Recommendation:

1. That IPPW2018-035 be approved.

2. That the Erbsville South Block Plan Terms of Reference be endorsed.

3. That City staff be directed to initiate an Official Plan Amendment process to implement the Erbsville South Block Plan.

A. Executive Summary
The Erbsville South Environmental Study was recently completed and is being presented to City Council for endorsement. The next component of the planning process for the Erbsville South area is to initiate a Block Plan as per the Terms of Reference originally approved by Council in October 2012. The purpose of the Terms of Reference is to outline the intended process for undertaking the study. While Council has already approved the Terms of Reference, staff have made some small updates without modifying the overall process or content. Staff are also recommending the Block Plan eventually be implemented by an Official Plan Amendment process rather than only being endorsed by Council once the Block Plan is completed.

Therefore, given the minor updates and proposed implementation process for the Erbsville South Block Plan Study, staff are recommending that Council reconfirm support for the Block Plan Study process and Terms of Reference.
B. **Financial Implications**
The Erbsville South Block Plan Study is proposed to be completed by a third party consultant that will be selected through the City’s procurement process and managed by the City. The costs associated with the Block Plan Study will be fully covered by Sunvest Development Corporation. Sunvest is responsible for the costs associated with the proposed Block Plan Study as they would like to move the planning of their lands forward in advance of Erbsville District Plan. Sunvest Development Corporation will be required to provide the City with the agreed-upon funds before they City can approve the hiring of a consultant to complete the Block Plan Study as per the Letter of Commitment found in Attachment B.

C. **Technology Implications**
None.

D. **Legal Considerations**
Staff did not seek legal advice.

E. **Link to Strategic Plan**
(Strategic Priorities: Multi-modal Transportation, Infrastructure Renewal, Strong Community, Environmental Leadership, Corporate Excellence, Economic Development)

Strong Community – The Block Plan will create a land use plan with all the elements required to ensure a vibrant neighbourhood area and a complete community.

Economic Development – The Block Plan will allow for development of the Erbsville South area. Development will provide for additional housing and commercial options in the City of Waterloo.

F. **Previous Reports on this Topic**

G. **Approvals**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td><strong>Author:</strong> Ric Martins</td>
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<td><strong>Director:</strong> Scott Nevin</td>
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<td><strong>Commissioner:</strong> Cameron Rapp</td>
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<td><strong>Finance:</strong> N/A</td>
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INTRODUCTION AND BACKGROUND

In 2012, Council approved a Terms of Reference (ToR) for the Erbsville South Block Plan along with the ToR for an Environmental Study for the same area. The ToR was initiated after consultations with Sunvest Development Corporation, a major landowner in the Erbsville South area, expressed interest in advancing planning to develop their lands prior to a District Plan being completed. The request was considered reasonable because a Subwatershed Study had already been completed (a prerequisite for permitting significant areas of new development) and it was anticipated the area could be serviced by gravity sanitary sewers when the time came for development. Support for this approach was also included in the Official Plan through Specific Provision Area 3.

The Environmental Study was initiated first with the intent that it will inform the Block Plan Study. The completed Environmental Study is being presented to Council for endorsement (see IPPW2018-029). The Block Plan study was intended to begin once the Environmental Study was completed and endorsed by the required agencies.

STUDY AREA

The study area is in the northwest corner of the City. The lands are designated Low Density Residential and Open Space in the Official Plan.
**CONTEXT**

The purpose of the ToR is to outline the intended process for undertaking the study. Council has already approved the ToR, but given proposed modifications to the implementation process, staff are recommending that Council reconfirm support for the Block Plan Study process.

The ToR for the Block Plan, along with the Environmental Study ToR was originally developed following discussions with staff from the City, Region and Grand River Conservation Authority (GRCA). The two studies were to be complementary, with the Environmental Study preceding the Block Plan Study. The intent of the Block Plan is to provide detailed land use policies and a concept plan of development at the block level. Sunvest’s consultants, at their own expense, completed the Environmental Study with the City, Region GRCA and the Ministry of Natural Resources overseeing the process. This approach was consistent with the City’s development review process, which requires landowners to undertake and pay for site-specific environmental studies that are submitted to the City (and other relevant agencies) for review and acceptance. The Block Plan Study will be paid for by Sunvest Development Corporation, but completed by a third party consultant that will be selected and managed by the City. The terms and conditions for this agreement are detailed in the Letter of Commitment from Sunvest Development Corporation shown in Attachment B.

