

UTILITIES KINGSTON

# WATER AND WASTEWATER MASTER PLAN UPDATES

STAKEHOLDER CONTACT DOCUMENTATION

JANUARY 2017





# WATER AND WASTEWATER MASTER PLAN UPDATES

## STAKEHOLDER CONTACT DOCUMENTATION

**Utilities Kingston**

Project n° : 151-02944-00  
Date : January 2017

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**WSP Canada Inc.**  
1224 Gardiners Road  
Kingston, ON K7P 0G2

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**[www.wspgroup.com](http://www.wspgroup.com)**





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# APPENDICES

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# Appendix A

COMMUNICATIONS PLAN



UTILITIES KINGSTON

# WATER AND WASTEWATER MASTER PLAN UPDATES

COMMUNICATIONS PLAN

JUNE 2015





# WATER AND WASTEWATER MASTER PLAN UPDATES COMMUNICATIONS PLAN

**Utilities Kingston**

Project n° : 151-02944-00  
Date : June 2015

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**WSP Canada Inc.**  
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Kingston, ON K7P 0G2

Phone: +1 613-634-7373  
Fax: +1 613-634-3523  
**[www.wspgroup.com](http://www.wspgroup.com)**







June 2, 2015

Mr. Mike Fischer & Mrs. Katie Morrow  
Utilities Kingston  
85 Lappan's Lane  
Kingston, ON  
K7L 4X7

**Subject :       Water and Wastewater Master Plan Updates**

Dear Mr. Fischer & Mrs. Morrow,

Please find enclosed a draft summary of our communications plan for the City of Kingston's Water and Wastewater Master Plan Updates. This document provides a summary of internal communications protocols to be followed between UK and WSP throughout the course of the studies as well as external communication protocols, for communications with the public and any applicable agencies.

Please review and advise us of any comments on the enclosed document.

Yours truly,

Matt Morkem, P. Eng.  
Manager, Infrastructure, Kingston



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# REVISION HISTORY

VERSION	DATE	DESCRIPTION
2	JUNE 10, 2015	UK Comment Update



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# 1 INTRODUCTION

Utilities Kingston (UK) is undertaking separate Class Environmental Assessment (EA) studies to update their Water and Wastewater Master Plans to recommend infrastructure strategies that are aligned with the current population growth plans and that account for any changes to the servicing systems since the existing Water and Wastewater Master Plans were finalized, in 2007 and 2010 respectively. The updates to both Master Plans will identify strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2031.

The general scope of work for the assignment is to provide engineering services for the Master Plan Study which is to follow the Municipal Engineers Association (MEA) Class EA process. In addition to the steps typically undertaken in Water and Wastewater Master Plans, the work will involve conducting condition assessments of all water and wastewater infrastructure as input for assessing existing water and wastewater system capabilities.

The following Communications Plan will identify communication processes to be used internally between UK and WSP staff, as well as externally with the public, stakeholders and agencies throughout the course of the study.

## 2 INTERNAL COMMUNICATIONS PLAN

Effective communications will be critical to the success of UK's project. This includes communications with UK, including UK's project managers and other technical staff. Our protocol for internal communications is provided in the subsections below.

### 2.1 COMMUNICATIONS WITH UTILITIES KINGSTON

#### 2.1.1 KEY POINTS OF CONTACT

Matt Morkem, WSP's Local Project Manager, will be the main point of contact with the UK and will therefore be responsible and accountable for the formal communications between UK and the WSP team. Mike Fisher and Katie Morrow, the respective project managers for the Wastewater and Water Master Plan Updates, will be the main points of contact on UK's side. Other project staff at UK and WSP and their respective contact information is listed in the Table 2.1. Email communications between staff other than Matt, Mike and Katie will be permissible, so long as all three parties are copied on the emails. Stan Holden, our Senior Project Manager and key advisor for the project will only be copied on critical email communications.

NAME	ROLE	ORGANIZATION	EMAIL
Chris Phippen	Manager – Utilities Engineering	Utilities Kingston	chippen@utilitieskingston.com
Mike Fischer	Project Manager for Wastewater Master Plan Update	Utilities Kingston	mfischer@utilitieskingston.com
Katie Morrow	Project Manager for Water Master Plan Update	Utilities Kingston	kmorrow@utilitieskingston.com
Kevin Riley	Director, Water & Wastewater Operations	Utilities Kingston	kriley@utilitieskingston.com
Randall Whan	Supervisor, Water & Wastewater Treatment Operations	Utilities Kingston	rwhan@utilitieskingston.com
Kevin Hanna	Supervisor, Water & Wastewater Treatment Maintenance	Utilities Kingston	khanna@utilitieskingston.com
Phil Emon	Supervisor, Water & Wastewater Treatment Operations	Utilities Kingston	pemon@utilitieskingston.com
Matt Morkem	Project Manager	WSP	matt.morkem@wspgroup.com
Stan Holden	Senior Project Manager/Advisor	WSP	stan.holden@wspgroup.com
Josh Eamon	Wastewater Engineering Technical Lead	WSP	josh.eamon@wspgroup.com
Alec Cranmer	Water Engineering Technical Lead	WSP	alec.cranmer@wspgroup.com
Jean-Luc Daviau	Hydraulic Analysis Lead	WSP	jean.luc.daviau@wspgroup.com
Michael Flowers	Modelling Coordinator	WSP	Michael.flowers@wspgroup.com
Marco Vincelli	Process Lead	WSP	marco.vincelli@wspgroup.com
Pat Becker	Environmental Assessment & Public Consultation Lead	WSP	pat.becker@wspgroup.com
Karen Lenkiewicz	Environmental Assessment Process & Documentation	WSP	karen.lenkiewicz@wspgroup.com

**Table 2.1 Project Contacts**

## 2.1.2 INFORMATION COLLECTION

To ensure that the process for collected data and information from UK is secure, WSP will set up a File Transfer Protocol (FTP) site to which UK will be given full access. UK will be able to upload any information to the site which can subsequently be retrieved by WSP. The site may eventually be used to upload deliverables electronically, particularly for large files.

The FTP site will be used solely as a file-transfer tool, and not as a file storage location. The site will be monitored on an ongoing basis. When new information is uploaded to the FTP site, the appropriate project manager, be it on UK or WSP's side, will be informed by email of the information update. WSP will maintain a log of all the files shared through the FTP site.

The FTP site can be accessed using the following site details:

**Link (to be copied and pasted into Windows Explorer):** <ftp://share-ca.wspgroup.com>

**Username:** NKCZXMLBC

**Password:** 6mEYTF0B

### 2.1.3 WORK PROGRESS UPDATES

UK will be updated regularly on the state of the project's progress through the submission of a Work Progress Report (WPR) which will be sent out monthly, with each invoice. The WPR will summarize the work completed during the given reporting period, provide commentary with regards to the project's schedule and list the work anticipated to be completed in the next period.

## 3 PUBLIC CONSULTATION PLAN

The following outlines the key aspects of our Public Consultation approach.

### 3.1 STAKEHOLDER CONTACT LIST

A preliminary stakeholder contact list has been developed, using the contact list from the Portsmouth Pumping Station Class EA as a base, and is included in the Stakeholder Contact Documentation (Appendix B). This list will be reviewed and revised over the course of the project, as required. The public and all interested parties will have the opportunity to add themselves to the list in order to be circulated on project notices. The public will have the opportunity to initially hear about the study through project notices published in local newspapers within the City as well as through UK's web based communication tools such as their website, Facebook page and Twitter account.

### 3.2 WEB BASED TOOLS

#### 3.2.1 PROJECT WEBSITE

UK's website will be used to inform the public of the progress of the Master Plan studies. As the studies progress, updates will be conveyed to the webmasters/administrators for UK's website so that the information can be uploaded to a webpage designated for both studies. The website will be accessible to the public, stakeholders and interest groups. The site's existence will be advertised for the duration of the Study through means of public notices.

#### 3.2.2 SOCIAL MEDIA

To keep up with current information mediums used by the public, UK will also make use of their Facebook page and Twitter account to post updates regarding the status of the Study as well as to provide information regarding key consultation forums to which the public is invited to attend.

### 3.3 PUBLIC AND AGENCY CONSULTATION

Public and agency involvement throughout all aspects of the Master Plan Updates will be critical to ensuring that the public fully understands the proposed infrastructure plans and can subsequently provide meaningful feedback regarding the proposed plans.

A list of potential affected agencies and special interest stakeholders (e.g. rate payers groups, provincial review agencies, etc.) has been compiled and will be used when distributing all notices regarding the studies. In addition to the standard project notices we'll send to agencies, we will hold meetings with agencies and other stakeholders when required.

### 3.3.1 KEY POINTS OF CONTACT

The Study will follow Approach 1 from the MEA Class EA process for the completion of Master Plan studies and will therefore address Phase 1 and most of Phase 2 of the Municipal Class EA process. This Master Planning approach includes a broad level of assessment regarding the infrastructure requirements within a given municipality and therefore does not include the site specific analyses required for the completion of Phase 2 for Schedule B projects. Implementation of all Schedule B projects will require additional site specific studies (e.g., evaluation of alternative sites or routes), consultation activities and the completion of a Project File. The Water and Wastewater Master Plan Updates requires a total of two mandatory points of public consultation to satisfy the requirements of the MEA Class EA process; however, we recommend four key points of contact throughout the studies, namely:

- Issue the Notice of Study Commencement (optional)
- Hold a Public Information Centre (PIC) to present the problem statement and the servicing alternatives
- Hold a Public Information Centre to present the preferred servicing alternative(s) and the 'road map' by which the recommended infrastructure should be implemented
- Issue the Notice of Study Completion (mandatory)

More details regarding the notices and the PICs are included in the subsections below.

#### 3.3.1.1 PROJECT NOTICES

The use of Project Notices will be made to inform the Public, Agencies and other Stakeholders of the Commencement and Completion of the Studies as well as the timing and details regarding the two Public Information Centres. WSP will send all Project Notices to persons on the Study's contact list, whereas UK will arrange to publish the notice in the City's local newspapers. Notices for the PICs will be mailed out at least 2 weeks prior to the PIC date and will be advertised in the local newspaper within the same time frame.

#### 3.3.1.2 PUBLIC INFORMATION CENTRES

PIC's are a typical forum for public consultation on any Class EA or Master Plan Study. PIC's are an effective means of conveying information to the public and special interest groups, and will allow for feedback to be solicited in a timely manner. Most PICs are conducted as 'open houses' in which information about the study is put on display and the project team is available to explain the information presented and answer any subsequent questions participants may have. Occasionally PICs take on the form of a presentation style session; however, based on our experience, we recommend the 'open house' style PICs as it allows for more interaction between the project team and the participants, which is conducive to getting more feedback from those in attendance. This format also provides an opportunity for the team to meet special interest groups within the community that may be in attendance and to identify key areas where further consultation may be needed.

Two PICs will be held throughout the duration of the Water and Wastewater Master Plan Updates. Since both Master Plan updates are being undertaken concurrently, it is fine to consult on the two studies in a single public forum. With projects of this nature, the public consultation process is most critical during the identification and evaluation of servicing alternatives. As such, we recommend that the first PIC be held near the beginning of Phase 2 of the Class EA process to introduce the Studies' purposes, the problem statement, the condition of the existing infrastructure and the evaluation approach and criteria. We recommend that the second PIC be held near the end of Phase 2, with the purpose of presenting the preferred servicing alternatives for each system as well as the phasing plan for all of the works recommended. The second PIC will therefore focus on what infrastructure is required and the implementation plan.

Interested stakeholders in attendance at either PIC will be able to sign up for a study mailing list so that they can be kept informed of the studies' progress. In order to maximize the feedback from the public, stakeholders and agencies, the PIC materials presented at each PIC will also be made available on UK's website.

### USE OF QUESTIONNAIRES

Questionnaires will be developed and distributed at the PICs in order to solicit feedback from PIC attendees. The questionnaire will also be posted on the UK's website in case an attendee wanted to provide input into the process but was not able to attend the meeting or did not have a chance to pick up a questionnaire.

### 3.3.2 ASSESSABILITY ACT

WSP acknowledges that the project shall be fully-compliant with the Accessibility for Ontarians with Disabilities Act (AODA) legislation passed in 2005 which mandates the province to be 'accessible' by 2025 and with the Ontarians with Disabilities Act, 2001, R.S.O. 2001, c.32 Section 13. Provincial standards that support the AODA will be incorporated in the communication process and documents.

### 3.3.3 COMMUNICATION TRACKING

A UK project-specific email address will be setup to track communications with the public regarding the Studies. The UK and WSP project managers will manage all communications made through this email address. Matt Morkem will ensure to engage the appropriate resources on WSP to prepare responses to any questions or comments received and the UK project manager will review and approve said communications before the responses are issued.

WSP will track all email communications to and from the public by maintaining a master log of all said communications. The master plan email is:

[MasterPlans2015@utilitieskingston.com](mailto:MasterPlans2015@utilitieskingston.com)

## 3.4 ABORIGINAL CONSULTATION

First Nations and Métis are key stakeholder groups included in the consultation process. The following initiatives will be undertaken to coordinate the engagement of Aboriginal peoples in the Class EA process:

- Develop a stakeholders list of First Nations and Métis communities with existing or asserted rights or claims within the Study Area;
- Review the list with information received from the Ministry of Aboriginal Affairs to confirm aboriginal groups were not overlooked;
- Notify these communities of the Class EA that is underway as well as any consultation activities (e.g., Public Information Centres) that are being held regarding the Study; and
- Follow up with the community contacts to ensure that they have received the Notices regarding the Study

During the Study, the project team will document all correspondence with Aboriginal communities and will maintain an up to date Aboriginal Communities contact list.

### **3.5 MASTER PLAN DOCUMENT**

At the completion of the Study, two Master Plan reports will be published which will document the process by which the water and wastewater studies were undertaken and their findings; notably the recommended infrastructure and the implementation plan for said infrastructure. The Master Plan is being conducted using Approach 1, which means the project will not be subject to Part II orders under the Municipal Class EA process. The final Master Plan documents will be circulated for public comment.

# Appendix B

CONTACT LIST





1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Notice of Comm.	Sent Response Form	Completed Response Form	Sent Response Letter	E-mailed PIC Notices	E-mailed PIC Notices Cancellation	Mailed PIC No. 1 Notice	E-mailed May PIC No. 1 Notice	Mailed May PIC No. 1 Notice	E-mailed Nov PIC No. 2 Notice	Mailed PIC No. 2 Notice	Add	Remove	Name	Title	Agency / Organization	Street Address	City	Postal Code	Salutation	Telephone	Email
<b>FEDERAL AGENCIES / ORGANIZATIONS</b>																					
✓	✓		✓									✓	Ms. Louise Knox	Director	Canadian Environmental Assessment Agency	55 St. Clair Ave. E Room 907	Toronto, ON	M4T 1M2	Ms. Knox	416-952-1576	
✓	✓		✓		✓	✓	✓	✓	✓	✓			Mr. Robs Dobos	Head EA Section	Environment Canada	867 Lakeshore Rd., P.O. Box 5050	Burlington, ON	L7R 4A6	Mr. Dobos	905-336-4953	<a href="mailto:rob.dobos@ec.gc.ca">rob.dobos@ec.gc.ca</a>
✓	✓		✓			✓		✓		✓			Ms. Debbie Miller	Referrals Coordinators	Fisheries and Oceans Canada	401 King St. W, P.O. Box 1000	Prescott, ON	K0E 1T0	Ms. Miller	613-925-2865	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Derek Basso	Engineering Technician	CN Rail	1 Administration Rd., P.O. Box 1000	Concord, ON	L4K 1B9	Mr. Basso	905-669-3184	<a href="mailto:derek.basso@cn.ca">derek.basso@cn.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		Mr. Stefan Linder	Manager Public Works	CN Rail	1 Administration Rd., P.O. Box 1000	Concord, ON	L4K 1B9	Mr. Linder	905-669-3264	<a href="mailto:stafan.linder@cn.ca">stafan.linder@cn.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Joe Van Humbeck	System Manager, Environmental Assessment	CP Rail	7550 Ogden Dale Rd. SE	Calgary, AB	T2C 4X9	Mr. Van Humbeck	403-319-6530	<a href="mailto:joe_vanhumbeck@cpr.ca">joe_vanhumbeck@cpr.ca</a>
✓	✓						✓		✓				Mr. Earling Armson	Biologist	Ducks Unlimited				Mr. Armson	613-389-0418	<a href="mailto:e_armson@ducks.ca">e_armson@ducks.ca</a>
✓	✓	✓	✓									✓	Mr. Owen Steele		Ducks Unlimited	740 Unit 1 Huronia Rd.	Barrie, ON	L4N 6C6	Mr. Steele	705-721-4444	
✓	✓		✓			✓		✓		✓	✓		Mr. Mike Ryan	Regional Deputy Commissioner	Correctional Service Canada	443 Union St. W	Kingston, ON	K7L 4Y8	Mr. Ryan		
✓	✓		✓			✓		✓		✓	✓		Ms. Theresa Westfall	Assistant Deputy Commissioner	Correctional Service Canada	443 Union St. W	Kingston, ON	K7L 4Y8	Ms. Westfall		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Corinna Dally-Starna	Regional Coordinator, Environmental Programs	Correctional Service Canada	443 Union St. W	Kingston, ON	K7L 4Y8	Ms. Dally-Starna	613-536-4744	<a href="mailto:corinna.dally-starna@csc-scc.gc.ca">corinna.dally-starna@csc-scc.gc.ca</a>
✓	✓		✓		✓	✓	✓	✓		✓			Ms. Diane McClymont-Peace	Director Environmental Health Assessment	Health Canada	Address Locator 0900C2	Ottawa, ON	K1A 0K9	Ms. McClymont-Peace	613-946-9663	<a href="mailto:diane_mcclymont-peace@hc-sc.gc.ca">diane_mcclymont-peace@hc-sc.gc.ca</a>
✓	✓		✓									✓	Anik Guerlin	Environmental Health Assessment Officer	Health Canada	Address Locator 0900C2	Ottawa, ON	K1A 0K9	Guerlin	613-957-2490	<a href="mailto:anik_guertin@hc-sc.gc.ca">anik_guertin@hc-sc.gc.ca</a>
✓	✓		✓			✓		✓		✓			Ms. Kitty Ma	Environmental Assessment Coordinator	Health Canada	180 Queen St. W, 10th Floor	Toronto, ON	M5V 3L7	Ms. Ma	416-954-2206	
✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Don MacKay	Prevention and Public Safety Coordinator	Ontario Waterways - Rideau Canal National Historic Site and Trent-Severn Waterway National Historic Site	34 Beckwith St. S	Smiths Falls, ON	K7A 2A8	Mr. MacKay	613-283-7199 x211	<a href="mailto:don.mackay@pc.gc.ca">don.mackay@pc.gc.ca</a>
✓	✓		✓		✓	✓	✓	✓	✓	✓			Ms. Karen Durnford-McIntosh	Regional Manager	Public Works and Government Services Canada	294 King St. E	Kingston, ON	K7L 3B2	Ms. Durnford-McIntosh	613-453-3246	<a href="mailto:karen.durnford-mcintosh@pwgsc-tpsgc.gc.ca">karen.durnford-mcintosh@pwgsc-tpsgc.gc.ca</a>
✓	✓		✓									✓	Ms. Monique Mousseau	Regional manager, Environment and Engineering	Transport Canada	4900 Yonge St., Suite 300	Toronto, ON	M2N 6A5	Ms. Mousseau	416-952-0485	<a href="mailto:monique.mousseau@tc.gc.ca">monique.mousseau@tc.gc.ca</a>
✓	✓		✓									✓	Environmental Assessment Coordinator	Environment & Engineering (PHE)	Transport Canada	4900 Yonge St., 4th Floor	Toronto, ON	M2N 6A5	Recipient	416-952-0486	<a href="mailto:enviroont@tc.gc.ca">enviroont@tc.gc.ca</a>
<b>PROVINCIAL AGENCIES</b>																					
✓	✓		✓			✓		✓		✓			Mr. Peter Kaftarian	Manager of Strategic Planning & Capital Projects	Ministry of Community Safety and Correctional Services	25 Grosvenor St., 13th Floor	Toronto, ON	M7A 1Y6	Mr. Kaftarian	416-326-3432	
✓	✓		✓		✓	✓	✓	✓	✓	✓			Mr. Ted Johnston	Coordinator, Facilities Management	Ministry of Community Safety and Correctional Services	25 Grosvenor St., 13th Floor	Toronto, ON	M7A 1Y6	Mr. Johnston	416-327-1096	<a href="mailto:ted.johnston@ontario.ca">ted.johnston@ontario.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Katherine Kirzati	Heritage Planner	Ministry of Culture	Suite 1700, 401 Bay St.	Toronto, ON	M7A 0A7	Ms. Kirzati	416-314-7643	<a href="mailto:katherine.kirzati@ontario.ca">katherine.kirzati@ontario.ca</a>

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Notice of Comm.	Sent Response Form	Completed Response Form	Sent Response Letter	E-mailed PIC Notices	E-mailed PIC Notices Cancellation	Mailed PIC No. 1 Notice	E-mailed May PIC No. 1 Notice	Mailed May PIC No. 1 Notice	E-mailed Nov PIC No. 2 Notice	Mailed PIC No. 2 Notice	Add	Remove	Name	Title	Agency / Organization	Street Address	City	Postal Code	Salutation	Telephone	Email
✓	✓		✓									✓	Mr. Alan Jenkins	Senior Policy Advisor	Ministry of Energy	880 Bay St., 3rd Floor	Toronto, ON	M7A 2C1	Mr. Jenkins	419-325-6926	
✓	✓		✓									✓	Mr. Kevil Pal	Manager, Transmission Policy	Ministry of Energy	880 Bay St., 3rd Floor	Toronto, ON	M7A 2C1	Mr. Pal	416-327-7204	
✓	✓		✓		✓	✓	✓	✓	✓	✓			Ms. Charyl Szikita	Senior Policy Analyst	Ministry of Health and Long Term Care	5700 Yonge Street, 2nd Floor	Toronto, ON	M2M 4K5	Ms. Szikita	416-212-7258	<a href="mailto:cheryl.szikita@ontario.ca">cheryl.szikita@ontario.ca</a>
✓	✓		✓			✓		✓		✓			Mr. Tony Amalfa	Manager, Environmental Health Programs, Environmental Health Branch	Ministry of Health and Long Term Care	1075 Bay St., 11th Floor	Toronto, ON	M5S 2B1	Mr. Amalfa	416-327-7624	
✓	✓		✓			✓		✓		✓			Ms. Tija Dirks	Director Growth Policy	Ministry of Infrastructure Renewal	Ontario Growth Secretariat 777 Bay St., 16th Floor	Toronto, ON	M5G 2E5	Ms. Dirks	416-325-1546	
✓	✓		✓			✓		✓		✓			Mr. Michael Elms	Municipal Planning Advisor	Ministry of Municipal Affairs & Housing	8 Estate Ln., Rockwood House	Kingston, ON	K7M 9A8	Mr. Elms	613-545-2100 x132	
✓	✓		✓		✓	✓	✓	✓		✓			Ms. Anne Bending	Area Biologist	Ministry of Natural Resources	10 Campus Drive, Postal Bag 2002	Kemptville, ON	K0G 1J0	Ms. Bending	613-258-8303	<a href="mailto:anne.bending@ontario.ca">anne.bending@ontario.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Catherine Warren	District Planner	Ministry of Natural Resources	1st Floor South, 300 Water St.	Peterborough, ON	K9J 8M5	Ms. Warren	705-755-3294	<a href="mailto:catherine.warren@ontario.ca">catherine.warren@ontario.ca</a>
✓	✓		✓			✓		✓		✓			Ms. Monique Charet	MNR Biologist	Ministry of Natural Resources	51 Heakes Ln.	Kingston, ON	K7M 9B1	Ms. Charet	613-531-5700 x5715	
									✓		✓		Mr. Daniel White		Ministry of the Environment and Climate Change				Mr. White	613-548-6914	<a href="mailto:dan.k.white@ontario.ca">dan.k.white@ontario.ca</a>
✓	✓		✓		✓	✓	✓	✓		✓			Ms. Vicki Mitchell	Environmental Assessment Coordinator	Ministry of the Environment and Climate Change	1259 Gardiners Rd., P.O. Box 22032	Kingston, ON	K7M 8S5	Ms. Mitchell	613-549-4000	<a href="mailto:vicki.mitchell@ontario.ca">vicki.mitchell@ontario.ca</a>
✓	✓		✓		✓	✓	✓	✓	✓	✓			Mr. Chris Schiller	Manager Ministry of Tourism and Culture	Ministry of Tourism and Recreation	401 Bay St., Suite 1700	Toronto, ON	M7A 0A7	Mr. Schiller	416-314-7144	<a href="mailto:chris.schiller@ontario.ca">chris.schiller@ontario.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		Ms. Gillian Dagg-Foster	Head of Environment, Eastern Region	Ministry of Transportation	1355 John Counter Blvd., 2nd Floor	Kingston, ON	K7L 5A3	Ms. Dagg-Foster	613-540-5149	<a href="mailto:gillian.dagg-foster@ontario.ca">gillian.dagg-foster@ontario.ca</a>
							✓	✓			✓		Mr. Jim Mahoney	Supervisor, Safe Drinking Water Branch	Ministry of the Environment and Climate Change				Mr. Mahoney		<a href="mailto:james.mahoney@ontario.ca">james.mahoney@ontario.ca</a>
							✓	✓			✓		Mr. Greg Faaren	Supervisor, Water Resources Unit	Ministry of the Environment and Climate Change				Mr. Faaren		<a href="mailto:greg.faaren@ontario.ca">greg.faaren@ontario.ca</a>
<b>CITY OF KINGSTON</b>																					
✓	✓		✓		✓	✓	✓	✓	✓	✓			Mr. Mark Van Buren	Director, Engineering/Administration	City of Kingston	216 Ontario St.	Kingston, ON	K7L 2Z3	Mr. Van Buren		<a href="mailto:mvanburen@cityofkingston.ca">mvanburen@cityofkingston.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Paige Agnew	Director of Planning, Building & Licensing Services	City of Kingston	216 Ontario St.	Kingston, ON	K7L 2Z3	Ms. Agnew	613-546-4291 x3252	<a href="mailto:pagnew@cityofkingston.ca">pagnew@cityofkingston.ca</a>
✓	✓		✓		✓	✓		✓				✓	Ms. Cherie Mills	Manager, Policy Planning	City of Kingston	216 Ontario St.	Kingston, ON	K7L 2Z3	Ms. Mills	613-546-4291 x3181	<a href="mailto:cmills@cityofkingston.ca">cmills@cityofkingston.ca</a>
							✓	✓	✓	✓	✓		Mr. Tyler Lasko	Supervising Engineer, Infrastructure & Development	City of Kingston	945 Princess St.	Kingston, ON	K7L 3N6	Mr. Lasko	866-665-3326	<a href="mailto:tlasko@cityofkingston.ca">tlasko@cityofkingston.ca</a>
							✓	✓	✓	✓	✓		Ms. Kim Brown		City of Kingston	945 Princess St.	Kingston, ON	K7L 3N6	Ms. Brown	866-665-3326	<a href="mailto:kbrown@cityofkingston.ca">kbrown@cityofkingston.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Paul Patry	Assistant Chief	Kingston Fire & Rescue	500 O'Connor Dr.	Kingston, ON	K7P 1N3	Mr. Patry	613-548-4001 x5127	<a href="mailto:ppatry@cityofkingston.ca">ppatry@cityofkingston.ca</a>

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Notice of Comm.	Sent Response Form	Completed Response Form	Sent Response Letter	E-mailed PIC Notices	E-mailed PIC Notices Cancellation	Mailed PIC No. 1 Notice	E-mailed May PIC No. 1 Notice	Mailed May PIC No. 1 Notice	E-mailed Nov PIC No. 2 Notice	Mailed PIC No. 2 Notice	Add	Remove	Name	Title	Agency / Organization	Street Address	City	Postal Code	Salutation	Telephone	Email
											✓		Mr. Greg Newman	Manager, Policy Planning	City of Kingston	216 Ontario St.	Kingston, ON	K7L 2Z3	Mr. Newman	613-546-4291	
✓	✓		✓		✓	✓	✓	✓		✓	✓		Ms. Marnie Venditti	Manager, Development Approvals, Planning, Building & Licensing Services	City of Kingston	216 Ontario St.	Kingston, ON	K7L 2Z3	Ms. Venditti	613-546-4291	
✓	✓		✓		✓	✓	✓	✓		✓			Mr. Jeff Garrah	Chief Executive Officer	Kingston Economic Development Corporation	945 Princess St.	Kingston, ON	K7L 3N6	Mr. Garrah	866-665-3326	<a href="mailto:garrah@kingstoncanada.com">garrah@kingstoncanada.com</a>
✓	✓		✓		✓	✓	✓	✓	✓	✓			Recipient		Portsmouth Olympic Harbour	53 Yonge St.	Kingston, ON	K7M 6G4	Recipient	613-546-4291 x1807	<a href="mailto:portsmoutholympicharbour@cityofkingston.ca">portsmoutholympicharbour@cityofkingston.ca</a>
<b>ABORIGINAL AGENCIES</b>																					
✓	✓		✓			✓	✓	✓	✓	✓			Mr. Ralph Santer	Administrative Officer	Indigenous and Northern Affairs Canada	25 St. Clair Ave. E, 8th Floor	Toronto, ON	M4T 1M2	Mr. Santer	416-973-4122	<a href="mailto:ralph.santer@aandc-aadnc.gc.ca">ralph.santer@aandc-aadnc.gc.ca</a>
✓	✓		✓			✓		✓		✓			Mr. Shawn Green	Environmental Officer	Indigenous and Northern Affairs Canada	25 St. Clair Ave. E, 8th Floor	Toronto, ON	M4T 1M2	Mr. Green	416-973-1298	
<b>FIRST NATIONS/METIS</b>																					
✓	✓		✓		✓	✓	✓	✓		✓			Ms. Diane Sheridan	Mississaugas of Rice Lake	Hiawatha First Nation 36	123 Paudash St.	Hiawatha, ON	K9J 0E6	Ms. Sheridan	705-295-4421	<a href="mailto:dsheridan@hiawathafn.ca">dsheridan@hiawathafn.ca</a>
✓	✓		✓			✓		✓		✓			Ms. Karry Sandy-Mackenzie	Williams Treaty First Nation Claims Coordinator	William Treaty Territory	8 Creswick Court	Barrie, ON	L4M 2S7	Ms. Sandy-Mackenzie		
✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Melissa Dokis	Lands and Resources Consultation Liason	Curve Lake First Nation 35 and 35A	22 Winookeeda St	Curve Lake, ON	K0L 1R0	Ms. Dokis	705-657-8045	<a href="mailto:melissad@curvelake.ca">melissad@curvelake.ca</a>
✓	✓	✓	✓	✓	✓	✓		✓				✓	Mr. Nathaniel Cummings	Lands and Resources Consultation Liason	Curve Lake First Nation 35 and 35A	22 Winookeeda St	Curve Lake, ON	K0L 1R0	Mr. Cummings	705-657-8045	<a href="mailto:nathanielc@curvelake.ca">nathanielc@curvelake.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Dave Mowat	Consultation, Lands and Membership Supervisor	Mississaugas of Scugog Island First Nation	22521 Island Road	Port Perry, ON	L9L 1B6	Mr. Mowat	905-985-3337 x263	<a href="mailto:dmowat@scugogfirstnation.com">dmowat@scugogfirstnation.com</a>
✓	✓		✓			✓		✓		✓					Kawartha Nishnawbe First Nation	P.O. Box 1432	Lakefield, ON	K0L 2H0			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Nicole Storms	Environmental Services Coordinator	Mohawks of the Bay of Quinte	24 Meadow Drive	Tyendinaga Mohawk Territory, ON	K0K 1X0	Ms. Storms	613-396-3424	<a href="mailto:nicoles@mbq-tmt.org">nicoles@mbq-tmt.org</a>
✓	✓	✓	✓	✓		✓						✓	Mr. Dave Simpson	Lands & Resources Communications Officer	Alderville First Nation	11696 Second Line P.O. Box 46	Roseneath, ON	K0K 2X0	Mr. Simpson	905-352-2011	<a href="mailto:dsimpson@aldervillefirstnation.ca">dsimpson@aldervillefirstnation.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Skye Anderson	Consultation Clerical Support	Alderville First Nation	11696 Second Line P.O. Box 46	Roseneath, ON	K0K 2X0	Ms. Anderson	905-352-2011	<a href="mailto:sanderson@alderville.ca">sanderson@alderville.ca</a>
✓	✓		✓		✓	✓	✓	✓	✓	✓			Miss Deidre Thompson	President	High Land Waters Métis Council	P.O. Box 153	Northbrook, ON	N0H 2G0	Miss Thompson	613-743-3339	<a href="mailto:deidre.thompson@outlook.com">deidre.thompson@outlook.com</a>
✓	✓		✓			✓		✓		✓					Métis Nation of Ontario - Consultation Unit	500 Old St. Patrick Street, Unit 3	Ottawa, ON	K1N 9G4			
<b>UTILITIES</b>																					
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Christopher Lockyer	Implementation Manager Access Network Facilities	Bell Canada	450 Princess St, P.O. Box 460	Kingston, ON	K7L 4W5	Mr. Lockyer	613-542-4636	<a href="mailto:christopher.lockyer@bell.ca">christopher.lockyer@bell.ca</a>
✓	✓		✓			✓		✓		✓			Mr. Steve Bertrand	Outside Plant Coordinator	Cogeco Cable Canada Limited	170 Colborne St., P.O. Box 5500	Kingston, ON	K7L 5M7	Mr. Bertrand	613-544-6311	
✓	✓	✓	✓			✓		✓		✓	✓		Mr. Geoff Capes	Manager of Facilities	Cogeco Cable Canada Limited	950 Syscon Road Station LCD1, P.O. Box 5076	Burlington, ON	L7R 4S6	Mr. Capes	905-333-4990	
✓	✓		✓		✓	✓	✓	✓		✓			Mr. Gary Robinson	Manager	Trans-Northern Pipelines	45 Vogell Rd., Suite 310	Richmond Hill, ON	L4B 3P6	Mr. Robinson	905-770-3353	<a href="mailto:grobenson@tnpi.ca">grobenson@tnpi.ca</a>

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✓	✓	✓	✓									✓	Mr. Mike Johnson		Enbridge Consumer Gas	400 Coventry Rd.	Ottawa, ON	K1K 2C7	Mr. Johnson		
✓	✓		✓			✓						✓	Ms. Ann Newman	Team Leader, Damage Prevention	Enbridge Pipeline Inc.	1086 Modeland Rd, Bldg 1050 1st Floor	Sarnia, ON	N7S 6L2	Ms. Newman	519-339-0503	<a href="mailto:ann.newman@enbridge.com">ann.newman@enbridge.com</a> <a href="mailto:est.reg.crossing@enbridge.com">est.reg.crossing@enbridge.com</a>
✓	✓		✓			✓		✓		✓			Mr. Gary Panter/Bill Lowry	Area Distribution Engineering Technician	Hydro One	913 Crawford Dr.	Peterborough, ON	K9J 3X1	Mr. Panter	1-888-871-3513 x2275	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Walter Watt	Property Administrator	Trans-Northern Pipelines	45 Vogell Rd., Suite 310	Richmond Hill, ON	L4B 3P6	Mr. Watt	289-475-5366	<a href="mailto:wwatt@tnpi.ca">wwatt@tnpi.ca</a>
✓	✓		✓			✓		✓		✓			Ms. Claire Walker	District Engineer	Union Gas - Kingston District	1653 Fortune Cr.	Kingston, ON	K7P 0E9	Ms. Walker	613-389-4000	
<b>UNIVERSITIES, SCHOOL BOARDS &amp; AFFILIATED ORGANIZATIONS</b>																					
✓	✓	✓	✓			✓		✓		✓	✓		Ms. Beth Sills	Associate Director, Capital Planning and Sustainability, Facility Management Services	St Lawrence College	100 Portsmouth Ave.	Kingston, ON	K7L 5A6	Ms. Sills	613-544-5400 ext 1974	
✓	✓	✓	✓			✓		✓		✓	✓		Mr. Paul Tardif	Director of Facilities Management Services	St Lawrence College	100 Portsmouth Ave.	Kingston, ON	K7L 5A6	Mr. Tardif	613-544-5400 ext 1611	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. John Witjes	Associate Vice Principal (Facilities), Physical Plant Services	Queen's University	207 Stuart St. Rideau Building 2nd floor	Kingston, ON	K7L 3N6	Mr. Witjes	613-533-3235	<a href="mailto:witjesj@queensu.ca">witjesj@queensu.ca</a>
							✓	✓	✓		✓		Mr. Tony Gkotsis	Planner; Campus Planning and Development	Queen's University	Robert Sutherland Hall Rm 432	Kingston, ON		Mr. Gkotsis		<a href="mailto:tony.gkotsis@queensu.ca">tony.gkotsis@queensu.ca</a>
✓	✓		✓		✓	✓	✓	✓	✓	✓			Ms Yvonne Holland	Campus Planning & Development	Queen's University	138 Union St. Robert Sutherland Hall	Kingston, ON	K7L 2P1	Ms Holland	613-533-3374	<a href="mailto:yh2@queensu.ca">yh2@queensu.ca</a>
✓	✓	✓	✓									✓	Capt. Steve Madore	ESS - Planning Officer	Engineering Support Squadron CFB Kingston	Building H36, 6 Moro St.	Kingston, ON		Capt. Madore	613-541-5010 x4556 or x4677	<a href="mailto:steve.madore9@forces.gc.ca">steve.madore9@forces.gc.ca</a>
✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Doug Campbell	Controller of Plant and Planning Services	Algonquin and Lakeshore Catholic District School Board	151 Dairy Ave.	Napanee, ON	K7R 4B2	Mr. Campbell	613-354-2255 x403	<a href="mailto:campbell@alcdsb.on.ca">campbell@alcdsb.on.ca</a>
✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Dominic Franche	Building Supervisor	Conseil des écoles catholique du Centre-Est de l'Ontario	4000 Rue Labelle	Gloucester, ON	K1J 1A1	Mr. Franche	613-744-2555	<a href="mailto:francd@ecolecatholique.ca">francd@ecolecatholique.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Luc Poulin	Director of Facilities Services	Conseil des écoles catholique du Centre-Est de l'Ontario	4000 Rue Labelle	Gloucester, ON	K1J 1A1	Mr. Poulin	613-744-2555	<a href="mailto:pouill@ecolecatholique.ca">pouill@ecolecatholique.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Karolyn Bois	Planificatrice en immobilisations	Conseil des écoles catholique du Centre-Est de l'Ontario	4000 Rue Labelle	Gloucester, ON	K1J 1A1	Ms. Bois	613-746-3637	<a href="mailto:boisk@ecolecatholique.ca">boisk@ecolecatholique.ca</a>
✓	✓	✓	✓									✓	Mr. Roch Landriault	Deputy Director Facilities	Conseil des écoles publiques de l'Est de l'Ontario	2445 Boulevard St-Laurent	Ottawa, ON	K1G 6C3	Mr. Landriault	613-724-8960	
✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		Mr. David Fowler	Manager of Facility Services	Limestone District School Board	220 Portsmouth Ave., Postal Bag 610	Kingston, ON	K7L 4X4	Mr. Fowler	613-544-6925 x254	<a href="mailto:fowlerd@limestone.on.ca">fowlerd@limestone.on.ca</a>
✓	✓	✓	✓									✓	Mr. Gord Taylor	Chief Executive Officer	Triboard Student Transportation Services	81 Dairy Ave.	Napanee, ON	K7R 1M5	Mr. Taylor	613-354-1981 x324	
<b>LOCAL AGENCIES / ORGANIZATIONS</b>																					
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Rob McRae	Watershed Planning Coordinator	Cataraqui Region Conservation Authority	1641 Perth Rd., P.O. Box 160	Glenburnie, ON	K0H 1S0	Mr. McRae	613-546-4228 x224	<a href="mailto:rmcrae@crca.ca">rmcrae@crca.ca</a>
✓	✓		✓		✓	✓						✓	Mr. Michael Dakin	Resource Planner	Cataraqui Region Conservation Authority	1641 Perth Rd., P.O. Box 160	Glenburnie, ON	K0H 1S0	Mr. Dakin	613-546-4228 x228	<a href="mailto:mdakin@crca.ca">mdakin@crca.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mr. Nicholas Harrington	Executive Officer	Kingston Home Builders Association	1575 John Counter Blvd.	Kingston, ON	K7M 3L5	Mr. Harrington	613-547-0986	<a href="mailto:khba@khba.ca">khba@khba.ca</a>

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✓	✓		✓		✓	✓	✓	✓	✓	✓			Mr. Harry Sullivan	Executive Director	Kingston Construction Association	1575 John Counter Blvd.	Kingston, ON	K7M 3L5	Mr. Sullivan	613-542-9431	<a href="mailto:staff@kca.on.ca">staff@kca.on.ca</a>
✓	✓		✓			✓	✓	✓	✓	✓			Mr. James Thompson	Committee Clerk	Kingston Environmental Advisory Committee	216 Ontario St.	Kingston, ON	K7L 2Z3	Mr. Thompson	613-546-4291	<a href="mailto:jthompson@cityofkingston.ca">jthompson@cityofkingston.ca</a>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Sarah Ryding	Manager of Environmental Health	Kingston, Frontenac and Lennox & Addington Public Health	221 Portsmouth Ave.	Kingston, ON	K7M 1V5	Ms. Ryding	613-549-1232 x1243	<a href="mailto:sarah.ryding@kflapublichealth.ca">sarah.ryding@kflapublichealth.ca</a>
<b>LOCAL INTEREST GROUPS</b>																					
✓	✓		✓			✓		✓		✓			Ms. Janet Grant	President	Kingston Field Naturalists	P.O. Box 831	Kingston, ON	K7L 4X6	Ms. Grant	613-548-3668	
✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		Ms. Christine Cannon	Chair	Little Cataraqui Creek Environment Association	930 Old Front Rd.	Kingston, ON	K7M 4M1	Ms. Cannon		<a href="mailto:canford@ca.inter.net">canford@ca.inter.net</a>
✓	✓		✓	✓	✓		✓		✓				Mr. David Grier	PDCA Communications Chair	Portsmouth District Community Association		Kingston, ON		Mr. Grier		<a href="mailto:davidgrier@hotmail.com">davidgrier@hotmail.com</a>
<b>LOCAL BUSINESSES</b>																					
✓				✓	✓	✓	✓	✓	✓	✓	✓		Mr. Kyle Nielissen	Project Manager	Forefront Engineering Inc	1329 Gardiners Rd, Suite 210	Kingston, ON	K7O 0L8	Mr. Nielissen	613-634-9009 x101	<a href="mailto:kyle.nielissen@forefronteng.ca">kyle.nielissen@forefronteng.ca</a>
											✓		Mr. Doug Prinsen		Forefront Engineering Inc	1330 Gardiners Rd, Suite 210	Kingston, ON	K7O 0L9	Mr. Prinsen	613-634-9009	<a href="mailto:doug.prinsen@forefronteng.ca">doug.prinsen@forefronteng.ca</a>
<b>INTERESTED PARTIES</b>																					
				✓	✓		✓	✓	✓	✓	✓		Mr. Ian Drever		R.J.Burnside & Associates Ltd.	6990 Creditview Rd., Unit 2	Mississauga, ON	L5N 8R9	Mr. Drever	905-821-5903	<a href="mailto:ian.drever@riburnside.com">ian.drever@riburnside.com</a>
				✓	✓		✓		✓	✓	✓		Ms. Carla Fernandes			1693 Sunnyside Rd	Kingston, ON	K7L 4V4	Ms. Fernandes		<a href="mailto:carla.fernandes.m@gmail.com">carla.fernandes.m@gmail.com</a>





**Please return this form to:**

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>		
<b>Title:</b>		
<b>Agency:</b>		
<b>Address:</b>		
<b>Telephone:</b>		
<b>Email:</b>		

Please note any specific comments or concerns below:

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
[www.wspgroup.com](http://www.wspgroup.com)





June 16, 2015



**Re: Utilities Kingston Water and Wastewater Master Plans**

Dear

Utilities Kingston (UK) has retained WSP Canada Inc. to update their Water and Wastewater Master Plans to align with current population growth projections.

