Inspection)</td>
<td>$195,800</td>
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<tr>
<td>Geotechnical (Materials Testing and Inspection)</td>
<td>$25,200</td>
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<tr>
<td>Regional Engineering Supervision (HST – N/A)</td>
<td>$21,000</td>
</tr>
<tr>
<td>Regional Operations (Detours, Signage, etc.) (HST – N/A)</td>
<td>$5,600</td>
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<tr>
<td>Sub-total</td>
<td>$2,954,500</td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>$51,500</td>
</tr>
<tr>
<td>Total</td>
<td>$3,006,000</td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100

City of Cambridge Council is planning to consider a recommendation to approve its share of funding of $3,006,000 at its Council meeting of May 6, 2020.

Other Department Consultations/Concurrence:

Transportation and Environmental Services staff were consulted in the preparation of this report.

Attachments: Nil

Prepared By: Lisa Evans, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Karen Redman and Members of Regional Council

Date: May 13, 2020

File Code: F18-30

Subject: T2020-135 - Regional Road #17 Road Improvements, Waterloo Spur to Arthur Street South Village of St. Jacobs, Township of Woolwich

Recommendation:

That the Regional Municipality of Waterloo take the following actions with respect to T2020-135 - Regional Road #17 Road Improvements, Waterloo Spur to Arthur Street South Village of St. Jacobs, Township of Woolwich as set out in report COR-TRY-20-45 dated May 13, 2020:

1. Accept the tender of Steed and Evans Limited in the amount of $4,329,416.36 plus all applicable taxes;

2. Amend the 2020-2029 Transportation Capital Program as set out in Appendix A;

3. Approve an increase in project costs of $487,300 gross and $0 net to facilitate work undertaken on behalf of the Township of Woolwich.

Summary:

Nil

Report:

Tenders were called for T2020-135 - Regional Road #17 Road Improvements, Waterloo Spur to Arthur Street South Village of St. Jacobs, Township of Woolwich and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The tenders were received and opened through the Region’s e-bidding system and reviewed by Procurement and program area staff.
The following tenders were received:

- Steed and Evans Limited  
  St. Jacobs, Ontario  
  $4,329,416.36

- E. & E. Seegmiller Limited  
  Kitchener, Ontario  
  $4,686,227.00

- Waterloo Demolition Inc.  
  St. Clements, Ontario  
  $5,032,000.00

- Capital Paving Inc  
  Guelph, Ontario  
  $5,234,004.87

The work under this contract includes:

- The reconstruction of Regional Road 17 from King St to the Waterloo Spur (includes Sawmill Rd., Northside Dr. and Hawkesville Rd.) in the Village of St. Jacobs, including: widening of the roadway, concrete curb, storm sewer, railroad crossing repair, sidewalk, surface asphalt paving, as well as Township of Woolwich watermain and sanitary sewers. The work is being undertaken to address the deteriorating road surface and to provide enhanced active transportation facilities with the addition of shared use lanes for cyclists, buggies and vehicles, along with new sidewalks. This section of road will be closed for the duration of the work, and a detour will be arranged with the Township of Woolwich in both directions via King Street and Three Bridges Road. Local and emergency access will be maintained at all times.

- Widening the approaches to the roundabout at Arthur Street and Sawmill Rd, resurfacing of these approaches as well as the roundabout. The widening will be completed during normal working hours with traffic control, and resurfacing will be completed at night maintaining through traffic with closure of the exits to Sawmill Rd. A complete closure will be required to complete surface paving, which is planned to be completed on a weekend between 5:00pm Saturday and 6:00am Monday. Schedules for all closures will be communicated leading up to construction and updated throughout construction.

- Resurfacing of Sawmill Rd from Arthur St to King Street, including: the removal and replacement of the existing asphalt, installation of pedestrian refuge island, a sidewalk connection to the GRT stop, and drainage improvements.

Construction is scheduled to start on May 25, 2020 and be substantially complete by September 30th, 2020.

The final date of acceptance for this tender is July 15, 2020.

**Corporate Strategic Plan:**

Award of this contract meets the 2019-2023 Corporate Strategic Plan objective to
increase participation in active forms of transportation (cycling and walking) and improve road safety for all users - drivers, cyclists, pedestrians, horse and buggies under Strategic Focus Area 2, Sustainable Transportation.

**Financial Implications:**

Contract T2020-135 costs are shared as follows:

| Region of Waterloo – Transportation Division Costs | $3,876,100 |
| Township of Woolwich | 453,300 |
| **Total** | **$4,329,400** |

Note: All figures are rounded to the nearest $100.

**Region of Waterloo Transportation Division Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2020-135</td>
<td>$3,876,100</td>
</tr>
<tr>
<td>Contract Administration (HST – N/A)</td>
<td>112,000</td>
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<tr>
<td>Bell Relocations</td>
<td>111,000</td>
</tr>
<tr>
<td>Regional Engineering (HST – N/A)</td>
<td>67,200</td>
</tr>
<tr>
<td>Railway Crossing Improvements</td>
<td>65,000</td>
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<tr>
<td>Materials Testing</td>
<td>26,000</td>
</tr>
<tr>
<td>Hydro Relocations</td>
<td>20,000</td>
</tr>
<tr>
<td>Regional Operations (Signs and Detour) (HST – N/A)</td>
<td>13,500</td>
</tr>
<tr>
<td>Pre-condition Survey</td>
<td>3,100</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$4,293,900</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>72,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,366,100</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region’s approved 2020-2029 Transportation Capital Program includes a budget of $3,125,000 in 2020 and $30,000 in 2021-2022 for Arthur St (Project #07557), Sawmill Rd (Project #07385), and Hawkesville Rd/Northside Dr/Sawmill Rd (Project #05603) to be funded from the Federal Gas Tax Reserve Fund (53%; $1,695,000), the Regional Development Charges Reserve Fund (43%; $1,347,500), and the Transportation Capital Reserve (4%; $112,500). The final project funding allocations from the Transportation Capital Reserve and Federal Gas Tax Reserve Fund will ultimately be
determined by the actual eligible federal gas tax costs incurred.

Project costs based on the low bid are 38% or $1,211,100 in excess of the approved budget. The cost increase is attributable to the following:

- additional construction scope that has been added at the Arthur Street and Sawmill Road roundabout to provide additional lane lengths;
- complete removal and replacement of all asphalt in the roundabout based on recent geotechnical recommendations, which was not originally anticipated when the budget was set;
- additional costs associated with staging work through the roundabout on nights and weekends; and
- increased costs associated with railway crossing rehabilitation, additional utilities costs and costs associated with storm sewer works.

Staff are recommending the budget amendments as set out in Appendix A.