**BLOCK PLAN TO R: MODIFICATIONS AND IMPLEMENTATION**

The ToR for the Erbsville South Block Plan includes the intended process for developing the Block Plan. Components of the ToR include the policy context, study goals and objectives, overall study process and key deliverables such as a Transportation Impact Study, a discussion paper and the final recommended plan.

Staff have maintained the ToR (components and process) as approved by Council in report DS2012-025.1. However, some sections have been updated to reflect existing conditions. For example, the “Policy Context” section was updated to reflect changes that occurred since Council approved the original ToR. These changes include updates in Provincial policy and settlement of the Regional Official Plan. Minor updates were completed to various sections for clarity and do not affect the overall study intent, components, structure, and process outlined in the ToR. The updated Erbsville South ToR is attached as Attachment A to this report.

Further, the original Erbsville South Block Plan ToR did not explicitly outline the intended implementation mechanism for implementing the Block Plan beyond being endorsed by Council. Given recent changes to the planning framework locally and especially by the Province since the ToR was originally approved, staff are recommending that the Block Plan be incorporated into the Official Plan through a formal Official Plan Amendment (OPA), should Council ultimately endorse the recommended Block Plan.

An OPA would formally bring any new policies for Erbsville South into the Official Plan, thereby providing a greater level of clarity and assurance as to how the area will be
developed. For example, Official Plan policies regarding proposed densities of the Erbsville South development would carry more weight compared to only including this direction as a Council motion.

**NEXT STEPS**

Should Council endorse the ToR, staff will begin the process of selecting an appropriate planning consultant to undertake the Block Plan process. The study is proposed to be completed by a third party consultant that will be selected through the City’s procurement process and managed by the City. The costs associated with the Block Plan study will be fully covered by Sunvest Development Corporation. Public involvement is planned throughout the process as detailed in the Terms of Reference (see Attachment A). City staff will manage the Official Plan Amendment process that will eventually implement the Block Plan.

The selected consultant will bring forward a discussion paper prior to finalizing the Block Plan and eventually bring forward the final recommended plan for Council consideration. Staff will initiate the Official Plan Amendment at the discussion paper milestone of the study. Staff propose the eventual final Block Plan and Official Plan Amendment be considered by Council concurrently at the conclusion of the process.
ATTACHMENT A

Note: the following is the Terms of Reference for the Erbsville South Block Plan Study as approved by Council on October 1, 2012. Some small modifications and updates have been made to the document. Items that have been removed are shown as a strikethrough, items that have been added are highlighted and in bold text.

TERMS OF REFERENCE
ERBSVILLE SOUTH BLOCK PLAN STUDY

SECTION 1: INTRODUCTION
The purpose of the Study is to determine an appropriate land use Block Plan for the Erbsville South area in the City of Waterloo. The Terms of Reference sets out the framework for this Study such as outlining the study goal, the objectives, the intended process and who should be involved. The Study will be completed in the context of comprehensive citywide planning and will be prepared by a consultant for approval by the City.

SECTION 2: BACKGROUND
2.1 Study Area
The subject lands, “Erbsville South”, are located in the northwestern portion of the City of Waterloo. Refer to the Erbsville South Block Plan Study Area map below for the Study Area boundaries. Erbsville South is in Ward 2-Northwest and has Low Density Residential and Open Space designations under the Official Plan. The zoning in the area is Agriculture (‘A’) and Medium Density Three (‘MD3’). The area totals approximately 29.46 hectares or 72.8 acres. There are a few existing residential properties in the area.

2.2 History
The Council-adopted Official Plan (OP) The City Official Plan has identified areas throughout the City of Waterloo as Specific Provision Areas (SPA) to provide clarity regarding the intent of the municipality for the future use of land in these Areas. Proposed SPA 3 was created specifically for pertains to the Erbsville South area in Waterloo. This SPA in part states states that “development of these lands may proceed prior to the preparation of a revised District Plan, provided a block planning exercise has been completed, for all lands subject to the Specific Provision Area save and except Regal Place”, recognizing that the Erbsville South lands, unlike the northern portion of Erbsville, may not require a sewer pumping station for servicing and recognizing that Laurel Creek represents a logical planning boundary. Additionally, the land owner in the area has expressed interest in developing their lands.

“…development of these lands may proceed prior to the preparation of a revised District Plan, provided a block planning exercise has been completed, for all lands subject to the Specific Provision Area to the stratification of the City”.