**Your Agency has been identified as one that may be interested in this Study. Please take a moment to complete the enclosed Agency Response Form** to confirm your interest in this Study, and to appoint the appropriate contact person from your organization to receive ongoing information about the Study. When completed, please email or fax it back to us as specified on the form.

Yours truly,

A handwritten signature in black ink, appearing to read "Matt Morkem".

Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.

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WSP Canada Inc.  
1224 Gardiners Road, Suite 201  
Kingston, ON, CANADA, K7P 0G2  
T: 613-634-7373 F: 613-634-3523  
[www.wspgroup.com](http://www.wspgroup.com)

# Appendix C

**PUBLIC INFORMATION CENTRES**



Welcome to the Public Information Centre for  
**The City of Kingston Water and  
Wastewater Master Plan Updates**



**PLEASE COMPLETE THE SIGN-IN SHEET AND COMMENT FORM.  
THE PROJECT TEAM IS AVAILABLE TO ANSWER YOUR QUESTIONS  
AND ADDRESS ANY CONCERNS.  
YOUR INPUT IS VALUED!**



# PROJECT BACKGROUND

Utilities Kingston finalized a Master Plan for Water Supply in 2007 and a Sewage Infrastructure Master Plan in 2010.

To account for current population growth plans and any changes to the servicing systems, Utilities Kingston is undertaking updates to both plans.

The Study is using the Master Planning Process as defined in the Municipal Engineer's Association's (MEA) Class Environmental Assessment (EA) Process

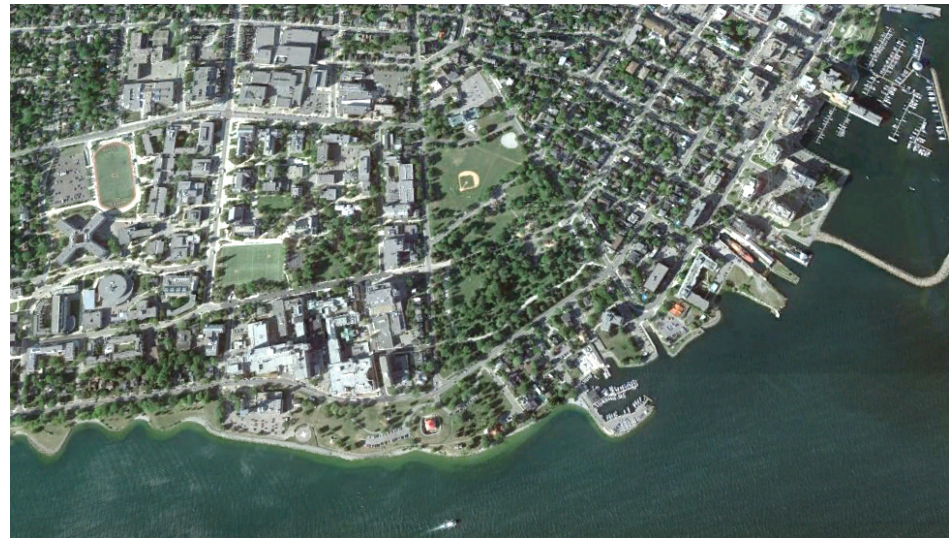
The updates will identify infrastructure strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2036 and Beyond.





# PROJECT OBJECTIVES

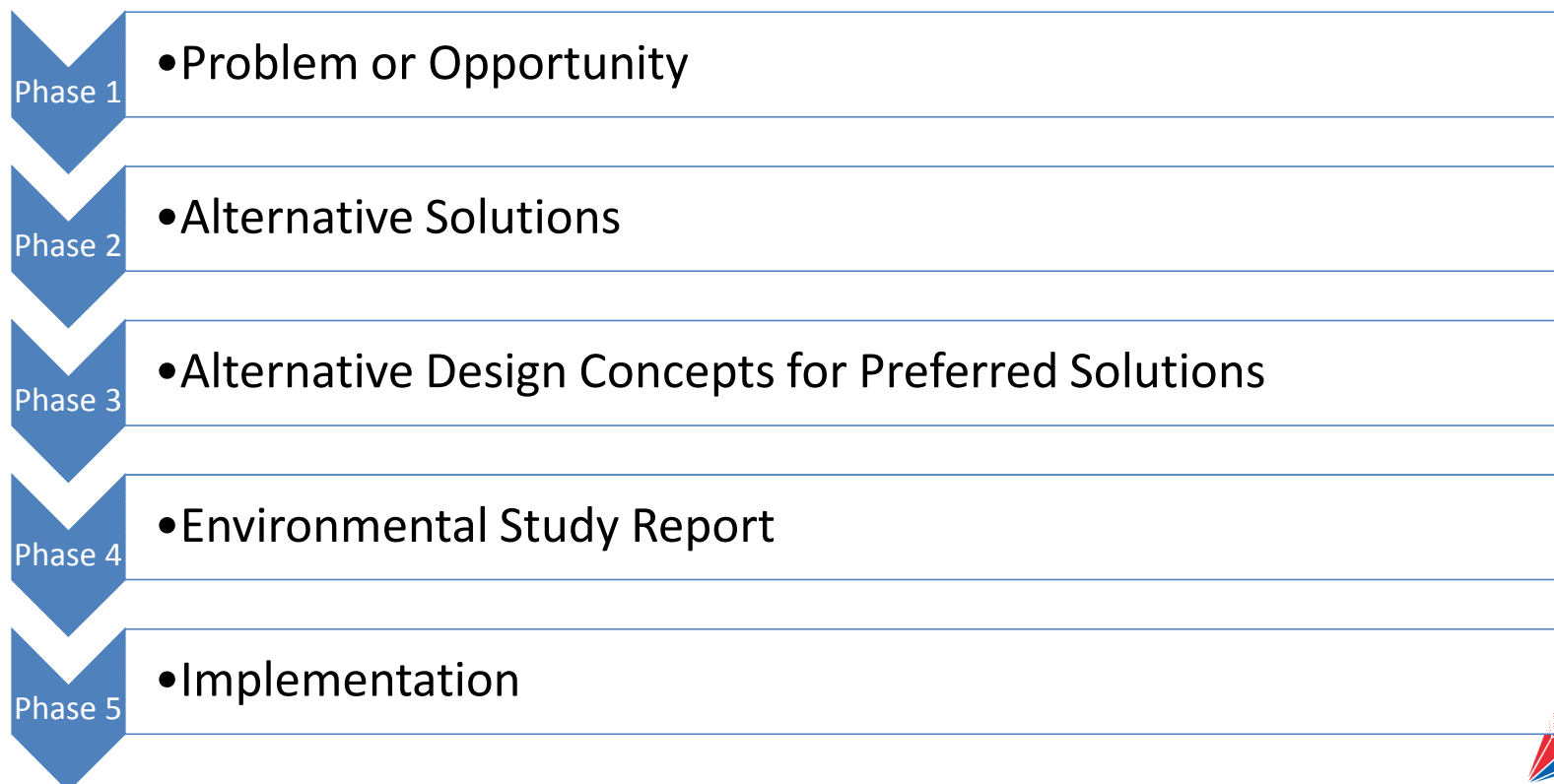
- Producing an infrastructure implementation 'roadmap' to satisfy the existing and future servicing needs
- Optimizing the use of the existing infrastructure
- Identifying efficient approaches for servicing existing and new development
- Evaluating the servicing alternatives to prioritize the recommended capital works
- Updating the Pollution Prevention Control Plan
- Completing facility condition and risk assessments to complement the alternatives evaluation process



# CLASS ENVIRONMENTAL ASSESSMENT (CLASS EA) PROCESS

The Ontario Environmental Assessment Act, R.S.O., 1990 (the EA Act) requires that projects corresponding to a given class of undertakings (e.g. municipal road, transit, water and wastewater projects) follow an approved Class EA process.

The Class EA planning process as documented in the MEA Municipal Class EA document includes the following five phases:



# MUNICIPAL CLASS EA FLOW CHART

Master Plans are conducted under the framework of the MEA Municipal Class EA process. The Master Plan Updates will complete Phases 1 and 2. All Schedule A and A+ projects identified in the Master Plan Updates can be implemented upon the finalization of the study. For projects identified through the Master Plans Updates requiring Schedules B and C Municipal Class EA's, additional project specific Class EA's will need to be undertaken.



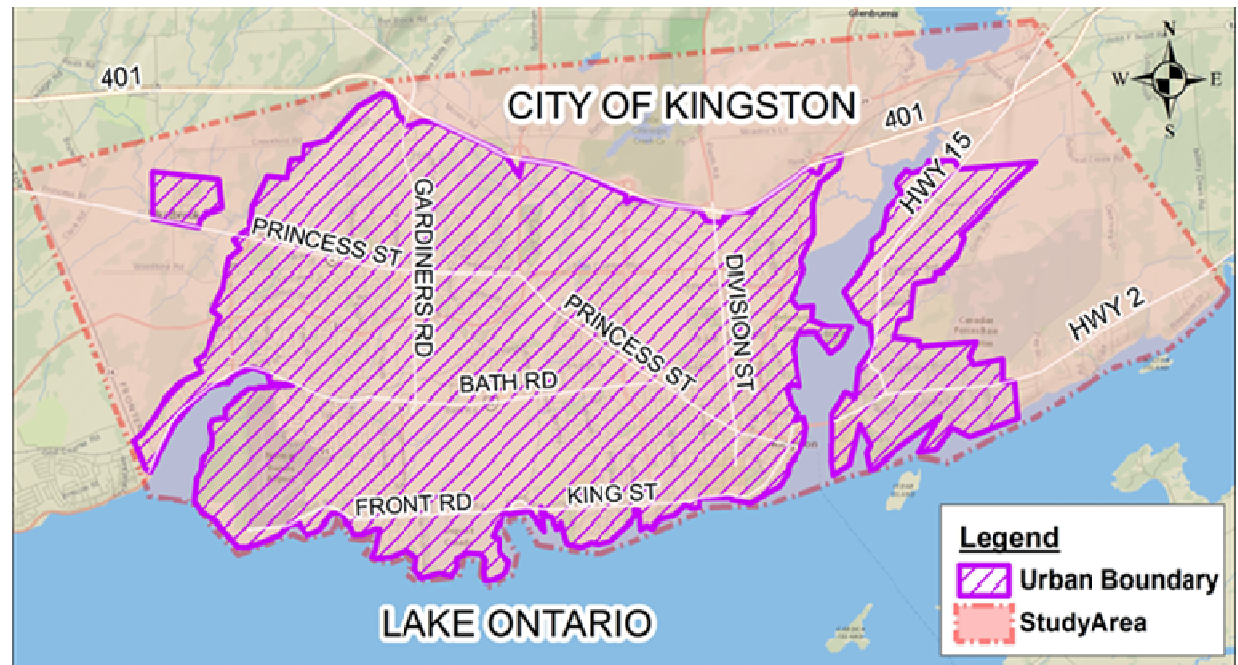


## Challenge

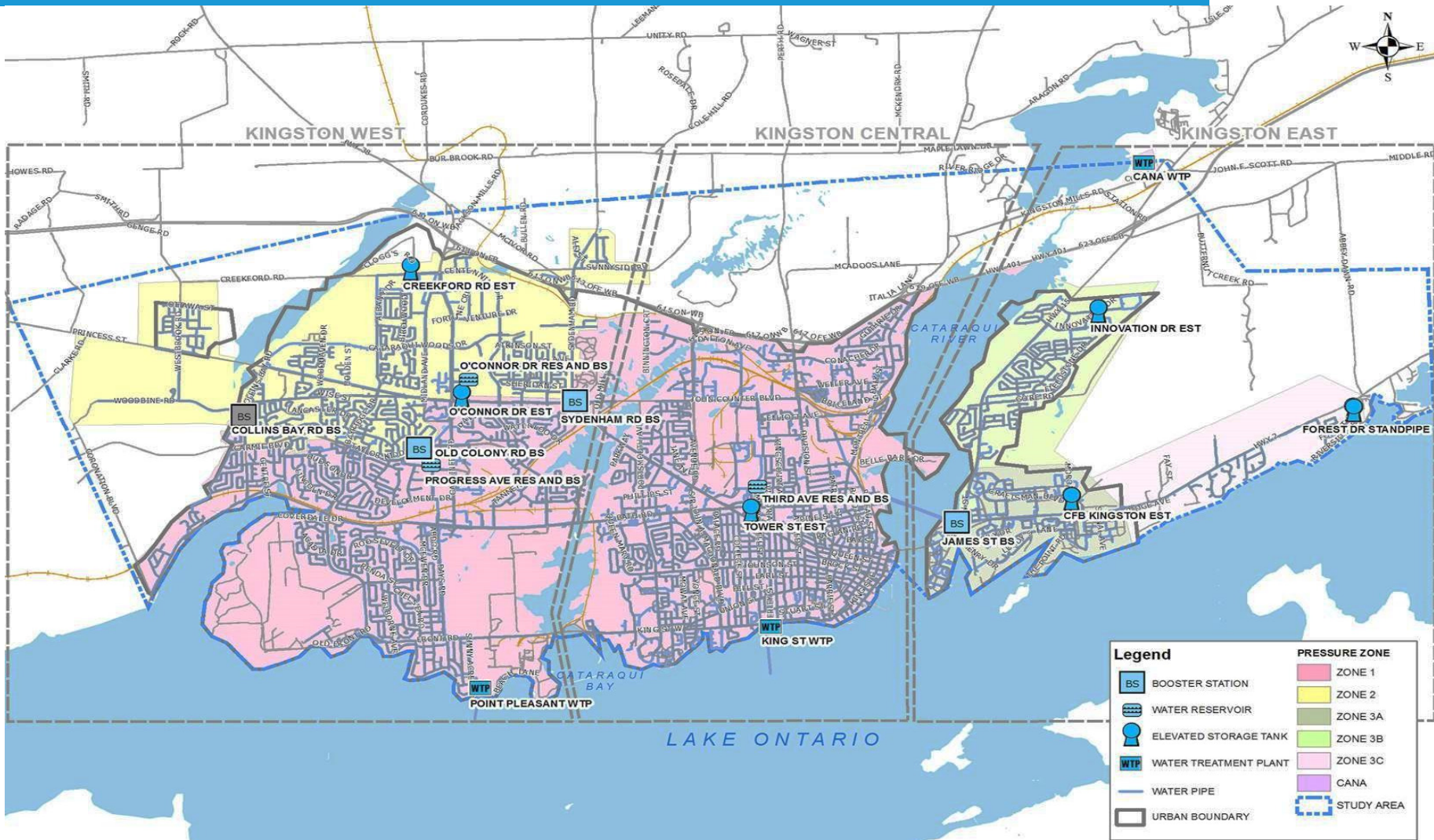
*To plan for water and wastewater infrastructure and pollution control to safely and effectively service the existing and projected residential and employment population to the year 2036, while minimizing impacts on the natural, cultural and social features in the study area.*

## Study Area

The Study Area being considered for these Master Plan Updates includes the water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana.



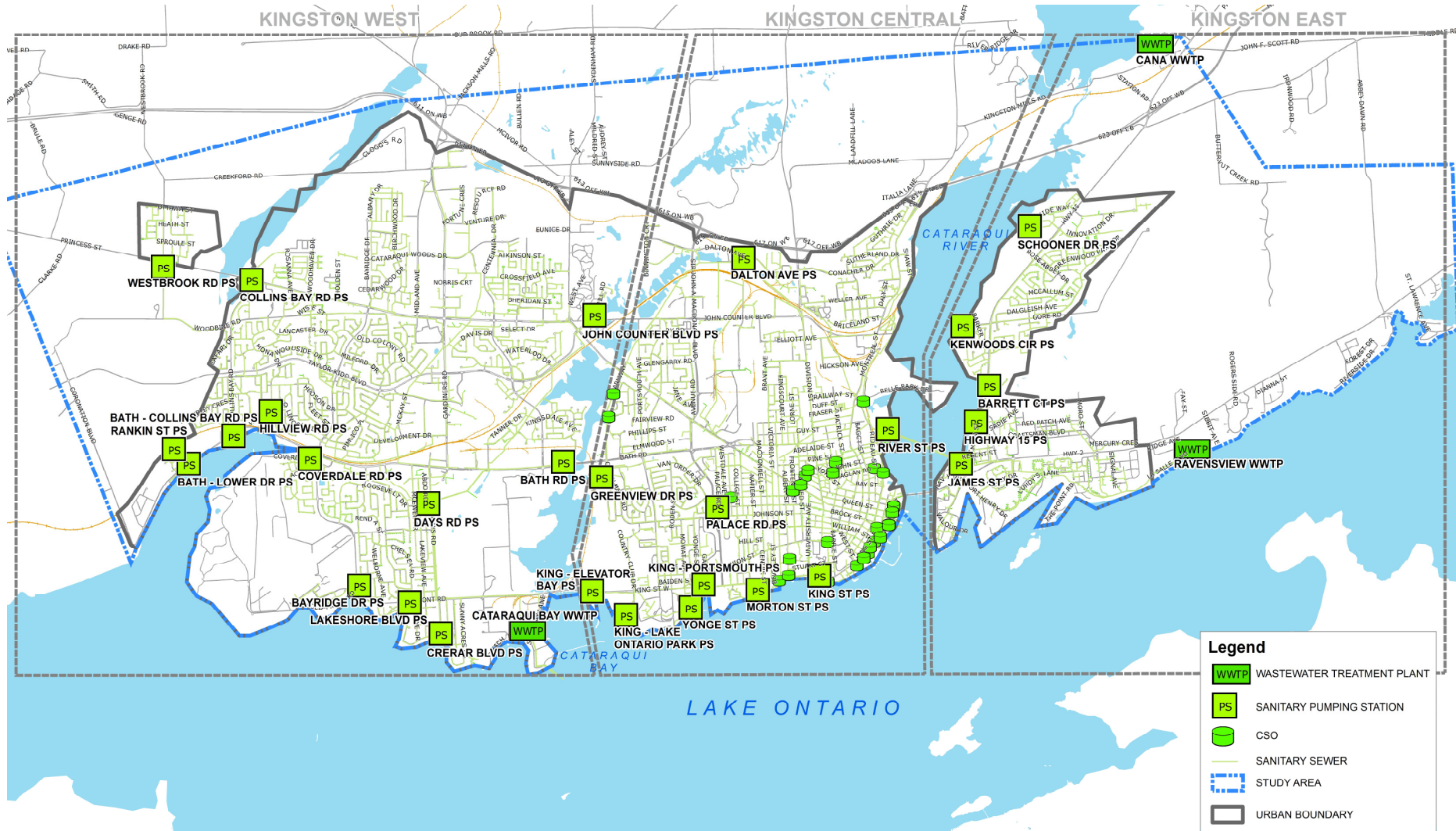
# EXISTING WATER SYSTEM



The Map Illustrates how the Existing Water System is Configured (i.e. Pressure Zones) and the Location of the Facilities



# EXISTING WASTEWATER SYSTEM



The Map Illustrates How the Existing Wastewater System is Configured and the Location of the Facilities

# GROWTH STEPS



- Based on discussion with Utilities Kingston, the City of Kingston Planning Department, previous Master Plans and available reports, one (1) existing condition scenario and five (5) growth scenarios were developed.
- Primary Purpose of the 2021-2036 Scenarios is to Evaluate the Impacts on Infrastructure and Plan Future Upgrades. Full Build Out and Ultimate Scenarios Serve to Provide a Check and Balance for the Recommended Upgrades in the 2021-2036 Scenarios
- 2036 will be used as the primary scenario for planned improvements and the other scenario's will provide timing and urgency requirements

Scenario	Description
Existing (2014)	→ Existing Conditions
2021	→ Based on Committed and Pending Development Applications
2026	→ Based on Remaining Committed and Pending Development Applications (“Committed Condition”)
2036	→ Based on Future known potential developments
Full Build-Out	→ Based on undeveloped and under developed land as of 2036 with their anticipated development density (based on Official Plan)
Ultimate	→ Full Build-Out Plus specific Urban Boundary Extensions

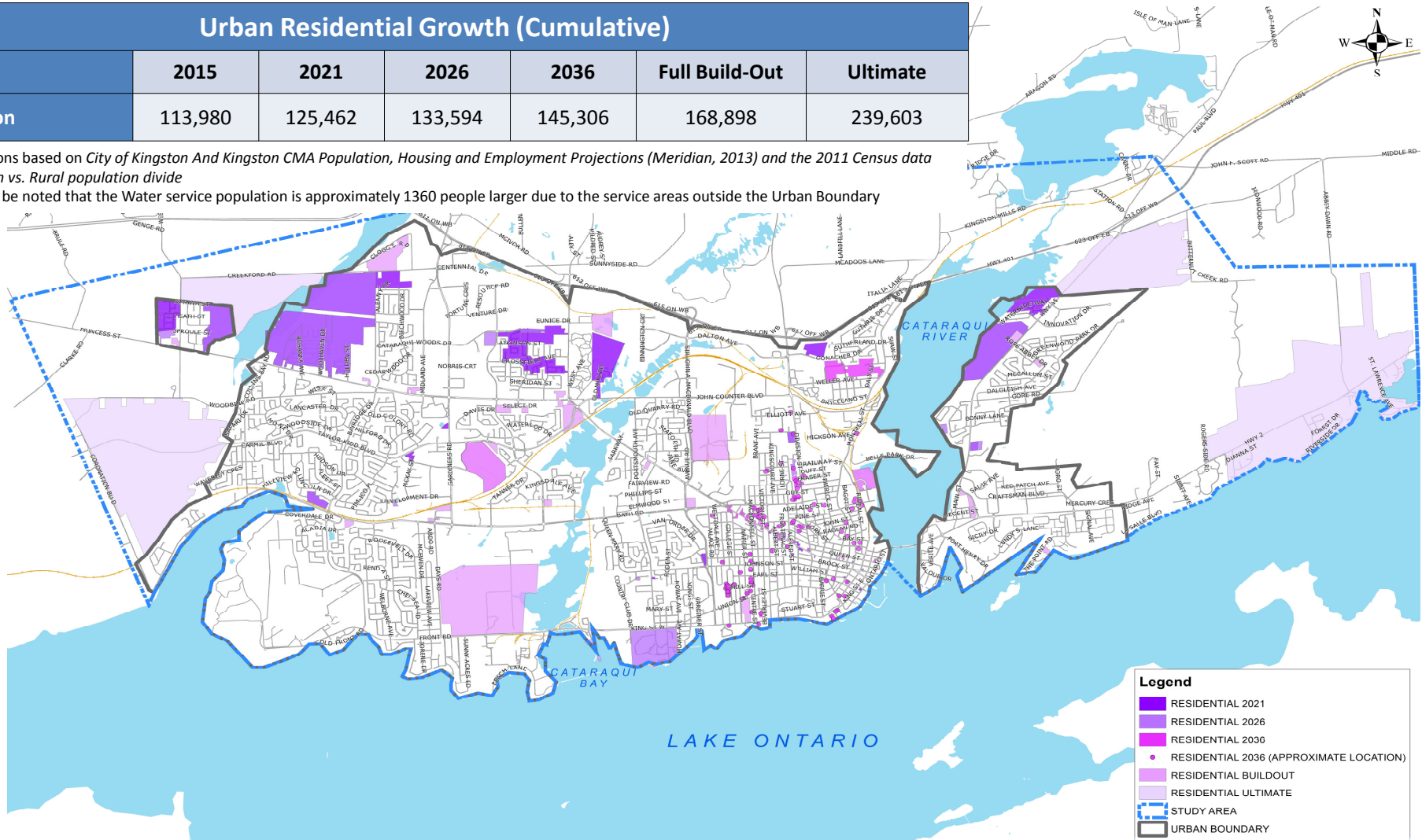


# PLANNING PROJECTIONS AND FUTURE DEVELOPMENT - RESIDENTIAL

## Urban Residential Growth (Cumulative)

Year	2015	2021	2026	2036	Full Build-Out	Ultimate
Population	113,980	125,462	133,594	145,306	168,898	239,603

- Populations based on City of Kingston And Kingston CMA Population, Housing and Employment Projections (Meridian, 2013) and the 2011 Census data for Urban vs. Rural population divide
- It should be noted that the Water service population is approximately 1360 people larger due to the service areas outside the Urban Boundary



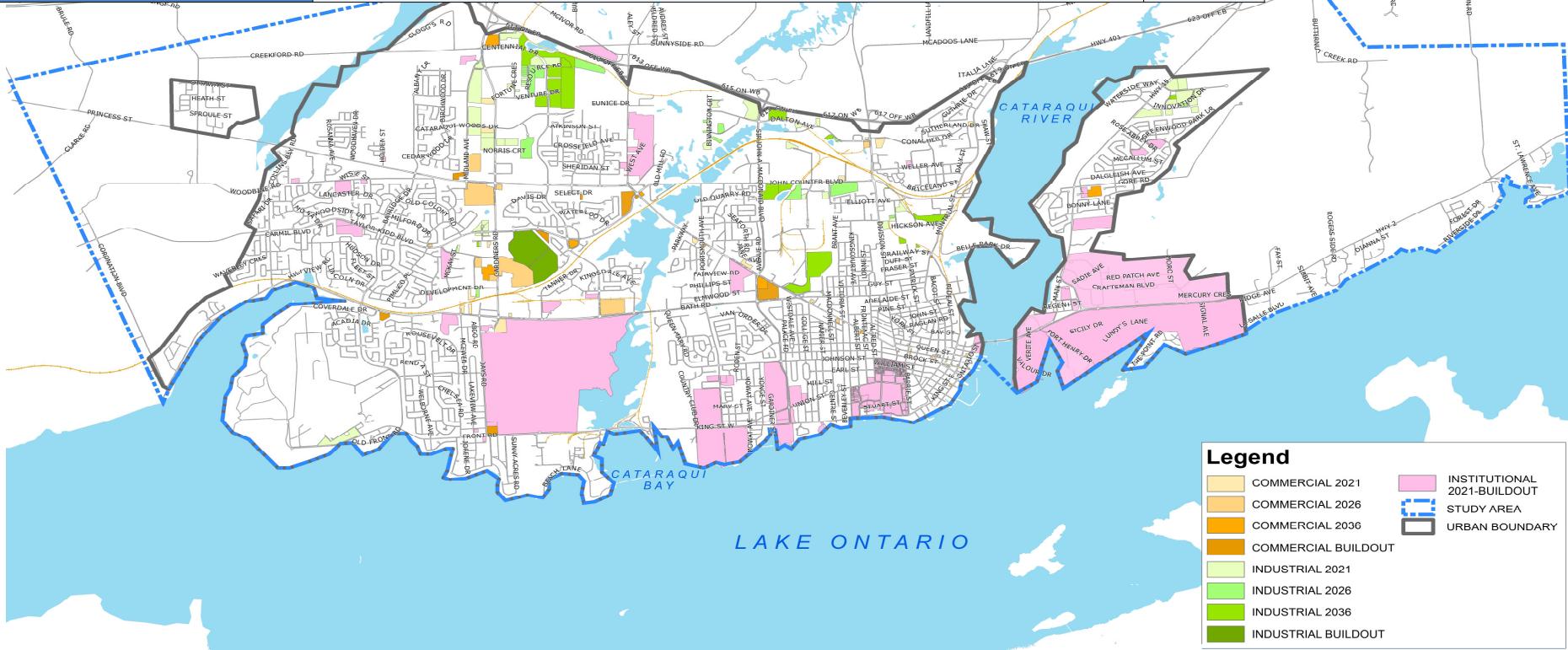
The Map Illustrates the Locations of the Projected Residential Growth within the City of Kingston between 2021 to 2036, Full Build Out and Ultimate



# PLANNING PROJECTIONS AND FUTURE DEVELOPMENT: INDUSTRIAL, COMMERCIAL & INSTITUTIONAL



Industrial, Commercial & Institutional Land Development (Cumulative ha)						
Year	2015	2021	2026	2036	Full Build-Out	Ultimate
Industrial (incl. Business Park)	0	80.4	126.4	171.9	197.9	0
Commercial Growth	0	16.3	18.5	24.3	27.9	0
Institutional Growth	Institutions are assumed to intensify on their current land area to accommodate growth to the year 2036. Historical flows are scaled based on this growth.					0



The Map Illustrates the Locations of the Projected Industrial, Commercial & Institutional Growth within the City of Kingston between 2021 to 2036, Full Build Out and Ultimate



# WATER & WASTEWATER DEMAND CRITERIA

Water Demand Design Criteria				
Land Use	Average Daily Flow	Maximum Day Factor	Peak Hour Factor	Fire Flows - Duration (@ 139 kPa)
Residential	350 L/cap/day	1.50	2.25 (1.5 times diurnal peak)	110 L/s
Medium Density Residential				245 L/s
Industrial	35 m <sup>3</sup> /ha/day			270 L/s
Commercial	28 m <sup>3</sup> /ha/day			240 L/s
Institutional	Varying scaling based on growth			175 L/s



Wastewater Demand Design Criteria		
Land Use	Average Daily Flow	Peaking Factor
Residential	350 l/cap/day	Adjusted during model validation and calibration to match observed field data
Industrial	35 m <sup>3</sup> /ha/day	
Business Park Industrial	49 L/employee/day	
Commercial	28 m <sup>3</sup> /ha/day	
Institutional	Case by Case	

# WATER SYSTEM CONDITION ASSESSMENTS

Condition assessments were performed on the following Utilities Kingston facilities:

Facility	Overall Rating
Innovation Drive EST	B
O'Connor Drive Res/BS	B
Forest Drive Standpipe	B
Creekford Rd EST	B
Progress Avenue Res/BS	C
Old Colony Rd BS	C
Purdy's BS (Sydenham Rd)	C
O'Connor Drive EST	C
James St BS	C
Third Avenue Res/BS	C
Tower Street EST	C
Collins Bay Road BS	BS currently not in use
King St WTP	B
Point Pleasant WTP	A
Cana WTP	B

EST = Elevated Storage Tank, BS = Booster Station, WTP = Water Treatment Plant

The Overall Rating is Calculated Based on 3 Categories:

- Facility Risk = Importance of the Facility to the System
- Equipment Risk = Risk of Failure of the Equipment
- Condition Rating = Condition of Each Facility



Overall Rating	Description
A	No action required
B	Minor Repairs Needed to Non-Critical Items
C	May Need Replacing in the Future
D	May Need Replacing in the Immediate Future
E	Immediate Action Required to Prevent Failure



The condition assessment results will be used to prioritise infrastructure phasing in the Master Plan Updates.



# WASTEWATER SYSTEM CONDITION ASSESSMENTS



14

Condition assessments were performed on the following Utilities Kingston facilities:

Facility	Overall Rating
King-Lake Ontario Park PS	A
John Counter Boulevard PS	A
Hatter Street PS	A
Notch Hill Road PS	A
Morton Street PS	A
Coverdale PS	B
Bath Road PS	B
Yonge Street PS	B
King-Elevator Bay PS	B
Crerar Boulevard PS	B
King-Portsmouth PS	B
Kenwoods Circle PS	B
Bath-Lower PS	B
Westbrook PS	B
Palace Road PS	B
Rankin Crescent PS	B

Facility	Overall Rating
Schooner Drive PS	B
Lakeshore Blvd PS	B
Collins Bay PS	B
Bayridge PS	B
River Street PS	B
Highway 15	B
James Street PS	B
Bath-Collins Bay PS	B
Hillview Road PS	C
King Street PS	C
Dalton Avenue PS	C
Barrett Court PS	C
Days Road PS	D
Greenview Drive PS <sup>1</sup>	D
Ravensview WWTP	B
Cataraqui Bay WWTP <sup>1</sup>	D
Cana WWTP <sup>1</sup>	D



Overall Rating	Description
A	No action required
B	Minor Repairs Needed to Non-Critical Items
C	May Need Replacing in the Future
D	May Need Replacing in the Immediate Future
E	Immediate Action Required to Prevent Failure



PS = Pumping Station, WWTP = Wastewater Treatment Plant  
 1 = Design & Construction of Upgrades Currently Underway

The condition assessment results will be used to prioritise infrastructure phasing in the Master Plan Updates.



# WATER LEVEL OF SERVICE (LOS)

## Water Treatment

Water Treatment Plants Capacity  $\geq$  Maximum Day Demand (MDD)

## Booster Stations

Booster Stations Capacity, for Each Pressure District, must be  $\geq$  the following:

- Maximum Day Demand (MDD) under Normal Conditions.
- Average Day Demand (ADD) under Back-up Power Conditions

## Water Storage

Water Storage Capacity  $\geq$  Calculated Storage for Fire (A) + Equalization (B) + Emergency (C)

## Distribution

Watermains must be able to provide the following:

- 40 psi (275kPa) to 100 psi (690kPa) under Normal Conditions (Average to Peak Hour Flows)
- 20 psi (140kPa) during Fire Flow Conditions

Minimize High Energy Losses in the Pipes System

## Fire Flows

A Land-use based Approach was used for Distribution. The following Fire Flow targets were used:

LAND USE TYPE	Fire Flow @ 139kPa (20psi)	
	L/min	L/s
Industrial	16,300	270
Institutional	10,600	175
Med/High Density Residential	14,600	245
Commercial	14,400	240
Residential	6,500	110

It should be noted that the targets may not be achieved due to limitation of the existing system

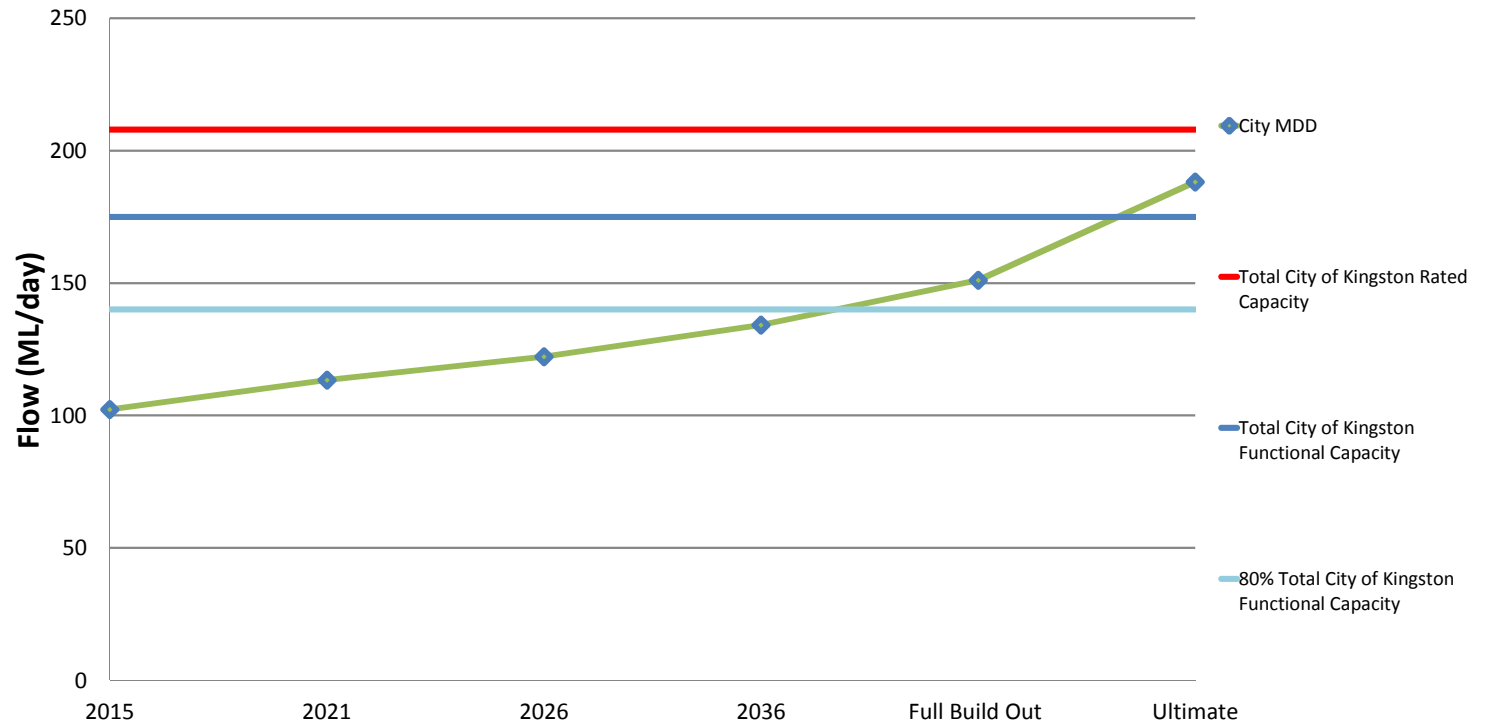


# WATER SYSTEM GAPS – PRODUCTION

## Capacity of the City Treatment Plants vs. the Projected Maximum Daily Demand

### City of Kingston Total Plant Capacity

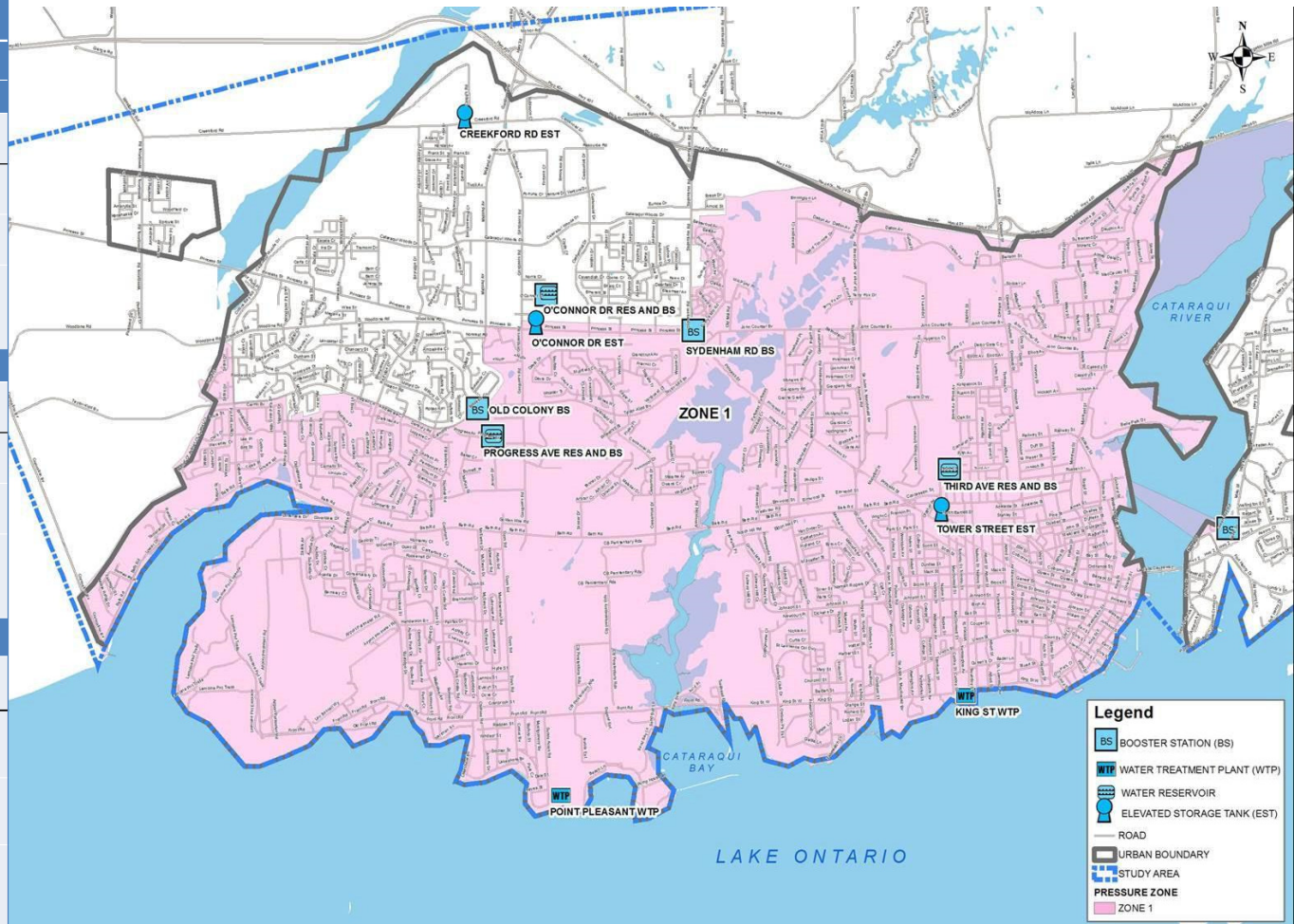
- ✓ The Kingston Water System has Sufficient Maximum Day Capacity to Service Planned Population Growth Beyond 2036
- Generally capacity Upgrades are Triggered when a System Reaches Approximately 80% of Current Functional Capacity as there is Typically a Timing issue Between the Identification of the Need and the Implementation of the Upgrades
- Water Treatment Plants Should be Design for a 20 year Projection.