**Township of Woolwich Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2020-135</td>
<td>$453,300</td>
</tr>
<tr>
<td>Contract Administration (HST – N/A)</td>
<td>13,000</td>
</tr>
<tr>
<td>Regional Engineering (HST – N/A)</td>
<td>7,800</td>
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<tr>
<td>Materials Testing</td>
<td>3,000</td>
</tr>
<tr>
<td>Regional Operations (Signs and Detour) (HST – N/A)</td>
<td>1,500</td>
</tr>
<tr>
<td>Pre-condition Survey</td>
<td>400</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$479,000</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>8,300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$487,300</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Township of Woolwich has indicated that they have sufficient funds budgeted for the watermain and sanitary sewer costs above, and have asked that the work proceed on their behalf.

**Other Department Consultations/Concurrence:** Transportation and Environmental
Services staff were consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Appendix A - Budget Amendments (‘000’s)

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021-2022</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05603 Sawmill Rd/Hawkesville Rd, King St to Waterloo/St Jacobs Tracks</td>
<td>$1,452</td>
<td>$10</td>
<td>$1,462</td>
</tr>
<tr>
<td>07385 Sawmill Rd, Arthur St S to King St N</td>
<td>430</td>
<td></td>
<td>440</td>
</tr>
<tr>
<td>07557 Arthur St at Sawmill Rd</td>
<td>1,243</td>
<td>10</td>
<td>1,253</td>
</tr>
<tr>
<td><strong>Total Original Expenditure</strong></td>
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<td>$30</td>
<td>$3,155</td>
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<tr>
<td><strong>Proposed Expenditure</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>05603 Sawmill Rd/Hawkesville Rd, King St to Waterloo/St Jacobs Tracks</td>
<td>$2,105</td>
<td></td>
<td>$2,105</td>
</tr>
<tr>
<td>07385 Sawmill Rd, Arthur St S to King St N</td>
<td>530</td>
<td></td>
<td>530</td>
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<tr>
<td>07557 Arthur St at Sawmill Rd</td>
<td>1,732</td>
<td></td>
<td>1,732</td>
</tr>
<tr>
<td><strong>Total Proposed Expenditure</strong></td>
<td>$4,366</td>
<td></td>
<td>$4,366</td>
</tr>
<tr>
<td><strong>Proposed Amendments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05603 Sawmill Rd/Hawkesville Rd, King St to Waterloo/St Jacobs Tracks</td>
<td>$653</td>
<td>$(10)</td>
<td>$643</td>
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<tr>
<td>07385 Sawmill Rd, Arthur St S to King St N</td>
<td>100</td>
<td>(10)</td>
<td>90</td>
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<tr>
<td>07557 Arthur St at Sawmill Rd</td>
<td>489</td>
<td>(10)</td>
<td>479</td>
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<tr>
<td><strong>Total Proposed Amendments</strong></td>
<td>$1,241</td>
<td>$(30)</td>
<td>$1,211</td>
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<tr>
<td><strong>Proposed Funding Amendments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Gas Tax Reserve Fund</td>
<td>$733</td>
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<td>$733</td>
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<tr>
<td>Transportation Capital Reserve</td>
<td>20</td>
<td>(20)</td>
<td></td>
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<tr>
<td>Regional Development Charges Reserve Fund</td>
<td>489</td>
<td>(10)</td>
<td>479</td>
</tr>
<tr>
<td><strong>Total Proposed Funding Amendments</strong></td>
<td>$1,241</td>
<td>$(30)</td>
<td>$1,211</td>
</tr>
</tbody>
</table>
Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Karen Redman and Members of Regional Council

Date: May 13, 2020  File Code: F18-30

Subject: T2020-131 Regional Road No. 9 (Erb Street West) Improvements
Regional Road No. 70 (Ira Needles Boulevard) to Regional Road No. 58
(Fischer-Hallman Road) City of Waterloo

Recommendation:

That the Regional Municipality of Waterloo take the following action with respect to
T2020-131 Regional Road No. 9 (Erb Street West) Improvements, Regional Road No.
70 (Ira Needles Boulevard) to Regional Road No. 58 (Fischer-Hallman Road), City of
Waterloo as set out in report COR-TRY-20-46 dated May 13, 2020:

1. Accept the tender of Capital Paving Inc. in the amount of $8,777,024.10 plus all
   applicable taxes;

2. Amend the 2020-2029 Transportation Capital Program as set out in Appendix A;

3. Advance funds in the amount of $1,100,000 from 2021 to 2020 for project
   #04082 within the Water Services Capital Program due to substantial completion
   of the project in 2020; and

4. Approve an increase in project cost of $485,000 gross and $0 net to facilitate
   work undertaken on behalf of the City of Waterloo.

Summary: Nil
Report:

Tenders were called for T2020-131 Regional Road No. 9 (Erb Street West) Improvements, Regional Road No. 70 (Ira Needles Boulevard) to Regional Road No. 58 (Fischer-Hallman Road), City of Waterloo and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The tenders were received and opened through the Region’s e-bidding system and reviewed by Procurement and program area staff.

The following tenders were received:

- Capital Paving Inc. Guelph, ON $8,777,024.10
- Regional Sewer and Watermain Ltd. Cambridge, ON $8,822,426.23
- E. & E. Seegmiller Limited Kitchener, ON $9,021,527.00
- D’Orazio Infrastructure Group Limited Oakville, ON $9,515,220.55
- New-Alliance Ltd. Burlington, ON $9,795,905.00

The work under this contract includes the reconstruction, widening and resurfacing of the roadway, including construction of concrete curbs, separated cycling lanes, sidewalks, retaining walls, noise walls and removal and installation of storm sewer, watermain and associated valves, chambers and appurtenances.

Construction will take place in stages with one lane in each direction open to through traffic at all times. Access to properties, local businesses and side streets within the project limits will be maintained. Temporary closures for underground works will be completed by Contractor flagging as necessary. Advance notices will be provided for short durations during construction and paving operations in front of driveways where access may be restricted.

Construction is scheduled to start in late May 2020, with construction to base asphalt by the end of 2020 and surface paving in early 2021.

The final date of acceptance for this tender is July 16, 2020.

Corporate Strategic Plan:

Award of this contract meets the 2019-2023 Corporate Strategic Plan objective to increase participation in active forms of transportation (cycling and walking) and improve road safety for all users: drivers, cyclists, pedestrians, horse and buggies under Strategic Focus Area 2, Sustainable Transportation.
Financial Implications:

Contract T2020-131 costs are shared as follows:

- Region of Waterloo – Transportation Division Costs: $7,245,500
- Region of Waterloo – Water Services Division Costs: 1,095,100
- City of Waterloo: 436,500

Total: $8,777,100

Note: All figures are rounded to the nearest $100.