…development of these lands may proceed prior to the preparation of a revised District Plan, provided a block planning exercise has been completed, for all lands subject to the Specific Provision Area to the stratification of the City”.
The SPA recognizes that the Erbsville South lands, unlike the northern portion of Erbsville, may not require a pumping station for servicing and that Laurel Creek represents a logical planning boundary. The landowner in the area has expressed interest in developing their lands. The SPA enables planning to proceed without having to wait for a comprehensive District Plan to be completed for the northern lands. The SPA further states that necessary studies are required to determine that a pumping station is not required to service the lands as part of a complete development application following block planning. A Block Plan Study is needed for the lands in Erbsville South based on the interest expressed by landowners to develop lands in the area and clear policy direction stated in the draft OP.

Sunvest Development Corporation has approached the City to discuss development options for properties that they own in the Erbsville South Block Plan Study Area. They have expressed interest in intensifying the existing, approved Regal Place Subdivision lands as well as other adjacent lands under their ownership. The City has responded by working with the applicant through the appropriate application process to address the consideration of intensification of the Regal Place Subdivision and clarifying the City’s position on planning and development of adjacent lands. With the exception of Regal Place, City staff conveyed that any consideration of development for lands in the Erbsville South area in advance of a comprehensive District Planning exercise will only be considered after a comprehensive Block Plan Study, as per the Council-adopted Official Plan.

Environmental planning (e.g. Subwatershed studies, Environmental studies) is recognized as an integral component of the City’s planning efforts, particularly the District and Block planning processes. Environmental studies provide the framework for stormwater management facilities, environmental best management practices and
related policies consistent with the City’s efforts to protect, maintain and enhance the natural environment through the development process. An Environmental Study will be has been conducted as part of the overall planning of the Erbsville South area. A significant portion of the Environmental Study will be undertaken in advance of and in coordination with the Block Plan Study to ensure future development applications achieve environmental goals and objectives. Regal Place Subdivision will have its own separate Environmental Study prepared to provide for its consideration for intensification through a separate development review process.

2.3 Policy Context

**Provincial Policy Statement**
The Province of Ontario’s Provincial Policy Statement (PPS) came into effect on March 4, 2005 in 2014. The PPS provides direction for policy on issues of provincial interest that relate to land use planning and development. The PPS supports appropriate planning and development while protecting issues regarding resources, health and safety, and the environment that are of provincial interest. The PPS sets the foundation for more efficient and sustainable planning and development within Ontario. The policies contained within the PPS create the policy foundation for preparing the Erbsville South Block Plan Study.

**Growth Plan**
The Province of Ontario released the updated the Growth Plan for the Greater Golden Horseshoe (Growth Plan) on June 16, 2006 as of July 1, 2017. The Growth Plan details a framework for managing growth in the Greater Golden Horseshoe until 2031 2041. According to the Growth Plan, growth is to be concentrated in existing settlement areas, requiring compact settlement and development patterns. Within existing settlement areas two main areas are defined under the Plan: built-up areas and designated greenfield areas (DGA). For the purposes of the Block Plan Study, the subject lands are located in the DGA, outside of the Built Boundary. As part of the DGA, the planning of the Erbsville South area should help create complete communities, enable an urban form supportive of pedestrians, transit, and other forms of transport, provide a diverse mix of land uses and contribute to high quality urban design of public and private spaces. The policies and direction of the Growth Plan will guide how lands in the Block Plan Study will be planned and developed.

**Regional Official Plan**
The Region of Waterloo’s Official Plan (ROP) was approved on December 22, 2010 but is currently under appeal. The Region of Waterloo’s Official Plan (ROP) outlines growth and development on a regional level. Several chapters of the ROP are applicable and provide direction for future development areas such as Erbsville South.

Chapter 2 - Shaping Waterloo Region’s Urban Communities, of the ROP contains general development policies for urban areas in the Region including Designated Greenfield Areas. These policies are relevant to the Erbsville South area, as the area is
envisioned to be mainly residential, with opportunities for other land uses, in order to create a more complete community. In combination with the Growth Plan, the ROP reinforces the need to plan DGAs in new ways compared to the past to achieve stronger and more prosperous communities.

