
Technical Appendix 2 - Master Planning Process

1 Appendix Introduction

This Technical Appendix is intended to summarize the Master Planning Process and Planning Context governing the Water Distribution Master Plan.

2 Master Planning Process

A Master Plan is typically subject to approval by the municipality, but does not normally require approval under the EA Act. However, any specific project within a Master Plan must fulfill the Class EA requirements. At a minimum, Master Plans address Phases 1 and 2 of the Class EA process (see below).

There are generally four approaches to undertaking Master Plans under the Class EA process. The WDMP was undertaken to comply with **Approach 2** of Municipal Class EA Master Planning process. This approach involves the preparation of a Master Plan document at the conclusion of Phases 1 and 2 of the Class EA process, where the level of investigation, consultation and analysis are sufficient to fulfill the requirements for Schedule A, A+ and B projects. While **Approach 2** provides the basis for future investigations for specific Schedule C projects, none were identified under this Master Plan.

2.1 Class Environmental Assessment Process

Ontario's **Environmental Assessment Act** requires the proponents to examine and document the environmental effects that could result from major projects or activities and their alternatives.

The EA Act establishes a framework for systematic, rational and replicable environmental planning process that is based on five key principles:

- Consultation with affected parties;
- Consideration of a reasonable range of alternatives;
- Identification and consideration of the effects of each alternative on all aspects of the environment;
- Systematic evaluation of alternatives in terms of their advantages and disadvantages, to determine their net environmental effects; and,
- Provision of clear and complete documentation of the planning process to allow traceability of decision-making with respect to the project.

Projects subject to the Class EA process are classified into four schedules depending on the degree of the projected impacts.

- **Schedule A** projects are minor operation and maintenance activities. These projects are pre-approved and do not require further assessment.
- **Schedule A+** projects are similar to Schedule A project; however, they require the public to be advised prior to project implementation.
- **Schedule B** projects must go through a screening process of alternatives for their environmental impacts as well as Phase 1 and Phase 2 of the Class EA planning process.
- **Schedule C** projects must satisfy all five phases of the Class EA process, and have the potential for more significant environmental impacts. Schedule C projects require the completion of an ESR which is filed for public review.

The five phase Class EA planning process, as outlined by the MEA, are as follows:

- **Phase 1:** Problem and Opportunity Definition
- **Phase 2:** Identification and Evaluation of Alternative Solutions to Determine a Preferred Solution
- **Phase 3:** Examination of Alternative Methods of Implementation of the Preferred Solution
- **Phase 4:** Documentation of the Class EA process in the form of an Environmental Study Report (ESR)
- **Phase 5:** Implementation and Monitoring

2.2 Public Consultation

Public consultation is an important component of the master planning process, allowing the City to inform the public about the study while eliciting input from residents and stakeholders during the study process.

The primary goals of the public consultation process were to:

- Present clear and concise information to stakeholders at key stages of the study process;
- Elicit community, regulatory and City staff input; and
- Meet Municipal Class EA consultation requirements.

Technical Appendix #4 provides detailed summary of the WDMP Public Consultation Materials.

2.2.1 Study Communication and Public Communication

A contact list was compiled of relevant and interested parties, including agencies, local area municipalities and interested members of the community. This list was updated through the study and used for mailing and emailing, where applicable, project notices.

The following public consultation activities were undertaken as part of the master plan process.

2.2.1.1 Notice of Study Commencement

The Notice of Commencement was published and distributed on February 4, 2016 in the Waterloo Chronicle, Kitchener-Waterloo Record, and on the City of Waterloo’s website with a joint Notice of Public Information Center No.1. The Notice of Study Commencement informed the public of the initiation of the project, the overall goals of the Water Distribution Master Plan as well as informed the public that a Public Information Center would be taking place.

2.2.1.2 Public Information Center No. 1

The first round of Water Distribution Master Plan Public Information Centers (PIC) was held during Phase 1 of the Class EA study process to introduce the project and receive feedback regarding the Problem and Opportunity Statement, Study Background, and Class EA Process.

PIC No.1 was held at the location and date show below:

Date	February 25 th , 2016
Time	6:00 to 8:00 pm
Location	Waterloo Memorial Recreation Complex, Hauser Haus 101 Father David Bauer Drive, Waterloo, Ontario

Details on attendance, comments received, and display panels presented are provided in **Technical Appendix #4**.

2.2.1.3 Public Information Center No. 2

The second round of Water Distribution Master Plan Public Information Centers (PIC) was held during Phase 2 of the Class EA study process to introduce the project to present the preferred servicing strategy.

PIC No.2 was held at the location and date show below:

Date	November 15 th , 2016
Time	2:00 to 4:00 pm
Location	Waterloo Memorial Recreation Complex, Room 10 101 Father David Bauer Dr, Waterloo, Ontario

Details on attendance, comments received, and display panels presented are provided in **Technical Appendix #4**.