Region of Waterloo Transportation Division Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract T2020-131</td>
<td>$7,245,500</td>
</tr>
<tr>
<td>Utility Relocations, Street Lighting, Pre-Contract Construction</td>
<td>576,900</td>
</tr>
<tr>
<td>Region Traffic Signals, Detours, Signage and Pavement Markings (HST N/A)</td>
<td>500,000</td>
</tr>
<tr>
<td>Consultant Design/Contract Administration and Inspection</td>
<td>489,300</td>
</tr>
<tr>
<td>Region Engineering/Approvals (HST N/A)</td>
<td>113,900</td>
</tr>
<tr>
<td>Materials Inspection and Testing</td>
<td>61,900</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>$8,987,500</td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>147,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$9,134,900</td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region’s approved 2020-2029 Transportation Capital Program includes a budget of $7,216,000 in 2020 and $2,730,000 in 2021 to 2024, totaling $9,946,000 for Project #s 05390, 06983 and 07297, funded from the Regional Development Charges Reserve Fund (61%, $6,099,750), the Federal Gas Tax Reserve Fund (25%, $2,506,000), and the Transportation Capital Reserve (14%, $1,340,250). The final project funding allocations from the Transportation Capital Reserve and Federal Gas Tax Reserve Fund will ultimately be determined by the actual eligible federal gas tax costs incurred.

Based on the low tender, the estimated cost of the work in this contract is $9,134,900. While the overall project is within budget, the individual project budgets are required to be amended as set out in Appendix A. The cost for Project #05390 is over budget due to additional road work required for relocation and replacement of an existing pressure...
reducing valve chamber which was not identified in the original scope of work. The additional cost for Project #05390 is partially offset by cost savings in Project #06983, which is generally attributed to competitive bidding. The budget for Project #07297 as shown in Appendix A is the amount allocated to this tender. The balance of budget funding in Project #07297 will remain for completion of road widening and improvements on Erb Street to be completed under other future Regional contracts.

**Region of Waterloo Costs – Water Services Division Costs**

<table>
<thead>
<tr>
<th>Contract T2020-131</th>
<th>$1,095,100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Relocations, Street Lighting, Pre-Contract Construction</td>
<td>302,300</td>
</tr>
<tr>
<td>Consultant Design/Contract Administration and Inspection</td>
<td>112,600</td>
</tr>
<tr>
<td>Materials Inspection and Testing</td>
<td>9,400</td>
</tr>
<tr>
<td>Region Engineering/Approvals (HST N/A)</td>
<td>7,900</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$1,527,300</strong></td>
</tr>
<tr>
<td><strong>Plus: Applicable Net HST of 1.76%</strong></td>
<td><strong>$26,700</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,554,000</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region’s approved 2020-2029 Water Capital Program includes $1,633,000 in 2020 and $3,440,000 in 2021 (total $5,073,000) for Watermain Upgrades (project #04082) to be funded from the Water Capital Reserve (73%; $3,703,300) and the Development Charge Reserve Fund (27%; $1,369,700). An amount of $1,600,000 has been allocated for this work, allocated over both years. As the watermain-related work is planned to be completed within 2020, it is recommended that $1,100,000 be advanced from 2021 to 2020.
City of Waterloo Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract T2020-131</td>
<td>$436,500</td>
</tr>
<tr>
<td>Consultant Design/Contract Administration and Inspection</td>
<td>33,400</td>
</tr>
<tr>
<td>Materials Inspection and Testing</td>
<td>3,700</td>
</tr>
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<td>Region Engineering/Approvals (HST N/A)</td>
<td>3,100</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$476,700</strong></td>
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<td>Plus: Applicable Net HST of 1.76%</td>
<td>8,300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$485,000</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

Based on the low tender submission, the estimated cost for the City of Waterloo on this contract for construction of local watermain, sidewalk replacement and storm sewer cost sharing on Erb Street is $485,000. The City of Waterloo has advised they have sufficient funds in their 2020 budget for their portion of the contract work and has asked that the Region proceed on their behalf.

**Other Department Consultations/Concurrence:**

Transportation and Environmental Services staff were consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
## Appendix A - Project Budget Amendments (‘000’s)

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021-2024</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05390 Erb St, Fischer-Hallman Rd to Gateview Dr</td>
<td>$2,240</td>
<td>$125</td>
<td>$2,365</td>
</tr>
<tr>
<td>06983 Erb St, Erbsville Ct to Ira Needles Blvd</td>
<td>776</td>
<td>10</td>
<td>786</td>
</tr>
<tr>
<td>07297 Erb St, Gateview Dr/Beechwood Dr to Erbsville Ct</td>
<td>4,200</td>
<td>1,621</td>
<td>5,821</td>
</tr>
<tr>
<td><strong>Total Original Expenditure</strong></td>
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<td></td>
<td>$7,216</td>
</tr>
<tr>
<td><strong>Proposed Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05390 Erb St, Fischer-Hallman Rd to Gateview Dr</td>
<td>$2,682</td>
<td>$125</td>
<td>$2,807</td>
</tr>
<tr>
<td>06983 Erb St, Erbsville Ct to Ira Needles Blvd</td>
<td>498</td>
<td>10</td>
<td>508</td>
</tr>
<tr>
<td>07297 Erb St, Gateview Dr/Beechwood Dr to Erbsville Ct</td>
<td>4,200</td>
<td>1,621</td>
<td>5,821</td>
</tr>
<tr>
<td><strong>Total Proposed Expenditure</strong></td>
<td></td>
<td></td>
<td>$7,380</td>
</tr>
<tr>
<td><strong>Proposed Amendments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05390 Erb St, Fischer-Hallman Rd to Gateview Dr</td>
<td>$442</td>
<td>-$</td>
<td>$442</td>
</tr>
<tr>
<td>06983 Erb St, Erbsville Ct to Ira Needles Blvd</td>
<td>(278)</td>
<td>-</td>
<td>(278)</td>
</tr>
<tr>
<td>07297 Erb St, Gateview Dr/Beechwood Dr to Erbsville Ct</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Proposed Amendments</strong></td>
<td></td>
<td></td>
<td>$164</td>
</tr>
<tr>
<td><strong>Proposed Funding Amendments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Gas Tax Reserve Fund</td>
<td>$164</td>
<td>-$</td>
<td>$164</td>
</tr>
<tr>
<td><strong>Total Proposed Funding Amendments</strong></td>
<td></td>
<td></td>
<td>$164</td>
</tr>
</tbody>
</table>
Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Karen Redman and Members of Regional Council

Date: May 13, 2020  

File Code: F18-40

Subject: GRT Bus Stop Maintenance – Contract Extension

Recommendation:

That the Regional Municipality of Waterloo approve a contract extension with Skyhigh Maintenance Inc. for GRT Bus Stop Maintenance commencing from July 1, 2020 to September 30, 2020 in the amount of $120,000.00 for an estimated total amount of $253,875.00 plus all applicable taxes as set out in report COR-TRY-20-47 dated May 13, 2020.