Chapter 7 – The Greenlands Network of the ROP contains policies that address Environmentally Sensitive Landscape (ESL) lands and Environmentally Sensitive Policy Areas (ESPA). The ESL is located to the west of the Study Area and the ESPAs are located to the west, east and within the Study Area. Policies within the ROP and the Official Plan for the ESL and ESPAs will help identify the environmental attributes and constraints for planning and development within the Study Area.

Chapter 8 – Source Water Protection of the ROP contains policies that address the protection and conservation of the Region’s drinking-water resources. Policies within this chapter seek to prevent unnecessary environmental, economic, social and health costs associated with the loss and/or clean-up of drinking-water resources due to contamination or over use.

The potential impact of future development on ESL lands, ESPAs and drinking-water resources identified in the Study Area will be addressed through the Environmental Study being undertaken in conjunction with the Block Plan Study.

**Council-adopted Official Plan**

**City of Waterloo Official Plan**

At this time the new Council-adopted Official Plan (OP) will be the guiding planning document for the city. It has incorporated main components required by provincial policies and the Regional Official Plan (2011) that relate to how the DGA must be planned in Waterloo. **The Official Plan (OP) is the guiding planning document for the City. The OP conforms to the ROP and provincial policies.** Section 3.5 Designated Greenfield Areas specifically deals with how the DGA will be planned to integrate existing communities and support the city as a complete community and will apply directly to the Erbsville South Block Plan Study. Further, Section 11.1.3 Specific Provision Area 3 (Erbsville Community) of the draft OP describes the process for any development in the Erbsville South area that comes forward prior to a District Plan being completed. The draft OP states that:

“For lands in the area Erbsville community shown as SPA 3 on Schedule ‘A6’ – Specific Provision Areas, notwithstanding policies contained elsewhere in this Plan, development of these lands may proceed prior to the preparation of a revised District Plan, provided a block planning exercise has been completed, for all lands subject to the Specific Provision Area save and except Regal Place, to the satisfaction of the City. In addition to any studies required as part of a Complete Development Application development application excluding site plan applications, the City will require necessary studies to ascertain
that a pumping station is not required to service these lands. Any proposed development must demonstrate to the satisfaction of the City of Waterloo that the development will not interfere with any existing wells.”

This policy statement in the Council-adopted Official Plan identifies the need for the Erbsville South Block Plan Study and will guide the planning and development of the area. The new Official Plan will also be applied to other development and building permit applications.

Furthermore, the land use framework developed by the Block Plan will be in conformity with the land use designations of the Official Plan, including the required density provisions. The Official Plan identifies an overall density target of 55 persons and jobs per hectare (pj/ha) across all City Designated Greenfield Lands for which a residential Plan of Subdivision may be approved, on a cumulative basis. While it is noted that the density target policies from the Official Plan have been deferred, the Official Plan policy still serves as a general guide for overall policy direction.

Erbsville Implementation Plan
The Erbsville Implementation Plan (Implementation Plan) is a policy document that was approved in 1979 for the hamlet of Erbsville in northwest Waterloo. The Implementation Plan covers most of the lands that are included in the Erbsville South Block Plan Study. The purpose of the Implementation Plan was to guide the type and extent of future development in the Erbsville area until 1991. A portion of the Implementation Plan will be replaced by a Block Plan as part of the Erbsville South Block Plan Study to reflect the current and future state of the Erbsville South area as it was only intended to guide development until 1991.

SECTION 3: DETAILS OF THE ERBSVILLE SOUTH BLOCK PLAN STUDY

3.1 Purpose
A consultant will conduct a Block Plan Study in Erbsville South to evaluate and analyze options for future development of the Erbsville South area. The Block Plan Study will be informed by the Environmental Study, conducted in coordination with an Environmental Study. The Environmental Study will serve as a major input into the Block Plan Study.

The planning analysis of the Block Plan will include, but not necessarily be limited to, weighing and considering land use options, as well as servicing and environmental constraints consistent with updated subwatershed work for this area (as per the Environmental Study Terms of Reference), within the Erbsville/Laurelwood context and broader City context, including consideration of the City of Waterloo Official Plan policies, Regional Official Plan policies and Provincial Plans and policies and a developed Regal Place Subdivision.
Areas of interest would include, but are not necessarily limited to:

- land use compatibility
- natural heritage features and functions
- environmental constraints
- natural hazard features
- community needs
- cultural and built heritage
- urban design
- sustainable design
- noise attenuation
- protection and/or abandonment of existing wells
- servicing options
- emergency response/services
- connectivity and interrelationships to adjacent lands and Regal Place Subdivision

3.2 Study Goal
The goal of the Study is to develop an achievable and implementable Block Plan to provide detailed land use policies and a concept plan of development at the Block level (Block Plan intended to replace a portion of the Erbsville Implementation Plan) to guide the consideration of development applications and City actions that will result in a high quality, environmentally sensitive neighbourhood in Erbsville South.