Note: Capacity of Treatment Plants indicated includes Point Pleasant Upgrades

# WATER SYSTEM GAPS – FACILITIES

Zone 1			
<b>BOOSTING CAPACITY</b>			
Firm Capacity			
Available	217ML/D	LOS	
2015 Required	82.5ML/D	✓	
2036 Required	103ML/D	✓	
Full Build Out Required	117ML/D	✓	
Back-up			
Available	211ML/D	LOS	
2015 Required	55ML/D	✓	
2036 Required	68ML/D	✓	
Full Build Out Required	78ML/D	✓	
<b>STORAGE</b>			
Available	47,300m3	LOS	
2015 Total Required	25,800m3	✓	
2036 Total Required	32,200m3	✓	
Full Build Out Required	36,700m3	✓	

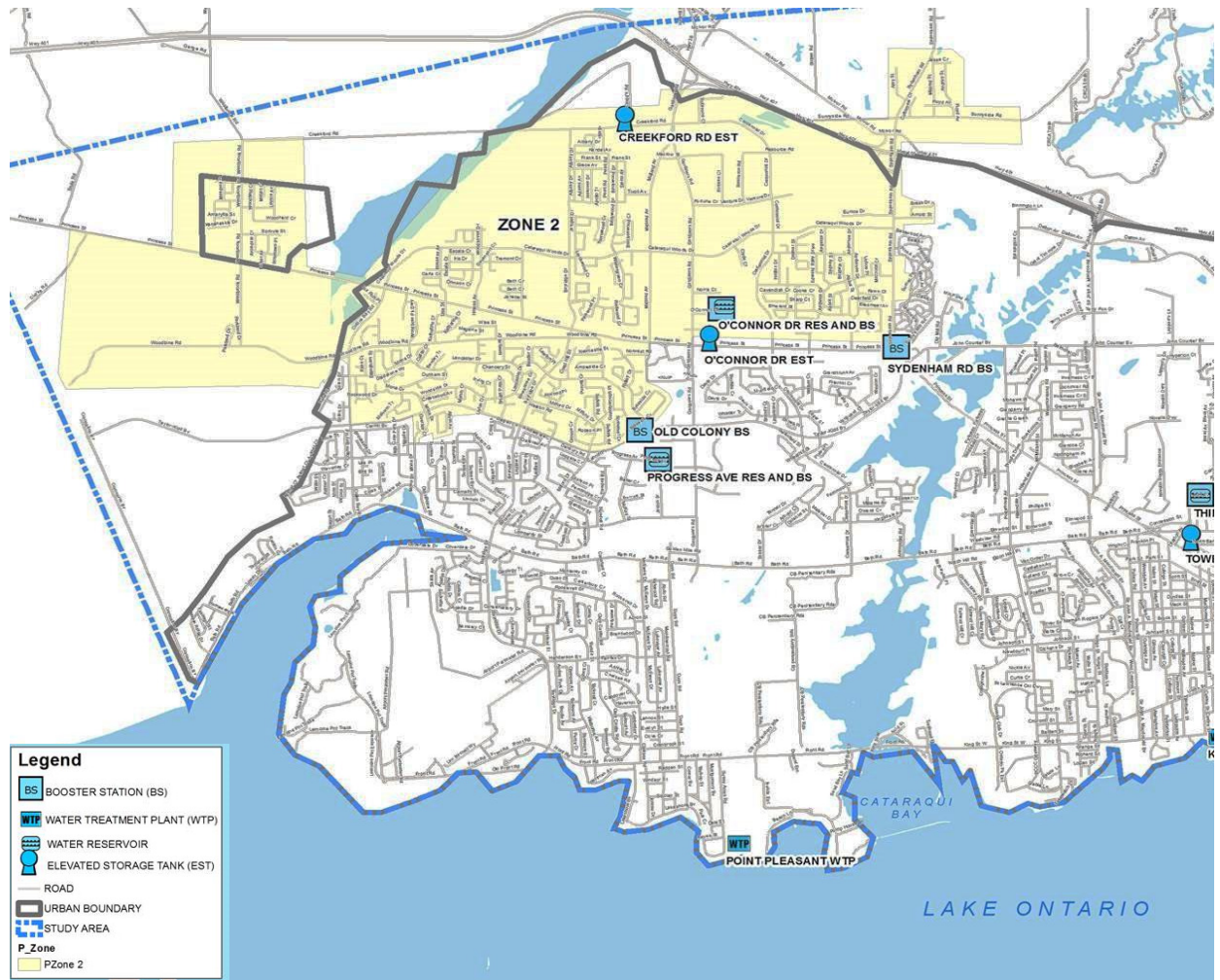


Zone 1 Meets the Minimum LOS for Boosting, Both Firm, Back-up, and Storage Capacity



# WATER SYSTEM GAPS – FACILITIES

Zone 2			
<b>BOOSTING CAPACITY</b>			
Firm Capacity			
<b>Available</b>	<b>39ML/D</b>	<b>LOS</b>	
2015 Required	12ML/D	✓	
2036 Required	20ML/D	✓	
Full Build Out Required	22ML/D	✓	
Back-up			
<b>Available</b>	<b>35ML/D</b>	<b>LOS</b>	
2015 Required	8ML/D	✓	
2036 Required	13.5ML/D	✓	
Full Build Out Required	14.5ML/D	✓	
<b>STORAGE</b>			
<b>Available</b>	<b>15,000m3</b>	<b>LOS</b>	
2015 Total Required	3,900m3	✓	
2036 Total Required	8,500m3	✓	
Full Build Out Required	10,200m3	✓	

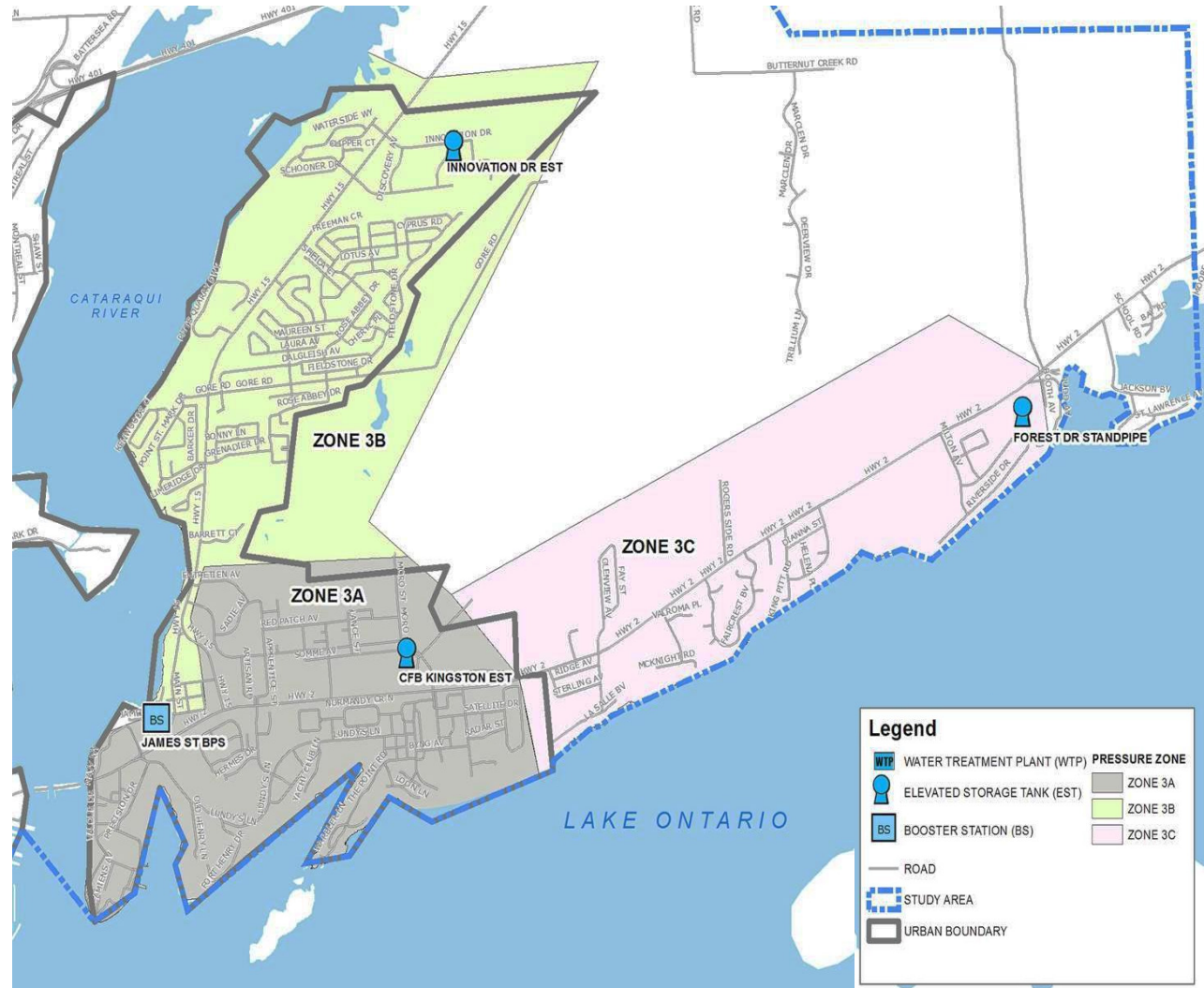


Zone 2 Meets the Minimum LOS for Boosting, Both Firm and Back-up, and Storage Capacity

# WATER SYSTEM GAPS – FACILITIES

Zone 3		
BOOSTING CAPACITY		
Firm Capacity		
<b>Available</b>	<b>33ML/D</b>	<b>LOS</b>
2015 Required	8ML/D	✓
<b>Available</b>	<b>15ML/D</b>	<b>LOS</b>
2036 Required	11ML/D	✓
Full Build Out Required	12ML/D	✓
Back-up		
<b>Available</b>	<b>33ML/D</b>	<b>LOS</b>
2015 Required	5ML/D	✓
<b>Available</b>	<b>15ML/D</b>	<b>LOS</b>
2036 Required	7.5ML/D	✓
Full Build Out Required	8ML/D	✓
STORAGE		
<b>Available</b>	<b>10,400m3</b>	<b>LOS</b>
2015 Total Required	2,500m3	✓
<b>Available (2021 and Beyond)*</b>	<b>8,200m3</b>	<b>LOS</b>
2036 Total Required	5,800m3	✓
Full Build Out Required	6,800m3	✓

- Note:
- Revised Boosting Capacity based on Upgrade to James St Booster Station by 2021
  - Revised Storage Capacity based on CFB Kingston EST being Decommissioned by 2021



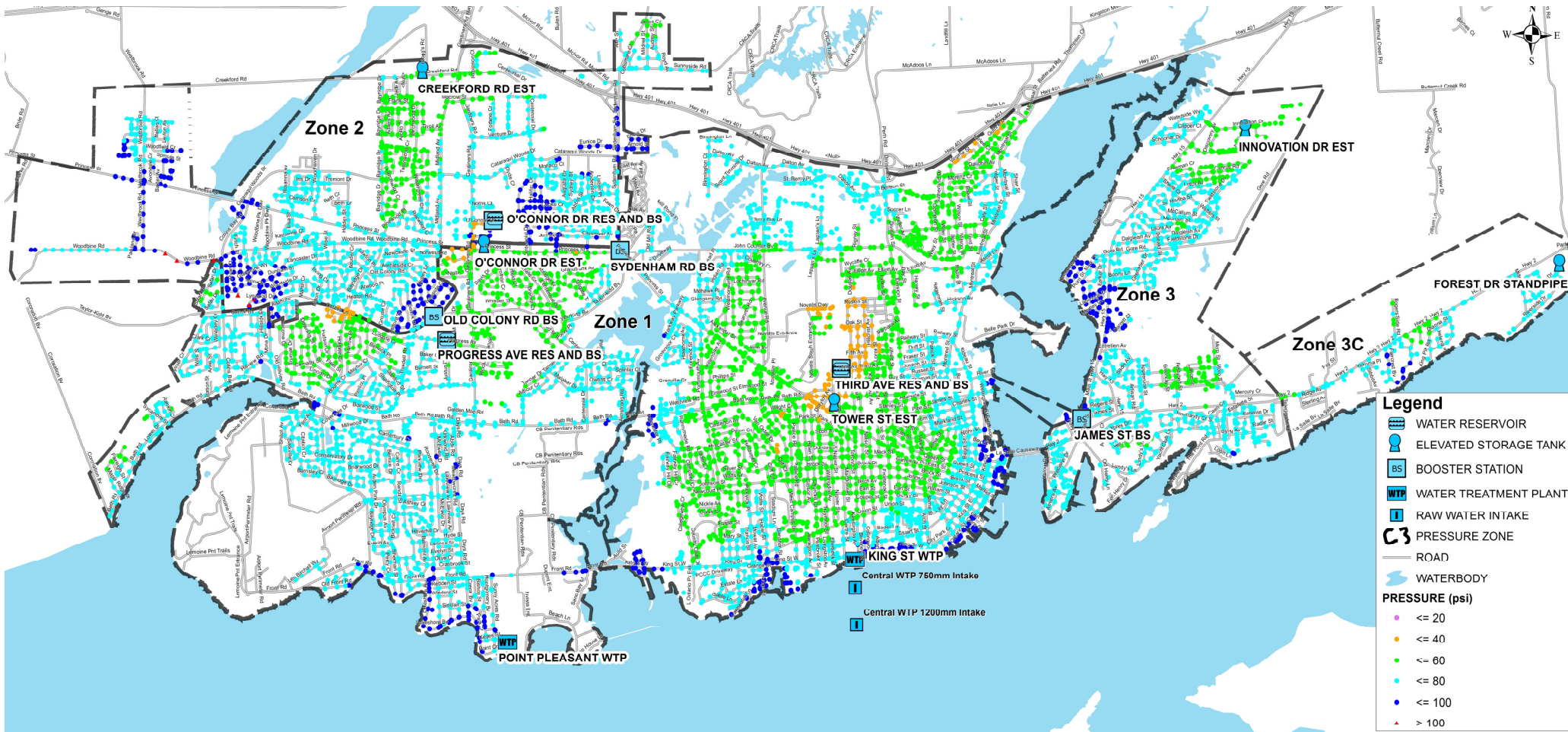
Zone 3 Meets the Minimum LOS for Boosting, Both Firm and Back-up, and Storage Capacity



# WATER SYSTEM GAPS – DISTRIBUTION



## Water Distribution System Gap 2015 (Peak Hours Demand)

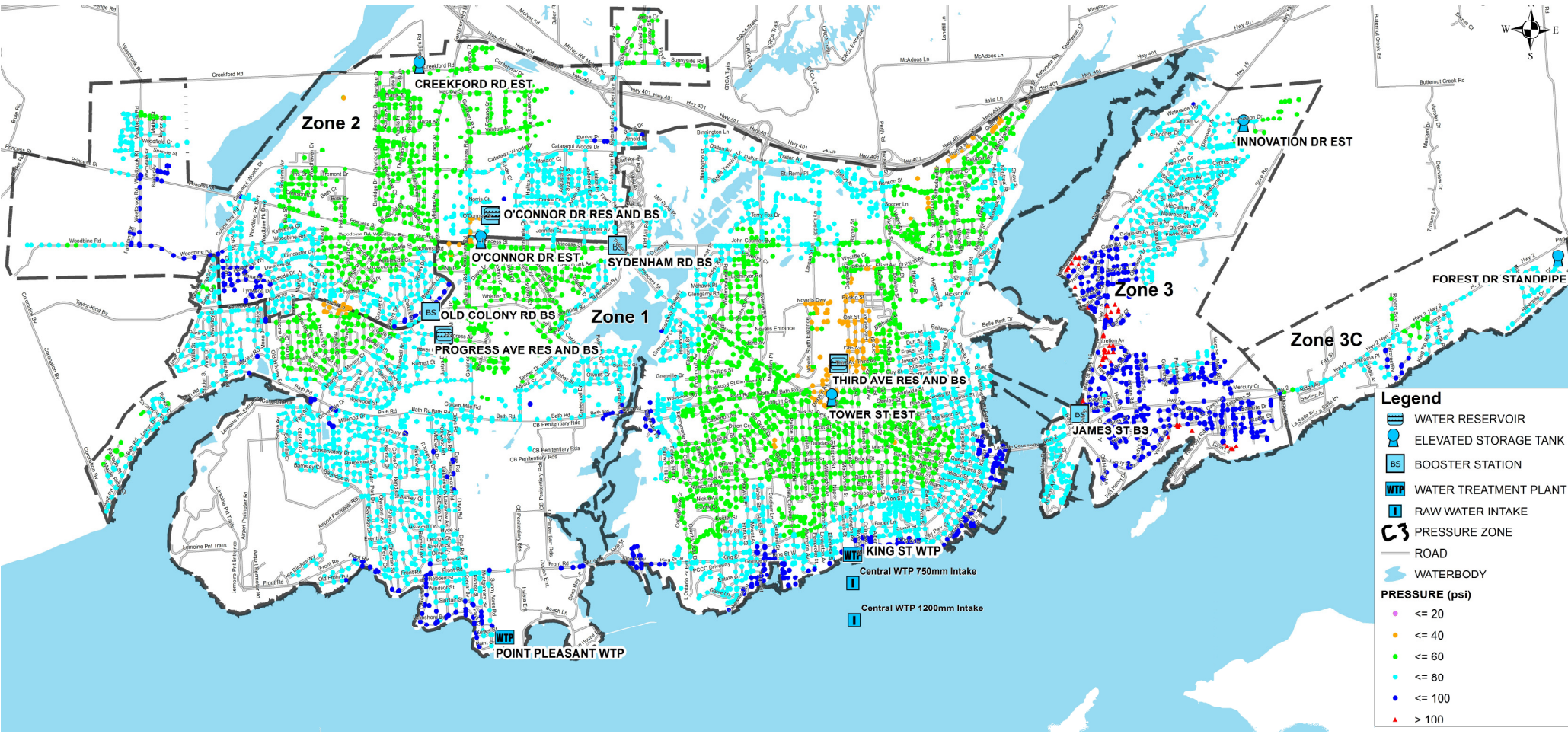


Pressures Below 40psi (Yellow) and Above 100psi will be Analyzed in Detail to Determine Alternatives to Improve Pressures



# WATER SYSTEM GAPS – DISTRIBUTION

## Water Distribution System Gap 2036 (Peak Hour Demand)

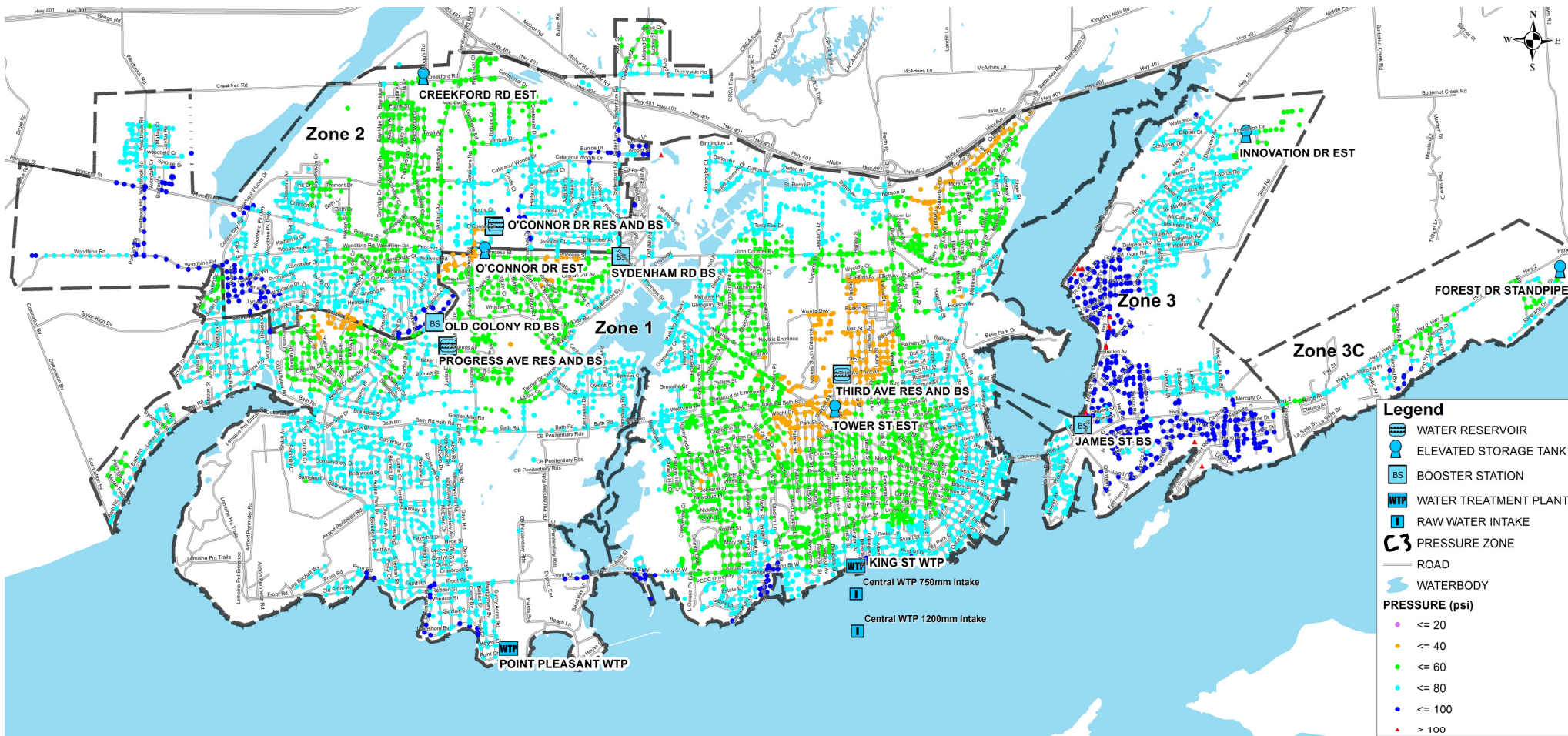


Pressures Below 40psi (Yellow) and Above 100psi will be Analyzed in Detail to Determine Alternatives to Improve Pressures



# WATER SYSTEM GAPS – DISTRIBUTION

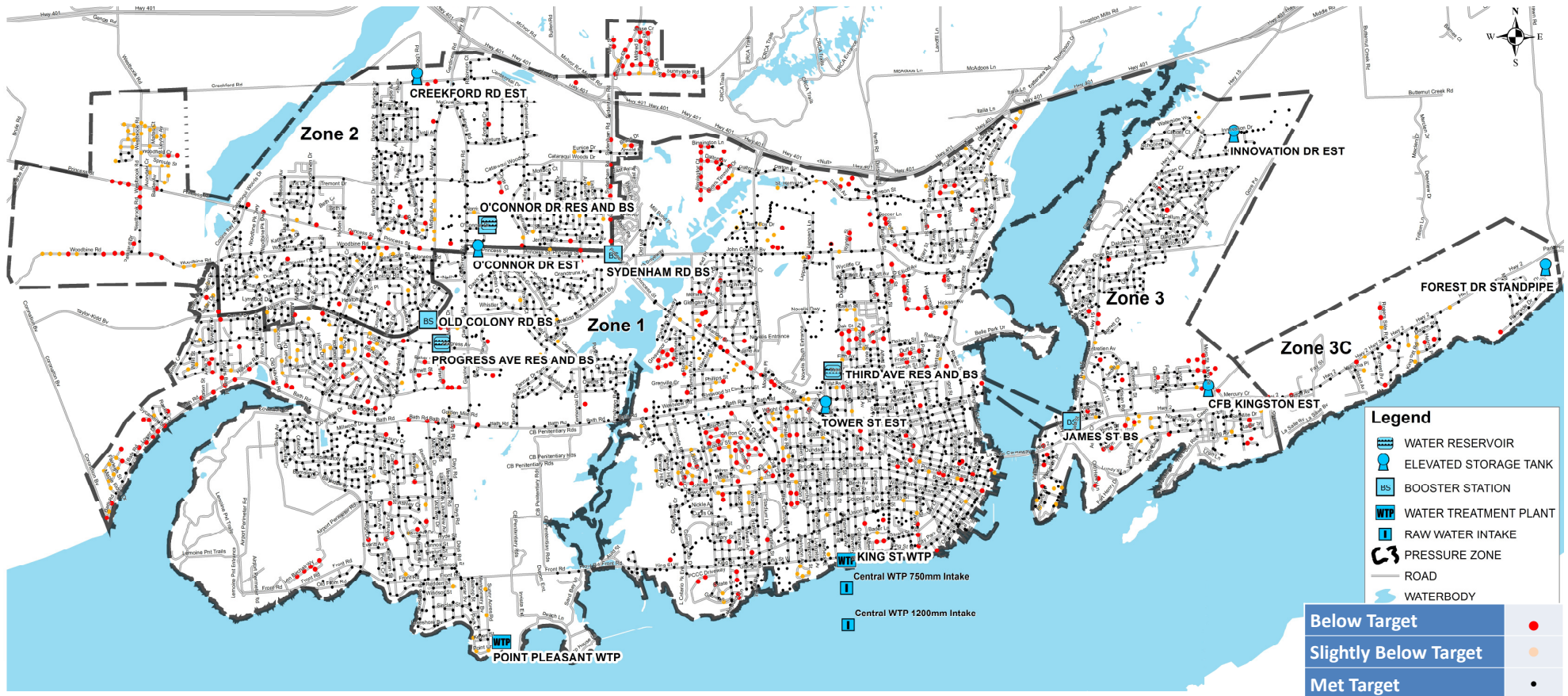
## Water Distribution System Gap Full Build-Out



Pressures Below 40psi (Yellow) and Above 100psi will be Analyzed in Detail to Determine Alternatives to Improve Pressures

# WATER SYSTEM GAPS – FIRE FLOWS

## Water Distribution System Gap 2015 Fire Flows

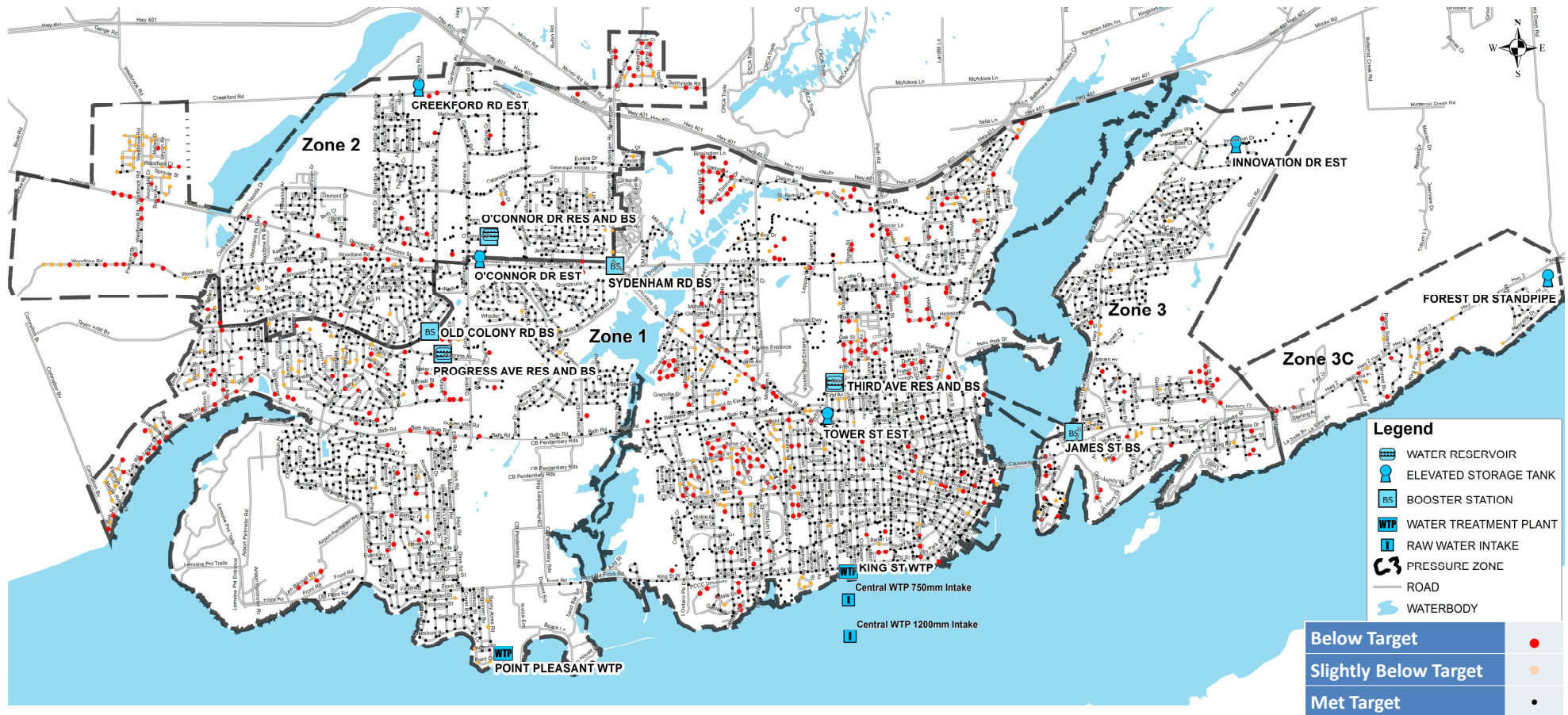


- ✓ Generally, Current Fire Flow Targets were Met in Most Areas, Except along Some Small Diameter Watermains (whose capacity is limited) or in Poorly Looped Areas
- ✓ A Reasonable and Realistic Plan will be Developed to Improve System Capacity and “Close the Gap” Between the Available Capacity Indicated and the Target Capacities



# WATER SYSTEM GAPS – FIRE FLOWS

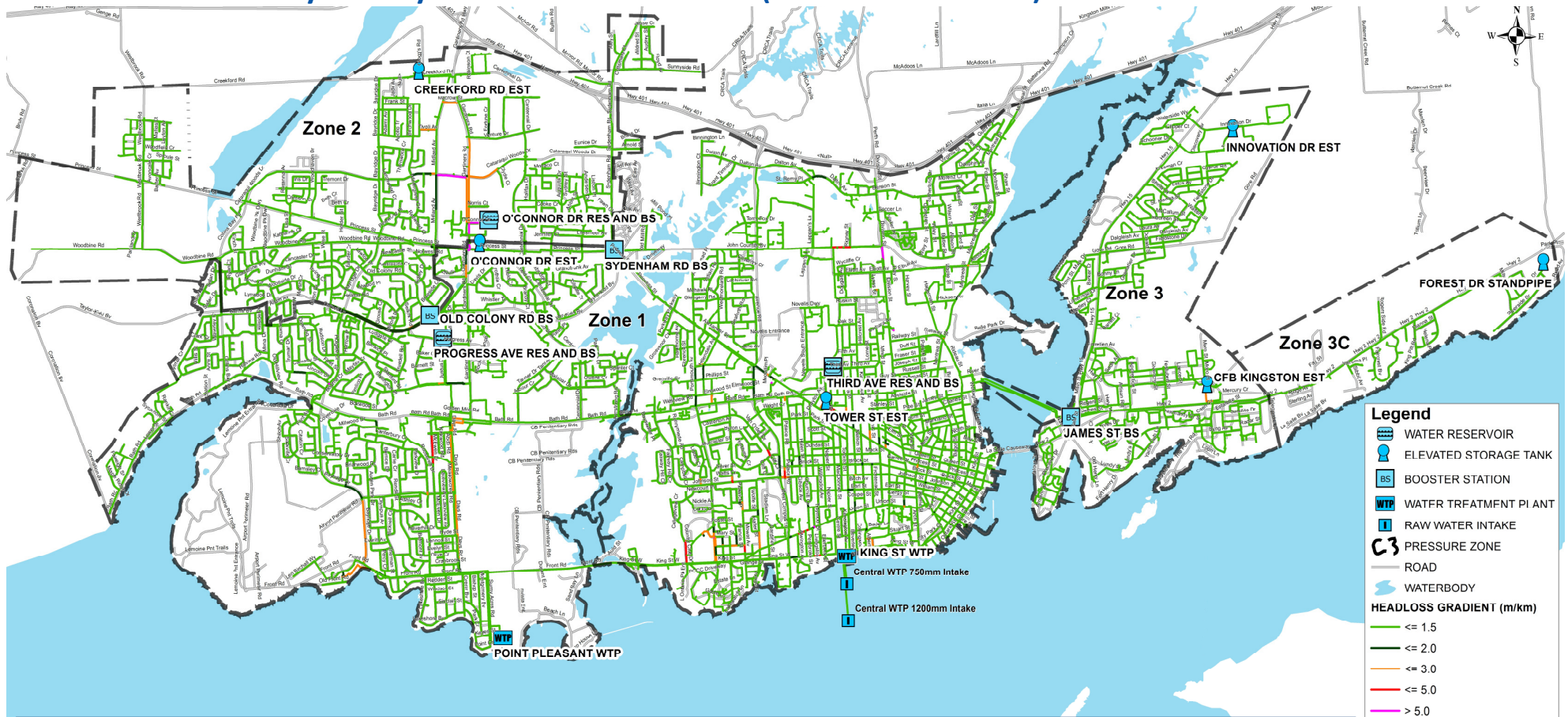
## Water Distribution System Gap 2036 Fire Flows



- ✓ Generally, Current Fire Flow Targets were Met in Most Areas, Except along Some Small Diameter Watermains (whose capacity is limited) or in Poorly Looped Areas
- ✓ A Reasonable and Realistic Plan will be Developed to Improve System Capacity and “Close the Gap” Between the Available Capacity Indicated and the Target Capacities

# WATER SYSTEM GAPS – ENERGY

## Water Distribution System Hydraulic Headlosses 2015 (Peak Hour Demand)

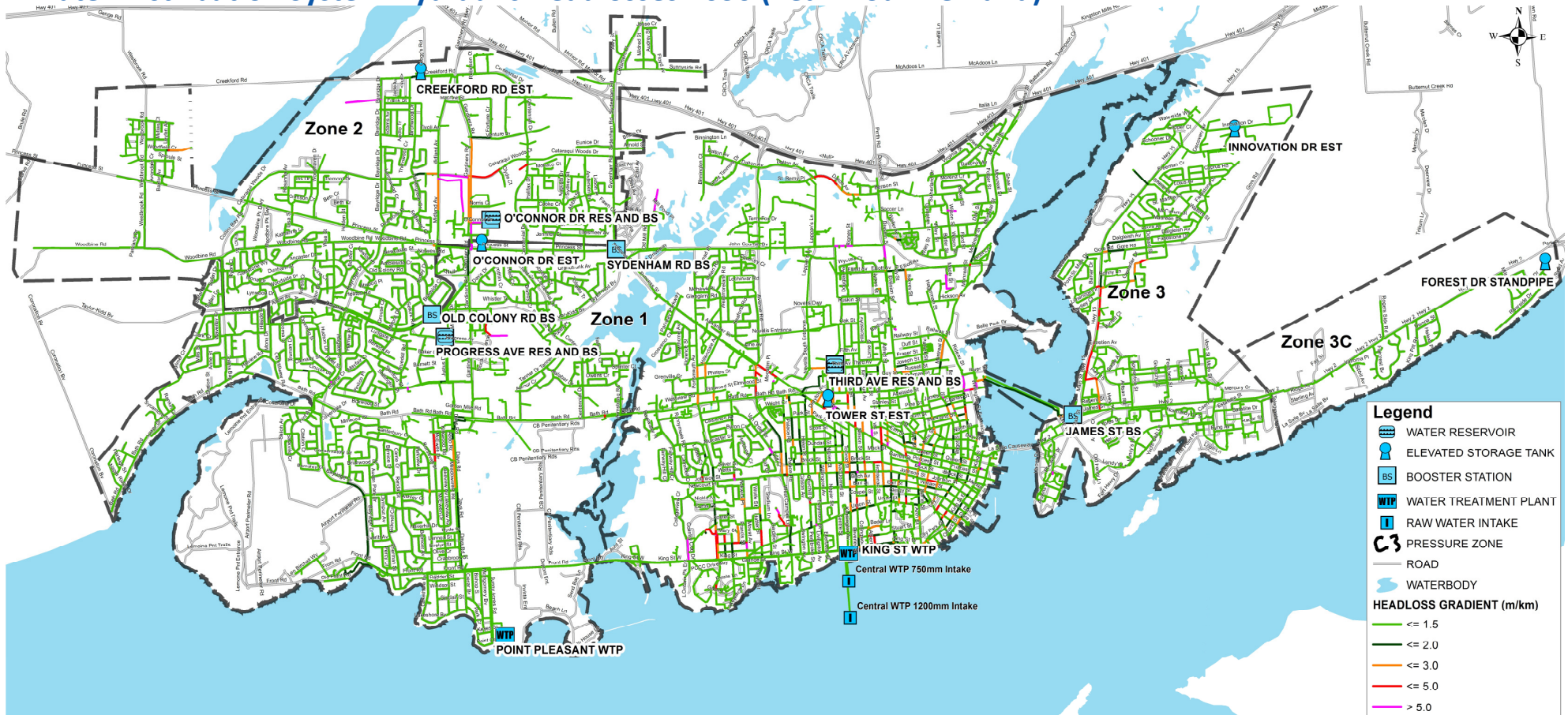


- Hydraulic headloss gradients are used to identify section of the distribution system that have higher energy loss.
- These Losses are caused by may different factors include pipe size, age, material and flow.
- The higher headloss gradients will be analyzed to determine section of the distribution system that require upgrade or replacement.