Summary: Nil

Report:

In 2019, the Region entered into a new bus shelter and bus advertising contract that no longer included the maintenance and cleaning of bus shelters (TES-GRT-19-18, P2019-17 GRT Advertising Program). For the past 20 years, Skyhigh Maintenance Inc. has been providing the cleaning and maintenance service component as a sub-contractor for Pattison Outdoor Advertising.

To continue with current cleaning and maintenance standards, the services of Skyhigh Maintenance Inc. have been utilized until a new bid can be issued, evaluated and awarded. Accordingly, a purchase order in the amount of $133,875.00 was issued for the period of March 1, 2020 to June 30, 2020 to allow for time to develop, evaluate and recommend an award for Grand River Transit (GRT) Bus Stop Maintenance. The dollar value of the initial purchase was within the authority of the Chief Purchasing Officer. The recommended purchase order increase and extension will permit additional time to complete the bid issuance, evaluation and award recommendation.
The work under this contract includes the weekly cleaning of Grand River Transit’s 705 bus shelters. This includes the cleaning of all surfaces (glass, benches, support legs, map frames), removal of graffiti, removal of litter and debris inside the shelter and the area within three (3) feet of the shelter.

**Corporate Strategic Plan:**

This contract extension meets the 2019-2023 Corporate Strategic Plan objective to enhance the transit system to increase ridership and ensure it is accessible and appealing to the public under Strategic Focus Area 2 Sustainable Transportation.

**Financial Implications:**

| Description              | Amount  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Stop Maintenance</td>
<td>$133,900</td>
</tr>
<tr>
<td>Contract extension</td>
<td>120,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$253,900</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td>4,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$258,400</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100

The Region’s Approved 2020 GRT Operating Budget includes a provision of $400,000 for Bus Stop Maintenance specific to this contract. This budget is sufficient for this purchase order, as well as bus stop maintenance for the remainder of the year.

**Other Department Consultations/Concurrence:**

Grand River Transit staff was consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Karen Redman and Members of Regional Council

Date: May 13, 2020  File Code: F18-30

Subject: T2020-109 Bridgeport Sewage Pumping Station Upgrades

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Baseline Constructors Inc. for T2020-109 Bridgeport Sewage Pumping Station Upgrades in the amount of $2,899,000.00 plus all applicable taxes as set out in report COR-TRY-20-48 dated May 13, 2020.

Summary: Nil

Report:

Tenders were called for T2020-109 Bridgeport Sewage Pumping Station Upgrades and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region’s website. The tenders were received and opened through the Region’s e-bidding system and reviewed by Procurement and program area staff.
The following tenders were received:

Baseline Constructors Inc. Waterloo, ON $2,899,000.00  
MJK Construction Inc. Mississauga, ON $3,015,461.00  
Kingdom Construction Limited Ayr, ON $3,123,831.00  
BGL Contractors Corp Waterloo, ON $3,129,300.00  
W.S. Nicholls Construction Inc. Cambridge, ON $3,292,355.17  
W.A. Stephenson Mechanical Contractors Limited Mississauga, ON $3,638,000.00  
Jeviso Construction Corporation Concord, ON $3,846,366.00  

The work under this contract includes:

- replacement of sewage pumps;
- installation of process piping and appurtenances;
- replacement of electrical systems and SCADA upgrades;
- HVAC upgrades;
- installation of standby power generator;
- structural works inside the pumping station; and
- site works including construction of new driveway and landscaping.

Construction is scheduled to start on May 25, 2020 and be substantially complete by May 21, 2021

This final date of acceptance for this tender is June 16, 2020.

Corporate Strategic Plan:

Award of this contract meets the 2019-2023 Corporate Strategic Plan objective to protect our water resources (drinking water and wastewater treatment) under Strategic Focus Area 3, Environment and Climate Action.
Financial Implications:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost (CAD)</th>
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</thead>
<tbody>
<tr>
<td>T2020-109</td>
<td>$2,899,000</td>
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<tr>
<td>Contract Administration</td>
<td>292,400</td>
</tr>
<tr>
<td>Region Engineering (HST N/A)</td>
<td>50,000</td>
</tr>
<tr>
<td>Geotechnical Testing/Quality Control</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$3,271,400</strong></td>
</tr>
<tr>
<td>Plus: Applicable Net HST of 1.76%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,328,100</strong></td>
</tr>
</tbody>
</table>

Note: All figures are rounded to the nearest $100.

The Region’s approved 2020-2029 Wastewater Capital Program includes a budget of $3,511,000 in 2020 and $1,700,000 in 2021 (total $5,211,000) for the Sewage Pumping Station Infrastructure Upgrades (project #08310) to be funded from the Wastewater Capital Reserve (73%; $3,804,000), the Wastewater Development Charge Reserve Fund (14.1%; $736,200) and growth related debentures (12.9%; $670,800). An amount of $3,400,000 has been allocated for this work. The remaining funds will be available for other Sewage Pumping Station Upgrades.

Debt servicing costs to be reflected in future Wastewater operating budgets and funded from future development charge collections are estimated to be $45,100 annually over a period of 20 years based on an estimated cost of borrowing of 3.0%.

Other Department Consultations/Concurrence:

Transportation and Environmental Services staff were consulted in the preparation of this report.

Attachments: Nil

Prepared By: Lisa Evans, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Region of Waterloo  
Corporate Services  
Treasury Services (Procurement)  

To: Regional Chair Karen Redman and Members of Regional Council  
Date: May 13, 2020  
File Code: F18-30  
Subject: Contract Extension – Winter Maintenance of the Separated Cycling Lane Pilot Network, City of Waterloo  

Recommendation:  
That the Regional Municipality of Waterloo extend the contract agreement with Steed & Evans Limited for the winter maintenance of the Separated Cycling Lane Pilot Network, City of Waterloo for a six (6) month period over the 2020/2021 winter season at an estimated amount of $600,000.00 plus all applicable taxes as set out in report COR-TRY-20-49 dated May 13, 2020.

Summary:  
Nil  

Report:  
On October 9, 2019 Regional Council awarded a six (6) month contract to Steed & Evans Limited for the winter maintenance of the Separated Cycling Lane Pilot Network, City of Waterloo under report COR-TRY-19-113 for an estimated value of $600,000.  

The contract included the supply of labour, equipment and materials for the maintenance of the Pilot Project bike lanes for the 2019/2020 winter season. This type of contract required Steed and Evans to have the staff, equipment and materials available on Standby 24 hours a day 7 days a week for the 24 week period. The Standby cost was the minimum value to ensure all resources were available. In addition to the Standby cost, additional compensation was provided for actual costs.
incurred by the Contractor when crews were dispatched to perform winter maintenance based on an hourly rate. Besides general ploughing and salting of the lanes, the removal and hauling away of the snow was also included in the scope.