3.3 Study Objectives
The objectives of the Block Plan Study are:

1. to identify a servicing strategy for these lands (i.e. stormwater management, sanitary sewers, potable water mains). The servicing strategy will attempt to identify an option that does not require a sewage pumping station;

2. to confirm the need for hard and soft infrastructure within the Study Area in order to support future development on lands located outside of the Study Area but within the Erbsville area;

3. to complete a high-level Transportation Impact Study (TIS) reviewing existing and future traffic conditions in the area in consultation with the Region of Waterloo. The TIS study area includes Erbsville Road from Conservation Drive to Wideman Road including the intersections at Conservation Drive and Wideman Road. The TIS shall include:
   - a review of the existing and projected 10-year traffic volumes;
   - traffic counts for the intersections of Erbsville Road at Conservation Drive and Wideman Road;
   - addressing pedestrian connectivity in the TIS study area as well as the proximity to amenities and to transit;
12 Integrated Planning & Public Works

- a summary of any additional traffic control measures required within the study area based on the existing or future traffic volumes;
- a review of options to encourage development that would not require noise walls along Erbsville Road.

Note: a Pre-Consultation meeting with the Region of Waterloo is required as part of the TIS.

4. to identify the overall population capacity/land use land coverage related to the road and servicing infrastructure, environmental sensitivity and the City’s Official Plan and Regional Official Plan, Growth Plan and Provincial Policy Statement;

5. to identify the location and approximate area of appropriate land uses at the community, District or neighbourhood level consistent with general land use designations. These may include, but are not necessarily limited to, residential, commercial, recreational, institutional and open space land uses (plus any complementary uses) and identify appropriate buffering between uses;

6. to provide detailed development policy at the Block Plan level to ensure development of these lands is consistent with the City’s Official Plan, Regional Official Plan, Growth Plan and Provincial Policy Statement;

7. to identify environmental attributes and constraints and prepare a development concept that is sensitive to, and compatible with, the natural environment consistent with an updated subwatershed study conducted for the Erbsville area, the Laurel Creek Watershed Study, and Subwatershed Study 309;

8. to ensure that urban elements are connected to each other and to adjacent portions of the City by roads, trails, pedestrian and bicycle facilities and transit routes through considering a complete streets approach, in order to create transit supportive, accessible, convenient, safe and energy efficient environments;

9. to identify the general alignment and proposed rights-of-way of roads (including transit facilities, traffic calming measures and emergency services routes);

10. to identify the location and approximate area of lands for possible community service facilities/emergency services based on an adequate assessment of needs;

11. to identify the type and density of land uses by land block;

12. to undertake the Study in a manner that engages the community; and,

13. to complete the Block Plan Study in a timely and efficient manner;
3.4 Process
The Study will follow a process consisting of the following steps.

**Step 1:** Council receipt of proposed Terms of Reference for the Erbsville South Block Plan Study and receipt of proposed Terms of Reference for the Erbsville South Environmental Study. {COMPLETED}

**Step 2:** Council approval of Erbsville South Block Plan Study Terms of Reference and Erbsville South Environmental Study Terms of Reference. {COMPLETED}

**Step 3:** Selection of Consultant to undertake the Erbsville South Block Plan Study.

**Step 4:** Consultant development of a Technical Work Program

**Step 5:** Block Plan Study identification of issues. The Consultant will review the existing policies/reports/documents/data pertaining to Erbsville South.

**Step 6:** Conduct a public meeting to introduce the intent of Block Plan Study prior to Options being formulated.

**Step 7:** Identification and Evaluation of Block Plan Options
i. Discussion Paper created on Block Plan Options
ii. Public, agencies and staff review and comment on the Discussion Paper
iii. **Initiating Official Plan Amendment process**
iv. Presentation to Council

**Step 8:** Recommended Block Plan
i. Final Report created outlining the recommended Block Plan for the Erbsville South area
ii. Public, agencies, and staff review and comment on Recommended Plans
iii. Presentation of Recommended Plans to Council and **Recommended Official Plan Amendment**
iv. Council **consideration for** approval of the Block Plan and Official Plan Amendment*