3 Planning Context

The City of Waterloo, as all cities and municipalities in Ontario, must operate within the administrative, legislative and financial framework established by senior levels of government. The key provincial and federal initiatives that provide directives, and are considered within the master planning process, are summarized below.

3.1 Provincial Policy Statement

The Provincial Policy Statement (PPS)¹ provides policy direction on matters of provincial interest related to land use planning and development. As a key element of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It provides for appropriate development while protecting resources of Provincial interest, public health and safety and the quality of the natural environment.

3.2 Places to Grow

The Places to Grow Growth Plan for the Greater Golden Horseshoe (2006) provides a 25 year framework for implementing the Province of Ontario's vision for managing growth to 2031. The plan was prepared under the Province's Place to Grow Act, 2005 and includes several guiding principles. The Growth Plan has been amended twice since its release in 2006. The first amendment was released in January 2012 and contains new policies, schedules and definitions that apply in the Simcoe sub-area. The second amendment was released in June 2013 to update and extend the Growth Plan's vision, policies and population and employment forecasts to 2041 to help communities across the region better plan for growth and development in a sustainable way.

¹ Provincial Policy Statement. Ontario Ministry of Municipal Affairs and Housing, 2014.

3.3 Planning Reform Act

The **Planning Act** establishes the rules for land use planning in Ontario. It describes how land uses may be controlled in communities. Changes to the planning system were introduced in 2006 by the **Planning and Conservation Land Statute Law Amendment Act**. Key changes are as follows:

- Municipalities must now update their Official Plan every five years, followed by an update of the accompanying zoning by-law within three years after the new Official Plan is in effect;
- There are more opportunities for public input before local decisions are made;
- Municipalities have enhanced ability to plan for a range and mix of housing types and densities; and
- Municipalities have additional ability to have the final say on whether designated employment lands can be converted to other uses.

3.4 Bill 13, Sustainable Water and Wastewater Systems Improvement and Maintenance Act, 2010

Bill 13 enacts the Sustainable Water and Wastewater Systems Improvement and Maintenance Act, 2010 and repeals the Sustainable Water and Sewage Systems Act, 2002. Key elements of Bill 13 include:

- Establishes the purpose of the Act, which includes ensuring that public ownership of water services and wastewater services is maintained.
- Identifies the Ontario Water Board as an agent of the Crown and sets out the Board's objectives, powers and duties which relate to the regulation of water and wastewater services.
- Sets out the responsibilities of municipalities or groups of municipalities that are designated as regulated entities by regulation.
- Recommends that regulated entities prepare business plans for the provision of water services or wastewater services. The plan must contain, among other things, an assessment of the full cost of providing water or wastewater services to the public and a description of how the regulated entity intends to pay this full cost.

3.5 Sustainable Water and Sewage Systems Act

The Ontario Government passed the **Sustainable Water and Sewage Systems Act** in 2002; however, it is not yet in force². The **Act** makes it mandatory for municipalities to assess the costs of providing water and sewage services and to recover the full cost of providing these services. All designated municipalities that provide water and sewage services must prepare a full cost report and a cost recovery plan to be approved by the Minister of the Environment. It is expected that this requirement may lead to higher water rates and give municipalities an incentive to promote conservation³.

3.6 Water Opportunities and Conservation Act

The Ontario Government passed the **Water Opportunities and Conservation Act** in 2010. The **Act** requires certain municipalities, persons and entities prepare, approve and submit to the Minister of the Environment and Climate Change sustainability plans for municipal water services, wastewater services and stormwater services under their jurisdiction. The Minister may establish performance indicators and targets for these services. The **Act** also authorizes the creation of regulations requiring public agencies to prepare water conservation plans, achieve water conservation targets, and consider technologies, services and practices that promote the efficient use of water while reducing impacts on Ontario's water resources.

3.7 Safe Drinking Water Act

The **Safe Drinking Water Act** was adopted in 2002. The **Act** provides for the protection of human health and the prevention of drinking water hazards through the control and regulation of drinking water systems and drinking water testing⁴.

3.8 Clean Water Act

The **Clean Water Act** was adopted in 2006. The purpose of the **Act** is to protect existing and future sources of drinking water⁵.

3.9 CCME Setting Strategic Directions for Water

The Canadian Council of Ministers of the Environment's (CCME's) 2009 vision entitled "Setting Strategic Directions for Water" provides a framework for future actions and activities related to water, such that Canadians have access to clean, safe and sufficient water to meet their needs in ways that also maintain the integrity of ecosystems.

² http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_02s29_e.htm. Accessed 28 September, 2011

³ <http://www.ecolawinfo.org/WaterFAQ-WaterFinancing.aspx#watfin04>. Accessed 28 September, 2011

⁴ http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_02s32_e.htm. Accessed 28 September, 2011

⁵ http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_06c22_e.htm. Accessed September 28, 2011