The winter of 2019/2020 provided an initial learning opportunity to the Region for maintaining this type of infrastructure. Steed and Evans met the required service standards as defined in the contract by keeping the cycling lanes clear and by responding in a timely manner to any concerns from the Region. The total cost of winter maintenance for the 2019/2020 winter maintenance season was $387,560 of the estimated $600,000 and included only 1.5 snow lifts. This past winter the Region experienced slightly fewer winter event days (87 vs 94) than expected where conditions required crews to respond by ploughing or salting. In addition, given the current design conditions with minimal to no snow storage available, staff would normally expect a greater number of snow lifts to be required. Hence, as a result, staff are again recommending a budget estimate of $600,000 for this contract extension.

The Bike Lane Pilot Project is scheduled to continue through the winter of 2020/2021. Staff are recommending the Region extend the existing contract with Steed and Evans for the winter of 2020/2021 for the following reasons:

1. There is insufficient time to develop, advertise and award an open tender in time for a new contractor to secure the necessary staff and equipment prior to the onset of winter conditions in 2020;
2. Region of Waterloo and City of Waterloo Operations are unable to commit to taking on the maintenance of this pilot network due to insufficient staff and equipment;
3. Given the COVID Pandemic, it is expected there will be a shortage of the supply of rental equipment in 2020; therefore, Steed and Evans must renew the rental of the equipment now to ensure the equipment is available before the onset of winter conditions in 2020;
4. There were no performance or quality issues with Steed and Evans during the previous contract; and
5. Steed and Evans has demonstrated it has a good understanding of the required scope of work to ensure proper maintenance is provided for the success of the pilot.

In order to continue to provide maintenance of these bike lanes after completion of the pilot, Region staff have already begun discussions with City of Waterloo staff to explore the following options:

- The City of Waterloo provides this maintenance as an extension of the current maintenance contract with the Region;
• The Region of Waterloo acquires the resources (staff and equipment) and conducts this maintenance with its own forces; or
• The Region contracts out this maintenance to a third party through an open tender.

After completion of the pilot project, maintenance of the portion of the pilot network that is on located on City roads, such as Columbia Street and Albert Street, will be the responsibility of the City of Waterloo.

The Purchasing by-law Part VII – Purchase by Negotiation Section 21 (1) g states the Chief Purchasing Officer may acquire any goods or services through negotiation where the extension of an existing or previous contract would prove more cost effective or beneficial for the Region.

**Corporate Strategic Plan:**

Extensions of this contract meets the 2019-2023 Corporate Strategic Plan Focus Area 2.3: Increase participation in active forms of transportation (cycling and walking) and Focus Area 5.4: Ensure the Region provides value for money and long term financial sustainability.

**Financial Implications:**

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<th>Amount</th>
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All figures are rounded to the nearest $100

The Region of Waterloo’s 2020 approved operating budget for winter maintenance includes a provision for this work of $600,000 funded from the Tax Stabilization Reserve. Staff will be bringing forward a future report with respect to the outcome of the pilot.

**Other Department Consultations/Concurrence:**

Transportation and Finance Staff were consulted in the preparation of this report.

**Attachments:** Nil

**Prepared By:** Lisa Evans, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
The Regional Municipality of Waterloo
Committee of the Whole Summary

Summary of Recommendations to Council

The Committee of the Whole recommends as follows:


2. That the Regional Municipality of Waterloo enter into agreements with the Waterloo Undergraduate Students Association, the University of Waterloo Graduate Students Association, the University of Waterloo English Language Institute at Renison College, the Wilfrid Laurier University Students Union and the Wilfrid Laurier University Graduate Students Association to implement universal transit pass programs (U-Pass), in a form satisfactory to the Regional solicitor, as described in Report No. TES-TRS-20-05.1, dated May 5, 2020. And that the Regional Municipality of Waterloo amend the Region’s Fees and Charges By-law 20-001 with respect to the U-Pass agreements with full-time students at the University of Waterloo and Wilfrid Laurier University, as described in Report TES-TRS-20-05.1, dated May 5, 2020 to increase U-Pass fees to $105.50 per school term for eligible students of the Waterloo Undergraduate Students Association and the University of Waterloo English Language Institute at Renison College, and $103.52 for all other eligible students, effective September 1, 2020.

3. That the Regional Municipality of Waterloo approve the following options for the 2020 Property Tax Capping Program, as described in report COR-TRY-20-42 dated May 5, 2020:

   a. Establish the annual limit on tax increases for properties in the commercial, industrial and multi-residential classes at the greater of: ten percent (10%) of the previous year’s annualized capped taxes, or 10% of the previous year’s
current value assessment (CVA) taxes;

b. Establish thresholds for properties in the commercial, industrial and multi-residential classes such that if the taxes on the property calculated under the capping program are within $500 of the current value assessment (CVA) taxes, the CVA taxes will apply;

c. Exclude properties in the commercial, industrial and multi-residential classes that were at their current value assessment taxes in 2019 from the 2020 capping and claw back program;

d. Exclude properties in the commercial, industrial and multi-residential classes that were subject to a claw back in 2019 from becoming a capped property in 2020;

e. Continue to exclude vacant land from the four year phase-out;

f. Limit capping protection only to reassessment related changes prior to 2017;

g. Continue the four year phase-out of capping for the multi-residential, commercial and industrial property classes as allowed under Ontario Regulation 102/16;

h. Fund the limits on tax increases for 2020 for the commercial, industrial and multi-residential classes by limiting 2020 tax decreases for properties in the same class; and

That the required by-laws to establish the options for the 2020 Property Tax Capping Program and to establish the 2020 claw back percentages for the commercial, industrial and multi-residential classes be included on Regional Council agendas in May and June 2020;

And further that the Area Municipalities be notified accordingly.

4. That the Regional Municipality of Waterloo support the proposal from the Federation of Canadian Municipalities for immediate financial assistance from the federal government to assist municipalities in managing the financial impacts associated with the COVID-19 pandemic as outlined in Report CSD-FSD-20-14, dated May 5, 2020;

And that a copy of this report and recommendations be forwarded to the Prime Minister; the Federal Members of Parliament (MPs) representing Waterloo Region; the Federation of Canadian Municipalities; and all area municipalities within Waterloo Region

May 5, 2020
3289632
Region of Waterloo
Transportation and Environmental Services
Transit Services

To: Chair Karen Redman and Members of Regional Council
Date: May 13, 2020  File Code: F05-20
Subject: Transit Fare Adjustments Related to COVID-19

Recommendation:

That Regional Council direct Regional staff to take the following action with respect to transit fares during COVID-19 as set out in report TES-TRS-20-15 dated May 13, 2020:

a. Reintroduce transit fares starting June 1, 2020,

b. No longer accept cash payments on conventional buses until further notice.