*once approved by resolution of Council, the Block Plan will represent Council’s vision as to how the development should occur within the Study Area. a planning consultant will undertake the development of the Block Plan while being overseen by City staff. However, the Official Plan Amendment process to implement the Block Plan will be undertaken by City staff only.
3.5 Background Documents

Background documents that will need to be referred to include:

- Provincial Plans and policies;
- **City and Regional Official Plan**
- City and Regional Transportation Master Plan;
- City of Waterloo Strategic Plan;
- Laurel Creek Watershed Study;
- Final Subwatershed Management Plan – Subwatershed Plans #313 and #309;
- Master Plans (e.g. Recreation and Leisure Services’ Master Plan);
- Erbsville Implementation Plan;
- Official Plan (consolidated version 2004 and new draft/adopted version);
- **New Zoning By-Law and** Zoning By-law No. 1418;
- Urban Design Manual;
- Statistics (i.e. the most up to date statistics including the most recent and available census data);
- City of Waterloo Public Involvement Guidelines;
- Erbsville South Environmental Study;
- Regal Place Subdivision Environmental Impact Study;
- Waterloo North Water Supply Class EA; and,
- Grand River Fisheries Management Plan.

SECTION 4: STUDY MANAGEMENT AND DELIVERABLES

4.1 Technical Work Program

A Technical Work Program shall be included outlining the various phases, Study methodology, approach, and timelines necessary to complete the Study. The Technical Work Program should reflect an understanding of the issues related to this Study. The Technical Work Program should outline the tasks and issues to be addressed within each phase, and by whom, and include components such as:

- Public consultation process, including landowners;
- Study approach and strategies;
- Research and analysis;
- Assessment of data;
- Development of options;
- Assessment of the options;
- Meetings with agencies (e.g. Region of Waterloo) and other public and private groups or individuals (including affected landowners), staff and Committees of Council (e.g. Waterloo Citizen’s Environmental Advisory Committee (WCEAC), Waterloo Advisory Committee on Active Transportation (WACAT);
- Preparation of reports including Discussion Paper(s) and final Recommendation Report(s) (including Erbsville South Block Plan text and attachments);
- Holding at least three Public Meetings including an Information Meeting/Open House to introduce the Study, an Informal Public Meeting to
present the Discussion Paper, and a Formal Public Hearing to present the Final Recommendation report; and,
- Study Schedule.
Staff note that the timing of each step of the process is dependent on the result of the preceding step.

4.2 Consultation
Consultation will occur at various stages of the Block Plan Study, as per the City’s practice and as encouraged by the City’s Public Involvement Guidelines. Opportunities for public involvement may include open houses, public meetings, email list notification and updates, a webpage, social media or some other form.
The goals of the consultation are:

i. To ensure there is sufficient input from the community and stakeholders to provide the Consultant and Council with enough information to achieve the Study Goal; and
ii. To conduct a process that is timely, efficient and results in a manageable amount of information.

4.3 Roles and Responsibilities
Council
Waterloo City Council will be responsible for directing the Consultant through the Erbsville South Block Plan Study Terms of Reference. They will make decisions at key milestones (i.e. Discussion Paper, Recommended Plan) taking into consideration opinions from the public and other stakeholders.

Consultant
The role of the Consultant is to prepare the Block Plan Study including undertaking research, providing a forum for discussion, developing options and recommendations, and defending the plans at City Council. The Consultant will be responsible for the cost of booking and holding all public consultation sessions, preparing all documents for all public consultation sessions, and keeping minutes of all meetings throughout the Study. The Consultant will be responsible for soliciting input from the public and various other stakeholders throughout the process. The Consultant will be responsible for developing their own professional recommendations and defending them at Council.

Staff
The role of Staff is to support the Erbsville South Block Plan Study. City staff will be responsible for managing the Consultant throughout the process. A Development Services Growth Management Project Manager will be identified for the duration of the Study. Growth Management staff will also lead and implement the Official Plan Amendment component of the study. The Block Plan report will help inform what amendments are required for the Official Plan. The Official Plan Amendment process will run parallel to the Block Plan process once a preferred alternative has been developed.
While a Development Services Growth Management Project Manager will be identified, other staff from various Departments and Divisions and the Region will be consulted and involved during the Study process. which may include:

- Development Services (Development Approvals, Engineering and Construction, Building Standards)
- Public Works Services
- Community, Culture and Recreation Services
- Protective Services (By-law Enforcement, Fire Prevention, Community Relations)
- Financial Services
- Clerks and Legal

The City will provide the Consultant with access to City background studies and reports listed in Section 3.5 above; some materials may be in electronic format only.