# WATER SYSTEM GAPS – ENERGY

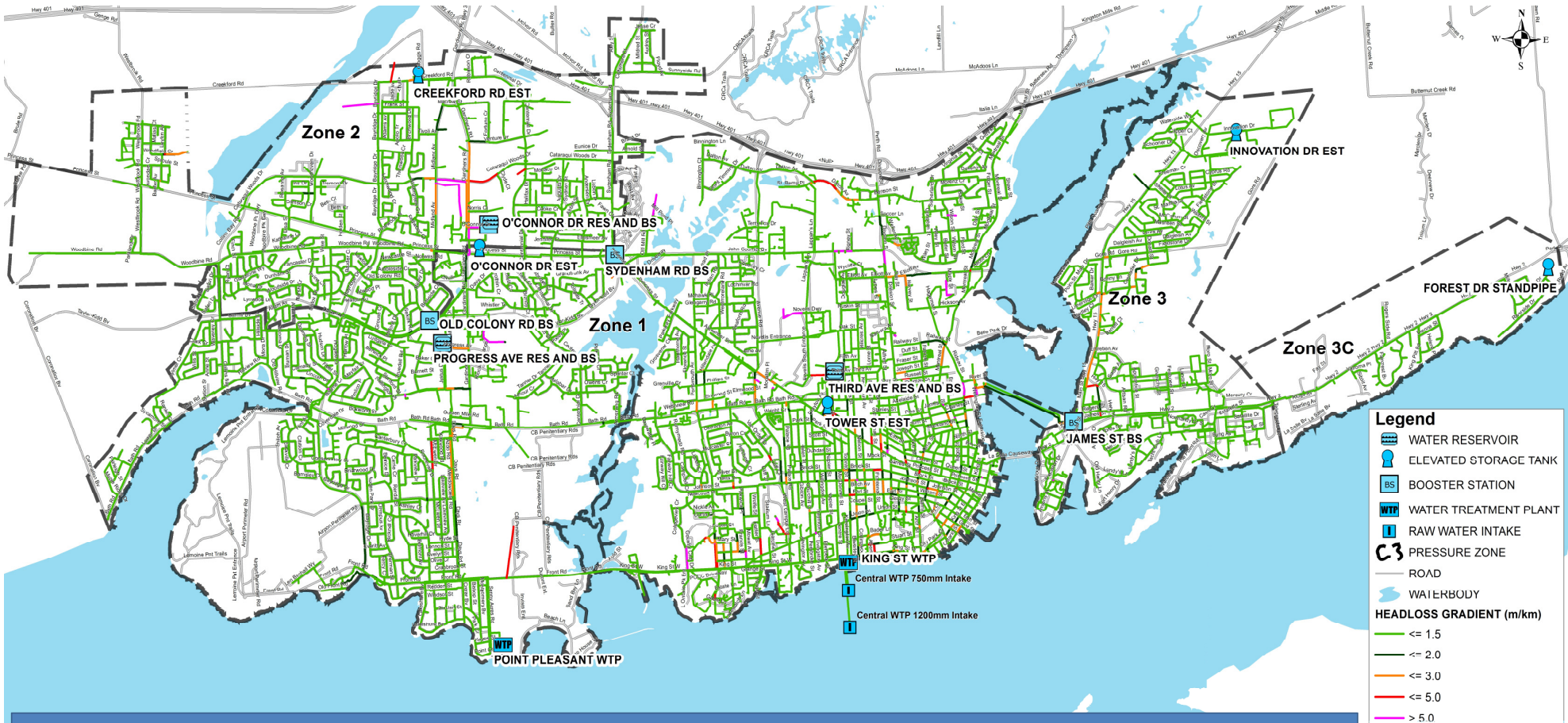
## Water Distribution System Hydraulic Headlosses 2036 (Peak Hour Demand)



- Hydraulic headloss gradients are used to identify section of the distribution system that have higher energy loss.
- These Losses are caused by may different factors include pipe size, age, material and flow.
- The higher headloss gradients will be analyzed to determine section of the distribution system that require upgrade or replacement.

# WATER SYSTEM GAPS – ENERGY

## Water Distribution System Hydraulic Headlosses Full Build Out (Peak Hour Demand)



- Hydraulic headloss gradients are used to identify section of the distribution system that have higher energy loss.
- These Losses are caused by may different factors include pipe size, age, material and flow.
- The higher headloss gradients will be analyzed to determine section of the distribution system that require upgrade or replacement.



# WATER SYSTEM GAPS

## Reliability & Resiliency


Reliability Refers to the System's Ability to Handle Routine Upsets such as Pipe Breaks or Planned Maintenance. Resiliency Refers to the System's Ability to Recover from a Major Upsets such as the Loss of a Major or Upset of a Complex Process. Detailed Analysis and Alternatives will be reviewed to provide better system Reliability and Resiliency. Some Examples include:

- Potential Second Feed to Westbrook Area
- Additional Feed to East Pressure Zone
- Additional Watermain Looping



# WASTEWATER LEVEL OF SERVICE (LOS)

## Wastewater Treatment

Good:  Wastewater Treatment Plants Rated Average Daily Flow Capacity  $\geq$  Average Daily Flows  
Wastewater Treatment Plants Rated Peak Flow Capacity  $\geq$  10yr Storm Flows

Gap:  The Average Daily Flow Capacity or Peak Flow Capacity is Exceeded

## Pumping Stations

Good:  Dry Weather Flows & 10yr Storm Flows are Less Than the Pumping Stations Firm Capacity


Review:  10yr Storm Flows are Greater Than the Firm but Less Than the Peak Capacity


Gap:  10yr Storm Flows are Greater Than the Pumping Station Peak Capacity

(Firm Capacity = Largest Pump Out of Service) (Peak Capacity = All Pumps in Operation)

## Gravity Sanitary Sewers

Good:  Hydraulic Grade Line (HGL) from the 100yr Storm is More Than 2m Below the Finished Ground  
Dry Weather Flow is Less Than the Sewer Capacity

Review:  Hydraulic Grade Line (HGL) from the 25yr Storm Flows and Larger, is within 2m of the Finished Ground  
HGL from the 10yrs Storm Flows and Larger, is between 0.3m of the Obvert of the Pipe and 2m of the Finished Ground  
Dry Weather Flows  $>$  85% of the Sewer Capacity but  $<$  99% of the Sewer Capacity

Gap:  HGL from the 10yrs Storm Flows and smaller, is within 2m of the Finished Ground  
Cannot Convey the Dry Weather Flows Without Surcharging.

## Forcemain

Good:  Velocity in Pipe is Less Than 2m/s

Review:  Velocity in Pipe is Greater Than 2m/s and Less Than 3m/s

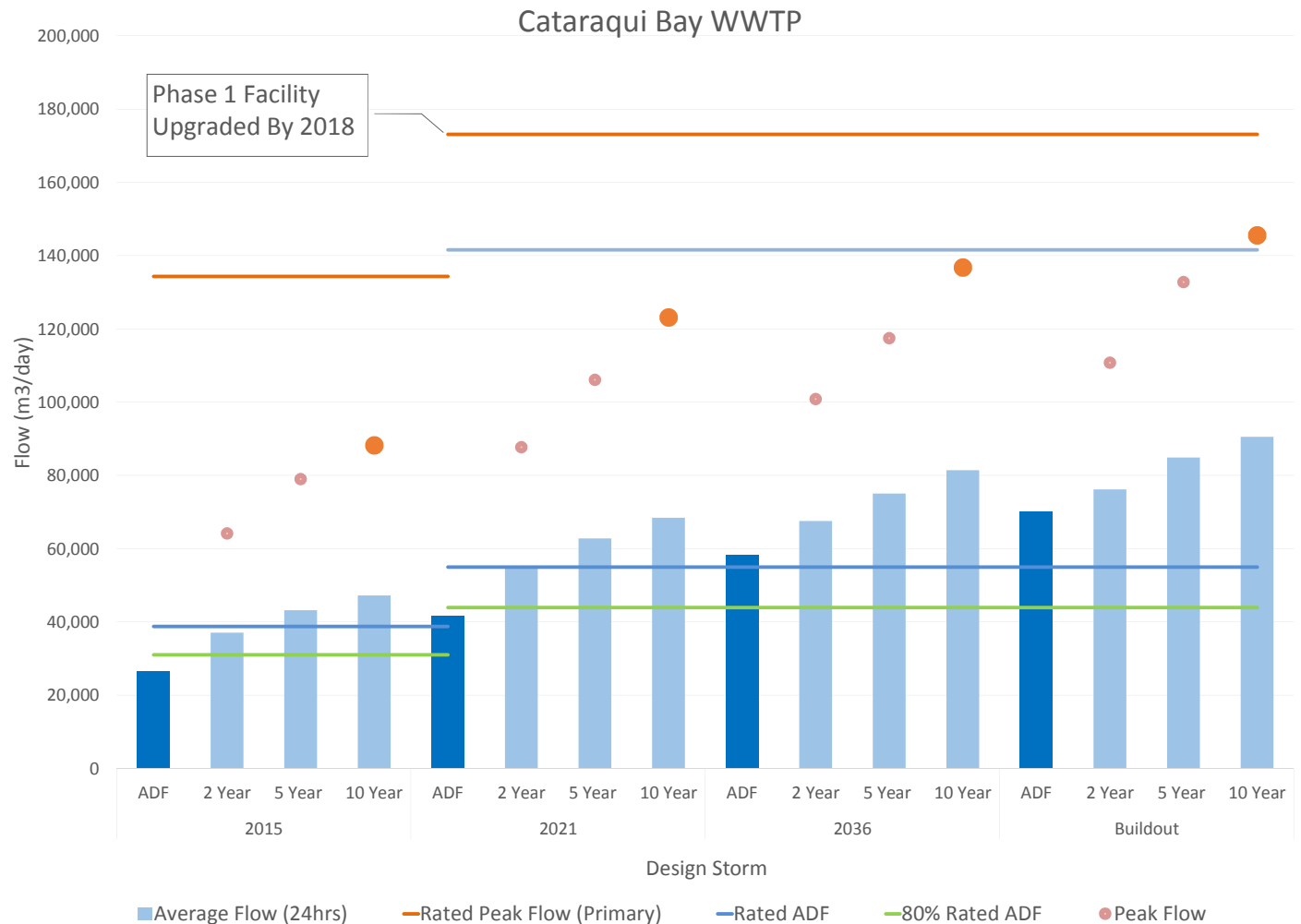
Gap:  Velocity in Pipe is Greater Than 3m/s





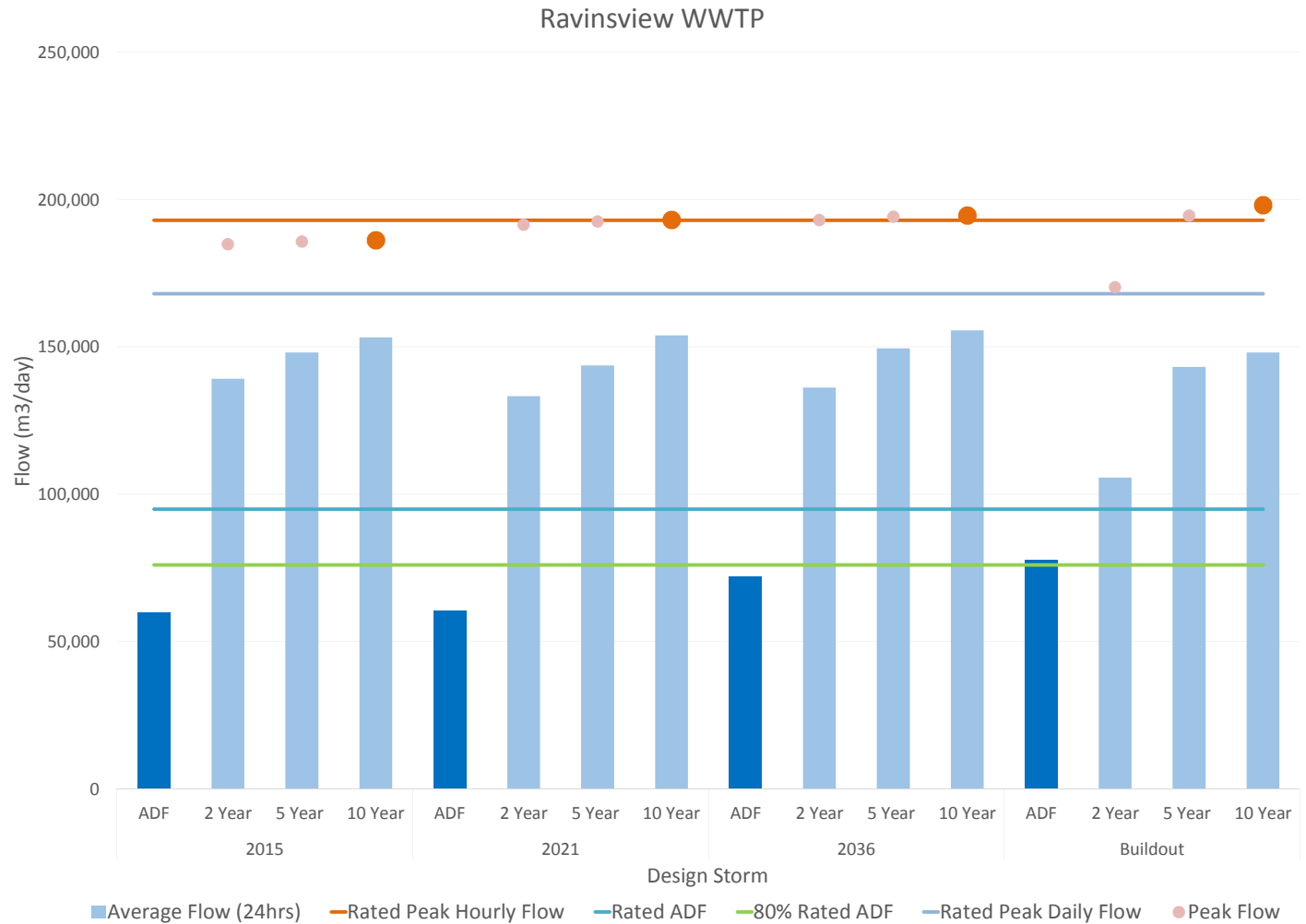
# WASTEWATER TREATMENT SYSTEM

- Kingston West Wastewater Treatment System at its Current Capacity has Sufficient Capacity Today but Reaches its Current Rated Average Daily Flow and Just About Reaches its Peak Flow (Primary) by 2021 for the desired LOS (10yr). The Facility Upgrades by 2018 Provide Sufficient Capacity Up to Approximately 2036. Phase 2 of the Updates is Currently Schedule 2036.
- Generally capacity upgrades are triggered when a system reaches approximately 80% of current functional capacity as there is typically a timing issue between the identification of the need and the implementation of the upgrades



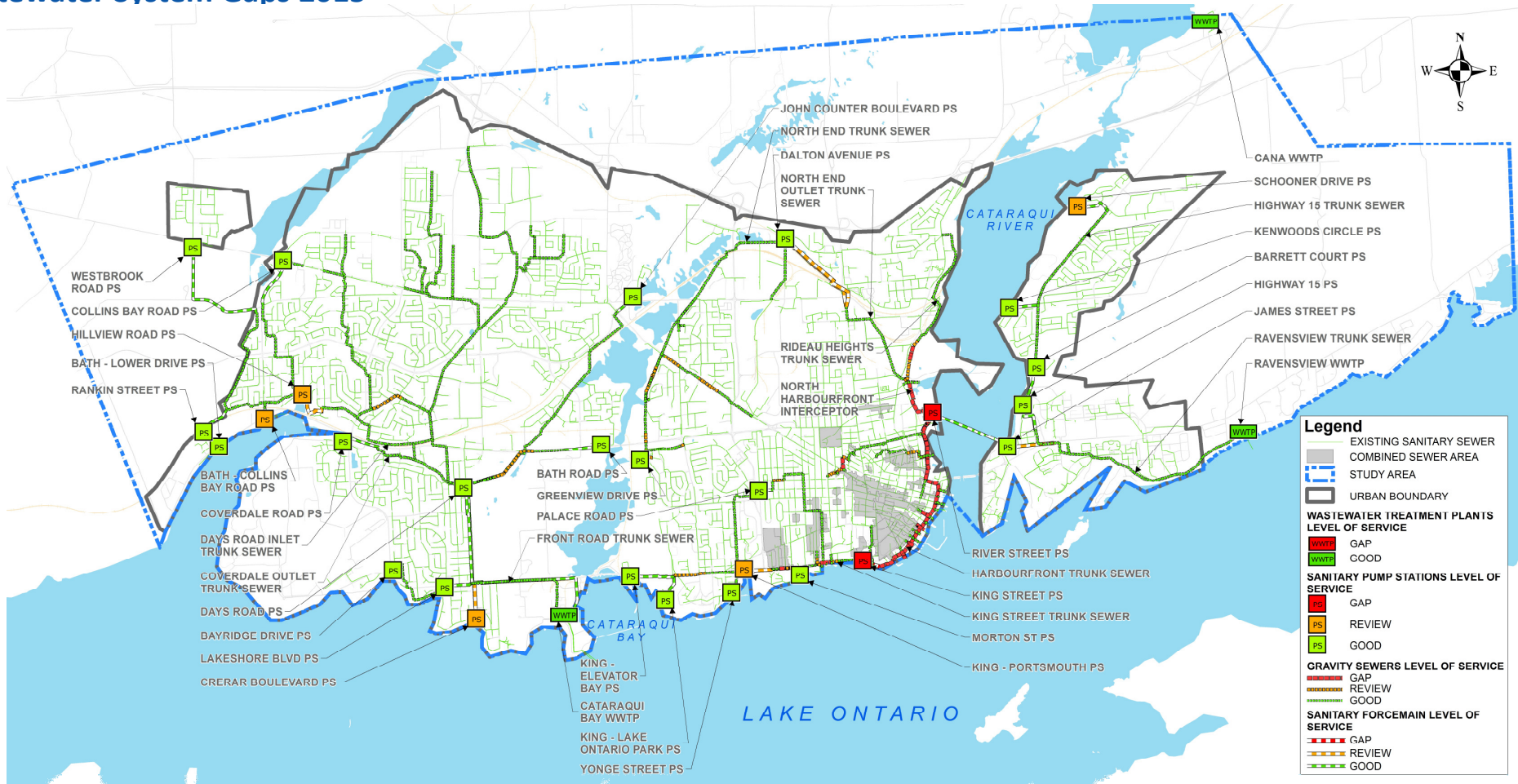
# WASTEWATER SYSTEM TREATMENT SYSTEM

- Kingston East Wastewater Treatment System has Sufficient Capacity for Average Daily Flow and Peak Flow Capacity up to 2036 for the Desired LOS (10yr). However, by Build Out Condition Slightly Exceeds its Peak Capacity.
- Generally capacity upgrades are triggered when a system reaches approximately 80% of current functional capacity as there is typically a timing issue between the identification of the need and the implementation of the upgrades



# WASTEWATER SYSTEM GAPS

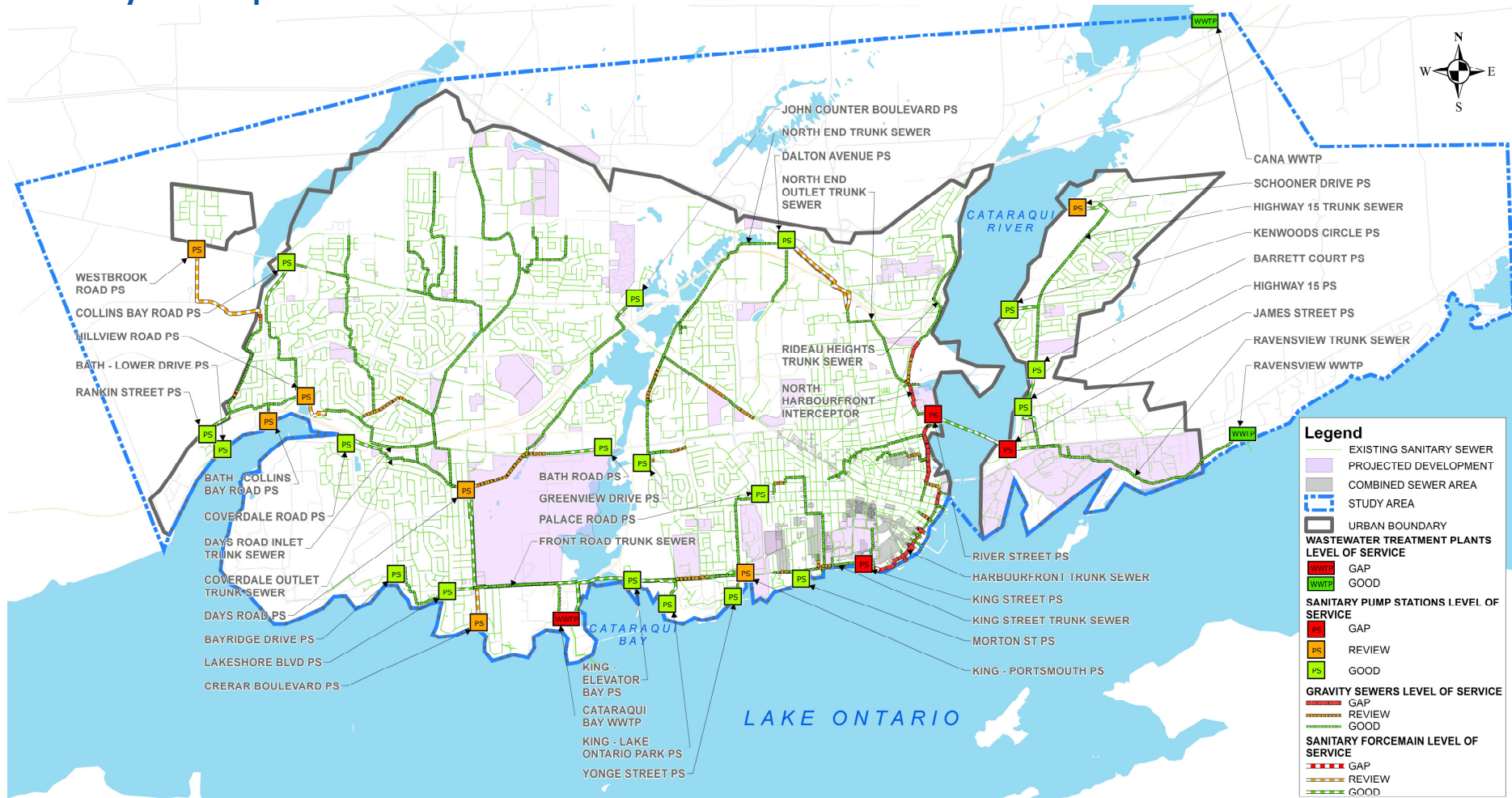
## Wastewater System Gaps 2015



Identified Issues in the LOS indicate that additional analysis is required. The LOS indicated is based on Existing Capacities and is Subject to Change Based on Alternatives (i.e. Increase in Upstream Capacity may Result in Downstream Gap)

# WASTEWATER SYSTEM GAPS

## Wastewater System Gaps 2036

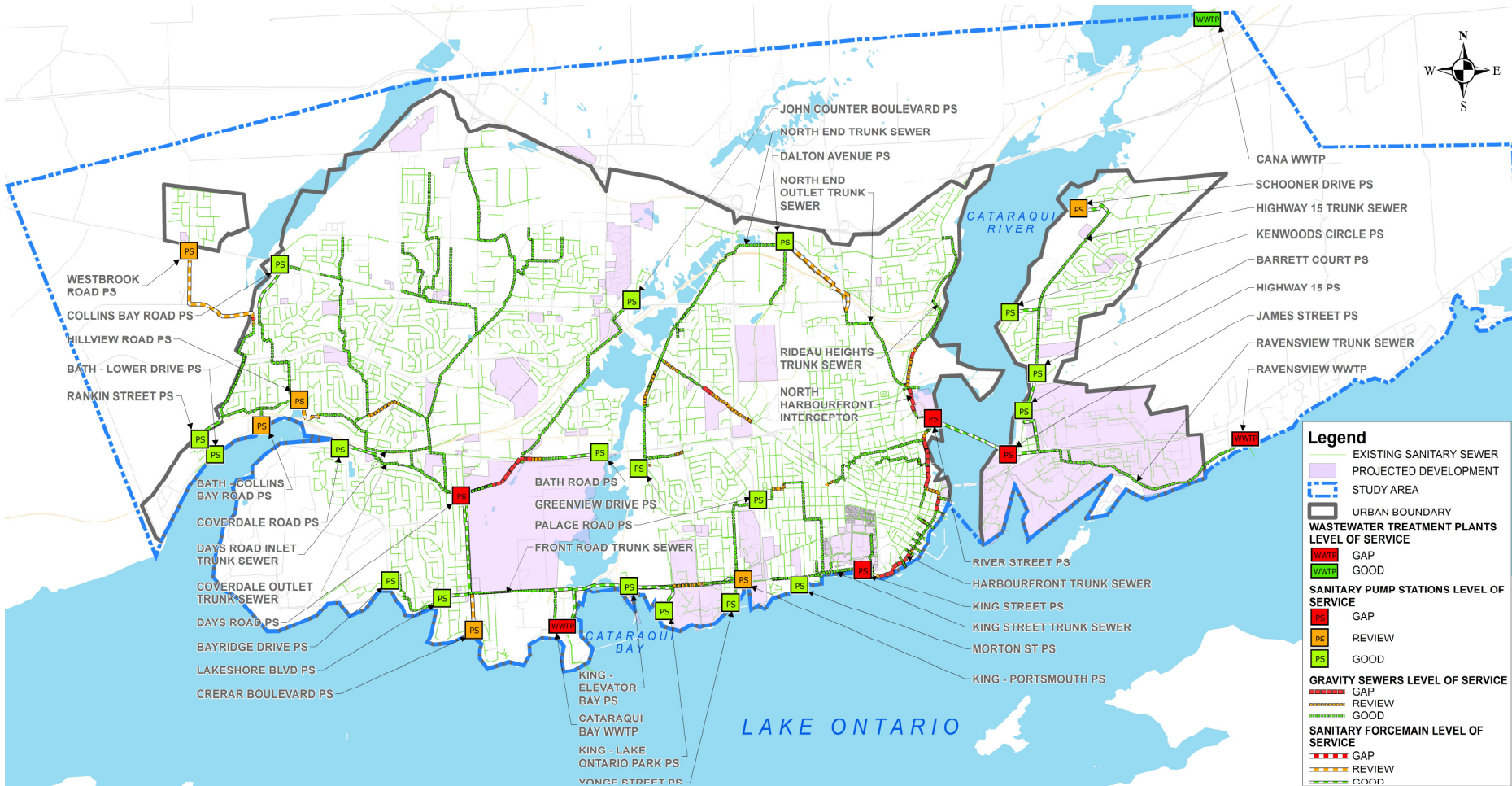


Identified Issues in the LOS indicate that additional analysis is required. The LOS indicated is based on Existing Capacities and is Subject to Change Based on Alternatives (i.e. Increase in Upstream Capacity may Result in Downstream Gap)



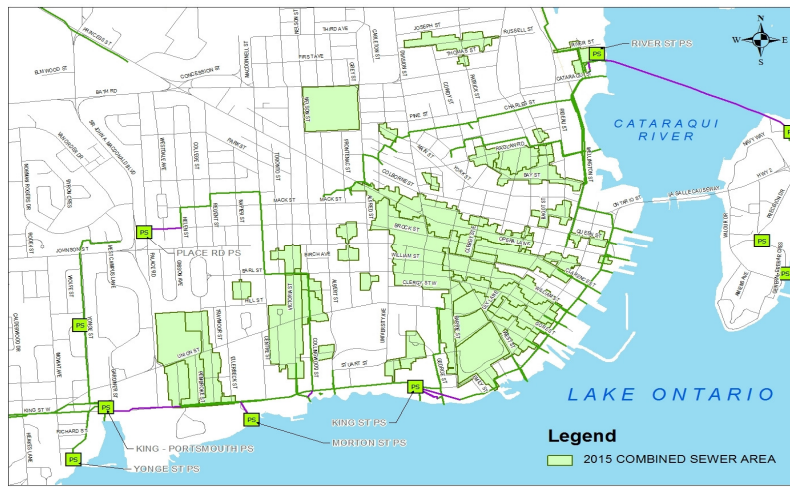
# WASTEWATER SYSTEM GAPS

## Wastewater System Gaps Full Build Out



Identified Issues in the LOS indicate that additional analysis is required. The LOS indicated is based on Existing Capacities and is Subject to Change Based on Alternatives (i.e. Increase in Upstream Capacity may Result in Downstream Gap)

# COMBINED SEWER AREAS



2015



2021



2026



2036

The Maps Illustrate the Projected Reduction in Combine Sewer Areas between the Different Time Steps. Full Build Out and Ultimate are Assumed to be Full Separated.



# WASTEWATER SYSTEM GAPS – COMBINED SEWER OVERFLOWS



36

CRITERIA	Historic (2014)	2015	2021	2026	2036	Buildout	Ultimate
<b>MOE F-5-5 CRITERIA</b>							
WET WEATHER VOLUME TREATED	90%	96%	97%	98%	99%	100%	100%
MEETS DURATION REQUIREMENTS	X	X	X	X	✓	✓	X
MEETS FREQUENCY REQUIREMENTS	X	X	X	X	X	✓	X
<b>LONG TERM GOAL</b>							
WET WEATHER VOLUME TREATED	N/A	92%	96%	97%	98%	99%	99%
VIRTUAL ELIMINATION	X	X	X	X	X	X	X



## MOECC F-5-5 CRITERIA (BASED ON AVG. WEATHER YEAR)

- Treat 90% Wet Weather Volume (for an Average Year) above the Dry Weather Flow.
- Combined Total Duration of CSO Events at Any One CSO Location Shall Not Exceed 48hrs.
- Controlling Overflow to Not More than 2 Events Per Season
- An Additional Overflow Event May be Permitted Provided that the PWQO for E.coli Based on a Geometric Mean at Beaches are Not Exceeded for 95% of the Season.

## LONG TERM GOALS (BASED ON WETTER-THAN-AVG. YEAR)

- Continue to Reduce Overflow Volumes and “Virtually Eliminate” Combined Sewer Overflows

“Virtually Eliminate”=Containment of all Combined Sewer Flows under a Wet Year Conditions, with Overflows Occurring only Under Less Frequent Storm Events



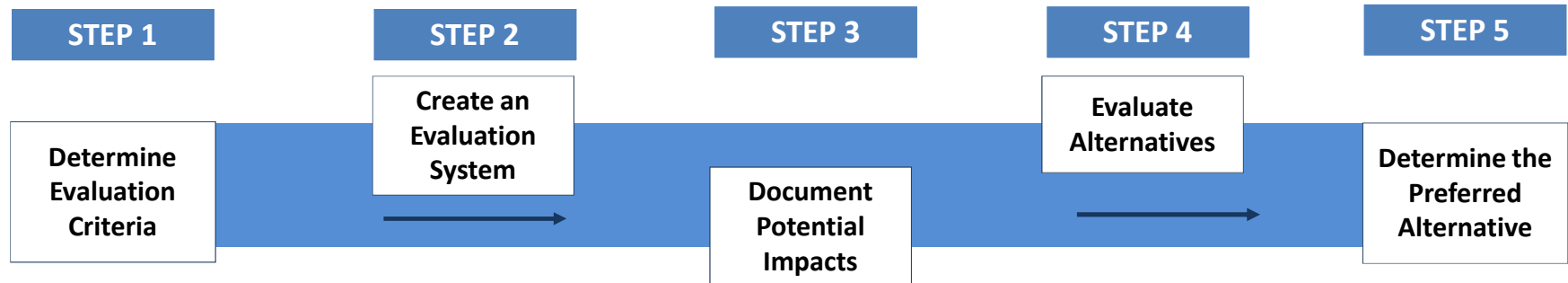


# NEXT STEPS

- Finalize Infrastructure Gaps with Existing System Reports and Operations
- Develop and Finalize Alternative Servicing Strategies for Infrastructure that has been Identified below the LOS
- Evaluate Alternative servicing strategies and Recommend Servicing Solutions
- Hold Public information Centre #2 to present Alternative strategies, Evaluation and Recommended Servicing Solutions
- Update the Pollution Control Plans
- Finalize Master Plan Document & Make Available to the Public for Review



# EVALUATION METHODOLOGY



Criteria developed upon which the alternatives are evaluated against.

Each alternatives is assigned a colour rating:

- **green** for “most preferred”
- **yellow** for “less preferred”
- **orange** for “least preferred”

An overall impact rating for each is based on an assessment of the ratings assigned to each

The four evaluation criteria categories were assigned equal weighting as they all have equal importance

The individual impacts associated with each alternative were determined and documented in a matrix

Each of the alternatives is assigned a rating for each of the criteria.

The comparative evaluation is based on a qualitative assessment of the individual impacts

Professional judgement is factored into the evaluation as part of the qualitative assessment

The alternative with the least overall impact is recommended

# EVALUATION CRITERIA

## **NATURAL ENVIRONMENT**

(Illustrated on subsequent slide)

Wildlife and Vegetative Features  
Watercourses and Aquatic Habitat  
Watercourse Crossings  
Natural Heritage Areas  
Groundwater Impacts (.e.g., dewatering)

## **SOCIAL AND CULTURAL ENVIRONMENT CONSIDERATIONS**

(Illustrated on subsequent slide)

Disruption to Residences, Businesses and Institutions  
Traffic Disruptions  
Cultural Heritage Features  
Wells or Wellhead Protection Areas  
Future Planning Initiatives

## **TECHNICAL SUITABILITY AND OPERATIONAL SUITABILITY**

(Illustrated on previous slides)

Design and Constructability  
Capacities of linear infrastructure and facilities  
Security of System  
Compatibility with Existing Infrastructure  
Operations and Maintenance Requirements

## **FINANCIAL CONSIDERATIONS**

Operations and Maintenance Costs  
Total Capital Costs (estimated)

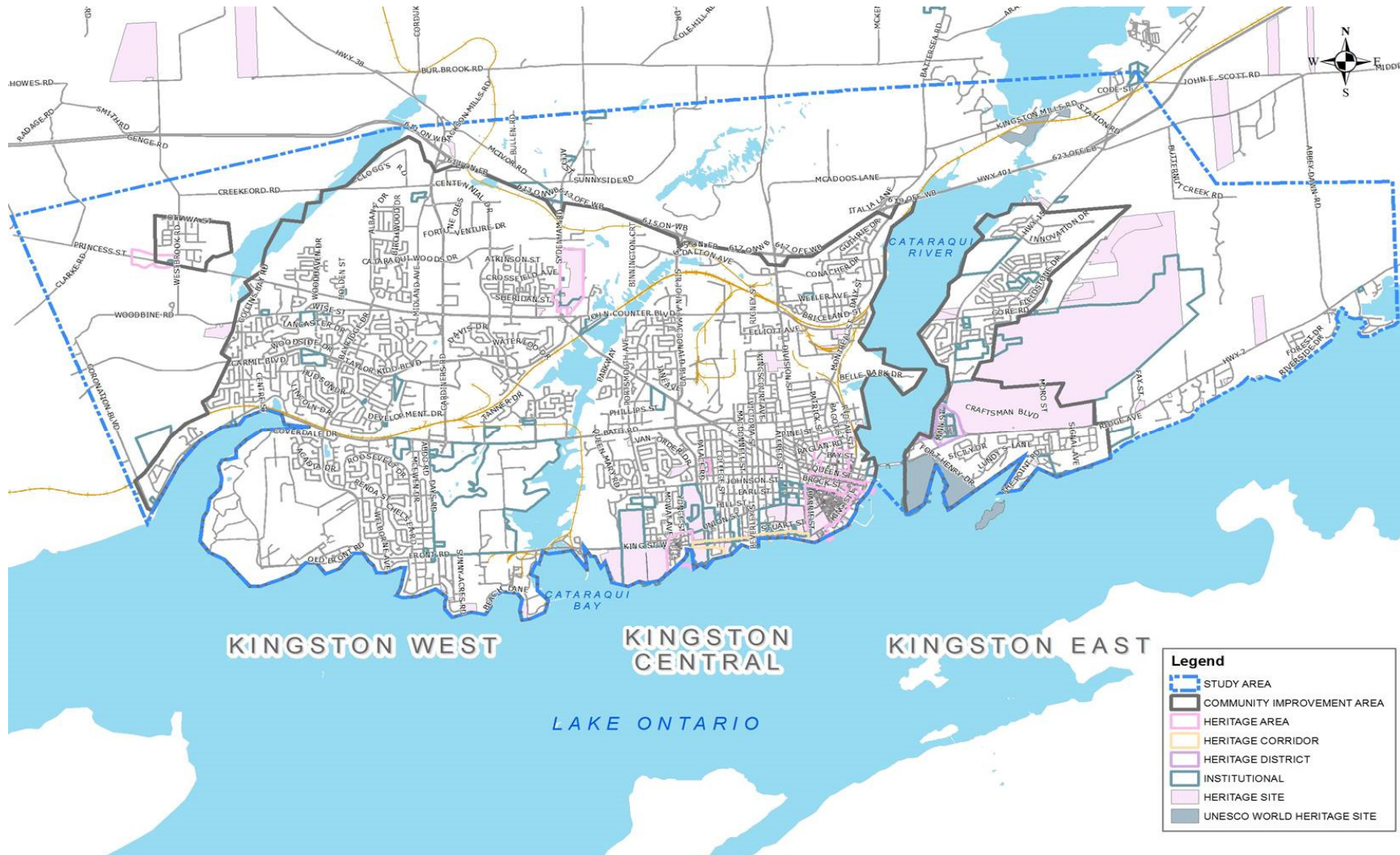
# EXISTING NATURAL FEATURES



The Map Illustrates the Existing Natural Features in the Study Area that will be Considered in the Evaluation Described



# EXISTING SOCIO-CULTURAL ENVIRONMENT



The Map Illustrates some of the Existing Socio – Cultural Features in the Study Area that will be Considered in the Evaluation Described

**THANK YOU FOR ATTENDING THIS PUBLIC INFORMATION CENTRE  
PLEASE COMPLETE A COMMENT SHEET BEFORE YOU LEAVE**

If you have any additional comments or questions, please contact one or all of the following:

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**Katie Morrow, P.Eng**  
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Kingston ON K7L 4X7  
Tel: 613-546-1181 ext. 2502









# The City of Kingston Water and Wastewater Master Plan Updates

## Public Information Centre #1

Please Print Clearly	<u>SIGN-IN SHEET</u>			
NAME, ORGANIZATION	ADDRESS	EMAIL ADDRESS	PHONE #	ADD TO MAILING LIST
IAN DREVEL BULKNS IDE + ASSOC.				YES / NO
Kyle Nielsson Forefront Engineer				YES / NO
JOHN WILLIAMSON CATARAQUI SOURCE PROTECTION COTE				<del>YES</del> / NO
Tony GROSSI Queen's University				YES / NO
Randy + Mary Ann Commons				YES / NO
Rob McRae				YES / NO
DANIEL WHITE JOSEPH BARR				YES / NO
SUTTON RE				YES / NO

Under the Freedom of Information and Protection of Privacy Act and the Environmental Assessment Act, unless otherwise stated in the submission, any personal information such as name, address, telephone number and property location included in a submission will become part of the public record files for this matter and will be released, if requested, to any person.

Thank you for your participation in this study



## The City of Kingston Water and Wastewater Master Plan Updates

Please Print Clearly	<u>SIGN-IN SHEET</u>			
NAME, ORGANIZATION	ADDRESS	EMAIL ADDRESS	PHONE #	ADD TO MAILING LIST
Simply modular				YES <del>NO</del>
Brian Winton				<input checked="" type="checkbox"/> YES / NO
Carla Fernandes				<input checked="" type="checkbox"/> YES / NO
VIET TRAN				<input checked="" type="checkbox"/> YES / NO
I AM CAMPBELL				<input checked="" type="checkbox"/> YES / NO
Rob M. Zachary UK				YES / NO
				YES / NO
	YES / NO			
	YES / NO			

Under the Freedom of Information and Protection of Privacy Act and the Environmental Assessment Act, unless otherwise stated in the submission, any personal information such as name, address, telephone number and property location included in a submission will become part of the public record files for this matter and will be released, if requested, to any person.

*Thank you for your participation in this study*

Welcome to the Public Information Centre #2 for  
**The City of Kingston Water and  
Wastewater Master Plan Updates**



**PLEASE COMPLETE THE SIGN-IN SHEET AND COMMENT FORM.  
THE PROJECT TEAM IS AVAILABLE TO ANSWER YOUR QUESTIONS  
AND ADDRESS ANY CONCERNS.  
YOUR INPUT IS VALUED!**





# PROJECT BACKGROUND

Utilities Kingston finalized a Master Plan for Water Supply in 2007 and a Sewage Infrastructure Master Plan in 2010.

To account for current population growth plans and any changes to the servicing systems, Utilities Kingston is undertaking updates to both plans.

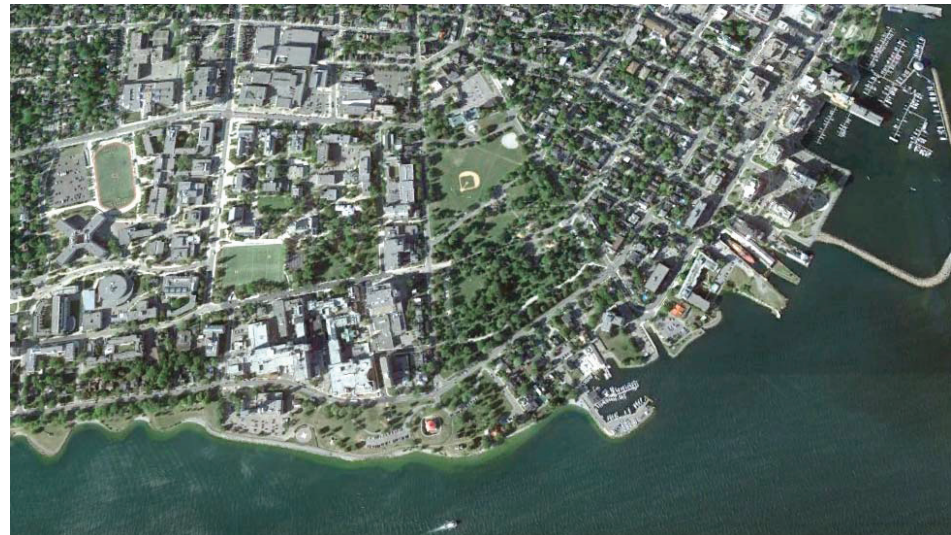
The Study is using the Master Planning Process as defined in the Municipal Engineer's Association's (MEA) Class Environmental Assessment (EA) Process

The updates will identify infrastructure strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2036 and Beyond.