Report:

On April 1, 2020 Council approved the implementation of free fares on all GRT services effective immediately and until the end of May. Council further directed staff to report back to Council prior to the end of May on whether free transit should continue.

Staff have reviewed the matter and recommend a return to fare collection on all services with the exception of the payment of cash fares on conventional buses.

In March in response to concerns raised by transit operators and to improve physical distancing GRT moved to rear door boarding of all passengers except mobility challenged customers. The fare collection infrastructure is located at the front of the bus and by moving to rear door boarding cash and stored value passengers are not able to pay (payment could still be made at ION stations). Customers paying with a pass (student, UPass, monthly, etc.) were still paying. Allowing rear boarding meant the transit system was functioning as an honour system and there was no fare enforcement. Essentially anyone could board a bus or train and take transit without paying.
In April staff subsequently recommended moving away from the honour fare system to free fares as they;

- promote goodwill in the community and provide financial relief during a difficult economic time,
- reduce concerns for the lower service levels provided,
- eliminate the confusion and inequity as some riders were paying with monthly passes or on ION or MobilityPLUS services
- reduce the requirement for fare refunds for some fare products
- result a small revenue loss relative to the honour fare approach

In addition to implementing free fares several COVID-19 precautions have been implemented on GRT services. The precautions centre on protecting employees and customers and include:

- Operators are provided with hand sanitizing wipes
- All buses have spray sanitizer and paper towels for the operator compartment
- Significantly increased frequency of bus and train cleaning and the sanitizing of touch points
- The application of anti-microbial treatments on buses and weekly disinfectant fogging on trains
- Rear door boarding for customers
- The seats nearest to the Operator on buses and trains have been blocked for physical separation
- Enlarged the no standing area to create more separation
- Signs and a removable high visibility plastic chain separate the Bus Operator compartment and passenger area
- On-board, platform and public messaging to maintain physical distancing from Operator and other customers
- Door signage about rear door boarding and keeping 2m apart on-board
- Operators are able to wear masks and GRT supplied masks are on order
- Pre-screening all MobilityPLUS customers. Customers are not allowed to ride if they do not pass screening questions.
- MobilityPLUS Operators are provided with masks, face shields and gloves as they are in close contact with customers
- Security presence is system wide to respond to issues and ensure physical distancing is being maintained
- Limited the number of riders per bus and providing strategic supplemental trips to ease crowding
- Significant social media campaigns have focused on using transit for essential travel only and to practice social distancing while taking transit
In conjunction with the precautions previously noted Staff recommend two additional measures be implemented to return to fare collection. Firstly, similar to retail outlets, to permit customers to board by the front door and safety interact with the fare box for fare payment, the installation of a temporary plastic barrier is required on all buses.

The addition of permanent Operator safety barriers to all conventional buses is in the GRT capital plan for the next three years. A tender for a company to supply Operator barriers was issued in April and recently closed and a recommendation to Council on the contract award is expected in early June. Therefore, these permanent barriers will not be available for the return to fare collection recommended for June 1 implementation.

Secondly, to reduce the physical contact customers have with the farebox depositing coins and handling transfers and the amount of time spent at the fare box interacting with the Operator, Staff recommend that fares only be paid with tap and go EasyGo fare cards on buses.

This will mean cash payments would not be accepted on buses. Cash fares would continue to be accepted at ION ticket vending machines and on MobilityPLUS vehicles where Operators are equipped with personal protective equipment including the use of face masks and shields when in close proximity to customers. Staff will investigate ways to encourage greater use of EasyGo cards prior to June 1.

During normal ridership periods, cash fares on buses represent 7% percent of trips with an approximate average monthly revenue $380,000/month.

**Corporate Strategic Plan:**

Fare changes help sustain ongoing service improvements, and therefore support Regional Council’s Strategic Objective 2.1: “Enhance the transit system to increase ridership and ensure it is accessible and appealing to the public”. They specifically address Action 2.1.2: “Continue to evaluate and monitor alternative transit fare structures”.

**Financial Implications:**

The Region’s Approved 2020 Public Transit Operating Budget includes a provision of approximately $43,300,000, or $3,600,000 per month for transit fare revenue. As per report TES-TRS-20-11 dated April 1, 2020, it is anticipated that Public Transit will forego approximately $7,800,000 in fare revenue through May 31st. The loss in fare revenue is partially off-set through two Council approved service reductions effective April 20, 2020 and May 18, 2020. These reductions combine to result in savings of approximately $2,000,000 per month of operation, which are reduced by approximately $30,000 in additional monthly costs for enhanced cleaning, security, and personal protective equipment.

Ridership and fare revenue over the summer is difficult to estimate and will depend on the pace, scale and scope of community recovery and reopening. Staff will provide updates in future COVID-19 financial impact assessment reports.
Temporary plastic barriers are estimated to cost approximately $120,000. These barriers, as well as additional costs related to COVID-19, will continue to be tracked and reported on as needed.

**Other Department Consultations/Concurrence:**
Corporate Services was consulted in the preparation of this report.

**Attachments:** Nil.

**Prepared By:** Peter Zinck, Director, Transit Services

**Approved By:** Thomas Schmidt, Commissioner, Transportation and Environmental Services
Resolution for Regional Council

Whereas a healthy, professional news media is essential for the proper functioning of civil society and democracy at the local, regional, federal and international levels;

Whereas the Public Policy Forum declares — on its website for the 2017 report The Shattered Mirror: News, Democracy and Trust in the Digital Age (commissioned by the federal government) — that “real news is in crisis” in this country;

Whereas the U.S. Federal Communications Commission (FCC) cited eight “critical information needs” the media help to provide including emergencies; other public risks to health; education; the environment; economic opportunities; civic and political knowledge of policy initiatives; and the conduct of public officials, and candidates for office (The Shattered Mirror p.4);

Whereas Canadians have lost the essential services provided by nearly 500 journalists due to layoffs in the Canadian media just from the time the COVID-19 pandemic began to mid-April — a time it became clearer to the public how important it is for Canadians to receive accurate information — and advertising revenues have plunged, prompting an emergency $30-million advertising-buy by the federal government;

Whereas residents of 190 Canadian communities — including residents of Kitchener, Elmira and Guelph — lost 250 established news outlets due to closings or mergers between 2008 and 2018;

Whereas nearly two out of every three Canadians support or somewhat support sending financial aid to struggling news providers, according to a recent Nanos Research poll;

Whereas the federal government allocated nearly $600 million in aid for Canadian media over five years in its 2019 budget, including a 25-per-cent tax credit for newsroom salaries; a 15-per-cent tax credit for digital media subscribers; and charitable tax status for non-profit news outlets;