Stakeholders
The role of stakeholders (e.g. public agencies, organizations, citizens, etc.) is to be engaged in the Block Plan Study and provide the Consultant and Council with comments and opinions.

4.4 Deliverables
To successfully achieve completion of the Block Plan Study, the Consultant will be expected to deliver:

i. Technical Work Program
Prepare a Technical Work Program as per section 4.1

ii. Public Consultation Process
Prepare a public consultation process to include:
- An Information Meeting/Open House to introduce the Study in order to listen to property owners and interest groups, hear their concerns, and to solicit their input;
- at least one Informal Public Meeting to present the Discussion Paper;
- a Formal Public Hearing to present the Final Recommendation report.

iii. Transportation Impact Study Report
A Transportation Impact Study Report is to be prepared to:
- conduct a high-level review of existing and future traffic conditions;
- review the existing and projected 10 year traffic volumes;
- conduct traffic counts for the intersections of Erbsville Road at Conservation Drive and Wideman Road;
- address pedestrian connectivity in the TIS study area as well as the proximity to amenities and to transit;
provide a summary of any additional traffic control measures required within the study area based on the existing or future traffic volumes; and
review options to encourage development that would not require noise walls along Erbsville Road.

iv. Discussion Paper
A Discussion Paper is to be prepared to:
• set out the background and purpose of this Study and why it’s being undertaken;
• review the environmental attributes and constraints to land use (e.g., topography, groundwater recharge, etc..) as to how this will influence development;
• identify and discuss the planning issues related to the proposal, and set out a range of land use alternatives or options to be considered along with an evaluation of each option;
• identify and discuss servicing issues related to the proposal, and set out a range of options to be considered along with an evaluation of each option, including preliminary cost estimates;
• identify and discuss the planning issues related to the proposal, and set out a range of land use alternatives or options to be considered along with an evaluation of each option;
• generate community discussion and receive input and feedback to the proposal;
• set out the next steps in the process;
• include a set of Appendices of all data collected for the Study. (All data collected, and the Technical Appendices, shall be delivered to and become the property of the City of Waterloo).

v. Final Report
A Final Report is to be prepared to:
• respond to the issues identified through the Discussion Paper and public consultation processes;
• further analyze and evaluate the options;
• make recommendations for the preferred option with a rationale which supports the recommendations;
• include the policy text and schedules for consideration of approval. Policy and scheduled developed will be incorporated into the implementing Official Plan Amendment.

vi. Erbsville South Block Plan
The Block Plan is to be prepared to include such matters as:
• land use designations (including any areas with special environmental characteristics);
the policy text including any new policies and definitions as required;
information and technical Appendices;
Block Plan concept maps;
covering reports for the Block Plan; and
if the Block Plan is modified by Council, the consultant shall be responsible for revising the Block Plan to reflect the modifications made by Council.

vii. Documentation
The consultant should supply:

- 40 bound copies, including 1 unbound copy, 1 editable electronic copy, of a Discussion Paper outlining Block Plan options and make presentation to Council;
- 10 bound colour copies, including 1 unbound colour copy, 1 editable electronic copy of all maps diagrams and pictures;
- 40 bound copies, including 1 unbound copy, 1 editable electronic copy, of any other reports produced as part of the Block Plan Study; and
- 40 bound copies, including 1 unbound copy, 1 editable electronic copy, of the Final Report including a recommended Block Plan and make presentation to Council.

SECTION 5: GENERAL PROVISIONS RELATED TO THE STUDY AND PLANS
All documents including maps, plans, and reports developed during the Erbsville South Block Plan Study process becomes the property of the City of Waterloo. This includes PowerPoint presentations used at consultation sessions or at Council.

All documents, reports, maps, plans and consultant submissions to the City of Waterloo will be provided in the following way; requisite number of bound copies, one unbound version, and one electronic version suitable for reproduction purposes to the satisfaction of the City and will be the property of the City of Waterloo.

Collaborative Submissions
Collaborative submissions to provide required services from two or more consulting firms will be permitted; only one proposal submission per collaboration will be considered.