# PROJECT OBJECTIVES

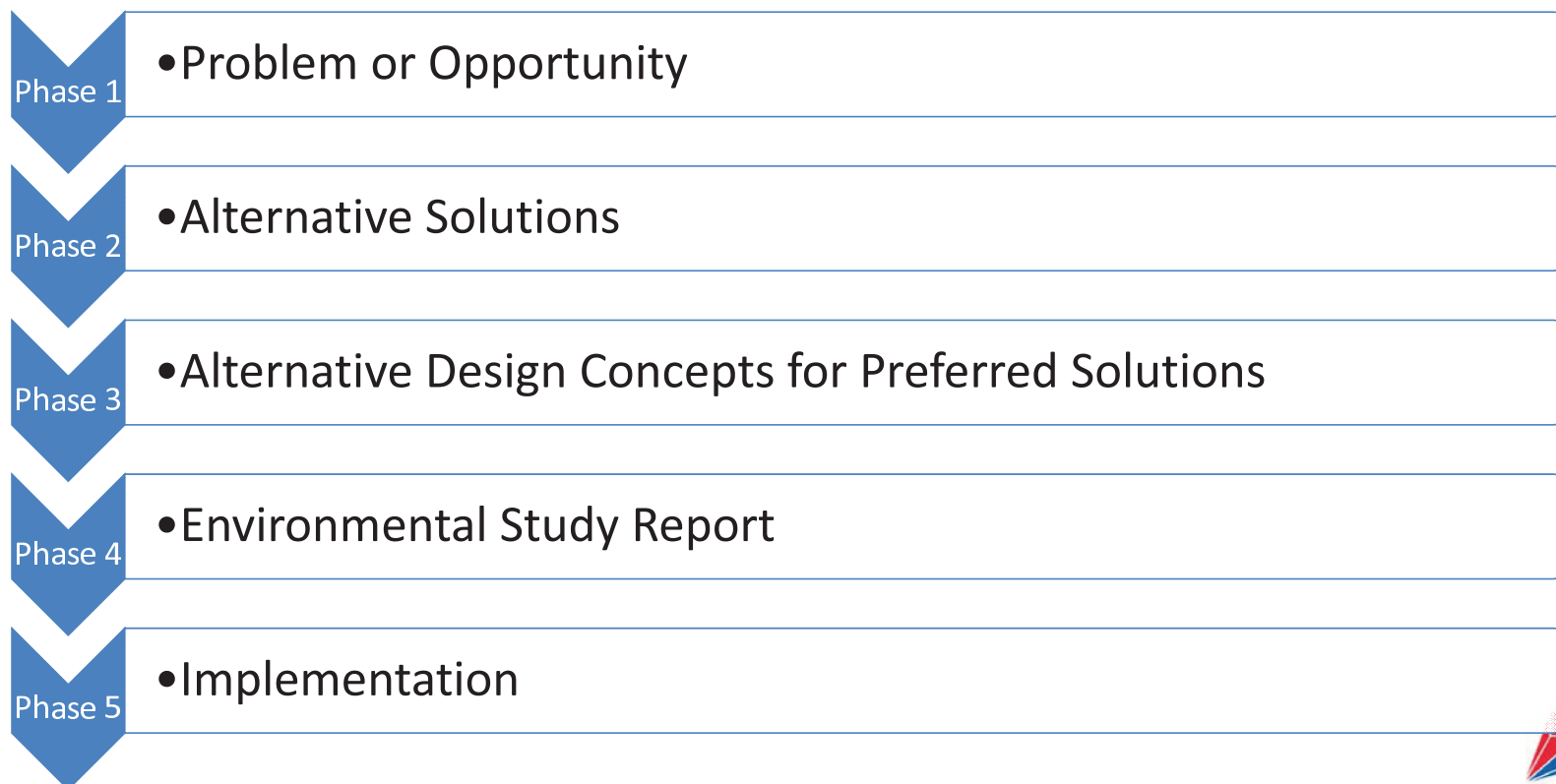
- Producing an infrastructure implementation 'roadmap' to satisfy the existing and future servicing needs
- Optimizing the use of the existing infrastructure
- Identifying efficient approaches for servicing existing and new development
- Evaluating the servicing alternatives to prioritize the recommended capital works
- Updating the Pollution Prevention Control Plan (PPCP)
- Completing facility condition and risk assessments to complement the alternatives evaluation process



# CLASS ENVIRONMENTAL ASSESSMENT (CLASS EA) PROCESS

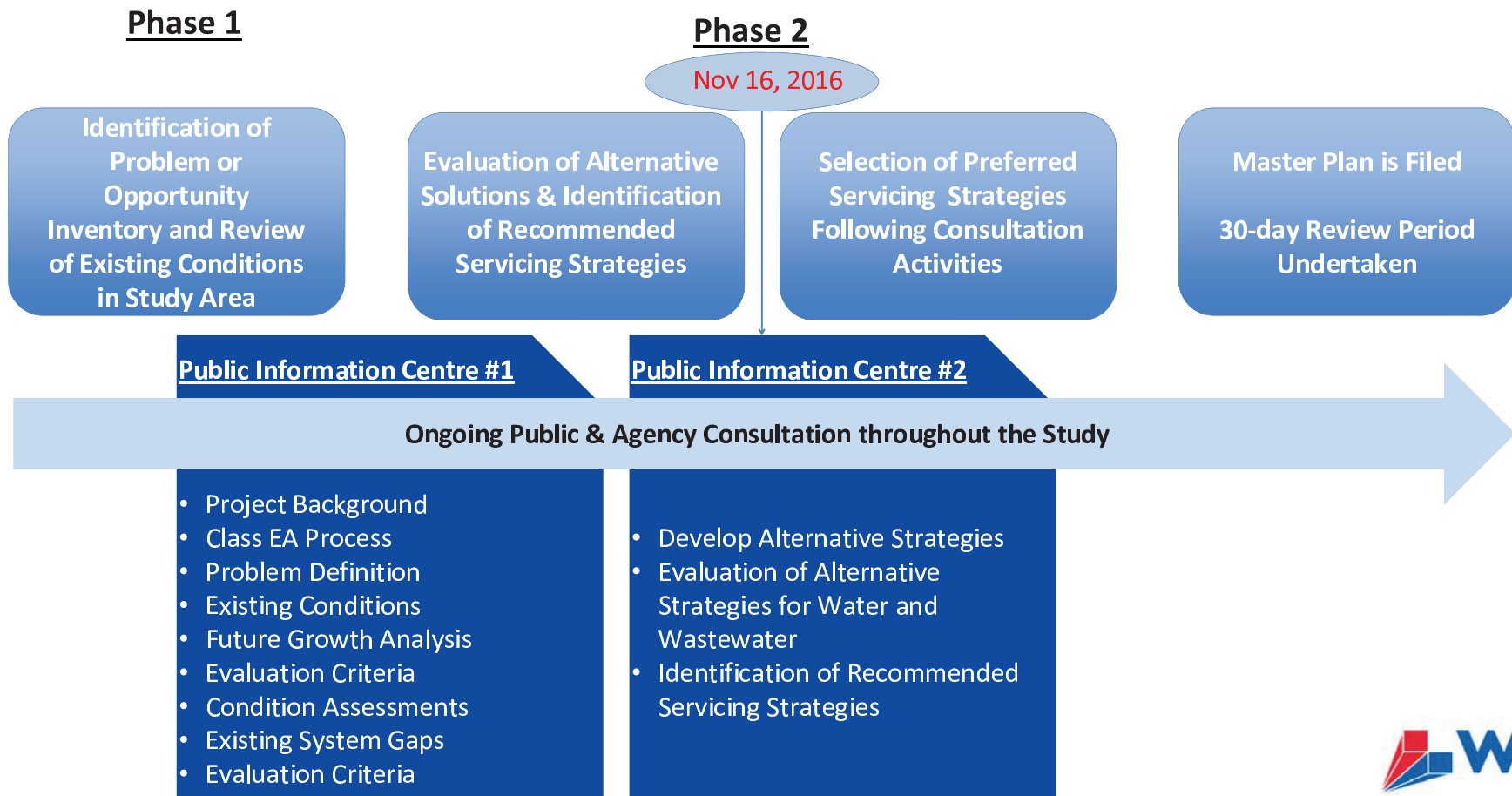
The Ontario Environmental Assessment Act, R.S.O., 1990 (the EA Act) requires that projects corresponding to a given class of undertakings (e.g. municipal road, transit, water and wastewater projects) follow an approved Class EA process.

The Class EA planning process as documented in the MEA Municipal Class EA document includes the following five phases:



# MUNICIPAL CLASS EA FLOW CHART

Master Plans are conducted under the framework of the MEA Municipal Class EA process. The Master Plan Updates will complete Phases 1 and 2. All Schedule A and A+ projects identified in the Master Plan Updates can be implemented upon the finalization of the study. For projects identified through the Master Plans Updates requiring Schedules B and C Municipal Class EA's, additional project specific Class EA's will need to be undertaken.





## Problem Statement

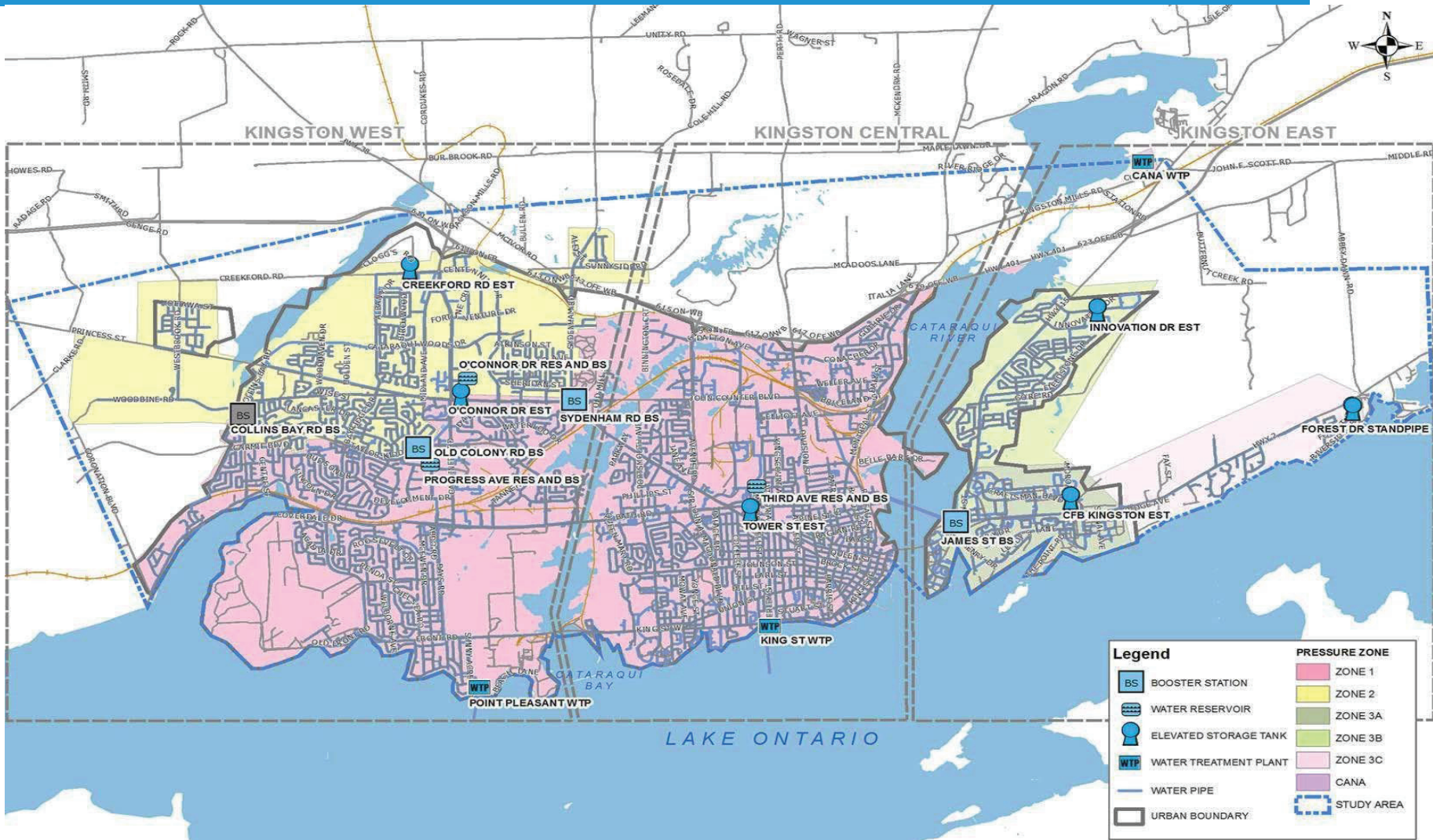
*To plan for water and wastewater integrated infrastructure and pollution control to safely and reliably service the existing and projected residential and employment population, with a focus on intensification within the current urban and serviced boundary, while minimizing impacts on the natural, cultural and social features to ensure service excellence in the City of Kingston.*

## Study Area

The Study Area being considered for these Master Plan Updates includes the water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana.



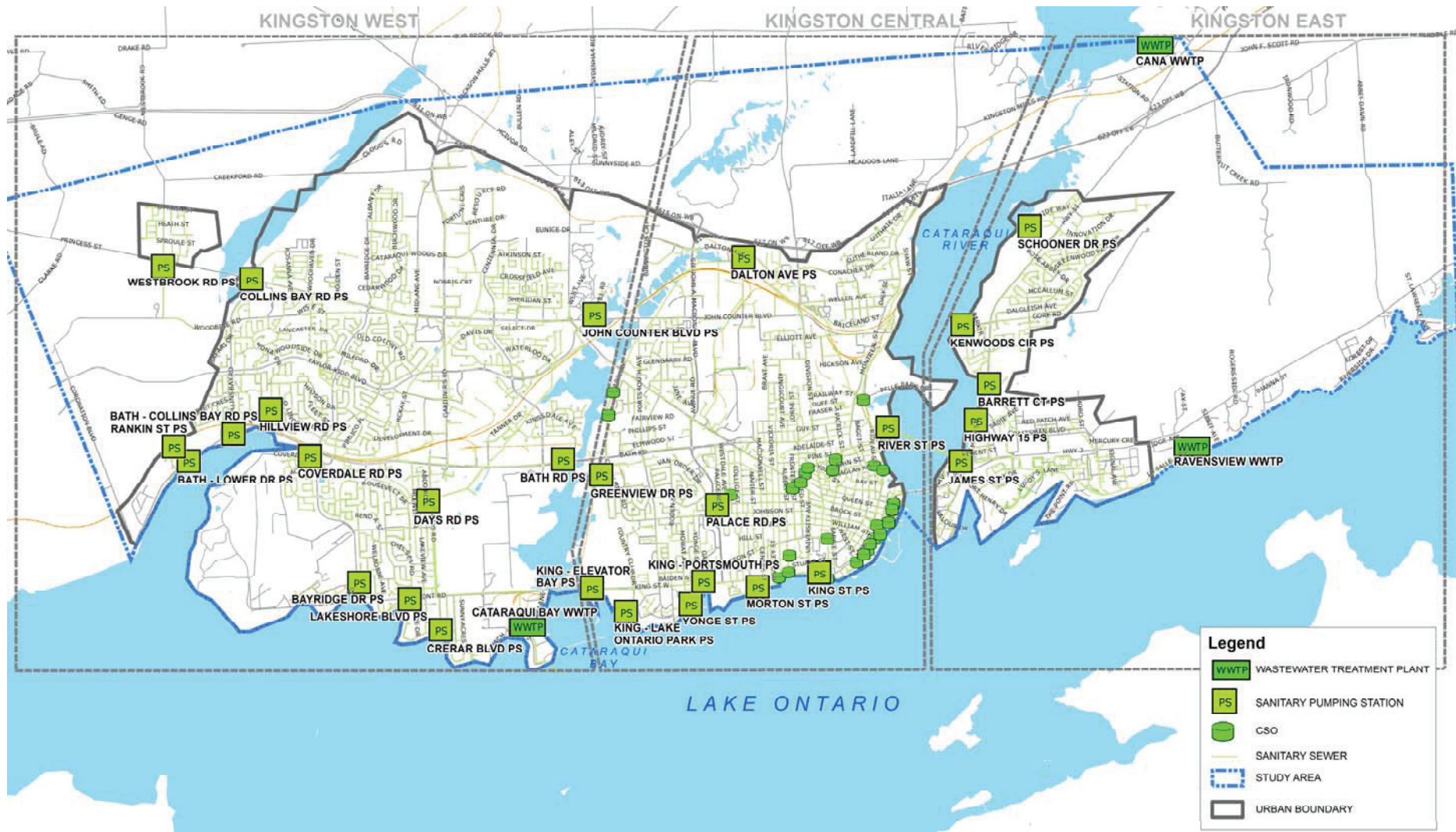
# EXISTING WATER SYSTEM



The Map Illustrates how the Existing Water System is Configured (i.e. Pressure Zones) and the Location of the Facilities



# EXISTING WASTEWATER SYSTEM

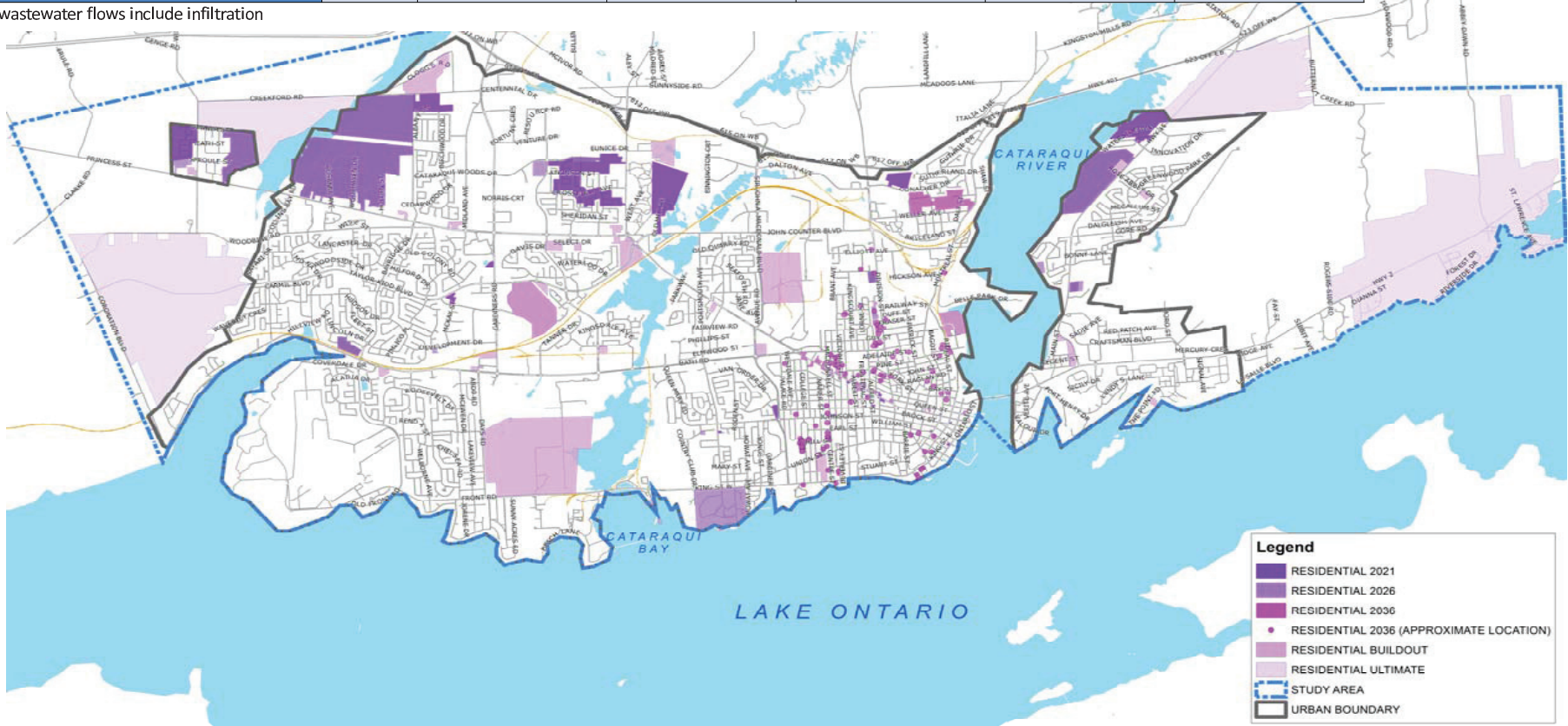


The Map Illustrates How the Existing Wastewater System is Configured and the Location of the Facilities

# PLANNING PROJECTIONS AND FUTURE DEVELOPMENT - RESIDENTIAL

Urban Residential Growth (Cumulative)						
Year	2015	2021	2026	2036	Full Build-Out	Ultimate
Additional Water Demand (m3.day)	0	4,682	8,149	13,376	21,857	46,604
Additional Wastewater Flows (m3/day)	0	6,290	10,919	15,717	26,329	61,217

- Additional wastewater flows include infiltration



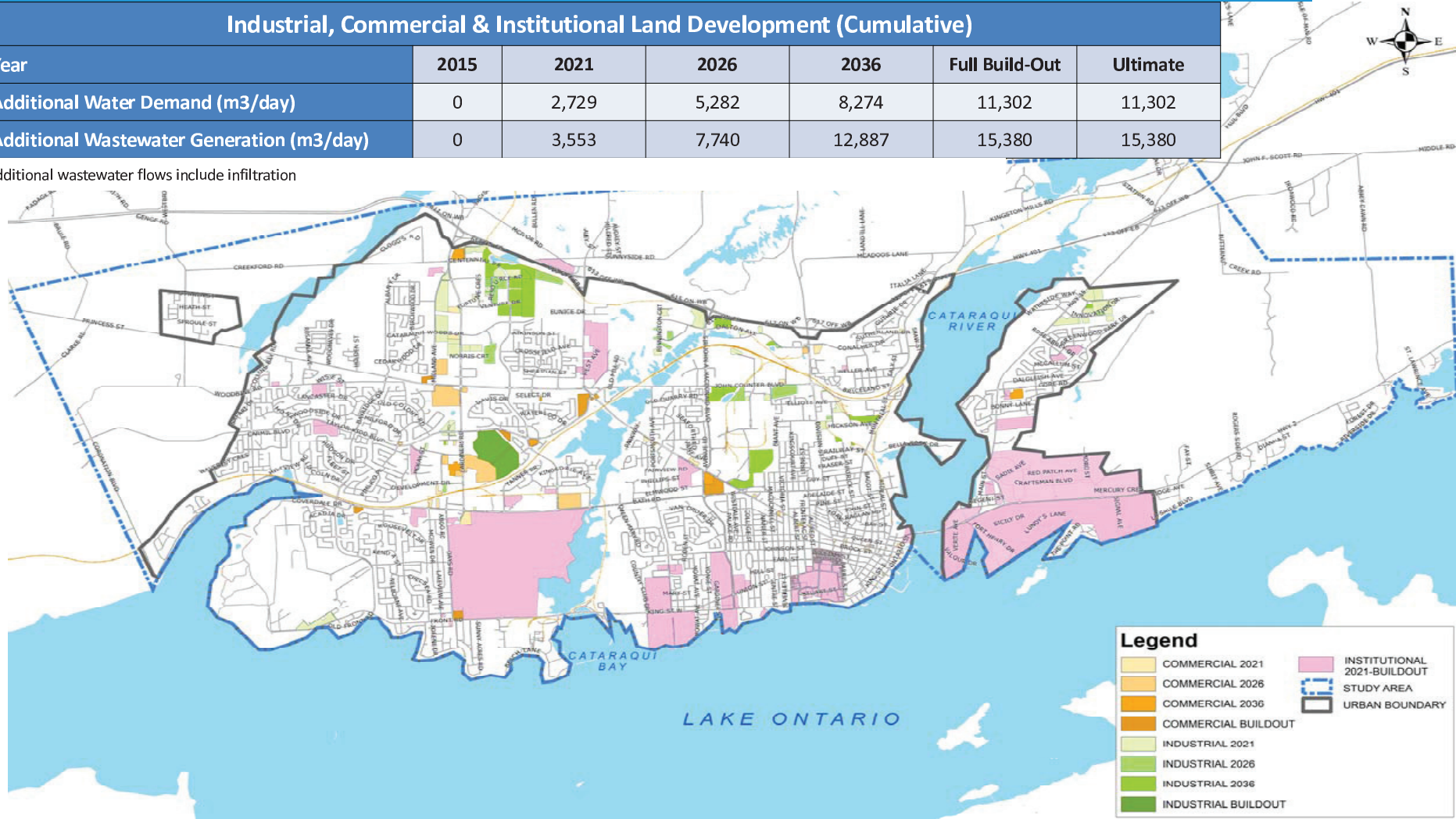
The Map Illustrates the Locations of the Projected Residential Growth within the City of Kingston between 2021 to 2036, Full Build Out and Ultimate



# PLANNING PROJECTIONS AND FUTURE DEVELOPMENT: INDUSTRIAL, COMMERCIAL & INSTITUTIONAL

Industrial, Commercial & Institutional Land Development (Cumulative)						
Year	2015	2021	2026	2036	Full Build-Out	Ultimate
Additional Water Demand (m3/day)	0	2,729	5,282	8,274	11,302	11,302
Additional Wastewater Generation (m3/day)	0	3,553	7,740	12,887	15,380	15,380

- Additional wastewater flows include infiltration



The Map Illustrates the Locations of the Projected Industrial, Commercial & Institutional Growth within the City of Kingston between 2021 to 2036, Full Build Out and Ultimate



# WASTEWATER UPDATE

- During the last PIC and agency consultation, public input was provided regarding the wastewater generation rates.
- After review of the comments, alterations to the wastewater generation were implemented to make an effort to address the main comments
- These efforts reduce the overall wastewater generation into the system
- As the wastewater generation was reduced the gap result were revised.
- These results have been presented again to show these initial gaps.
- These changes, however did not effect the demand projections for the water system.



# WASTEWATER LEVEL OF SERVICE (LOS)

## Wastewater Treatment

Good:  Wastewater Treatment Plants Rated Average Daily Flow Capacity  $\geq$  Average Daily Flows  
Wastewater Treatment Plants Rated Peak Flow Capacity  $\geq$  10yr Storm Flows

Gap:  The Average Daily Flow Capacity or Peak Flow Capacity is Exceeded

## Pumping Stations

Good:  Dry Weather Flows & 10yr Storm Flows are Less Than the Pumping Stations Firm Capacity


Review:  10yr Storm Flows are Greater Than the Firm but Less Than the Peak Capacity

Gap:  10yr Storm Flows are Greater Than the Pumping Station Peak Capacity

(Firm Capacity = Largest Pump Out of Service) (Peak Capacity = All Pumps in Operation)

## Gravity Sanitary Sewers

Good:  Hydraulic Grade Line (HGL) from the 100yr Storm is More Than 2m Below the Finished Ground  
Dry Weather Flow is Less Than the Sewer Capacity

Review:  Hydraulic Grade Line (HGL) from the 25yr Storm Flows and Larger, is within 2m of the Finished Ground  
HGL from the 10yrs Storm Flows and Larger, is between 0.3m of the Obvert of the Pipe and 2m of the Finished Ground  
Dry Weather Flows  $>$  85% of the Sewer Capacity but  $<$  99% of the Sewer Capacity

Gap:  HGL from the 10yrs Storm Flows and smaller, is within 2m of the Finished Ground  
Cannot Convey the Dry Weather Flows Without Surcharging.

## Forcemain

Good:  Velocity in Pipe is Less Than 2m/s

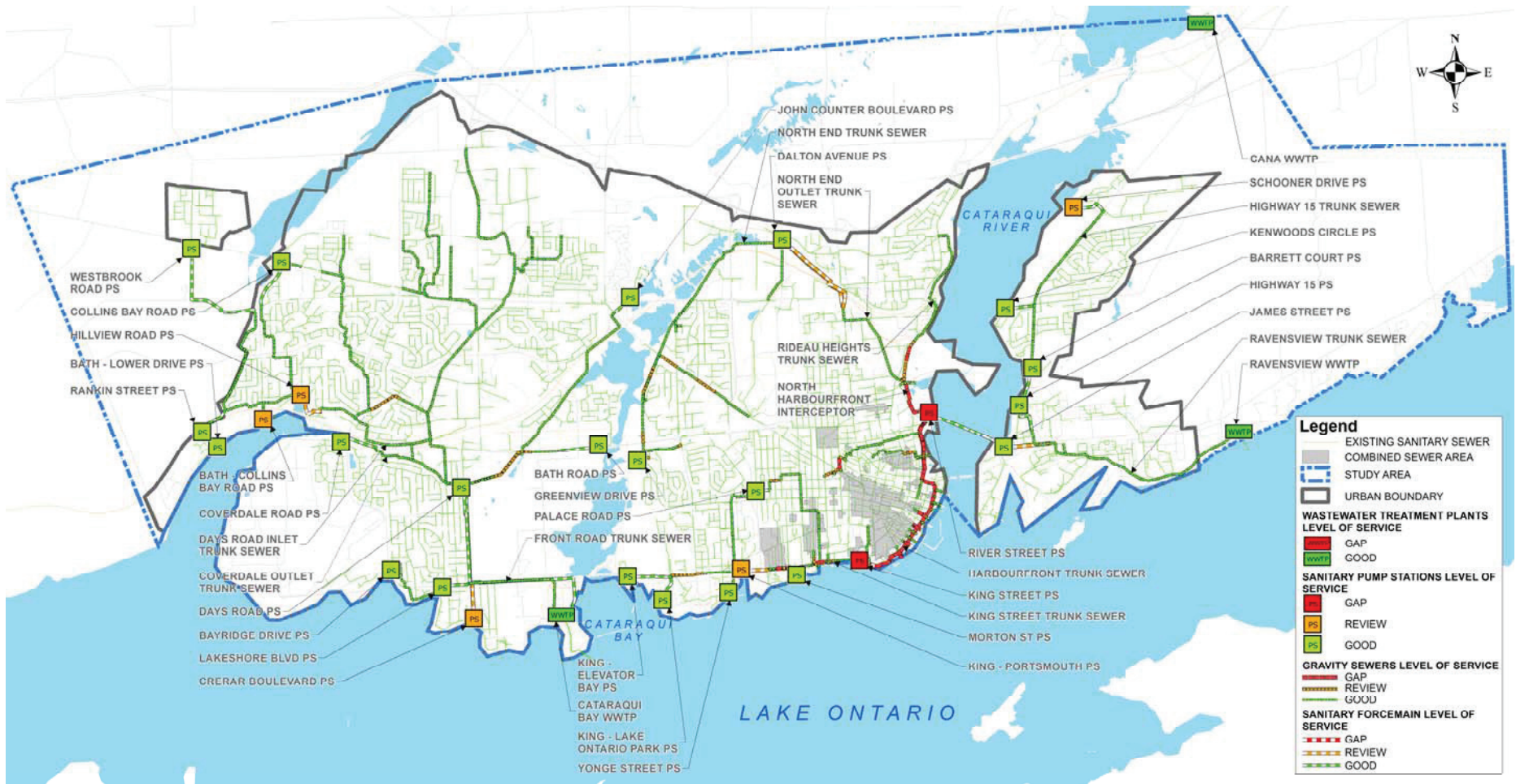
Review:  Velocity in Pipe is Greater Than 2m/s and Less Than 3m/s

Gap:  Velocity in Pipe is Greater Than 3m/s



# REVISED WASTEWATER SYSTEM GAPS

## Wastewater System Gaps 2015

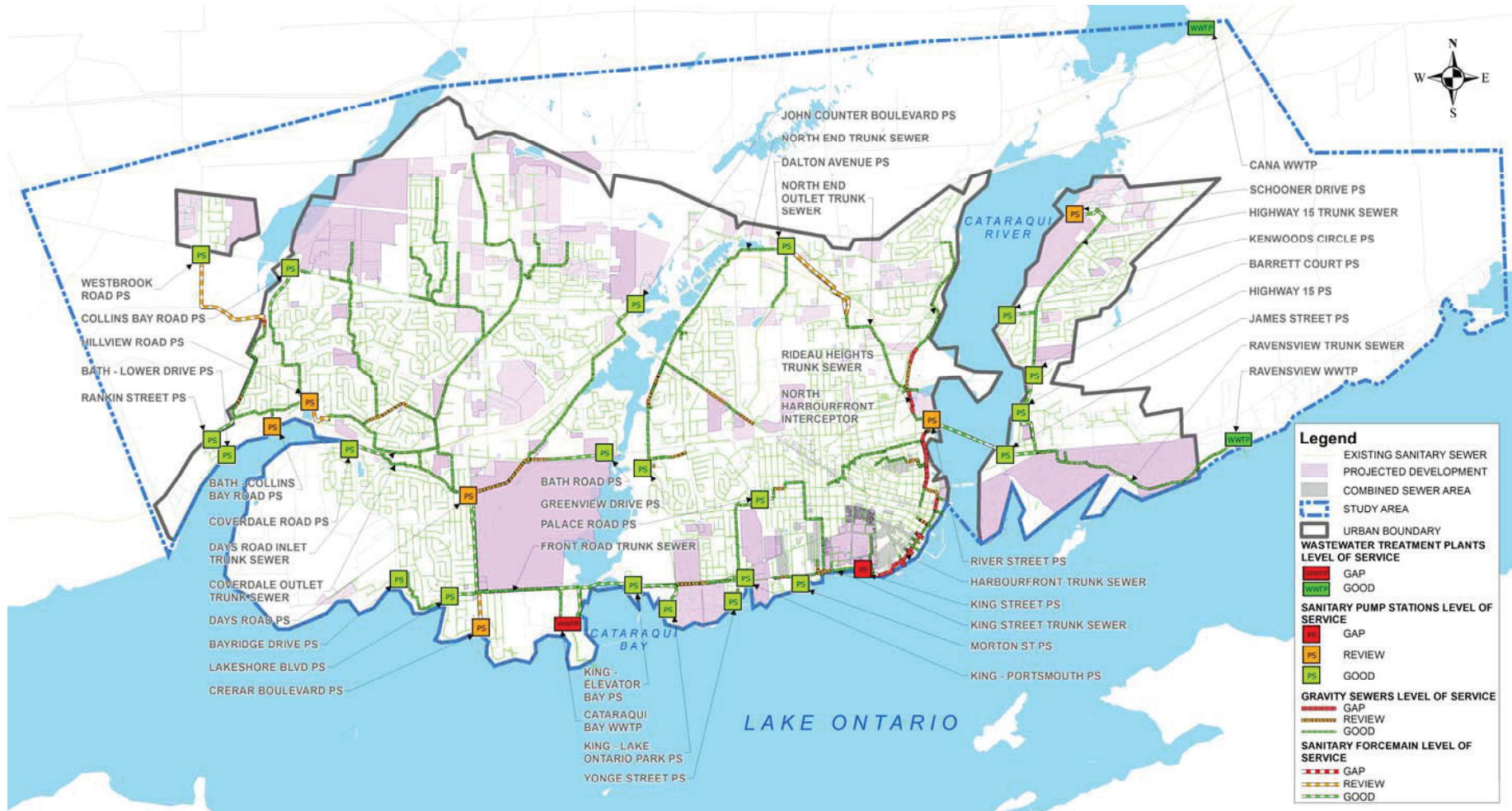


Identified Issues in the LOS indicate that additional analysis is required. The LOS indicated is based on Existing Capacities and is Subject to Change Based on Alternatives (i.e. Increase in Upstream Capacity may Result in Downstream Gap)



# REVISED WASTEWATER SYSTEM GAPS

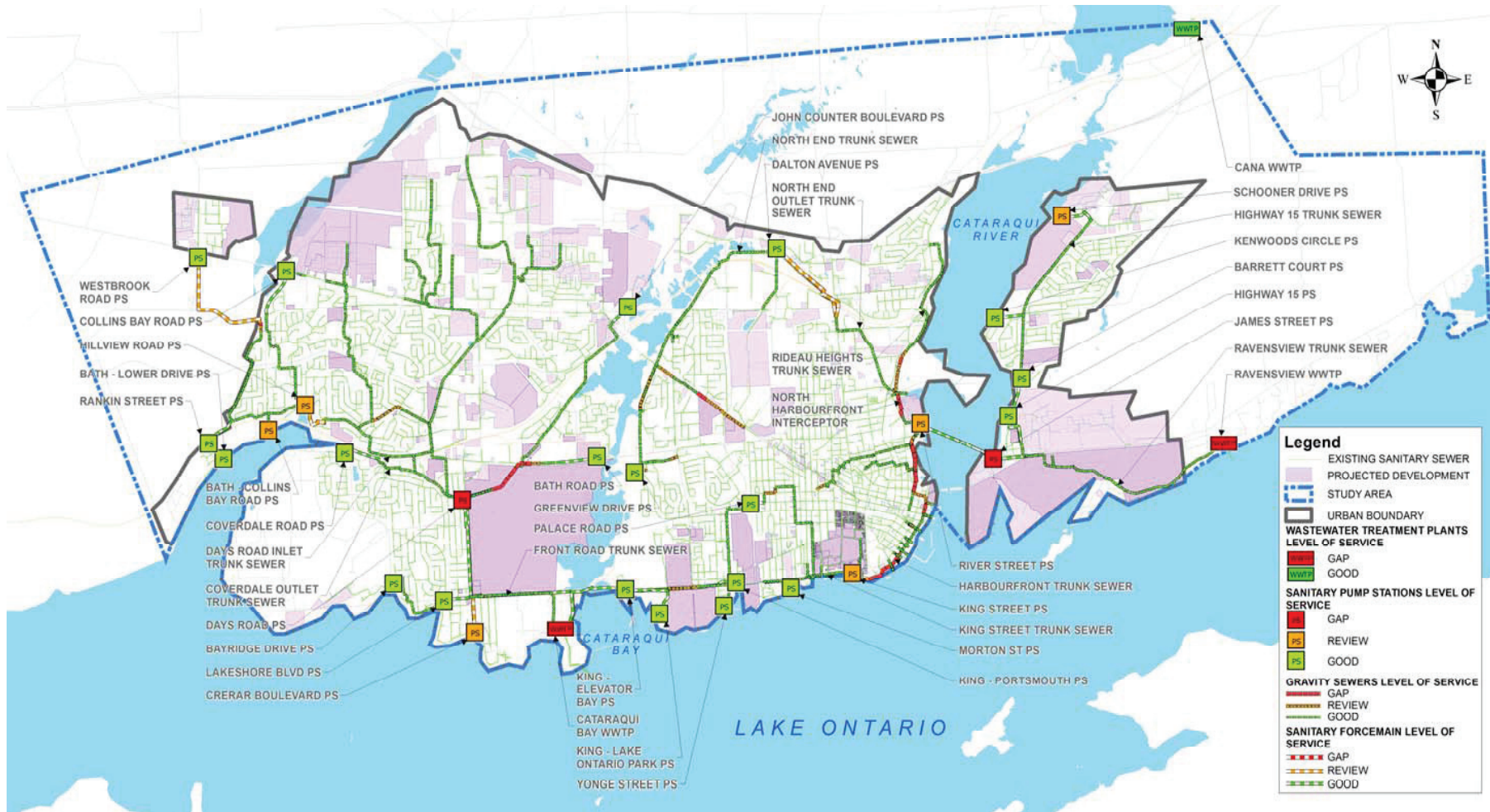
## Wastewater System Gaps 2036



Identified Issues in the LOS indicate that additional analysis is required. The LOS indicated is based on Existing Capacities and is Subject to Change Based on Alternatives (i.e. Increase in Upstream Capacity may Result in Downstream Gap)