Whereas Canada's federal government acknowledged in its 2019 budget (p. 173) that “A strong and independent news media is crucial to a well-functioning democracy.”;

Therefore Be It Resolved that Waterloo Regional Council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in the region; urges other municipal councils within the region and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians.
Region of Waterloo
Corporate Services Department
Treasury Services Division

To: Regional Chair Karen Redman and Members of Regional Council
Date: May 13, 2020 File Code: F03-00
Subject: Proposed Extension of Customer Account Measures

Recommendation:
That the Region of Waterloo take the following action with regards to customer account measures as described in Report COR-TRY-20-50 dated May 13, 2020:

1. Extend the waiving of late payment charges on water and wastewater utility bills and all other residential and non-residential accounts receivable to June 30, 2020;
2. Extend the waiving of Non Sufficient Funds (NSF) fees charged by the Region on customer accounts to June 30, 2020; and
3. Continue the suspension of water shut off activities for water/wastewater accounts in arrears until August 31, 2020.

Summary:
Nil

Report:
On March 24, 2020 Regional Council approved a series of measures to provide to provide financial flexibility to residents and businesses of Waterloo Region through the waiving of late payment charges, interest costs and non-sufficient funds (NSF) bank charges for the months of April and May. During this period the Region also suspended water account collection and shutoff activities for water/wastewater accounts in arrears. These immediate measures complemented similar actions taken by all seven area municipalities covering utility bills, property taxes and other receivables, were generally consistent with local relief being provided by other Ontario municipalities.
With the initial phase of economic relief coming to an end on May 31, 2020 the Waterloo Region Area Treasurers group has been working on a Phase II approach to provide continued financial and economic assistance to residents and businesses that still require it.

It should be noted that the Federal and Provincial governments are in a much better position to provide economic relief for individuals and businesses directly impacted by COVID-19. Accordingly, the Federal and Provincial governments have implemented support programs for individuals and families through CERB (Canadian Emergency Response Benefit), temporary enhancement to the Canada Child Benefit, and CESB (Canada Emergency Student Benefit). The Federal and Provincial government are also helping business through emergency loans, wage subsidy and assistance programs and, commercial rent relief program that will cover 75% of rent for small businesses for the months of April, May and June 2020.

Given the continued the economic disruption caused by the COVID-19 pandemic as evidenced by extended school closures, provincial orders and emergency declarations, staff recommend the extension of the above noted waivers for the month of June 2020. The waiver would continue to apply to all Regional accounts receivable including water and wastewater billings, waste management invoices, per diem fees at Sunnyside home, and other receivables as well as to NSF bank charges. Suspension of water disconnections due to non-payment would continue until August 31, 2020.

On an as required basis, Finance staff work with customers to arrange for payment plans where circumstances prevent the payment of accounts in full. Through the pandemic staff will continue to work with retail water and wastewater and other customers to establish such plans for accounts in arrears where customers are unable to pay the balance in full on the due date.

**Area Municipality Measures**

Regional and area municipal finance staff have to date recommended a consistent set of measures to provide financial flexibility for residents and businesses during the pandemic. These measures complement the significant fiscal stimulus actions for individuals and businesses put in place by the federal and provincial governments. It is expected that recommendations to continue the waiving of interest and penalties on property taxes, water utility bills and other receivables until at least June 30, 2020 will be brought forward to all local councils this month.

In addition, five of the Region’s area municipalities are planning to bring forward recommendations to implement an application-based COVID-19 property tax deferral program. This would allow for the deferral of the final 2020 property tax installment payments by 60 days. For example, if the final 2020 property tax payments were due on July 1 and September 30, an approved property owner’s payment dates would be
deferred to September 1 and November 30 (note that each municipality has different tax instalment due dates). Staff at the Townships of North Dumfries and Wellesley are not recommending the implementation of an application-based deferral program as they already have later final due dates compared to the other area municipalities.

Tax Levy Payments to the Region

On March 24, 2020 Regional Council approved the 2020 Regional property tax policies and rates, including the Regional tax levy payment schedule attached as Appendix A. The regional tax levy is paid by the area municipalities in 9 monthly installments from April 1 to December 1 inclusive. Each local municipality bills property taxes for regional, local and education purposes and remits to the Region accordingly.

The April 1st and May 1st property tax payments from the local municipalities have been made as planned. The combined April and May property tax payments to the Region account for just under 22% of the Region's levy requirement for 2020. The majority of these property tax payments were collected by area municipalities by the end of February, before the pandemic outbreak impacted operations.

Regional and area municipal staff continue to work collaboratively to assess the cash flow impact of the waiver of interest and penalties, and will continue to do so as waiver extensions and tax deferral programs are put in place. This assessment will take into account the benefit provided by the provincial deferral of education property tax remittances made by the local municipalities (the June 30 and September 30 education remittances of almost $65 million each are deferred by 90 days).

Staff expect to bring forward recommendations to the Administration & Finance Committee on May 26, 2020 to establish a framework for managing regional tax levy remittances over the balance of the year. This could potentially include adjustments to the 2020 Regional tax levy remittance schedule or providing delegated authority to the Chief Financial Officer to adjust levy payment amounts and dates within a certain tolerance level. It is noted that the cash flow impacts will likely vary by local municipality depending on the nature, timing and take up of property tax payment measures put in place and other COVID-19 related impacts. Regardless, the full Regional tax levy will be paid to the Region by the end of 2020.

If needed, Council has authorized borrowing on a temporary basis to meet current and capital expenditures in 2020 to a maximum of $139 million for current expenditures and $44 million for capital expenditures (per report COR-TRY-19-134 dated December 3, 2019). These amounts are below the maximum allowed under the Municipal Act. Staff will report back to Council should adjustments to these amounts be deemed necessary. Staff have been in contact with the Region’s banking services provider to put procedures in place in the event that short term borrowing is required.
Corporate Strategic Plan:
This report aligns with Focus Area 5.4: Ensure the Region provides value for money and long term financial sustainability.

Financial Implications:
The Region’s policy is that interest of 1% is charged on overdue amounts monthly, two days after the invoice due date. NSF cheque fees are $35. The amount of revenue generated from interest charges and late fees is typically less than $10,000 per year. Approval of these recommendations will provide immediate cash flow assistance to impacted residents and businesses. Cash flow implications are being monitored and staff will report back as required. Regional staff in collaboration with the area municipal treasurers will continue to actively monitor this rapidly evolving situation and provide further information and recommendations if and when required.

Other Department Consultations/Concurrence:
Water Services staff were consulted in the preparation of the report.