SECTION 6: BIAS

In order to avoid any bias or perception of bias in relation to the Erbsville South Study Area, any corporation, partnership or individual who:

1. owns or leases property in the Erbsville South Study Area;

2. has previously worked for the City of Waterloo, either as an employee in the Integrated Planning and Public Works department or as a consultant, on issues related to the Erbsville South Study Area in the last two years; or,
3. has done consulting work for any current, private owner or lessee of property in the Erbsville South Study Area in the last two years, or is presently doing consulting work for a current, private owner or lessee of property in the Erbsville South Study Area;

shall not be allowed to make submissions to, or be considered by, the Consultant Selection Committee.

In addition, should an employee of a corporation or partnership, including a partner of a partnership, meet any of the three criteria mentioned above, that corporation or partnership shall not be allowed to make submissions to, or be considered by, the Consultant Selection Committee.

SECTION 7: SUBMISSION EVALUATION

Submission evaluation will be conducted pursuant to the City Purchasing By-law (06-086). The bid submission review committee will follow directives within the Purchasing By-law. The Consultant Selection Committee will consist of a minimum of 4 people including 2 staff members, the General Manager and/or a Director, and the Director of Purchasing. The liaison Councillor will be invited to join the panel. The acquisition of services shall be subject to Council approval.

All submissions will be considered and evaluated in a 2-stage process. Submissions will be required to meet a minimum of 65% of the evaluation criteria in stage 1 before consideration will be given to price submission for the project.

Project submissions will be evaluated based on the criteria as set out in Table 1.

**Table 1: Evaluation of Submissions**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
<th>City's Evaluation of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity and completeness of submission</td>
<td>8%</td>
<td>-</td>
</tr>
<tr>
<td>Innovative approach to project methodology and process</td>
<td>7%</td>
<td>-</td>
</tr>
<tr>
<td>Understanding and Approach</td>
<td>25%</td>
<td>-</td>
</tr>
<tr>
<td>- Process design and applicable legislation (10%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>- Collaborative nature (5%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>- Firm's Knowledge of City (5%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>- Commitment to Timeline (5%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Experience</td>
<td>35%</td>
<td>-</td>
</tr>
<tr>
<td>- Experience on similar Projects (10%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>- Past Performance (10%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>- Evaluation of Project Manager (5%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>- Support Staff (5%)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Discipline/Category</td>
<td>Weight (%)</td>
<td>Details</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Disciplines In-house</td>
<td>5%</td>
<td>-</td>
</tr>
<tr>
<td>Technical Sub-total</td>
<td>75%</td>
<td>-</td>
</tr>
<tr>
<td>Minimum Score Required</td>
<td>65%</td>
<td>-</td>
</tr>
<tr>
<td>Price Evaluation Sub-Total</td>
<td>25%</td>
<td>-</td>
</tr>
<tr>
<td>COMBINED TOTAL</td>
<td>100%</td>
<td>-</td>
</tr>
</tbody>
</table>
July 30, 2012

Mr. Scott Nevin
Director of Policy Development
City of Waterloo
100 Regina Street South
P.O. Box 337
Waterloo, Ontario
N2J 4A8

Dear Mr. Nevin:

RE: Erbsville South Lands – Block Plan Study
Sunvest Development Corp., City of Waterloo

Please be advised that Sunvest Development Corp. is agreeable to proceeding with the Block Plan Study and furthermore, is agreeable that the City of Waterloo proceed to undertake a call for proposals based on the following:

1. Sunvest is committed to paying the full cost of hiring a planning consultant to undertake the Block Plan Study.
2. After the City of Waterloo has reviewed the consulting proposals and selected a preferred consultant, Sunvest will provide the City of Waterloo with a new letter of commitment stipulating that they agree to pay the total consultant cost or that they wish to terminate their commitment as per Item 4 below.
3. Prior to the City hiring a consultant, Sunvest shall provide the City with the funds for the Block Plan Study.
4. Should Sunvest determine the proposed consulting costs (identified in Item 2) exceed their budget, they shall advise the City in writing that they do not wish to pursue the completion of the Block Plan Study at this time. In such case, staff will not process hiring a consultant and the Study will not proceed.
5. Should Sunvest wish to proceed with the consultant, as per Item 2, Sunvest recognizes that any study costs related to additional work necessary to complete the Study, as authorized by Council, shall be Sunvest’s responsibility.

Should you have any questions, please do not hesitate to call.

Yours truly

Sunvest Development Corp.

[Signature]

Peter De Groot
President
PDG/6