# REVISED WASTEWATER SYSTEM GAPS

## Wastewater System Gaps Full Build Out



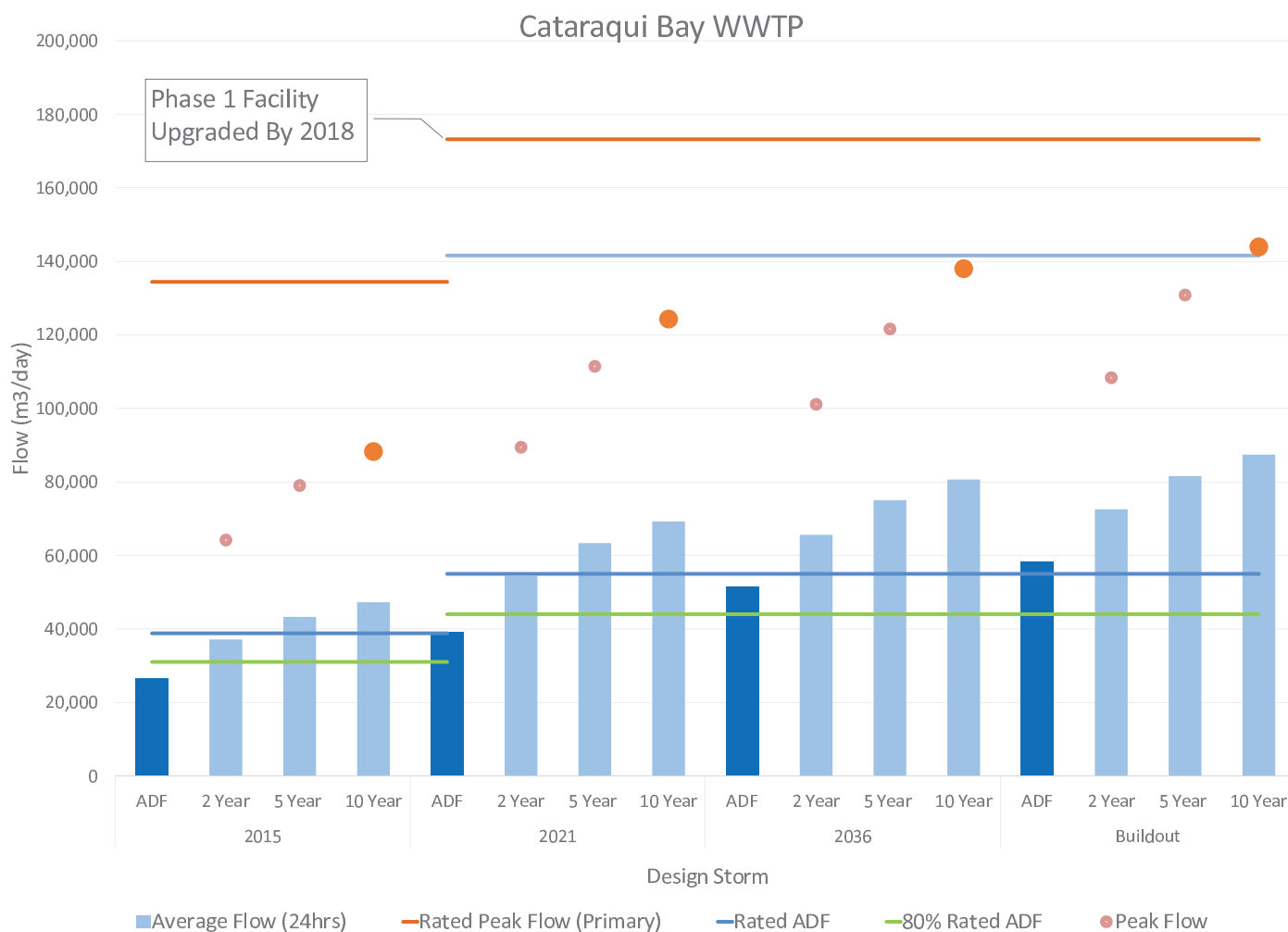
Identified Issues in the LOS indicate that additional analysis is required. The LOS indicated is based on Existing Capacities and is Subject to Change Based on Alternatives (i.e. Increase in Upstream Capacity may Result in Downstream Gap)



# WASTEWATER TREATMENT SYSTEM

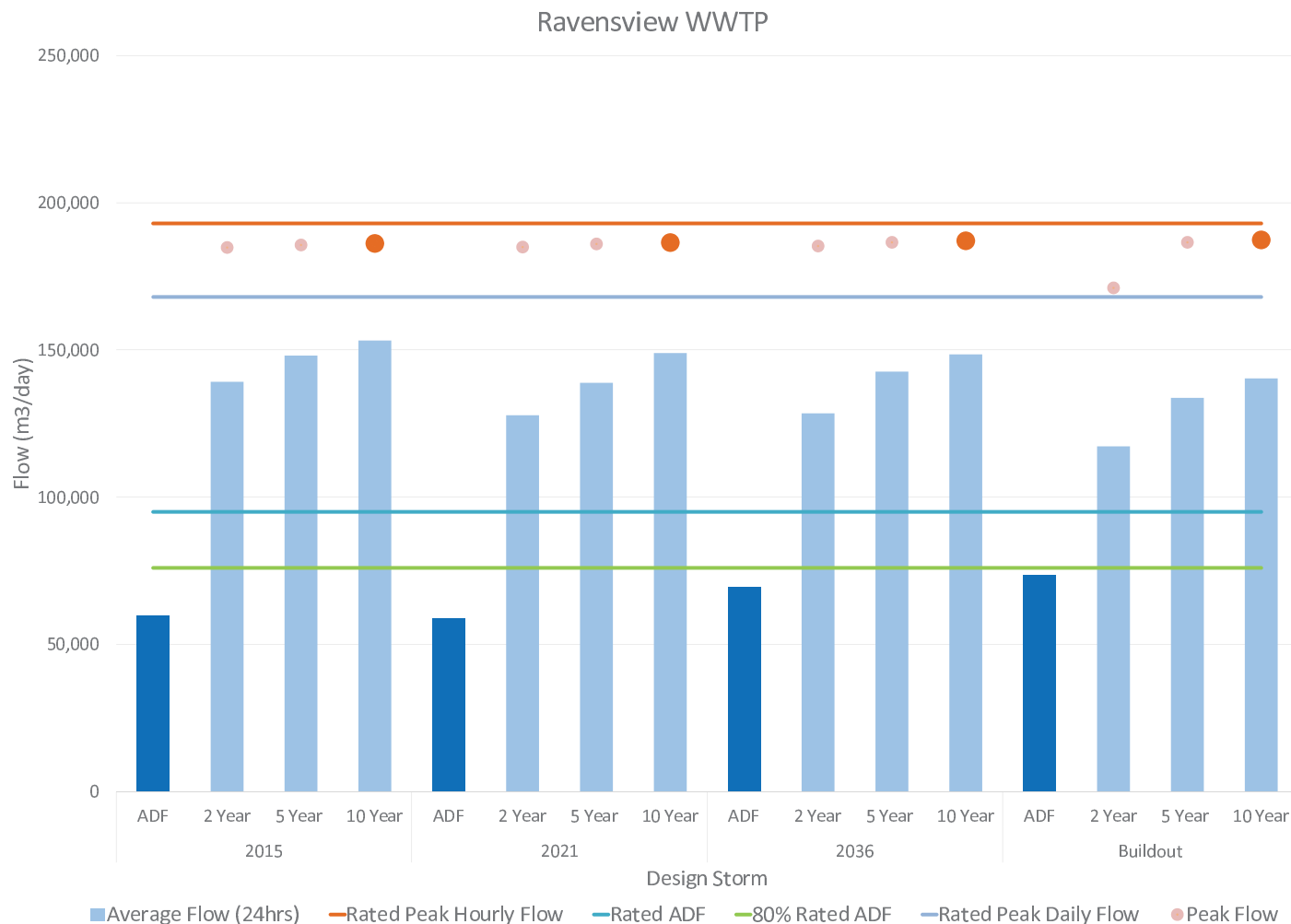
Kingston west wastewater treatment system at its current capacity has sufficient capacity today but reaches its current rated average daily flows and just about reaches its peak flow (primary) by 2021 for the desired LOS (10yr). The facility upgrades by 2018 provide sufficient capacity up to approximately 2036. Phase 2 of the updates is currently scheduled for 2036.

Generally capacity upgrades are triggered when a system reaches approximately 80% of current functional capacity as there is typically a timing issue between the identification of the need and the implementation of the upgrades.

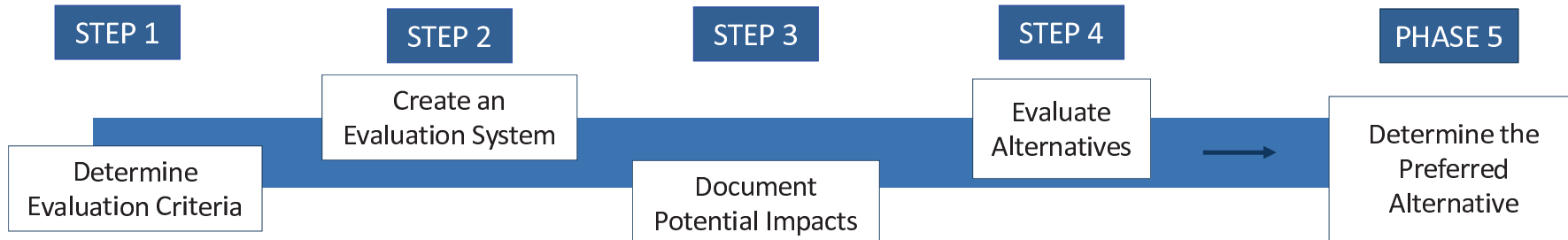


# WASTEWATER TREATMENT SYSTEM

- Kingston east wastewater treatment system has sufficient capacity for average daily flow and peak flow capacity up to 2036 and full build out.
- Generally capacity upgrades are triggered when a system reaches approximately 80% of current functional capacity as there is typically a timing issue between the identification of the need and the implementation of the upgrades; however the Plant never reaches this level.



## STUDY APPROACH



## Evaluation Criteria

### Natural and Physical Environment

- Impacts to Wildlife and Vegetative features along which new infrastructure is to be implemented
- Impacts to water course(s) in or along which new infrastructure is to be implemented.

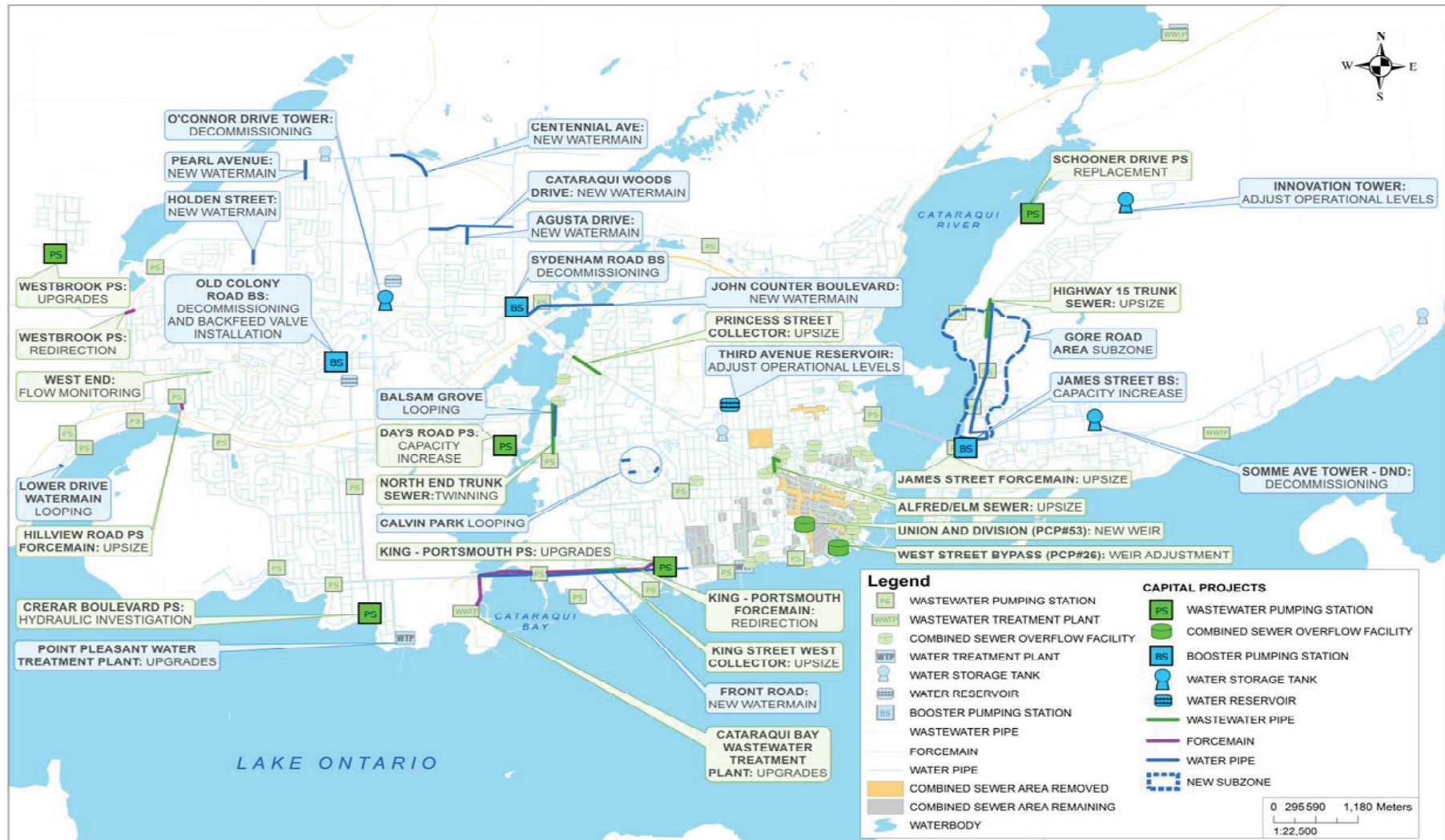
### Social and Cultural Environment

- Number of people disrupted in the community
- Recent Disruptions to communities by new linear infrastructure works
- Traffic Disruption
- Social Disruption

### Technical Suitability & Financial Considerations

- Capacity of Existing Infrastructure
- Approximate amount and ease of construction of new required infrastructure
- Full Build Out Capacity
- Operational / Maintenance Costs
- Capital Costs (incl. Constructability Risk)

# RECOMMENDED WATER AND WASTEWATER ALTERNATIVES



2016-2021



# RECOMMENDED WATER AND WASTEWATER ALTERNATIVES



2022 - 2026

# RECOMMENDED WATER AND WASTEWATER ALTERNATIVES



2027 - 2036

# RECOMMENDED WASTEWATER PROJECTS



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## Capital Improvement Recommended Projects

Year	Project Title	Why was this considered	What was considered	Recommended
by 2021	<b>Westbrook PS - Flow Redirect</b>	Sections of the downstream sewer do not meet LOS by 2021 due to development	Upsizing Collins Bay collector or Redirecting the flow to High Gate Dr Collector	Redirecting the Flow to High Gate Dr Collector
by 2021	<b>King St. West Collector - Upsize</b>	A section of the King St West Collector does not meet LOS in 2015 and decreases to 2036 due to development	Upsizing of Collector	Upsizing King St West Collector
by 2021	<b>Hillview Road PS - Forcemain Upsize</b>	The Hillview forcemain does not meet LOS in 2015 and decreases to 2036 due to development	Upsizing Forcemain	Upsizing Forcemain
by 2021	<b>North End Trunk Sewer - Twinning</b>	Sections of the North End Trunk Sewer do not meet LOS in 2015 and decreases to 2036 due to development	Twinning Trunk Sewer	Phased Twinning Trunk Sewer
by 2021	<b>James St PS - Forcemain Upsize</b>	The James St PS forcemain does not meet LOS in 2015	Upsizing Forcemain	Upsizing Forcemain
by 2021	<b>Days Rd PS Capacity Increase</b>	The Days Rd PS does not meet LOS by 2021 and decreases to 2036 due to development	Increase Capacity of PS	Increase Capacity of PS
by 2021	<b>Princess St. Collector</b>	Princess St Collector does not meet LOS in 2015 and decreases to 2036 due to development	Upsizing of Collector	Phased Upsizing of Collector
by 2026	<b>Notch Hill Collector - Upsize</b>	Notch Hill Collector does not meet LOS in 2015	Upsizing Collector	Upsizing Collector
by 2026	<b>King St PS - Twin Forcemain</b>	The King St PS forcemain does not meet LOS in 2015 due to combined sewer flows	Twinning Forcemain	Twinning Forcemain
by 2026	<b>North West Collector (Lincoln Dr. to Pembridge Cres)</b>	A section of the North West Collector does not meet the LOS in 2015 and decreases to 2036 due to development	Upsizing Collector	Upsizing Collector
by 2026	<b>Cataraqui Bay WWTP - Design</b>	Plant reaches 80% of capacity by 2026 due to development	Planning & Design incl. flow review (some of this work has already been completed)	Planning & Design incl. flow review (to be deferred if flows are not reached)
by 2026	<b>Collingwood St. Collector - Upsize</b>	A section of the Collector does not meet the LOS in 2015	Upsizing Collector Redirect Palace Rd PS	Upsizing Collector
by 2036	<b>Rideau St. Collector - Upsize</b>	A small section of Collector sewer is undersized once combined sewers are separated.	Upsizing Collector	Upsizing Collector
by 2036	<b>Harbour Front Trunk Sewer - Twinning</b>	A small section of trunk sewer is undersized once combined sewers are separated.	Upsizing Trunk Sewer	Upsizing Trunk Sewer
by 2036	<b>Ravensview Trunk Sewer - Twinning</b>	The Trunk sewer is undersized once combined sewers are separated.	Twinning the Trunk Sewer in various alignments	Twinning the Trunk Sewer on Hwy 2
by 2036	<b>Cataraqui Bay WWTP - Capacity Upgrade</b>	Capacity of the Plant is almost reached by 2036	Upgrade Plant Capacity	Upgrade Plant Capacity (to be deferred if flow are not reached)



# RECOMMENDED WATER PROJECTS

## Capital Improvement Recommended Projects

Year	Project Title	Why was this considered	What was considered	Recommended
by 2021	<b>Decommission Old Colony &amp; Sydenham BS</b>	Excess boosting capacity in zone by 2015 interconnected	Decommissioning the two booster stations	Decommissioning the two booster stations
by 2021	<b>New Zone 3 Subzone</b>	Storage Deficiency in zone by 2021 due to DND tower decommissioning and increase by 2036 due to development	Optimize tower levels without over pressurizing system New pressure zone north of Gore Rd including booster station New sub-zone to utilize all storage and not over pressurize system	New sub-zone to utilize all storage and not over pressurize system
by 2021	<b>Balsam Grove - Rideau Trail Watermain Looping</b>	Improve fire flows in area	New watermain addition	New watermain addition
by 2021	<b>Holden - New Watermain</b>	Improve fire flows in area	New watermain addition on Holden Upsizing Princess St watermain	New watermain addition on Holden
by 2021	<b>O'Connor Tower - Decommissioning</b>	Excess storage in zone by 2015	Decommissioning O'Connor tower including backflow valve Decommissioning Progress Ave reservoir including backflow valve	Decommissioning O'Connor tower including backflow valve
by 2021	<b>Lower Dr. Watermain Looping</b>	Improve fire flows in area	New watermain along Bath Rd New watermain addition on Lower Dr	New watermain addition on Lower Dr
by 2026	<b>Norman Roger's Ave. - Watermain Upsizing</b>	Improve fire flows in area	Watermain Upsizing	Watermain Upsizing
by 2026	<b>Dalton Ave. - Watermain Replacement</b>	Improve fire flows in area	Upsizing watermain on Dalton	Upsizing watermain on Dalton
by 2026	<b>Creekford Rd - New Watermain</b>	Improve fire flows in area	New watermain along Princess St New watermain along Creekford Rd	New watermain along Creekford Rd
by 2036	<b>Gardiners Rd - Watermain Upsizing</b>	Reduce headloss in pipes due to development	Upsizing watermains along Gardiners Rd	Upsizing watermains along Gardiners Rd
by 2036	<b>Cataraqui Woods - Watermain Upsizing</b>	Reduce headloss in pipes due to development	Upsizing watermains along Cataraqui Woods Dr	Upsizing watermains along Cataraqui Woods Dr
by 2036	<b>Dalton Ave. - Watermain Twinning</b>	Improve fire flows in area	Upsizing watermain on Dalton Twinning watermain on Dalton	Twinning watermain on Dalton



# POLLUTION CONTROL PLAN UPDATE

## PURPOSE / OVERALL GOAL

- The Pollution control Plan update is in support of demonstrating conformance with MOE Procedure F-5-5. This procedure provides guidelines for collection systems with existing combined sewers and outlines the best practices to be considered for pollution prevention and control.
- The purpose of the PCP update was to review available pertaining documentation, validate the recommendations made in the 2010 PCP update, and modify/recommend additional controls to work towards the goal of ‘virtual elimination’ of all Combined sewer overflows.

## OBJECTIVE

### MOECC F-5-5 CRITERIA (BASED ON AVG. WEATHER YEAR)

- Treat 90% Wet Weather Volume (for an Average Year) above the Dry Weather Flow.
- Combined Total Duration of CSO Events at Any One CSO Location Shall Not Exceed 48hrs.
- Controlling Overflow to Not More than 2 Events Per Season
- An Additional Overflow Event May be Permitted Provided that the PWQO for E.coli Based on a Geometric Mean at Beaches are Not Exceeded for 95% of the Season.



### WETTER THAN AVERAGE YEAR

- Continue to Reduce Overflow Volumes and “Virtually Eliminate” Combined Sewer Overflows under a wetter than average year of rainfall
- “Virtually Eliminate”=Containment of all Combined Sewer Flows under a Wet Year Conditions, with Overflows Occurring only Under Less Frequent Storm Events

To meet the objectives, 5 alternatives were reviewed that included:

- Alternative 1. Do nothing: Status quo or to stop any further upgrades in the central system.
- Alternative 2. Source Control: Eliminate all combined sewers in the central system
- Alternative 3. Conveyance Control: Upsize/Upgrade the sewers and pumping station within the central system
- Alternative 4. End of Pipe Control: Increase/add storage facilities within the central system to contain the flows
- Alternative 5. Conveyance & End of Pipe Control: A combination of alternative 3 and 4

# POLLUTION CONTROL PLAN UPDATE



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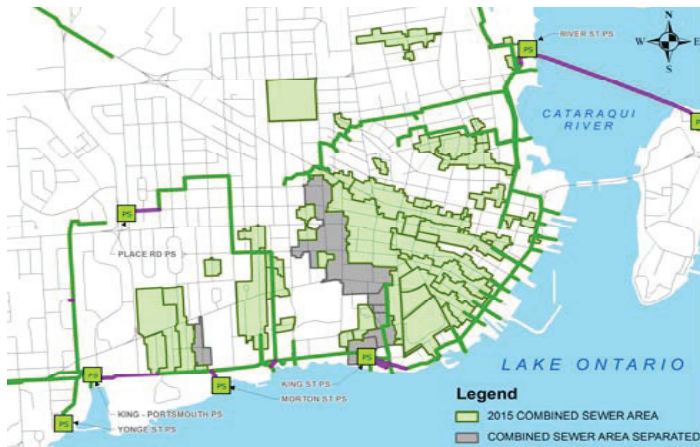
## CSO Evaluation Matrix:

Alternatives	Natural Environmental Considerations	Social and Cultural Environmental Considerations	Technical Suitability Considerations	Economical Considerations	Overall Rating
<b>Alternative 1:</b> Do Nothing	Least Preferred	Most Preferred	Least Preferred	Less Preferred	Least Preferred
<b>Alternative 2:</b> Source Control	Less Preferred	Least Preferred	Less Preferred	Less Preferred	Most Preferred
<b>Alternative 3:</b> Conveyance Control	Less Preferred	Least Preferred	Least Preferred	Least Preferred	Least Preferred
<b>Alternative 4:</b> End-of-pipe Control	Less Preferred	Less Preferred	Least Preferred	Less Preferred	Less Preferred
<b>Alternative 5:</b> Conveyance & End-of-pipe Control	Less Preferred	Least Preferred	Least Preferred	Least Preferred	Less Preferred



# POLLUTION CONTROL PLAN UPDATE

## Recommended Alternative: Source Control



2015



2021



2026



2036

The Maps Illustrate the Projected Reduction in Combine Sewer Areas between the Different Time Steps.

These maps have been developed by Utilities Kingston and WSP staff in an effort to estimate the pace and location of future sewer separation work for the purposes of master planning for the Wastewater Utility. This estimation is based on an approach consistent with that used during the development of last 8 years of capital reconstruction plans. This takes into consideration such things as infrastructure age, priority separation areas and risk assessment based on the condition of all features within the right-of-way, including road and other utilities. This is subject to change.

# POLLUTION CONTROL PLAN UPDATE



## Source Control Results

Note: Historic Data is from actually metering of overflows. 2015 – Buildout are from modelling outputs. Modelling results are based on the “projected sewer separation”

CRITERIA	Historic (2014)	2015	2021	2026	2036	Buildout
<b>MOE F-5-5 CRITERIA</b>						
Combined sewer area Remaining (ha)	198	174	117	90	54	0
Wet Weather Volume Treated	90.0%	96.1%	99.4%	99.4%	99.3%	99.9%
Total by-pass volume	300,000	76,000	8,200	7,825	3,550	275
Meets Duration Requirements	X	X	X	X	✓	✓
Number of locations in exceedance	7	3	1	1	0	0
Meets Frequency Requirements	X	X	X	X	X	✓
Number of locations in exceedance	19	5	4	3	2	0
<b>WETTER THAN AVERAGE YEAR</b>						
Wet Weather Volume Treated	N/A	93.2%	97.7%	97.8%	98.7%	99.9%
Virtual Elimination	X	X	X	X	X	X



It should be noted that it is suspected that backflow from the storm sewer is occurring that would artificially increase the historic overflow volumes that was not able to be reproduced in the projected numbers (2015 – Full Buildout)





# NEXT STEPS

- Finalize Alternative Servicing Strategies for Infrastructure that has been Identified below the LOS
- Finalize Evaluation of Alternative servicing strategies and Recommend Servicing Solutions based on Public input
- Update the Pollution Prevention Control Plans
- Finalize Master Plan Document & Make Available to the Public for Review



**THANK YOU FOR ATTENDING THIS PUBLIC INFORMATION CENTRE  
PLEASE COMPLETE A COMMENT SHEET BEFORE YOU LEAVE**

If you have any additional comments or questions, please contact one or all of the following:

**Matt Morkem, P.Eng.**  
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WSP Canada Inc.  
1224 Gardiners Rd., Suite 201  
Kingston ON, K7P 0G2  
Tel: 613-634-7373 ext. 406

**Mike Fischer, P.Eng**  
Utilities Engineer  
Utilities Kingston  
P.O. Box 790  
85 Lappan's Lane  
Kingston ON K7L 4X7  
Tel: 613-546-1181 ext. 2356

**Katie Morrow, P.Eng**  
Utilities Engineer  
Utilities Kingston  
P.O. Box 790  
85 Lappan's Lane  
Kingston ON K7L 4X7  
Tel: 613-546-1181 ext. 2502





# The City of Kingston Water and Wastewater Master Plan Updates

## Public Information Centre #2

Please Print Clearly	<u>SIGN-IN SHEET</u>			
NAME, ORGANIZATION	ADDRESS	EMAIL ADDRESS	PHONE #	ADD TO MAILING LIST
ROBERT NOLAN	[Redacted]			YES / NO
ROB McRAE				YES / NO
DOUG PRINSEN				YES / NO
Chris Cannon				YES / NO
VIRGINIA WAKELFORD				YES / NO
JAH CAMPBELL				YES / NO
				YES / NO
	YES / NO			

Under the Freedom of Information and Protection of Privacy Act and the Environmental Assessment Act, unless otherwise stated in the submission, any personal information such as name, address, telephone number and property location included in a submission will become part of the public record files for this matter and will be released, if requested, to any person.

*Thank you for your participation in this study*

# Appendix D

NOTICES





NOTICE OF COMMENCEMENT  
CLASS ENVIRONMENTAL ASSESSMENTS (EA'S)

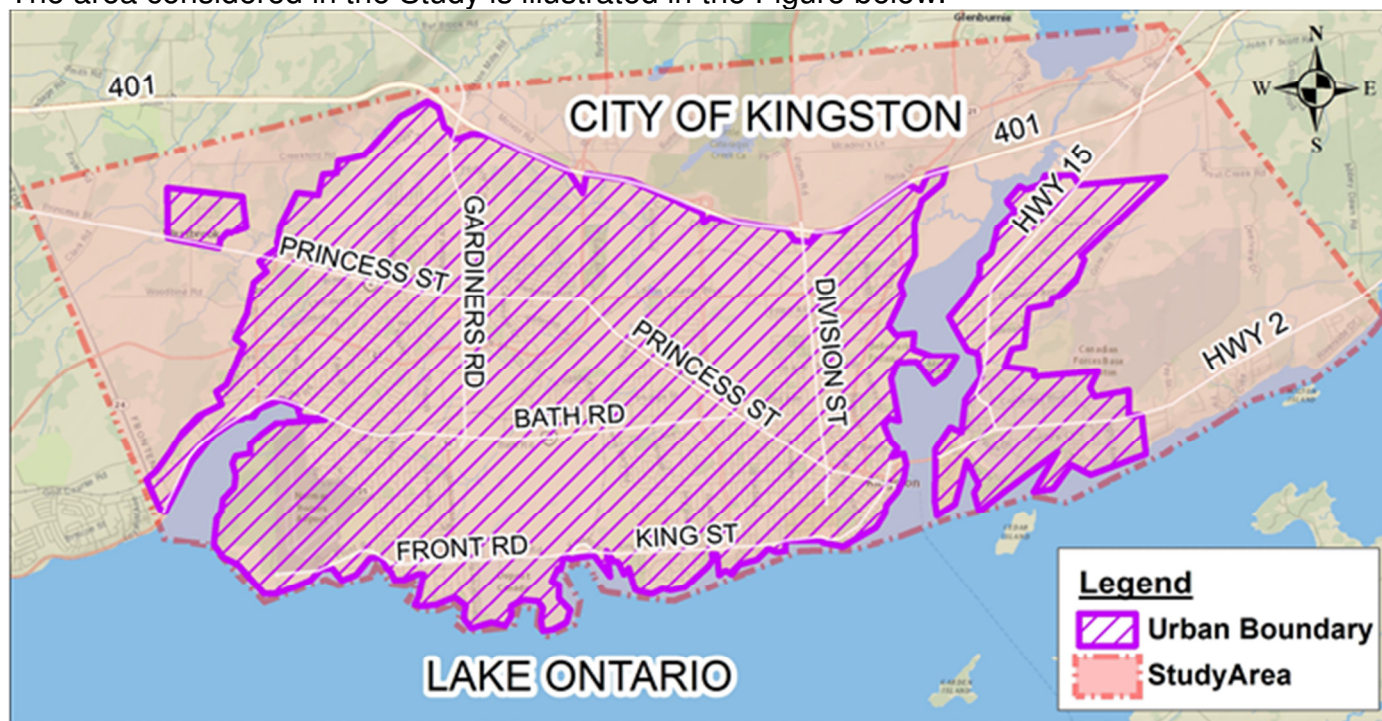
**Water and Wastewater Master Plan Updates**

**The Undertaking**

Utilities Kingston is updating their Water and Wastewater Master Plans to align with current population growth projections. The current Water Master Plan was completed in 2007 and the current Sewage Infrastructure Master Plan was completed in 2010, with both in need of updates given the number of infrastructure projects implemented since, as well as changes to future development plans within the urban boundary. The Updates to the Water and Wastewater Master Plans will identify infrastructure strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2036.

**Study Area**

The area considered in the Study is illustrated in the Figure below.



**Study Process**

The Updates to the Water and Wastewater Master Plans will be prepared in accordance with the requirements of the Municipal Class Environmental Assessment (Class EA) process (October 2000, as amended in 2007 & 2011). Development and evaluation of servicing alternatives for both the water and wastewater systems will be undertaken concurrently to ensure use of common growth assumptions and maximize coordination of major capital works.

The Master Plans do not require approval under the EA Act, however any specific projects identified within the Master Plans must fulfill all Class EA requirements. Based on this, the Master Plan Updates are following Approach #1 in the Class EA which entails completion of Phases 1 and 2 for any Schedule A and A+ projects identified. Additional Class EA studies would therefore be required to satisfy the requirements for any Schedule B and C projects.

A phasing plan for recommended infrastructure will be developed.

## Public Consultation

Public consultation is vital to the success of both the Water and Wastewater Master Plan Updates. Utilities Kingston and WSP Canada Inc. want to ensure that anyone interested in either study has the opportunity to get involved and provide input. To provide opportunity for such input, Utilities Kingston and WSP Canada Inc. are committed to maintaining multiple channels for public engagement including hosting Public Information Centres, maintaining a project web page containing up to date information on the project and posting updates and soliciting public feedback through the use of social media sites such as Facebook and Twitter. Two Public Information Centres will be held to present and consult with the public with on topics such as the Study's Problem/Opportunity Statement, the proposed servicing alternatives and the recommended servicing alternatives.

Project updates and notices will be posted on Utilities Kingston's website (<http://www.utilitieskingston.com/Wastewater/Projects/MasterPlans2015>) and Facebook page (<https://www.facebook.com/UtilitiesKingston>). Residents and interested parties are encouraged to regularly visit the website to find out more about the Study.

## Additional Components of the Master Plan Updates

Utilities Kingston has identified additional tasks to be completed as part of the Master Plan Updates:

- A water distribution system operational plan, required to establish how the water system must be operated when the central and west water distribution systems are integrated into one interconnected system.
- An update to the Pollution Prevention Control Plan (PPCP), needed to meet the requirements of the Ministry of the Environment and Climate Change's (MOECC's) Procedure F-5-5.
- Basic condition and capacity assessments of the water and wastewater facilities. The results of these assessments will be used as input for analyzing the systems under existing and future conditions and for developing infrastructure upgrade recommendations.

## Contacts

If you wish to comment on this project or receive information, please contact one or more of the studies' representatives listed below. Comments are welcome at any time during the study.

<b>Matt Morkem, P.Eng.</b> Manager, Infrastructure, Kingston WSP Canada Inc. 1224 Gardiners Rd., Suite 201 Kingston ON, K7P 0G2 Tel: 613-634-7373 ext. 406	<b>Mike Fischer, P.Eng</b> Utilities Engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston ON K7L 4X7 Tel: 613-546-1181 ext. 2356	<b>Katie Morrow, P.Eng</b> Utilities Engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston ON K7L 4X7 Tel: 613-546-1181 ext. 2502
Project Email (to all project contacts): <a href="mailto:MasterPlans2015@utilitieskingston.com">MasterPlans2015@utilitieskingston.com</a>		

*Comments and information regarding these Municipal Class Environmental Assessments are being collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments received will become a part of the public record.*

*This notice first published on June 23, 2015.*

*Alternate formats of this notice are available upon request.*

# Notice of commencement Class environmental assessments (EA's) Water and Wastewater Master Plan Updates

Taken from  
thewhig.com  
City Notices.

Published June 23, 2015  
June 30, 2015

## The undertaking

Utilities Kingston is updating their *Water and Wastewater Master Plans* to align with current population growth projections. The current *Water Master Plan* was completed in 2007 and the current *Sewage Infrastructure Master Plan* was completed in 2010, with both in need of updates given the number of infrastructure projects implemented since, as well as changes to future development plans within the urban boundary. The *Updates to the Water and Wastewater Master Plans* will identify infrastructure strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2036.

## Study area

The area considered in the Study is illustrated in the Figure below.



## Study process

The *Updates to the Water and Wastewater Master Plans* will be prepared in accordance with the requirements of the *Municipal Class Environmental Assessment (Class EA)* process (October 2000, as amended in 2007 and 2011). Development and evaluation of servicing alternatives for both the water and wastewater systems will be undertaken concurrently to ensure use of common growth assumptions and maximize coordination of major capital works.

The *Master Plans* do not require approval under the *EA Act*, however any specific projects identified within the *Master Plans* must fulfill all *Class EA* requirements. Based on this, the *Master Plan Updates* are following *Approach #1* in the *Class EA* which entails completion of Phases 1 and 2 for any *Schedule A* and *A+* projects identified. Additional *Class EA* studies would therefore be required to satisfy the requirements for any *Schedule B* and *C* projects.

A phasing plan for recommended infrastructure will be developed.

## Public consultation

Public consultation is vital to the success of both the *Water and Wastewater Master Plan Updates*. Utilities Kingston and WSP Canada Inc. want to ensure that anyone interested in either study has the opportunity to get involved and provide input. To provide opportunity for such input, Utilities Kingston and WSP Canada Inc. are committed to maintaining multiple channels for public engagement including hosting public information centres, maintaining a project web page containing up-to-date information on the project and posting updates and soliciting public feedback through the use of social media sites such as Facebook and Twitter. Two public information centres will be held to present and consult with the public with on topics such as the study's problem/opportunity statement, the proposed servicing alternatives and the recommended servicing alternatives.

Project updates and notices will be posted on Utilities Kingston's website ([www.utilitieskingston.com/Wastewater/Projects/MasterPlans2015](http://www.utilitieskingston.com/Wastewater/Projects/MasterPlans2015)) and Facebook page ([www.facebook.com/UtilitiesKingston](http://www.facebook.com/UtilitiesKingston)). Residents and interested parties are encouraged to regularly visit the website to find out more about the study.

## Additional components of the Master Plan Updates

Utilities Kingston has identified additional tasks to be completed as part of the *Master Plans' Updates*:

- A water distribution system operational plan, required to establish how the water system must be operated when the central and west water distribution systems are integrated into one interconnected system.
- An update to the *Pollution Prevention Control Plan (PPCP)*, needed to meet the requirements of the Ministry of the Environment and Climate Change's (MOECC's) Procedure F-5-5.
- Basic condition and capacity assessments of the water and wastewater facilities. The results of these assessments will be used as input for analyzing the systems under existing and future conditions and for developing infrastructure upgrade recommendations.

## Contacts

If you wish to comment on this project or receive information, please contact one or more of the studies' representatives listed below. Comments are welcome at any time during the study.

Matt Morkem, P.Eng. Manager, Infrastructure, Kingston WSP Canada Inc. 1224 Gardiners Rd., Suite 201 Kingston, ON, K7P 0G2 Tel: 613-634-7373 ext. 406	Mike Fischer, P.Eng. Utilities engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston, ON K7L 4X7 Tel: 613-546-1181 ext. 2356	Katie Morrow, P.Eng. Utilities engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston, ON K7L 4X7 Tel: 613-546-1181 ext. 2502
--	---	---

Project Email (to all project contacts): [MasterPlans2015@utilitieskingston.com](mailto:MasterPlans2015@utilitieskingston.com)

Comments and information regarding these *Municipal Class Environmental Assessments* are being collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments received will become a part of the public record.

This notice first published on June 23, 2015.





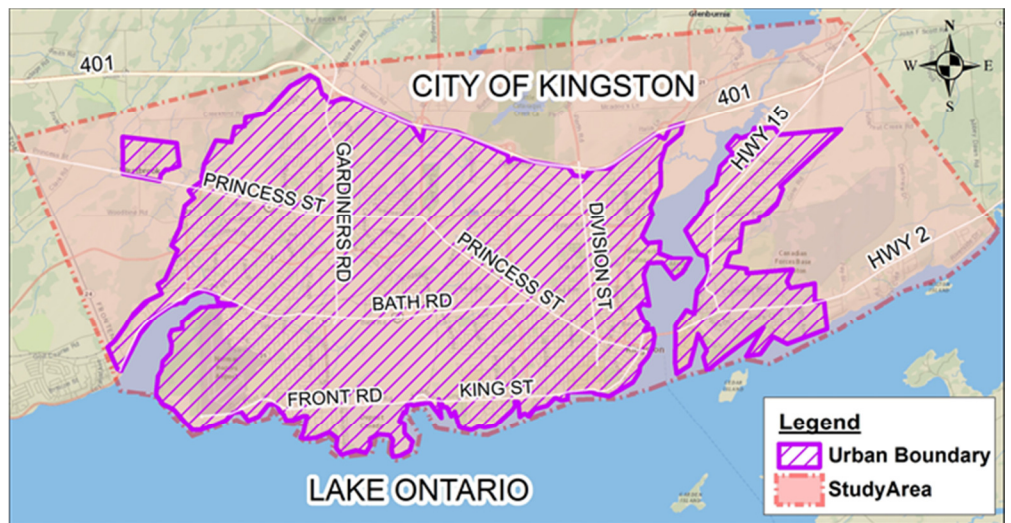
NOTICE OF PUBLIC INFORMATION CENTRE  
CLASS ENVIRONMENTAL ASSESSMENTS (EA'S)

**Water and Wastewater Master Plan Updates**

**Project Background**

Utilities Kingston (UK) has undertaken separate Class Environmental Assessment (EA) studies to update their Water and Wastewater Master Plans to recommend short and long term infrastructure strategies to service existing and future development within the City of Kingston. The Master Plans take into account current population growth plans and any changes to the servicing systems since the last Water and Wastewater Master Plans were finalized, in 2007 and 2010 respectively. The updated Master Plans identify strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2036.

The objective of the Water and Wastewater Master Plan Updates project is to update both the former Water Master Plan (2007) and Sewage Infrastructure Master Plan (2010) by reassessing the future infrastructure requirements within the City of Kingston



Map showing the extents of the City of Kingston, the Study Area and the Urban Bound

based on both the state of the existing infrastructure and environment and on the new growth and development assumptions, as per the Official Plan update. The analysis will give consideration to the water and wastewater infrastructure projects required over the next 20 years, to 2036.