Attachments:
Appendix A – 2020 Levies by Area Municipality and Payment Schedule

Prepared By: Cathy Deschamps, Director, Treasury Services/Deputy Treasurer
Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
Appendix A – 2020 Levies by Area Municipality and Payment Schedule

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<th>Area Municipality</th>
<th>General Levy Per Schedule “A”</th>
<th>Library Levy Per Schedule “B”</th>
<th>Transit Levy Per Schedule “D”</th>
<th>Transit - Elmira Per Schedule “D”</th>
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<td>$81,127,575</td>
<td>$84,059,241</td>
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<td>$84,059,241</td>
<td>$578,431</td>
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</table>
Report: COR-TRY-20-51

Region of Waterloo
Corporate Services
Treasury Services

To: Regional Chair Karen Redman and Members of Regional Council

Date: May 13, 2020

File Code: F08-20

Subject: Regional Debenture Issues Dated May 15, 2020

Recommendation:

For Information

Summary:

This report outlines the results of the Region’s 2020 spring debenture issuance. The issue has two components: a 20 year amortizing debenture in the amount of $35 million with an all-in cost of 2.241% and 1-10 year serial (instalment) debentures in the amount of $13 million with an all-in cost of 1.635%. These issues mark the lowest cost of borrowing ever achieved by the Region for projects funded over both 10 and 20 years.

Report:

On May 4, 2020 the Regional Municipality of Waterloo launched a 20 year debenture issue in the principal amount of $35 million. Proceeds will be used to finance capital projects for Paramedic Services, Waterloo Regional Police, Transit Services, and Wastewater Treatment.

On May 5, 2020 the Regional launched a 1-10 year serial (instalment) debenture issue in the principal amount of $13 million. Proceeds will be used to fund various capital projects relating to Waste Management, Voice Radio, Seniors’ Services (Sunnyside Home) capital renewal, and Grand River Transit.

The debentures were issued under the authority of By-law 95-020 which authorizes the Chief Financial Officer to proceed with a debenture issue that best meets the requirements of the Region and report the results to Council at its next scheduled meeting. The Region of Waterloo was the sole participant in these debenture issues.
Process and Pricing

Staff prepared a project list for a spring 2020 debenture issue in February to take advantage of low municipal supply and a low interest rate environment. On March 3rd, external legal counsel confirmed that the Region’s authorizing documents were in order which put the Region in position to access the debt capital markets.

The issue was marketed by the Region’s fiscal agent syndicate with CIBC Capital Markets acting as the lead agent. Discussions with the syndicate continued over the last two months to assess market conditions and tone, investor demand, pricing, and supply including recent and potential provincial and municipal debt issues. Market volatility prevented most issuers from accessing the debt capital markets for most of March. Bank of Canada intervention allowed provincial issuers to start accessing the market in April. By late April, markets stabilized allowing larger municipal issues to be successfully launched. As the market conditions evolved the Region was able to find a structure that met its capital financing needs and investor requirements.

The 20 year amortizing debenture issue resulted in an all-in cost of 2.241%, while the 1-10 year serial issue had an all-in cost of 1.635%. The 20 year issue was structured as an amortizing debenture due to market conditions and to meet investor preference. Amortizing bonds have a principal and interest component to each semi-annual payment similar in structure to a mortgage. Serial bonds have interest payments semi-annually and an annual principal payment.

These issues mark the lowest cost of borrowing ever achieved by the Region for projects funded over 10 and 20 years. The following table shows the all-in average costs for recent Regional debenture issues.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>10 Year</td>
<td>1.64%</td>
<td>2.34%</td>
<td>--</td>
<td>3.23%</td>
<td>2.99%</td>
<td>2.52%</td>
<td>2.07%</td>
<td>2.05%</td>
</tr>
<tr>
<td>15 Year</td>
<td>--</td>
<td>--</td>
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<td>--</td>
<td>--</td>
<td>2.79%</td>
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<tr>
<td>20 Year</td>
<td>2.24%</td>
<td>2.64%</td>
<td>3.02%</td>
<td>3.48%</td>
<td>--</td>
<td>2.97%</td>
<td>2.72%</td>
<td>2.79%</td>
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</table>

These are the twenty sixth (26th) and twenty-seventh (27th) issues launched under the Region’s Aaa rating and the rates offered on the debentures reflect the Region’s excellent credit rating.

The debenture issues close on May 15, 2020 and net proceeds will be received that day.
Corporate Strategic Plan:

The Region’s capital financing program, excellent credit rating, prudent use of debenture financing and monitoring of its debt capacity aligns with the Corporate Strategic Plan objective to ensure the Region provides value for money and long term financial sustainability under Focus Area 5 - Responsive and Engaging Public Service.

Financial Implications:

Debt servicing costs resulting from the issues total $1.402 million annually for the 10 year issue and $2.164 million annually for the 20 year issue to be funded as follows:

<table>
<thead>
<tr>
<th>Term (years)</th>
<th>Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$1,010,800</td>
<td>Regional Property Taxes</td>
</tr>
<tr>
<td>10</td>
<td>391,200</td>
<td>Regional Property Taxes (Police Services)</td>
</tr>
<tr>
<td>20</td>
<td>1,091,800</td>
<td>Development Charges</td>
</tr>
<tr>
<td>20</td>
<td>961,600</td>
<td>Regional Property Taxes</td>
</tr>
<tr>
<td>20</td>
<td>110,600</td>
<td>Regional Property Taxes (Police Services)</td>
</tr>
</tbody>
</table>

Other Department Consultations/Concurrence:

The Regional Clerk and the Regional Chair along with the Chief Financial Officer will be required to execute the necessary documents.

Attachments: Nil

Prepared By: Lori McDonald, Financial Analyst

Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
The Regional Municipality of Waterloo
Licensing and Hearings Committee
Summary of Recommendations to Council

The Licensing and Hearings Committee recommends as follows:

1. That a “Woodland Removal Permit” be issued to Kirtaff Holdings Inc., and Foot Bridge Holdings Inc. for the removal of approximately 2.3 hectares of conifer plantation located at the corner of Main Street and Franklin Boulevard in Cambridge with the following conditions:

   1. That the tree removals be limited to Plantation Area 1 (see Figure 1) and exclude any trees that are within 15 metres of the dripline of the Core Environmental Feature; and

   2. That the exact limits of the trees to be removed be demarcated to the satisfaction of Regional staff in consultation with the City of Cambridge and the GRCA prior to the commencement of tree cutting.

And that Kirtaff Holdings Inc., and Foot Bridge Holdings Inc. be advised that Plantation Area 2 (see Figure 1) did not meet the definition of Woodland in Region's Woodland Conservation By-law. A Regional permit is therefore not required for vegetation removals in this area, but local by-laws may apply. The applicant is advised to check with City of Cambridge staff prior to undertaking removals in this area.

May 5, 2020