The Master Planning process supports UK in adequately planning for future infrastructure by producing an infrastructure implementation 'roadmap' that will ensure existing infrastructure servicing regulations and future servicing and treatment capacity requirements are being satisfied. The Study focuses on optimizing the effectiveness of the existing infrastructure and identifying the most efficient approaches for servicing existing and new development Study Areas. This process will include the evaluation of system alternatives and subsequently prioritizing the recommended capital works. The update exercise is therefore pivotal to planning for more efficient uses of financial resources on water and wastewater utilities.

## The Process

Residents and other interested parties are invited to drop-in anytime during the Public Information Centre for the opportunity for further information about the project and the Environmental Assessment process. Staff from Utilities Kingston and the consulting team will be available to explain the project and answer questions.

Date: **Wednesday, May 11, 2016**

Time: **6:00 P.M. to 8:00 P.M.**

Location: **Utilities Kingston, 1211 John Counter Blvd, Kingston, Ontario**

For further information, please refer to the project website (<http://www.utilitieskingston.com>). If you are unable to attend the Public Information Centre and/or wish to provide your comments, contact one of the following:

Matt Morkem, P.Eng. Manager, Infrastructure, Kingston WSP Canada Inc. 1224 Gardiners Rd., Suite 201 Kingston ON, K7P 0G2 Tel: 613-634-7373 ext. 406	Mike Fischer, P.Eng Utilities Engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston ON K7L 4X7 Tel: 613-546-1181 ext. 2356	Katie Morrow, P.Eng Utilities Engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston ON K7L 4X7 Tel: 613-546-1181 ext. 2502
Project Email (to all project contacts): <a href="mailto:MasterPlans2015@utilitieskingston.com">MasterPlans2015@utilitieskingston.com</a>		

Comments and information regarding these Municipal Class Environmental Assessments are being collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments received will become a part of the public record.

Alternate formats of this notice are available upon request

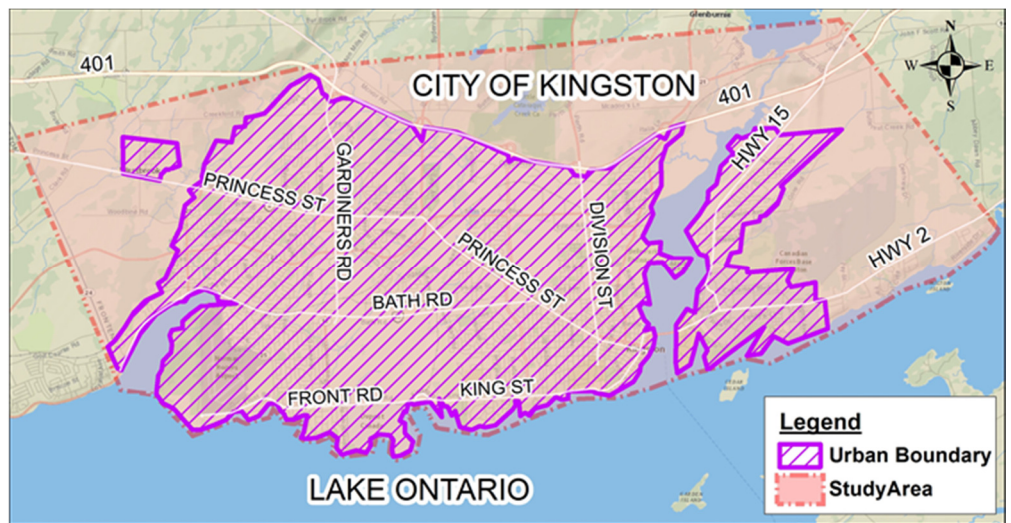
NOTICE OF PUBLIC INFORMATION CENTRE #2  
 CLASS ENVIRONMENTAL ASSESSMENTS (EA'S)

**Water and Wastewater Master Plan Updates**

**Project Background**

Utilities Kingston (UK) has undertaken Municipal Class Environmental Assessment (EA) studies to update their Water and Wastewater Master Plans to recommend short and long term infrastructure strategies to service existing and future development within the City of Kingston. The Master Plans takes into account current population growth plans and any changes to the servicing systems since the last Water and Wastewater Master Plans were finalized, in 2007 and 2010 respectively. The updated Master Plans identify strategies for water and wastewater servicing within the City of Kingston's urban area and within the satellite community of Cana, based on planned growth to 2036.

The objective of the Water and Wastewater Master Plan Updates project is to update both the former Water Master Plan (2007) and Sewage Infrastructure Master Plan (2010) by reassessing the future infrastructure requirements within the City of Kingston based on both the state of the existing infrastructure and environment and on the new growth and development assumptions, as per the Official Plan update. The analysis will give consideration to the water and wastewater infrastructure projects required over the next 20 years, to 2036.



Map showing the extents of the City of Kingston, the Study Area and the Urban Bound

The Master Planning process supports UK in adequately planning for future infrastructure by producing an infrastructure implementation 'roadmap' that will ensure existing infrastructure servicing regulations and future servicing and treatment capacity requirements are being satisfied. The Study focuses on optimizing the effectiveness of the existing infrastructure and identifying the most efficient approaches for servicing existing and new development Study Areas. This process will include the evaluation of system alternatives and subsequently prioritizing the recommended capital works. The update exercise is therefore pivotal to planning for more efficient uses of financial resources on water and wastewater utilities.

Residents and other interested parties are invited to drop-in anytime during the second Public Information Centre for the opportunity to view further information about the project, the preliminary recommendations and the Environmental Assessment process. Staff from Utilities Kingston and the consulting team will be available to explain the project and answer questions.

Date: **Wednesday, November 16, 2016**

Time: **6:00 P.M. to 8:00 P.M.**

Location: **Utilities Kingston, 85 Lappan's Lane, Kingston, Ontario**

For further information, please refer to the project website:

**<https://utilitieskingston.com/Projects/Detail/MasterPlans2015>**

If you are unable to attend the Public Information Centre and/or wish to provide your comments, contact one of the following:

<p>Matt Morkem, P.Eng. Manager, Infrastructure, Kingston WSP Canada Inc. 1224 Gardiners Rd., Suite 201 Kingston ON, K7P 0G2 Tel: 613-634-7373 ext. 406</p>	<p>Mike Fischer, P.Eng Utilities Engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston ON K7L 4X7 Tel: 613-546-1181 ext. 2356</p>	<p>Katie Morrow, P.Eng Utilities Engineer Utilities Kingston P.O. Box 790 85 Lappan's Lane Kingston ON K7L 4X7 Tel: 613-546-1181 ext. 2502</p>
<p>Project Email (to all project contacts): <a href="mailto:MasterPlans2015@utilitieskingston.com">MasterPlans2015@utilitieskingston.com</a></p>		

Comments and information regarding these Municipal Class Environmental Assessments are being collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments received will become a part of the public record.

Alternate formats of this notice are available upon request

# Appendix E

**PUBLIC AND STAKEHOLDER FEEDBACK/RESPONSES**





A large, light blue diagonal shape that starts from the bottom-left corner and extends towards the top-right corner, covering the right half of the page. The rest of the page is white.

**CONTACT LIST  
STAKEHOLDER  
RESPONSES**





**Please return this form to:**

**Attn:** Matt Morkem **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Doug Campbell	
<b>Title:</b>	Controller of Plant and Planning Services	
<b>Agency:</b>	Algonquin and Lakeshore Catholic District School Board	
<b>Address:</b>	151 Dairy Ave. Napane, ON K7R 4B2	
<b>Telephone:</b>	613-354-2255 x403	
<b>Email:</b>	<i>Campbell@alcdsb.on.ca</i>	

Please note any specific comments or concerns below:

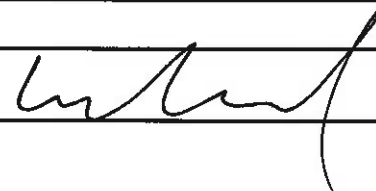
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**Signature:**  **Date:** *July 22nd, 2015*

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2  
 T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com



**ALDERVILLE FIRST NATION**  
P.O. Box 46  
11696 Second Line  
Roseneath, Ontario K0K 2X0

Chief: James R. Marsden  
Councillor: Dave Mowat  
Councillor: Julie Bothwell  
Councillor: Angela Smoke  
Councillor: Jody Holmes

July 10, 2015

[MasterPlans2015@utilitieskingston.com](mailto:MasterPlans2015@utilitieskingston.com)

Attn: Matt Morkem/Mike Fischer/Katie Morrow

**Re: Water and Wastewater Master Plan Updates**

Dear Matt/Mike/Katie,

Thank you for the information to Alderville First Nation (AFN) regarding the Water and Wastewater Master Plan Update that was sent to AFN.

AFN currently has no comments regarding these updates to the Water and Wastewater Master Plans. AFN appreciates the fact the Utilities Kingston recognizes the importance of First Nation's Consultation.

Please keep us apprised of further development, should any occur. I can be contacted at the mailing address above or electronically via email, at the address listed below.

In good faith and respect,

Dave Simpson  
Lands and Resources

[dsimpson@aldervillefirstnation.ca](mailto:dsimpson@aldervillefirstnation.ca)

Communications Officer  
Alderville First Nation

Tele: (905) 352-2662  
Fax: (905) 352-3242




**Utilities Kingston Water and Wastewater Master Plans**
**Please return this form to:**

**Attn:** Matt Morkem  
 WSP Canada Inc.  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

**Email:**  
**Fax No.:**

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	MS. Please Confirm:
<b>Contact Name:</b>	Mr. Dave Simpson	Skye Anderson
<b>Title:</b>	Lands & Resources Communications Officer	Consultation Clerical Support
<b>Agency:</b>	Alderville First Nation	
<b>Address:</b>	11696 Second Line P.O. Box 46 Roseneath, ON K0K 2X0	
<b>Telephone:</b>	905-352-2011	
<b>Email:</b>	dsimpson@aldervillefirstnation.ca	sanderson@alderville.ca

Please note any specific comments or concerns below:

Please provide further information on the project as well as the area of the study affected.

**Signature:**

**Date:**

Jul. 10/15.

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com



**Please return this form to:**

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Christopher Lockyer	
<b>Title:</b>	Implementation Manager Access Network Facilities	
<b>Agency:</b>	Bell Canada	
<b>Address:</b>	450 Princess St, P.O. Box 460 Kingston, ON K7L 4W5	
<b>Telephone:</b>	613-542-4636	
<b>Email:</b>	christopher.lockyer@bell.ca	

Please note any specific comments or concerns below:

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**Signature:**  **Date:** July 23 15

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
[www.wspgroup.com](http://www.wspgroup.com)



Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem
WSP Canada Inc.
1224 Gardiners Rd
Suite 201
Kingston, Ontario K7P 0G2

Email:
Fax No.:

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
Yes, please continue to send me notices regarding this project.
No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name (Ms. Paige Agnew), Title (Director of Planning, Build & Licensing), Agency (City of Kingston), Address (216 Ontario St., Kingston, ON K7L 2Z3), Telephone (613-546-4291 x3252), and Email (pagenew@cityofkingston). Handwritten notes include 'Director, Planning, Building & Licensing Services' and 'mailing address: 216 Ontario St., Kingston, ON K7L 2Z3. Located at: 1211 John Coulter Blvd.'

Please note any specific comments or concerns below:

Horizontal lines for providing comments or concerns.

Signature: [Handwritten Signature]

Date: June 26/15

WSP Canada Inc.
1224 Gardiners Road, Suite 201
Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523
www.wspgroup.com



Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: **Matt Morkem** Email: **MasterPlans2015@utiltieskingston.com**  
 WSP Canada Inc. Fax No.: **613-634-3523**  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
Contact Name:	Mr. Stefan Linder ✓	DEREK BASSO
Title:	Manager Public Works ✓	ENGINEERING TECHNICIAN
Agency:	CN Rail ✓	CN RAIL
Address:	1 Administration Rd. P.O. Box 1000 ✓ Concord, ON L4K 1B9	2 Administration Rd. P.O. Box 1000 CONCORD, ON L4K 1B9
Telephone:	905-669-3264 ✓	905-669-3184
Email:	stafan.linder@cn.ca ✓	DEREK.BASSO@CN.CA

Please note any specific comments or concerns below:

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Signature: *Derek Basso* Date: Sept 11, 2015

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2  
 T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com



Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem
WSP Canada Inc.
1224 Gardiners Rd
Suite 201
Kingston, Ontario K7P 0G2

Email:
Fax No.:

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
Yes, please continue to send me notices regarding this project.
No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name, Title, Agency, Address, Telephone, and Email.

Please note any specific comments or concerns below:

Blank lines for comments or concerns.

Signature: [Handwritten Signature]

Date: July 2 2015

WSP Canada Inc.
1224 Gardiners Road, Suite 201
Kingston, ON, CANADA, K7P 0G2
T: 613-634-7373 F: 613-634-3523
www.wspgroup.com



Utilities Kingston Water and Wastewater Master Plans



Please return this form to:

**Attn:** **Matt Morkem**  
WSP Canada Inc.  
1224 Gardiners Rd  
Suite 201  
Kingston , Ontario K7P 0G2

**Email:** MasterPlans2015@utilitieskingston.com  
**Fax No.:** 613-634-3523

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Geoff Capes	
<b>Title:</b>	Manager of Facilities	
<b>Agency:</b>	Cogeco Cable Canada Limited	
<b>Address:</b>	950 Syscon Road Station LCD1, P.O. Box 5076 Burlington, ON L7R 4S6	
<b>Telephone:</b>	905-333-4990	
<b>Email:</b>		

Please note any specific comments or concerns below:

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**Signature:** Geoff Capes **Date:** July 21/15

WSP Canada Inc  
1224 Gardiners Road, Suite 201  
Kingston ON, CANADA, K7P 0G2

T. 613-634-7373 F 613-634-3523  
www.wspgroup.com



Please return this form to:

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

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- Yes, I will be providing input or participating in this Study.
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If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Joe Van Humbeck	
<b>Title:</b>	Sysem Manager, Environmental Assessment	
<b>Agency:</b>	CP Rail	
<b>Address:</b>	7550 Ogden Dale Rd. SE Calgary, AB T2C 4X9	
<b>Telephone:</b>	403-319-6530	
<b>Email:</b>	joe_vanhumbeck@cpr.ca	

Please note any specific comments or concerns below:

*Please keep us informed of any proposed changes to infrastructure crossing our property.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature:**  **Date:** *Aug 3/2015*

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com

**From:** Fischer, Mike [<mailto:mfischer@utilitieskingston.com>]  
**Sent:** Monday, July 20, 2015 10:47 AM  
**To:** Morkem, Matt  
**Subject:** FW: CRCA acknowledgement - UK master plan updates (2015)

FYI

**From:** Rob McRae [<mailto:rmcrae@crca.ca>]  
**Sent:** 07-17-2015 8:53 AM  
**To:** Fischer, Mike  
**Cc:** MasterPlans2015; Christine Woods ; Holly Evans  
**Subject:** CRCA acknowledgement - UK master plan updates (2015)

*Hi Mike,*

This is to acknowledge our receipt of the Notice of Commencement (June 2015) for the Water and Wastewater Master Plan updates in the City of Kingston. The CRCA is interested to please receive ongoing information about this project. We are interested in the broader project from watershed management / regulatory perspectives. We are specifically interested in the Pollution Prevention Control Plan update from a drinking water source protection perspective. I can be your point of contact at the CRCA, and will share information with our watershed management team.

It looks like it will be a busy year for your team! Best wishes for success on these projects.

Regards; thank you,

Rob McRae, CRCA



*Rob McRae* *MCIP, RPP*  
Watershed Planning Coordinator  
**Cataraqui Region Conservation Authority**  
1641 Perth Road, PO Box 160, Glenburnie ON, K0H 1S0  
Phone: (613) 546-4228 ext. 224 - Fax: (613) 547-6474  
Toll Free for Area code (613): 1-877-956-2722

Visit us on the web: [www.crca.ca](http://www.crca.ca)  
[www.cleanwatercataraqui.ca](http://www.cleanwatercataraqui.ca)  
[www.cataraquitrail.ca](http://www.cataraquitrail.ca)

Follow us on:



Utilities Kingston Water and Wastewater Master Plans



Please return this form to:

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Rob McRae	✓
<b>Title:</b>	Project Manager for Source Water Protection	<i>Watershed Planning Coordinator</i>
<b>Agency:</b>	Cataraqui Region Conservation Authority	✓
<b>Address:</b>	1641 Perth Rd., P.O. Box 160 Glenburnie, ON K0H 1S0	✓
<b>Telephone:</b>	613-546-4228 x224	✓
<b>Email:</b>		<i>r.mcr@crca.ca</i>

Please note any specific comments or concerns below:

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**Signature:** *[Signature]* **Date:** *July 21, 2015*

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 Suite 201  
 Kingston, Ontario K7P 0G2

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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
Contact Name:	Corinna Dally-Starna	
Title:	Regional Coordinator, Environmental Programs	
Agency:	Correctional Service Canada	
Address:	443 Union St. W. Kingston, ON K7L 4Y8	
Telephone:	613 536 4744	
Email:	Corinna.Dally-Starna@csc- SCC-GC.CA	

Please note any specific comments or concerns below:

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Signature:

Date: July 13, 2015

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 T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com





Government Services Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
www.curvelakefirstnation.ca

12 August, 2015

Mike Fischer  
85 Lappan's Lane PO Box 790  
Kingston Ontario K7L 4X7



Dear Mike Fischer,

**RE: Water and Wastewater Masterplan Updates**

I would like to acknowledge receipt of your correspondence, which was received on 6/30/2015 regarding the above noted project.

As you may be aware, the area in which your project is proposed is situated within the Traditional Territory of Curve Lake First Nation. Our First Nation's Territory is incorporated within the Williams Treaties Territory and is the subject of a claim under Canada's Specific Claims Policy. We strongly suggest that you provide Karry Sandy-Mackenzie, Williams Treaty First Nation Claims Coordinator, 8 Creswick Court, Barrie, ON L4M 2S7, with a copy of your proposal as your obligation to consult to also extend to the other First Nations of the Williams Treaties.

Although we have not conducted exhaustive research nor have we the resources to do so, Curve Lake First Nation Council is not currently aware of any issues that would cause concern with respect to our Traditional, Aboriginal and Treaty rights.

Please note that we have particular concern for the remains of our ancestors. Should excavation unearth bones, remains or other such evidence of a native burial site or any Archaeological findings, we must be notified without delay. In the case of a burial site, Council reminds you of your obligations under the Cemeteries Act to notify the nearest First Nation Government or other community of Aboriginal people which is willing to act as a representative and whose members have a close cultural affinity to the interred person. As I am sure you are aware, the regulations further state that the representative is needed before the remains and associated artifacts can be removed. Should such a find occur, we request that you contact our First Nation immediately.

Curve Lake First Nation also has available, trained Archaeological Liaisons who are able to actively participate in the archaeological assessment process as a member of a field crew, the cost of which will be borne by the proponent.

Government Services Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

If any new, undisclosed or unforeseen issues should arise, that has potential for anticipated negative environmental impacts or anticipated impacts on our Treaty and Aboriginal rights we require that we be notified regarding these as well.

Thank you for recognizing the importance of consultation and respecting your duty to consult obligations as determined by the Supreme Court of Canada.

Should you have further questions or if you wish to hire a liaison for a project, please feel free to contact our Lands and Resources Consultation Liaisons by email, Melissa Dokis at [MelissaD@curvelake.ca](mailto:MelissaD@curvelake.ca) , Nathaniel Cummings at [NathanielC@curvelake.ca](mailto:NathanielC@curvelake.ca), or by phone at 705-657-8045.

Yours sincerely,

Chief Phyllis Williams  
Curve Lake First Nation



**Please return this form to:**

**Attn:** Matt Morkem **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Current Information on File:		Please Confirm:	
<b>Contact Name:</b>		Nathaniel Cummings	
<b>Title:</b>	Mississaugas of Mud Lake	Lands & Resources Consultation Liaison	
<b>Agency:</b>	Curve Lake First Nation 35 and 35A	"	"
<b>Address:</b>	General Delivery Curve Lake, ON K0L 1R0	"	"
<b>Telephone:</b>	705-657-8045	"	"
<b>Email:</b>		Nathaniel.C@curve.lake.ca	

Please note any specific comments or concerns below:

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**Signature:** *Nathaniel Cummings* **Date:** Aug. 18, 2015



EXPÉDIÉ LE 23 JUL. 2015

EXPÉDIÉ LE 21 AOUT 2015



Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: **Matt Morkem** Email: **MasterPlans2015@utilitieskingston.com**  
 WSP Canada Inc. Fax No.: **613-634-3523**  
 1224 Gardiners Rd  
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Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
Contact Name:	Recipient	Dominic Franche
Title:		Building supervisor
Agency:	Conseil des écoles catholique du Centre-Est de l'Ontario	Same
Address:	4000 Rue Labelle Gloucester, ON K1J 1A1	Same
Telephone:	613-744-2555	Same
Email:		franced@ecde.catholique.ca

Please note any specific comments or concerns below:

Approbation \_\_\_\_\_

Date \_\_\_\_\_

Reçu au PSIE le \_\_\_\_\_

24 AOUT 2015

Poste budgétaire \_\_\_\_\_

B.c. modifié le \_\_\_\_\_

Signature: *Dominic Franche*

Date: 14 sept 2015 le \_\_\_\_\_

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**Utilities Kingston Water and Wastewater Master Plans**
**Please return this form to:**

**Attn:** Matt Morkem  
 WSP Canada Inc.  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

**Email:**  
**Fax No.:**

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>		KAROLYN BOIS
<b>Title:</b>	Director - Planning	planificatrice en immobilisations
<b>Agency:</b>	Conseil des écoles catholique du Centre-Est de l'Ontario	
<b>Address:</b>	4000 Rue Labelle Gloucester, ON K1J 1A1	
<b>Telephone:</b>	613-746-3637	
<b>Email:</b>		boisk@ecolecatholique.ca

Please note any specific comments or concerns below:

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**Signature:** Karolyn Bois

**Date:** 10 juillet 2015

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Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem
WSP Canada Inc.
1224 Gardiners Rd
Suite 201
Kingston, Ontario K7P 0G2

Email:
Fax No.:

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study. (with handwritten note 'POTENTIALLY')
Yes, please continue to send me notices regarding this project.
No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name (Mr. Paul Patry), Title (Assistant Chief), Agency (Kingston Fire & Rescue), Address (500 O'Connor Dr. Kingston, ON K7P 1N3), Telephone (613-548-4001 x5129), and Email (ppatry@cityofkingston.ca).

Please note any specific comments or concerns below:

Four horizontal lines for providing comments or concerns.

Signature: [Handwritten Signature]

Date: July 3, 2015

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Kingston, ON, CANADA, K7P 0G2

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**From:** Tom Cowie <tcowie@hiawathafn.ca>  
**Sent:** Thursday, May 05, 2016 11:59 AM  
**To:** 'MasterPlans2015@utilitieskingston.com'  
**Subject:** re: master plan updates  
**Attachments:** Kingston Water Master Plan.doc

Ahniin Mike Fischer,

Attached is our letter of response to this project.

Miigwech

Tom Cowie  
Community Consultation Worker

Hiawatha First Nation  
123 Paudash Street  
Hiawatha, ON K9J 0E6  
705-295-7773  
705-295-7131 (fax)  
[tcowie@hiawathafn.ca](mailto:tcowie@hiawathafn.ca)



***"We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our Culture and Traditional way of life"***

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**HIAWATHA FIRST NATION**  
123 Paudash Street  
Hiawatha, ON K9J 0E6

Chief:	Greg Cowie
Councillor:	Kirk Edwards
Councillor:	Lorne Paudash
Councillor:	Trisha Shearer
Councillor:	Art Vowles
Councillor:	Katie Wilson

May 5, 2016

Dear Mike Fischer:

Thank you for the information you sent to Hiawatha First Nation regarding notice of PIC and CEAS for the water wastewater master plan update which is being proposed within Hiawatha First Nation's Traditional and Treaty Territories. Hiawatha First Nation appreciates that the City of Kingston recognizes the importance of First Nations Consultation and that your office is conforming to the requirements within the Duty to Consult Process. The correspondence Hiawatha First Nation has received is not considered meaningful consultation but rather information sharing.

As per the Hiawatha First Nation Consultation Protocol, your proposed project is deemed to have little, if any, impact on Hiawatha First Nation's traditional territory and/or rights. Please keep us apprised of any updates, archaeological findings, and/or of any environmental impacts, should they occur. Hiawatha First Nation requests you contact us if archaeological artifacts are found as we require our trained archaeological liaisons be present at the archaeological sites during the assessments. We also ask that you forward any archaeological reports to Hiawatha First Nation as they are completed. Any maps pertaining to the project should be sent to Hiawatha First Nation in a shape file.

Hiawatha First Nation reserves the right to provide additional comment should further development result in additional potential impact on our traditional territory and rights. Please be aware that while we request to be kept apprised throughout all phases of this project, we may not always have representation at all stakeholders meetings.

Further correspondence may be directed to my attention at the mailing address above or the e-mail address below.

Sincerely,

Tom Cowie  
Core Consultation Worker  
Hiawatha First Nation

[tcowie@hiawathafn.ca](mailto:tcowie@hiawathafn.ca)  
Tele: (705) 295-7773  
Fax: (705) 295-7131





Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem
WSP Canada Inc.
1224 Gardiners Rd
Suite 201
Kingston, Ontario K7P 0G2

Email: MasterPlans2015@utilitieskingston.com

Fax No.: 613-634-3523

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
Yes, please continue to send me notices regarding this project.
No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name, Title, Agency, Address, Telephone, and Email.

Please note any specific comments or concerns below:

Interested specifically in details related to the CSO + bypass policies/procedures.

Signature: Sarah Ryding Date: July 21/15

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**Utilities Kingston Water and Wastewater Master Plans**



**Please return this form to:**

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
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 Kingston , Ontario K7P 0G2

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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>	Mr. Nicholas Harrington	✓
<b>Title:</b>	Executive Officer	✓
<b>Agency:</b>	Kingston Home Builders Association	✓
<b>Address:</b>	1575 John Counter Blvd. Kingston, ON K7M 3L5	✓
<b>Telephone:</b>	613-547-0986	✓
<b>Email:</b>	khba@khba.ca	✓

Please note any specific comments or concerns below:

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**Signature:**  **Date:** 07.20.2015

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**Portsmouth Forcemain Flow Direction Class Environmental Assessment**



**Please return this form to:**

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 WSP Canada Inc.  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

**Email:**  
**Fax No.:**

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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>	Catherine Warren	
<b>Title:</b>	AI District Planner, Peterborough District	
<b>Agency:</b>	Ministry of Natural Resources	
<b>Address:</b>	1st Floor South, 300 Water Street Peterborough, ON K9J 8M5	
<b>Telephone:</b>	(705) 755-3294	
<b>Email:</b>	catherine.warren@ontario.ca	

Please note any specific comments or concerns below:

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**Signature:** Catherine Warren      **Date:** 21 August, 2015

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**Utilities Kingston Water and Wastewater Master Plans**



**Please return this form to:**

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 1224 Gardiners Rd **Fax No.:** 613-634-3523  
 Suite 201  
 Kingston , Ontario K7P 0G2

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- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>	Ms. Katherine Kirzati	✓
<b>Title:</b>	Heritage Planner	✓
<b>Agency:</b>	Ministry of Culture	✓
<b>Address:</b>	Suite 1700, 401 Bay St. Toronto, ON M7A 0A7	✓
<b>Telephone:</b>	416-212-7420 416 314 7643	
<b>Email:</b>	Katherine.kirzati@ontario.ca	

Please note any specific comments or concerns below:

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**Signature:** *Kirzati* **Date:** 21 July 15

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Please return this form to:

**Attn:** Matt Morkem **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Ms. Nicole Storms	
<b>Title:</b>	Environmental Services Coordinator	
<b>Agency:</b>	Mohawks of the Bay of Quinte	
<b>Address:</b>	24 Meadow Drive Tyendinaga Mohawk Territory, ON K0K 1X0	
<b>Telephone:</b>	613-396-3424	
<b>Email:</b>	nicoles@mbq-tmt.org	

Please note any specific comments or concerns below:

Concerns: Water Quality  
 Species at Risk  
 Archaeological Assessments

**Signature:** Nicole Storms **Date:** July 23, 2015

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 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

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Please return this form to:

**Attn:** Matt Morkem **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
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 Kingston, Ontario K7P 0G2

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If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Ms. Shelley Tapp	Ms. Gillian Dagg-Foster
<b>Title:</b>	Manager, Environmental Policy	Head of Environment, Eastern Region
<b>Agency:</b>	Ministry of Transportation	Ministry of Transportation
<b>Address:</b>	301 St. Paul St., 2nd Floor Garden City Tower St. Catharines, ON L2R 7R4	1355 John Counter Blvd. 2nd Flr. Kingston, ON K7L 5A3
<b>Telephone:</b>	905-704-2608	613-540-5149
<b>Email:</b>	shelley.tapp@ontario.ca	gillian.dagg-foster@ontario.ca

Please note any specific comments or concerns below:

Shelley Tapp is no longer with MTO.

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**Signature:** Rachin Dushdaman **Date:** July 28, 2015  
 Administrative Assistant  
 Environmental Policy Office

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 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

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Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem Email: MasterPlans2015@utilitieskingston.com
WSP Canada Inc. 1224 Gardiners Rd Suite 201 Kingston, Ontario K7P 0G2
Fax No.: 613-634-3523

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- Yes, I will be providing input or participating in this Study.
Yes, please continue to send me notices regarding this project.
No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name (Mr. Don MacKay), Title (Prevention and Public Safety Coordinator), Agency (Ontario Waterways, Rideau Canal National Historic Site and Trent-Severn Waterway National Historic Site), Address (34 Beckwith St. S, Smiths Falls, ON K7A 2A8), Telephone (613-283-7199 x211), and Email (don.mackay@pc.ga.ca).

Please note any specific comments or concerns below:

Blank lines for providing comments or concerns.

Signature: Don Mackay Date: Sept 29/2015

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Kingston, ON, CANADA, K7P 0G2

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**Portsmouth Forcemain Flow Direction Class Environmental Assessment**



**Please return this form to:**

**Attn:** **Matt Morkem**  
 WSP Canada Inc.  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

**Email:**  
**Fax No.:**

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study:
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>		K. DURNFORD-McINTOSH
<b>Title:</b>	Regional Director General (Ontario Region)	REGIONAL MANAGER
<b>Agency:</b>	Public Works and Government Services Canada	PWGSC
<b>Address:</b>	4900 Yonge St. Toronto, ON M2N6A6	294 KING ST E KINGSTON, ON K7L 3B2
<b>Telephone:</b>	416-512-5610	613-453-3246
<b>Email:</b>	dean.miller@ontario.ca	karen.durnford-mcintosh@

Please note any specific comments or concerns below:

pwgsc-tps.gc.ca

**Signature:**

**Date:**

2015-08-05

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com



**Please return this form to:**

**Attn:** Matt Morkem **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. John Witjes	
<b>Title:</b>	Associate Vice Principal (Facilities), Physical Plant Services	
<b>Agency:</b>	Queens	
<b>Address:</b>	207 Stuart St. Rideau Building 2nd floor Kingston, ON K7L 3N6	
<b>Telephone:</b>	613-533-3235	
<b>Email:</b>	witjesj@queensu.ca	

Please note any specific comments or concerns below:

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

5/1/15

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 Kingston, ON, CANADA, K7P 0G2

T 613-634-7373 F 613-634-3523  
 www.wspgroup.com

---

**From:** Morkem, Matthew <Matt.Morkem@wspgroup.com>  
**Sent:** Wednesday, January 27, 2016 10:35 AM  
**To:** Tony Gkotsis; MasterPlans2015@utilitieskingston.com  
**Cc:** kmorrow@utilitieskingston.com; mfischer@utilitieskingston.com  
**Subject:** RE: Water and Wastewater Master Plan Updates

Thanks Tony for your interest. We will add you to the contact list.

Matt



**Matt Morkem, P.Eng**  
Manager, Infrastructure, Kingston

**WSP Canada Inc.**  
1224 Gardiners Road, Suite 201,  
Kingston, Ontario, K7P 0G2  
T +1 613-634-7373 #406  
F +1 613-634-3523  
C +1 613-483-8978  
[www.wspgroup.ca](http://www.wspgroup.ca)

*Please consider the environment before printing...*

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---

**From:** Tony Gkotsis [<mailto:tony.gkotsis@queensu.ca>]  
**Sent:** Wednesday, January 27, 2016 10:30 AM  
**To:** [MasterPlans2015@utilitieskingston.com](mailto:MasterPlans2015@utilitieskingston.com)  
**Cc:** [kmorrow@utilitieskingston.com](mailto:kmorrow@utilitieskingston.com); [mfischer@utilitieskingston.com](mailto:mfischer@utilitieskingston.com)  
**Subject:** Water and Wastewater Master Plan Updates

Hello,

I am writing to request to be added to the list of interested parties to receive updates with respect to progress regarding the update to the Water and Wastewater Master Plans. As well, please notify myself, when a draft document is available for review and comment, or any future commenting period opens.

Thank you,

Tony Gkotsis  
Planner; Campus Planning and Development  
Robert Sutherland Hall Rm 432  
Queen's University  
E: [tony.gkotsis@queensu.ca](mailto:tony.gkotsis@queensu.ca)  
T: 613-533-6000 ext. 77508



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---

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Please return this form to:

**Attn:** Matt Morkem **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
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- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Dave Mowat	yes
<b>Title:</b>	Community Consultation Specialist	CONSULTATION, LANDS AND MEMBERSHIP SUPERVISOR
<b>Agency:</b>	Mississaugas of Scugog Island	FIRST NATION
<b>Address:</b>	22521 Island Road Port Perry, ON L9L 1B6	yes
<b>Telephone:</b>	905-985-3337	ext 263
<b>Email:</b>	dmowat@scugogfirstnation.com	yes

Please note any specific comments or concerns below:

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---

**Signature:** Dave Mowat **Date:** July 30/15

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 Kingston, ON, CANADA, K7P 0G2

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**Please return this form to:**

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Ms. Beth Sills	<i>correct</i>
<b>Title:</b>	Associate Director, Capital Planning and Sustainability, Facility Management Services	<i>correct</i>
<b>Agency:</b>	St Lawrence College	<i>correct</i>
<b>Address:</b>	100 Portsmouth Ave. Kingston, ON K7L 5A6	<i>correct</i>
<b>Telephone:</b>	613-544-5400 ext 1974	
<b>Email:</b>	<i>bsills@sl.on.ca</i>	

Please note any specific comments or concerns below:

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**Signature:** *B. Sills* **Date:** *July 20/15*

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 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

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[www.wspgroup.com](http://www.wspgroup.com)



**Utilities Kingston Water and Wastewater Master Plans**

**Please return this form to:**

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston , Ontario K7P 0G2

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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>	Mr. Paul Tardif	
<b>Title:</b>	Director of Facilities Management Services	
<b>Agency:</b>	St Lawrence College	
<b>Address:</b>	100 Portsmouth Ave. Kingston, ON K7L 5A6	
<b>Telephone:</b>	613-544-5400 ext 1611	
<b>Email:</b>		

Please note any specific comments or concerns below:

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**Signature:** Paul Tardif **Date:** July 23, 2015

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 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2  
 T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com

---

**From:** Cliff Lee <cllee@tnpi.ca>  
**Sent:** Wednesday, May 04, 2016 12:28 PM  
**To:** MasterPlans2015@utilitieskingston.com; Truscott-Rumsey, Stephanie  
**Subject:** Utilities Kingston Master Plan Updates Public Information Center  
**Attachments:** KINGSTON\_AREA.png

Dear Stephanie

Thank you for informing us the upcoming Public Information Session regarding the Master Plan for the City of Kingston. In response to your planned Class EA, Trans-Northern would like to inform the various stakeholders that it does own & operate Underground Infrastructure within the Study Area. A general reference map has been attached to delineate the route through the Kingston area. Locates for TNPI can be obtained through Ontario One Call. Permits may be obtained by contacting myself – my contact information is below.

Kindest Regards,

Cliff Lee, C.E.T.  
Trans-Northern Pipeline Inc.  
45 Vogell Rd  
Richmond Hill, ON  
L4B 3P6  
Ph:905-770-3353 ext 292  
Fx: 905-770-8675  
Em:cllee@tnpi.ca







Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem
WSP Canada Inc.
1224 Gardiners Rd
Suite 201
Kingston, Ontario K7P 0G2

Email: MasterPlan2015@UtilitiesKingston.com
Fax No.: (613) 634-3523

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
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If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name, Title, Agency, Address, Telephone, and Email.

Please note any specific comments or concerns below:

Trans-Northern is generally concerned only with crossings of its pipeline facilities or works within 30 m. Routine notice of proposed crossings may go to Mr. Korpel. Proposals involving planning issues or land/land rights may go to Mr. Watt.

Signature: [Handwritten Signature] Date: 2015 07 09

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General Location of Trans-Northern Pipelines Inc. Facilities in City of Kingston, Ontario



- TNPI NPS 10
- ☒ KP - Kingston Pump Station
- ☒ KS - Kingston Meter Station

---

**From:** Ian Drever <ian.drever@rjburnside.com>  
**Sent:** Friday, November 27, 2015 10:45 AM  
**To:** MasterPlans2015@utilitieskingston.com  
**Subject:** 2015 Water and Wastewater Master Plan update

Hi,

Was just looking at your web page for this project and notice the project timeline suggests that PIC # 1 was tentatively identified to be held Nov-Dec 2015. Given where we are in the timeline, and that no notice of the first PIC has been issued, I am assuming that it is unlikely that we would see one before Christmas. Could you please advise as to what the current thinking is on the first PIC timing. And could you please add me to the stakeholder list as I would like to receive notices for future points of public contact. My contact info is appended to this e-mail.

Regards

Ian



Ian Drever

R.J. Burnside & Associates Limited  
6990 Creditview Road, Unit 2  
Mississauga, Ontario L5N 8R9  
[ian.drever@rjburnside.com](mailto:ian.drever@rjburnside.com)  
Office: 905-821-1800  
Direct Line: 905-821-5903  
[www.rjburnside.com](http://www.rjburnside.com)

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**From:** Kyle Nielissen <Kyle.Nielissen@Forefronteng.ca>  
**Sent:** Friday, September 11, 2015 8:41 AM  
**To:** MasterPlans2015@utilitieskingston.com  
**Subject:** Water and Wastewater Master Plan

I would like to be added to the contact list as we have a number of projects with related concerns that we would like to review when a preliminary document is available.

Feel free to call and discuss.

Thanks again,

We have moved - please note our new address below

Kyle Nielissen, P.Eng.  
Project Manager  
[Kyle.Nielissen@Forefronteng.ca](mailto:Kyle.Nielissen@Forefronteng.ca)



1329 Gardiners Road, Suite 210  
Kingston, ON, Canada K7P 0L8  
T 613 634-9009 Ext. 101  
C 613.561.9265  
F 888 884-9392



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From: Fischer, Mike [<mailto:mfischer@utilitieskingston.com>]  
Sent: Tuesday, July 21, 2015 7:54 AM  
To: Morkem, Matt  
Subject: FW: Water and wastewater master plans

FYI

-----Original Message-----

From: [canford@ca.inter.net](mailto:canford@ca.inter.net) [<mailto:canford@ca.inter.net>]  
Sent: 07-20-2015 5:50 PM  
To: MasterPlans2015  
Subject: Water and wastewater master plans

Please keep our organization on your mailing list for this project.  
Organization details are correct on the form you provided.

Little Cataraqui Environment Association Christine Cannon  
930 Old Front Road  
Kingston ON K7M 4M1

[canford@ca.inter.net](mailto:canford@ca.inter.net)





Canadian Environmental  
Assessment Agency

Agence canadienne  
d'évaluation environnementale

55 St. Clair Avenue East,  
Room 907  
Toronto ON M4T 1M2

55, avenue St. Clair Est,  
pièce 907  
Toronto ON M4T 1M2

July 8, 2015

Sent by email

Matt Morkem  
WSP Canada Inc.  
1224 Gardiners Rd, Suite 201  
Kingston, ON K7P0G2  
[Masterplans2015@utilitieskingston.com](mailto:Masterplans2015@utilitieskingston.com)

Dear Mr. Morkem:

**Re: Information on the *Canadian Environmental Assessment Act, 2012***

Thank you for your correspondence of June 16, 2015 regarding the Utilities Kingston water and wastewater master plans.

The *Canadian Environmental Assessment Act, 2012* (CEAA 2012) focuses federal environmental reviews on projects that have the potential to cause significant adverse environmental effects in areas of federal jurisdiction and applies to physical activities described in the *Regulations Designating Physical Activities* (the Regulations). Based on the information provided, your project does not appear to be described in the Regulations. **Kindly review the Regulations to confirm applicability to the proposed project.**

If you believe the project is not subject to a federal environmental assessment, and do not submit a project description, we kindly request that you remove the Agency from your distribution list. If you have questions, please get in touch with our office through the switchboard at 416-952-1576. The attachment that follows provides web links to useful legislation, regulation, and guidance documents.

Sincerely,

Anjala Puvananathan  
Director, Ontario Region  
Canadian Environmental Assessment Agency

Attachment – Useful Legislation, Regulation, and Guidance Documents

## **Attachment – Useful Legislation, Regulation, and Guidance Documents**

For more information on CEAA 2012, please access the following links on the Canadian Environmental Assessment Agency's (the Agency) website:

Overview of CEAA 2012

<http://www.ceaa.gc.ca/default.asp?lang=En&n=16254939-1>

Regulations Designating Physical Activities, and  
Prescribed Information for a Description of a Designated Project Regulations  
<http://www.ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-1>

If your project is in a federally designated wildlife area or migratory bird sanctuary please check section 1 of the Regulations, which details the designated projects specific to those locations.

If it appears that CEAA 2012 may apply to your proposed project, you must provide the Agency with a description of the proposed project. Please see the link below to the Agency's guide to preparing a project description.

Guide to Preparing a Description of a Designated Project

[http://www.ceaa.gc.ca/63D3D025-2236-49C9-A169-DD89A36DA0E6/Guide to Preparing a Description of a Designated Project under CEAA 2012.pdf](http://www.ceaa.gc.ca/63D3D025-2236-49C9-A169-DD89A36DA0E6/Guide%20to%20Preparing%20a%20Description%20of%20a%20Designated%20Project%20under%20CEAA%202012.pdf)



**Utilities Kingston Water and Wastewater Master Plans**

**Please return this form to:**

**Attn:** **Matt Morkem** **Email:** MasterPlans2015@utilitieskingston.com  
 WSP Canada Inc. **Fax No.:** 613-634-3523  
 1224 Gardiners Rd  
 Suite 201  
 Kingston, Ontario K7P 0G2

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- Yes, I will be providing input or participating in this Study.
- No**  ~~Yes~~, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>	<del>Ms. Wvette Grygoryev</del>	Capt Steve Madore
<b>Title:</b>	<del>RMC Public Affairs Officer</del>	ESS - Planning Officer
<b>Agency:</b>	<del>RMC</del>	Engineering Support Squadron CFB Kingston
<b>Address:</b>	<del>Kingston, ON</del>	Building #36 6 Moro St.
<b>Telephone:</b>	<del>613-541-5010 ext 6484</del> 613 541-5010	X 4556 or X 4677
<b>Email:</b>	<del>wvette.grygoryev@force.gc.ca</del>	Steve.Madore9@forces.gc.ca

Please note any specific comments or concerns below:

Please do not send future information to Yvette Grygoryev.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2  
 T 613-634-7373 F 613-634-3523  
 www.wspgroup.com



Utilities Kingston Water and Wastewater Master Plans

Please return this form to:

Attn: Matt Morkem
WSP Canada Inc.
1224 Gardiners Rd
Suite 201
Kingston, Ontario K7P 0G2

Email: MasterPlans2015@utilitieskingston.com

Fax No.: 613-634-3523

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Yes, please continue to send me notices regarding this project.
No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

Table with 2 columns: Current Information on File, Please Confirm. Rows include Contact Name (Mr. Owen Steele), Title, Agency (Ducks Unlimited), Address (740 Unit 1 Huronia Rd. Barrie, ON L4N 6C6), Telephone (705-721-4444), and Email.

Please note any specific comments or concerns below:

Horizontal lines for providing comments or concerns.

Signature:

Handwritten signature

Date:

Handwritten date: July 23/15

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Kingston, ON, CANADA, K7P 0G2

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**Utilities Kingston Water and Wastewater Master Plans**

**Please return this form to:**

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 WSP Canada Inc. **Fax No.:**  
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- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Roch Landriault	
<b>Title:</b>	Director of Technical Services	Deputy Director Facilities
<b>Agency:</b>	Conseil des écoles publiques de l'Est de l'Ontario	
<b>Address:</b>	2445 Boulevard St-Laurent Ottawa, ON K1G 6C3	
<b>Telephone:</b>	613-747-3802	613-724-8760
<b>Email:</b>		

Please note any specific comments or concerns below:

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**Signature:** Chheem **Date:** 9/07/2015

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 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
 www.wspgroup.com



**From:** Ann Newman <ann.newman@enbridge.com>  
**Sent:** Tuesday, January 26, 2016 5:51 PM  
**To:** MasterPlans2015@utilitieskingston.com  
**Subject:** Water & Wastewater Master Plan update - Enbridge Pipelines Inc.

Good day .. I am in receipt of you notice of Public Information for the subject plan update.

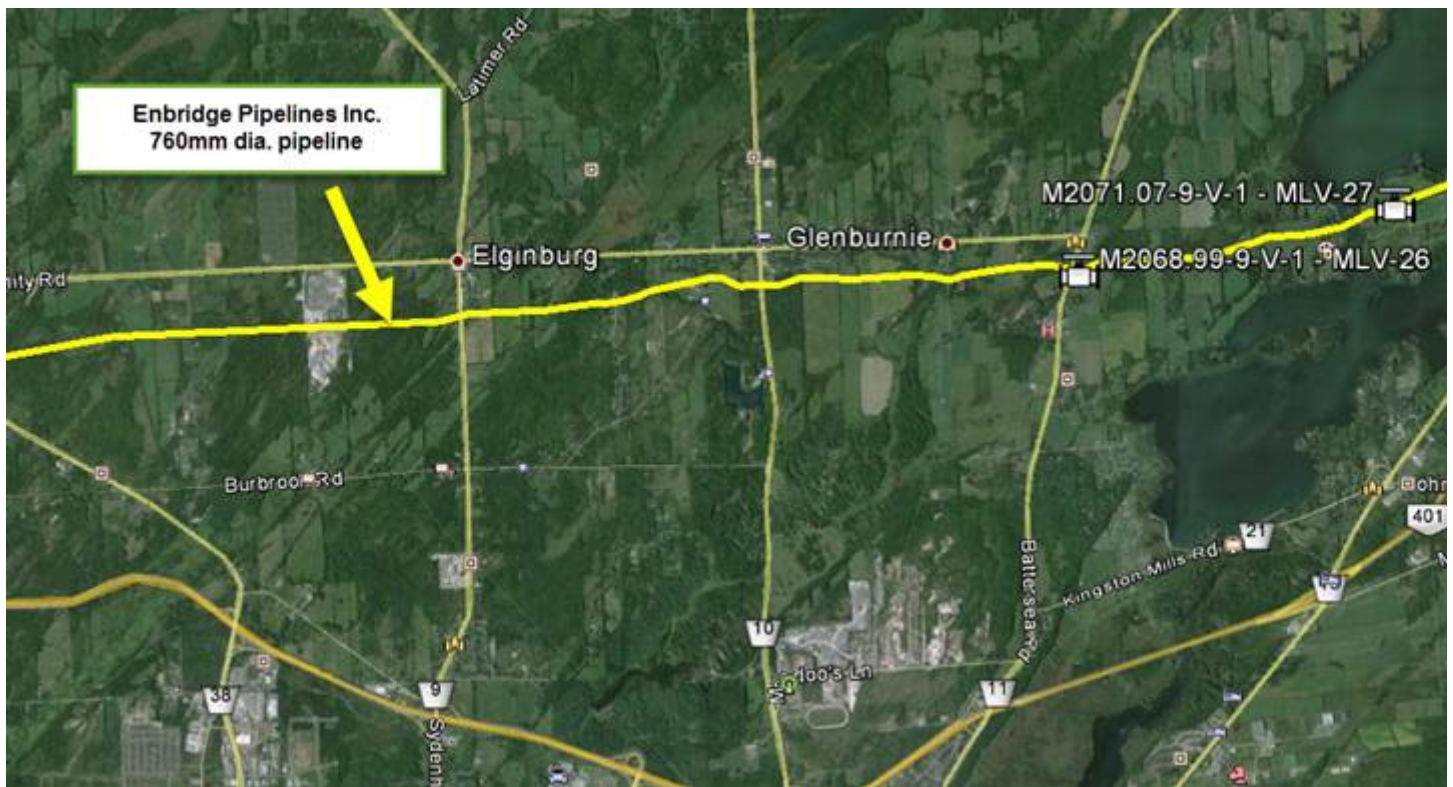
Enbridge Pipelines Inc. owns and operates a 760mm diameter high pressure crude oil pipeline as per the attached aerial photo clip. It appears to be outside the study area.

If any additional information pertaining to the pipeline location and or operation is require please contact Enbridge Right-of-Way Services group by email at [est.reg.crossing@enbridge.com](mailto:est.reg.crossing@enbridge.com).

Also for your records, the Enbridge office has relocated in Sarnia and the correct mailing address:

Enbridge Pipelines Inc.  
1086 Modeland Rd  
Bldg 1050 1<sup>st</sup> Floor  
Sarnia, ON N7S 6L2

Thank you



**Ann Newman** CET, SRWA  
Supervisor Row Services, Eastern Region Operations

**ENBRIDGE PIPELINES INC.**  
TEL: 519-339-0503 | FAX: 519-339-0510 | CELL: 519-490-5013  
Western Research Park, 1086 Modeland Road, Bldg. 1050 1<sup>st</sup> Floor, Sarnia, ON, N7S6L2

enbridge.com  
**Integrity. Safety. Respect.**

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 WSP Canada Inc. **Fax No.:** 613-634-3523  
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 Suite 201  
 Kingston , Ontario K7P 0G2

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- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	Current Information on File:	Please Confirm:
<b>Contact Name:</b>	Mr. Mike Johnson	
<b>Title:</b>		
<b>Agency:</b>	Enbridge Consumer Gas	
<b>Address:</b>	400 Coventry Rd. Ottawa, ON K1K 2C7	
<b>Telephone:</b>		
<b>Email:</b>		

Please note any specific comments or concerns below:

ENBRIDGE GAS DISTRIBUTION DOES NOT HAVE  
ANY PLANT IN THE KINGSTON AREA.

**Signature:**  **Date:** July 20/15

WSP Canada Inc.  
 1224 Gardiners Road, Suite 201  
 Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
[www.wspgroup.com](http://www.wspgroup.com)

Utilities Kingston Water and Wastewater Master Plans



**Please return this form to:**

**Attn:** **Matt Morkem**  
WSP Canada Inc.  
1224 Gardiners Rd  
Suite 201  
Kingston , Ontario K7P 0G2

**Email:**  
**Fax No.:**

Would you, or your organization, like to remain on our study contact list and receive project updates, documentation for review, etc.?

- Yes, I will be providing input or participating in this Study.
- Yes, please continue to send me notices regarding this project.
- No, I will not be providing input or participating in this Study. Please remove me from the Study Contact List.

If yes, please confirm or provide alternate contact information.

	<b>Current Information on File:</b>	<b>Please Confirm:</b>
<b>Contact Name:</b>	Mr. Gord Taylor	
<b>Title:</b>	Chief Executive Officer	
<b>Agency:</b>	Triboard Student Transportation Services	
<b>Address:</b>	81 Dairy Ave. Napanea, ON K7R 1M5	
<b>Telephone:</b>	613-354-1981 x324	
<b>Email:</b>		

Please note any specific comments or concerns below:

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**Signature:**  **Date:** June 30, 2015

WSP Canada Inc.  
1224 Gardiners Road, Suite 201  
Kingston, ON, CANADA, K7P 0G2

T: 613-634-7373 F: 613-634-3523  
[www.wspgroup.com](http://www.wspgroup.com)





**PIC / STUDY  
FEEDBACK &  
RESPONSES**



## The City of Kingston Municipal Class Environmental Assessment Water and Wastewater Master Plan Updates

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Utilities Kingston is interested in hearing the community's comments, questions, concerns and suggestions regarding the Water and Wastewater Master Plan Updates. Please take a few minutes to complete this brief comment sheet. All comments will be carefully considered in the Municipal Class Environmental Assessment Process.

1. Do you have any comments, concerns, questions or suggestions regarding the **Environmental Assessment Process or the overall approach** to the Study?

No. Suggest you display the graphics so that they go from left to right

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2. Do you have any comments, concerns, questions or suggestions regarding the **planning projections** presented?

Publish the population projections

I trust you used the city's urban growth boundary for planning, but didn't say so

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3. Do you have any comments, concerns, questions or suggestions regarding **water and wastewater recommended alternatives** presented?

No

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3. Do you have any comments, concerns, questions or suggestions regarding the **evaluation criteria and process** for the Study?

No

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5. Additional comments related to the Study.

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6. Was the PIC held at a conveniently located venue? *It's fine, but a long ways from most homes* YES / NO  
 If not, please provide recommendations as to where the next PIC should be held.

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7. Did you have the opportunity to ask questions, and provide your comments and concerns to the project team? YES / NO

If not, please provide comments as to what issues you would like to further discuss with the project team.

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8. Were you able to gain a better understanding of the Study? YES / NO

If not, please provide comments as to what elements of the Study are unclear to you.

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9. Please provide any other comments regarding the Public Information Centre.

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10. How would you describe the nature of your interest in this study?

- Member of the General Public (including residents and landowners)  
 Member of an Interest Group (Please specify: \_\_\_\_\_ )  
 Consultant  
 Agency Representative (Please specify: \_\_\_\_\_ )  
 Developer: \_\_\_\_\_  
 Other (Please specify: \_\_\_\_\_ )

**Contact Details**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Ministry of Tourism,  
Culture and Sport**

Heritage Program Unit  
Programs and Services Branch  
401 Bay Street, Suite 1700  
Toronto ON M7A 0A7  
Tel: 416 314 7643  
Fax: 416 212 1802

**Ministère du Tourisme,  
de la Culture et du Sport**

Unité des programmes patrimoine  
Direction des programmes et des services  
401, rue Bay, Bureau 1700  
Toronto ON M7A 0A7  
Tél: 416 314 7643  
Télééc: 416 212 1802



03 November 2016

EMAIL ONLY

Matt Morkem, P.Eng.  
Manager, Infrastructure, Kingston  
WSP Canada Inc.  
1224 Gardiners Road, Ste 201  
Kingston, ON K7P 0G2  
[masterplans2015@utilitieskingston.com](mailto:masterplans2015@utilitieskingston.com)

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<b>MTCS File #</b>	:	<b>0003085</b>
<b>Proponent</b>	:	<b>Utilities Kingston</b>
<b>Subject</b>	:	<b>Notice of Public Information Centre #2</b>
<b>Project</b>	:	<b>Water and Wastewater Master Plan Updates</b>
<b>Location</b>	:	<b>Municipality/Township/District</b>

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Dear Mr. Morkem:

Thank you for providing the Ministry of Tourism, Culture and Sport (MTCS) with the Notice of Public Information Centre #2 for this project. MTCS's interest in this Master Plan project relates to its mandate of conserving Ontario's cultural heritage, which includes:

- Archaeological resources, including land and marine;
- Built heritage resources, including bridges and monuments; and,
- Cultural heritage landscapes.

Under the Municipal Class Environmental Assessment (EA) process, the proponent is required to determine a project's potential impact on cultural heritage resources. A Master Plan project at minimum will address Phases 1 and 2 of the Municipal Class EA process. Developing and reviewing inventories of known and potential cultural heritage resources within the study area can identify specific resources that may play a significant role in guiding the evaluation of alternatives for subsequent project-driven EAs.

While some cultural heritage resources may have already been formally identified, others may be identified through screening and evaluation. Indigenous communities may have knowledge that can contribute to the identification of cultural heritage resources, and we suggest that any engagement with Indigenous communities includes a discussion about known or potential cultural heritage resources that are of value to these communities. Municipal Heritage Committees, historical societies and other local heritage organizations may also have knowledge that contributes to the identification of cultural heritage resources.

**Archaeological Resources**

This Master Plan project may impact archaeological resources and you should screen the project with the MTCS [Criteria for Evaluating Archaeological Potential](#) and [Criteria for Evaluating Marine Archaeological Potential](#) to determine if archaeological assessments will be needed for subsequent project-driven Municipal Class EAs. MTCS archaeological sites data are available at [archaeology@ontario.ca](mailto:archaeology@ontario.ca), and if this Master Plan project area exhibits archaeological potential or encompasses archaeological sites of high cultural heritage value or interest, these data should be used in the evaluation of alternatives.

**Built Heritage and Cultural Heritage Landscapes**

The MTCS [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#) should be completed to help determine whether this Master Plan project may impact cultural



heritage resources. The clerk for the City of Kingston can provide information on property registered or designated under the *Ontario Heritage Act* and municipal Heritage Planners can also provide information that will assist you in completing the checklist. A determination of whether the Master Plan project area impacts potential or known heritage resources of cultural heritage value or interest should be used in the evaluation of alternatives.

If subsequent project-driven Municipal Class EAs may impact potential or known heritage resources MTCS recommends that a Heritage Impact Assessment (HIA), prepared by a qualified consultant, should be completed to assess potential project impacts. Our Ministry's [Info Sheet #5: Heritage Impact Assessments and Conservation Plans](#) outlines the scope of HIAs. Please send the HIA to MTCS for review, and make it available to local organizations or individuals who have expressed interest in review.

### **Environmental Assessment Reporting**

All technical heritage studies and their recommendations are to be addressed and incorporated into Master Plan projects. Please advise MTCS whether any technical heritage studies will be completed for this Master Plan project, and provide them to MTCS before issuing a Notice of Completion. If screening has identified no known or potential cultural heritage resources, or no impacts to these resources, please include the completed checklists and supporting documentation in the Master Plan report or file.

Thank you for consulting MTCS on this project: please continue to do so through the Master Plan process, and contact me for any questions or clarification.

Sincerely,

Katherine Kirzati  
Heritage Planner  
[katherine.kirzati@ontario.ca](mailto:katherine.kirzati@ontario.ca)

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their Master Plan report or file is accurate. MTCS makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the Master Plan process, and in no way shall MTCS be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Please notify MTCS if archaeological resources are impacted by Master Plan project work. All activities impacting archaeological resources must cease immediately, and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

If human remains are encountered, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services must be contacted. In situations where human remains are associated with archaeological resources, MTCS should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.



A detailed FUS analysis and location of the representative samples has been appended. Additionally the fire flow duration was selected based on the MOE equivalent population (2-6hrs) as it is more conservative than the FUS range (1-3hrs).

The above noted targets would be applied within our water model to determine if there is a difference or gaps between the available capacity and the above noted targets. Once this is determined, a reasonable and realistic plan will be developed to improve system capacity and “close the gap” between the available capacity and the targets capacities. It should be noted that the targets may not be achieved due to limitation of the existing system.

Yours truly,

A handwritten signature in black ink, appearing to read "Matt Morkem", written in a cursive style.

Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.

cc. Katie Morrow – Utilities Kingston

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WSP Canada Inc.  
1224 Gardiners Road, Suite 201  
Kingston, ON, CANADA, K7P 0G2  
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June 7, 2016

Jim Miller  
Director- Utilities Engineering  
Utilities Kingston  
PO Box 790  
Kingston, ON  
K7L 4X7

Dear Mr. Miller,

Regarding: Water and Wastewater Master Plan Updates  
1243 Front Road

On behalf of the landowner, John Weatherall, we have conducted a desktop servicing review of the property municipally known as 1243 Front Road, formerly 100 Old Front Road, located in Kingston, Ontario.

The property is currently zoned 'D' Development, located within the urban boundary and the majority of the site is designated low density residential in the City of Kingston Official Plan. Refer to Figure 1 below for the site location.



Figure 1: Subject Site

The following high level issues regarding water and sewer servicing were identified:

1. Water Supply- A 200mm watermain extends through the Smuggler's Cove Subdivision along Hampton Gray Gate. It is expected that a watermain extension of 900m in length and 200mm diameter is required from Hampton Gray Gate to the subject development along Front Road.

Water pressure is not a concern based on the hydrant flow information provided by Utilities Kingston but needs to be confirmed. Fire flows are limited to the subject site and are expected to be in the 7,000-8,000 LPM range but need to be confirmed during draft plan approval.

2. Sanitary Sewer servicing- The Smugglers Cove (Bayridge Drive) Pump Station serves this sanitary catchment area, which is located northeast of the Bayridge Drive and Front Road intersection. The pumping station outlets via a 150mm forcemain directing flow to Brodie Avenue and was sized to accommodate the existing built-up area and the east airport expansion area. Existing flows and future capacity allocation of this pump station needs to be confirmed. We believe no capacity for the subject site was included in the pump station design, but additional capacity needs to be confirmed with Utilities Kingston.

A local pump station will be required on the subject site with a forcemain extending to Smuggler's Cove Drive. It is expected that a gravity sanitary sewer cannot be accommodated.

Servicing extensions along Front Road will be required for the water and sanitary servicing required for this development and a local pump station will be required to service the subject site.

The landowner is interested in moving this project forward in the near future and we understand detailed servicing reports are required for the subject property at that time.

At this time we request that the high level pump station and fire flow issues related to water and sewer servicing be reviewed and that this parcel of land be considered within the Growth Report as part of the Water and Wastewater Master Plan Updates.

An appropriate density for the subject site is 22.0-37.5 residential units per net hectare.

The land owner is anxious to have this included in the Water and Wastewater Master Plan Updates.

Please advise if any additional information is required.

Sincerely,  
**FOREFRONT ENGINEERING INC.**



Kyle Nielissen, P.Eng.  
Project Manager

KN:kn  
cc: John Weatherall, Martin L. Skolinick



September 27, 2016

Forefront Engineering Inc  
1329 Gardiners Road, Suite 210  
Kingston, ON K7P 0L8

**Re: Utilities Kingston Water Master Plans  
1243 Front Rd**

To Mr. Nielissen:

We appreciate you taking the time to review the information presented at the Public Information Center on May 11, 2016 and to provide us with comments. We have reviewed the letter dated June 7, 2016 regarding 1243 Front Rd in relation to the anticipated growth in each of the identified scenarios. Based on the potential for development, this property has been included in the analysis for the Full Build out scenario. Based on the potential development type, 37.5 units/ha has been included in the growth projections and will be used in the evaluation of infrastructure for the appropriate service areas

We appreciate your participation in the Master Plan process and hope that the above response satisfies your questions as they relate to the Master Plan.

Yours truly,

A handwritten signature in black ink, appearing to read 'Matt Morkem', is written over a light blue horizontal line.

Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.

cc.

*Jim Miller – Utilities Kingston*  
*Mike Fischer – Utilities Kingston*  
*Katie Morrow – Utilities Kingston*

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WSP Canada Inc.  
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Kingston, ON, CANADA, K7P 0G2  
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June 10, 2016

Jim Miller  
Director- Utilities Engineering  
Utilities Kingston  
PO Box 790  
Kingston, ON  
K7L 4X7

This letter was prepared on behalf and in consultation with members of the Kingston Home Builders Association (KHBA) and relates to the proposed Water and Wastewater Master Plans updates.

The KHBA has been actively engaged with City staff regarding our concerns related to this project and the impost fees and development charges.

We appreciate staff taking the time to meet with us and making the consultants available to us on May 11, 2016. Prior to this meeting, the Growth Scenario Report completed by WSP dated February 2016 was made available for our review.

The KHBA retained Altus Group (planning) and R.J. Burnside & Associates Limited to complete preliminary reviews of the report. Attached is the Preliminary Review of the Growth Scenario Report completed by Altus Group and the Public Information Centre comment sheet completed by R.J. Burnside & Associates Limited.

A number of issues are raised within these reviews that not only impact the findings of the subject project, but also impact the impost and development charges and long term planning, servicing and economic goals within the City of Kingston.

Two main concerns have been raised, firstly the main concern is that the 2026-2036 growth scenario does not provide an appropriate full range and mix of housing types in conformance with the Provincial Policy. The approach proposed will decrease affordability by artificially increasing rental, housing and property values within the urban boundary. Based on this scenario, small home builder businesses will be detrimentally impacted in the City of Kingston.

As discussed at the meeting, we look forward to scheduling a meeting with planning staff to discuss this concern in the near future and would ask that the outcome of this be incorporated into the Water and Wastewater Master Plan Updates.

Secondly, we continue to disagree with the base assumptions influencing the size and cost of the major infrastructure facilities (mainly; treatment plants and pump stations). Specifically the use of design flows versus actual flows and the utilization of only 80% of the rated plant capacity versus 100% when calculating post period benefits. Both of these assumptions lead to higher

fees, plant expansions, capital expenditures, excess capacity and ongoing maintenance costs that could have been deferred lowering both water and waste water rates and development/ impost charges.

Consistency between the Official Plan, Master Plans, Development Charges Background Study, marketing analysis and land use studies is paramount when reviewing the subject documents, calculation of development/ impost charges and planning for the long-term. All of these documents are the foundation documents utilized for the Official Plan and Development/ Impost updates moving forward.

We would ask that Utilities Kingston complete a review of their policies as they relate to facility sizing and plant expansion.

The KHBA looks forward to working with staff on this project and in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Nielissen', written in a cursive style.

Kyle Nielissen, P.Eng.  
KHBA  
Professional & Service Director  
Land Development Committee Chair

KN:kn  
cc: KHBA and Greg Newman (City of Kingston)

## The City of Kingston Municipal Class Environmental Assessment Water and Wastewater Master Plan Updates

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Utilities Kingston is interested in hearing the community's comments, questions, concerns and suggestions regarding the Water and Wastewater Master Plan Updates. Please take a few minutes to complete this brief comment sheet. All comments will be carefully considered in the Municipal Class Environmental Assessment Process.

1. Do you have any comments, concerns, questions or suggestions regarding the **Environmental Assessment Process or the overall approach** to the Study?

Kingston Homebuilders Association (KHBA) appreciates the opportunity to participate in the process, and the opportunity to comment on the background technical memos that form the basis of the EA document. In general, we support the EA approach taken by Utilities Kingston (UK) in the completion of the Master Planning documents. We agree that oversizing now, to accommodate long term growth provides for the most cost effective and efficient approach to Master Planning. Our concerns arise around the base assumptions which drive the sizing and costing of key facilities. These base assumptions largely revolve around the design flows used to project future needs, as well as ensuring a consistency of population projection between the Official Plan, the CMA document, the projections used within this Master Plan, and then ultimately the projections which form the basis for the Impost By-law, or future development charge by-law, as it relates to water and wastewater services. We believe there should be consistency between all documents.

2. Do you have any comments, concerns, questions or suggestions regarding the **planning projections** presented?

KHBA's concerns with regards to the planning projections presented are highlighted in Altus memo dated May 11, 2016, and were provided to you on the day of the Public Information Centre (May 11, 2016). Those concerns will not be restated in full here, but they revolve around a few key themes:

- Consistency between the planning projections in the Official Plan document and those used for the formation of the Master Plan. OP uses the base case CMA projection, whereas the Master Plan uses the high projection from same report. What projection will be used for the future DC By-law? – we believe it should be consistent with the projection ultimately used for the sizing of infrastructure, otherwise the cost per unit will be overstated.
- Consistency of the planning projections with Provincial legislation in terms of housing mix. We understand that UK must work with the planning projections provided by the City; however, those projections may not meet Provincial legislation in terms of housing mix beyond 2026. We suggest that while providing a consistent mix of housing may not impact the overall sizing of infrastructure, it may drive the timing of some of the projects and the phasing considerations within the Master Plan. KHBA believes the Planning Department should review some of the projections that are forming the basis for the Master Plan work.
- Some of the unit yields identified within the Master Plan for specific properties appear to be way overstated. We understand this may be related to mapping error, and that the yields are in fact correct. We request that the properties identified within the Altus memorandum be checked for accuracy.

3. Do you have any comments, concerns, questions or suggestions regarding **water and wastewater gaps** presented?

KHBA's primary concerns relate to the following:

- Ensuring the population projections, which form the basis of the Master Plan, are consistent with Provincial Policy for all housing types, are based on appropriate densities at the site level, and are reflective of what is occurring on the ground, as these projections will influence the sizing and cost of infrastructure.
- From discussions with WSP staff at the PIC, it would appear the modelling of existing conditions is based on actual per capita flows, but that modelling of future conditions is based on design flows as per UK design standards. Our concerns relate primarily to the use of design flows to drive the sizing of vertical infrastructure, and in particular plant type facilities, which tend to be the most costly items in any Capital Program. We have previously provided information from other municipalities which demonstrate the use of actual flows for design purposes, and to calculate reserve capacity within existing facilities. We were advised at the PIC that the difference between design flows and actual flows was in fact minimal. We would appreciate an opportunity to review any technical memorandums or information which would support this position. In a memorandum provided by C.N. Watson and Associates dated April 13, 2016, it appeared that design flows were 1.3 to 2.2 times actual average days flows, which would drive both an earlier and larger required expansion of facilities than may be necessary.
- As a specific illustration of this concern, we note that the Cataraqui Bay WWTP, which is currently scheduled to undergo expansion in 2018, would appear to require a further expansion prior to 2036. If design average day flows are used to determine the need for expansion, and if those design flows are consistent with the design flows identified in C.N. Watson's April 13, 2016 memorandum, then the average day flows to the Cataraqui Bay WWTP may be overstated, and an expansion could be deferred until after 2036. While KHBA supports timely expansions of infrastructure, they want to ensure that the design basis for those expansions is appropriate.
- Similarly for Ravensview WWTP, the average daily flow would appear to reach 80% of its rated capacity by buildout, which initially would not appear to be a concern. However, if the average daily flow is based on design flows, and if those flows are overstated, the trigger for review of an expansion may occur sooner than is required. As well the overstating of average daily flows may limit the exploration of options in the future for the deferral of future expansions at Cataraqui Bay WWTP, as per the comment below.
- UK is planning an aggressive program to separate combined sewers within the older urban areas of the City. KHBA wholly supports this initiative as it is both environmentally sound and optimizes the use of existing infrastructure. We understand that future modelling of WWTP capacity is reflective of the reduction in combined sewer area, but request formally that UK confirm this is the case. If average daily flows as they exist today form the basis for the calculation of plant capacity, as well as that of vertical infrastructure (pumping stations), we would like to see an assessment of whether reversing flows from the Portsmouth Pumping Station back to the Ravensview WWTP is feasible in the 2036 and buildout scenarios such that future plant expansions of Cataraqui Bay WWTP may be further deferred. We have seen this approach successfully used in other municipalities to defer costly WWTP expansions.

3. Do you have any comments, concerns, questions or suggestions regarding the **evaluation criteria and process** for the Study?

On initial review the evaluation criteria would seem appropriate. However, insufficient information is currently available to determine how the evaluation criteria will be applied. KHBA will likely provide further comment in response to a future PIC when more information is anticipated to be available.

**COMMENT SHEET - PIC #1**

5. Additional comments related to the Study.

None at this time. Should you have any questions in regards to any of the comments, please feel free to reach out directly to me at the contact information outlined below.

6. Was the PIC held at a conveniently located venue? **YES ~~NO~~**

If not, please provide recommendations as to where the next PIC should be held.

7. Did you have the opportunity to ask questions, and provide your comments and concerns to the project team? **YES ~~NO~~**

If not, please provide comments as to what issues you would like to further discuss with the project team.

8. Were you able to gain a better understanding of the Study? **YES ~~NO~~**

If not, please provide comments as to what elements of the Study are unclear to you.

9. Please provide any other comments regarding the Public Information Centre.

Please provide notification of any future Public Information Centres.

10. How would you describe the nature of your interest in this study?

Member of the General Public (including residents and landowners)

Member of an Interest Group (Please specify: Burnside on behalf of KHBA)

Consultant

Agency Representative (Please specify: \_\_\_\_\_)

Developer: \_\_\_\_\_

Other (Please specify: \_\_\_\_\_)

**Contact Details**

Name: Mr. Ian Drever, P. Eng.

Address: 2-6990 Creditview Road, Mississauga, ON

Phone Number: 905-821-5903

Email: ian.drever@rjburnside.com



NOTE: Personal information requested on this form is collected in accordance with the Freedom of Information and Privacy Act. All comments will become part of the public record. If you do not wish to have personal information (Name, Address, Telephone, Email) on this comment form in the final report, please check the box below:

( ) Please withhold personal information

**Please return this completed Comment Sheet to the project team at the Registration Table or you can email or mail it by May 25<sup>th</sup>, 2016 to one of the following project contacts:**

<p><b>Matt Morkem, P.Eng.</b>  <b>Manager, Infrastructure,</b>  <b>Kingston</b>  <b>WSP Canada Inc.</b>  <b>1224 Gardiners Rd., Suite 201</b>  <b>Kingston ON, K7P 0G2</b>  <b>Tel: 613-634-7373 ext. 406</b></p>	<p><b>Mike Fischer, P.Eng</b>  <b>Utilities Engineer</b>  <b>Utilities Kingston</b>  <b>P.O. Box 790</b>  <b>85 Lappan's Lane</b>  <b>Kingston ON K7L 4X7</b>  <b>Tel: 613-546-1181 ext.</b>  <b>2356</b></p>	<p><b>Katie Morrow, P.Eng</b>  <b>Utilities Engineer</b>  <b>Utilities Kingston</b>  <b>P.O. Box 790</b>  <b>85 Lappan's Lane</b>  <b>Kingston ON K7L 4X7</b>  <b>Tel: 613-546-1181 ext.</b>  <b>2502</b></p>
<p><b>Project Email (to all project contacts): <u>MasterPlans2015@utilitieskingston.com</u></b></p>		

May 11, 2016

Memorandum to: Jordan Van Leuken  
Kingston Home Builders' Association

From: Daryl Keleher, Director  
Altus Group Economic Consulting

**Subject: Preliminary Review of Growth Scenario Report**  
**Our File: P-5347**

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This memo provides a preliminary review of the February 2016 Growth Scenario Report by WSP prepared for Utilities Kingston as part of their Water and Wastewater Master Plan process.

Additional review is required to fully understand the relationship between various City documents, and the discrepancies among them:

- The draft Official Plan uses the base forecasts from the Meridian/C4SE Report, while the Growth Scenarios Report uses the high forecasts from the Meridian/C4SE Report.
- The City's residential supply reports do not line up with the inputs to the Meridian/C4SE Report or the Growth Scenarios Report.
- The Growth Scenarios Report estimates the number of students who will need housing, but these students are not found in the Meridian/C4SE forecast, but does not appear to factor these developments into its analysis.

Additional work will be required attempting to reconcile the various reports, but this memo attempts to review the overarching direction of the Growth Scenarios Report, and identify some of the inconsistencies with the other City reports.

### **Provincial Policy Statement**

The *Provincial Policy Statement* includes a number of policies that require municipalities to provide for a range and mix of housing types and densities:



## Growth Scenarios Report

May 11, 2016

Page 2

*1.4.1 To provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:*

*a) maintain at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development*

Unless the lands within the urban boundary are able to accommodate a full range and mix of housing types and densities, particularly ground-related housing types such as single-detached, semi-detached and townhouse units, then the City will need to ensure that this policy is met through planning for settlement area expansions. The City also needs to ensure that it maintains 10 years of residential supply at all times, which includes supply for ground-related housing. So, the City, through its ongoing Official Plan Review process, needs to ensure that it has 15 years of supply for various types of housing forms (so that it has 10 years of supply the next time it reviews its Official Plan again in 5 years, if it is to meet the requirement to have 10 years supply at all times).

### **Review of Growth Scenarios Report**

#### ***Reliance on Forecasts from Meridian/C4SE CMA Report***

According to section 3.1 of the Growth Scenarios Report, the study is based on the October 2013 City of Kingston and Kingston CMA Population, Housing and Employment Projections report prepared by Meridian Planning and C4SE (the “CMA Report”).

One of the key assumptions of the CMA Report is as follows:

*The City of Kingston Planning Department estimates that 96% of residents live within the Urban Boundary and the remaining 4% live in rural areas of the City. For the purpose of estimating residential development it is assumed that this ratio will remain unchanged during the analysis period.*

This assumption is applied to the population forecasts from the CMA Report to result in the following residential unit forecast:

- 2015-2021 – 5,133 units, of which 205 are in rural area, 4,928 are in urban area;
- 2021-2026 – 3,635 units, of which 145 are in rural area, 3,490 are in urban area;



## Growth Scenarios Report

May 11, 2016

Page 3

- 2026-2036 – 5,282 units, of which 211 are in rural area, 5,070 are in urban area.

The assumption that because 96% of existing units are within the urban boundary and 4% are outside of the urban boundary, and therefore the same proportion will apply to all future units from now until build-out is problematic. As the lands within the urban boundary get built out, there will be increased pressure on the remaining sites within the urban boundary, placing inflationary pressures on prices for remaining units. Restricting the supply of housing, particularly if a full range of unit types cannot be provided on the lands available, can have significant to severe impacts on housing prices.

The units in pending and committed applications, to be built over the 2016-2026 period appear to have a reasonable mix of ground-related housing units and apartment units. Based on our best attempts at modelling the unit mix in the pending and committed parcels, there would be 39% singles/semis, 17% townhouses, and 44% apartments.

### *Growth Forecast for 2026-2036 Period - Anticipated Future Development*

While the unit mix on pending and committed land parcels assumed to be developed out to 2026 appears to have a reasonable mix of dwelling types, the growth projections for 2026-2036 are based entirely on build-out of developments found in a list of “Anticipated Future Development”, which appear to be heavily (or entirely) oriented around infill properties, with minimal opportunities for ground-oriented housing.

The growth forecasts call for 5,070 units to be built between 2026 and 2036. Based on the location of the sites assumed to develop over the 2026-2036 period, it seems unlikely that a full range and mix of housing types could be provided in the City over this 10-year period. There are eight properties/development areas included within the estimate of Anticipated Future Development:

- North Block – appears to be a condominium development with 450 units, perhaps with a small proportion of ground-oriented townhouse units at grade;



## Growth Scenarios Report

May 11, 2016

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- Nortel Lands – may have a mix of unit types given the size of the lands. According to one news article<sup>1</sup>, there were plans for a 1,075 unit development, with 360 singles/semis, 115 townhouses and 600 apartments (including 150 seniors units);
- 223 Princess & 510 Frontenac – both small properties are in the Princess Street Corridor that are likely to be developed with condominium apartment buildings. These sites have an assumed development potential of 223 and 258 units, respectively;
- Rideau Community – assumed to be a 797 unit development, likely mostly related to the build-out of the medium density residential lands in the north end of the Rideau Community Secondary Plan (see September 2015 version of Schedule RC-1);
- Davis Tannery – a 268 unit development, with 100 units assumed to proceed before 2036, likely low or medium-density in nature (the site has a density of 23.4 units/ha.). The 2014 DC/Impost Study did not include these lands as it considered the development application inactive. Therefore, it may not be reasonable to assume that these lands are developable before 2036;
- Williamsville – an assumed 1,705 units along the Princess Street Corridor, the majority of which would be high-density developments, as the assumed densities in the Growth Scenarios Report range from 80-400 units per hectare;
- An additional 381 units of intensification in the City Core – these are likely to represent redevelopment of smaller vacant and underutilized properties for medium and high-density projects.

Other than the 475 singles/semis/townhouse units that may be developed on the Nortel lands, there appears to be little else in the way of supply of single- and semi-detached housing units in the City over the 2026-2036 period, which is inconsistent with Provincial policy. If the City is unable to provide a full range and mix of housing over the 2026-2036 period and onwards, it may have to consider whether it needs to bring lands inside the urban boundary to meet this policy requirement.

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<sup>1</sup> <http://www.kingstonregion.com/news-story/5715791-from-phones-to-homes-old-nortel-factory-slated-for-1-000-unit-subdivision/>





***Additional Issues with Anticipated Future Development Calculations***

In addition to the overarching issue regarding housing mix over the 2026-2036 period, there are several key assumptions made among the list of “Anticipated Future Developments” that are worth reviewing:

- Parcel 76 is the Williamsville Corridor, and the estimated development potential over the 2026-2036 period is 1,705 units. The corridor consists of 32 separate properties that are shown in detail in Appendix A. The appendix shows, for each property, the site size and an assumed density, which range from 80 units per hectare to 400 units per hectare. We would want to understand what these densities are based on, as some of them seem rather high.
- When we review the site-by-site calculations, it appears that there are five errors that overstate the development potential of the sites within the Williamsville Corridor. These errors, which appear to be applying a density far beyond the 280 units/hectare stated in the table, are shown in Figure 1 below.

**Figure 1**

**Errors in Estimated Williamsville Development Potential, City of Kingston Growth Scenarios Report**

Parcel	Site Size Hectares	As Shown in Appendix A		Actual Assumed Density Units / Ha.	Revised Unit Potential (based on 280 units/ha.) Units	Difference in Unit Potential Units
		Density Units / Ha.	Unit Potential Units			
13821	0.34	280	251	738	95	156
11632	0.37	280	166	449	104	62
8241	0.44	280	183	416	123	60
13743	0.35	280	177	506	98	79
12995	0.08	280	33	413	22	11
<b>Total</b>	<b>1.58</b>		<b>810</b>		<b>442</b>	<b>368</b>

Source: Altus Group Economic Consulting based on WSP, Growth Scenarios Report, (February 2016)

***Ultimate Development in Growth Scenarios Report***

Section 3.2.3.2 of the Growth Scenarios Report includes review of four parcels of land outside the urban boundary with an estimated potential for 30,608 units. However, the report says that:

*...it assumes that all land within the Urban Boundary is developed with no remaining vacant parcels.*

This assumption, which is based on the notion that the City could only expand the Urban Boundary once every single opportunity for redevelopment is exhausted, is inconsistent with Provincial policy,



## Growth Scenarios Report

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which requires municipalities to maintain a residential supply for 10 years, which includes supply for a range and mix of housing.

Further, many of the identified parcels that are within the urban boundary will simply not become available, and many of the currently vacant parcels will remain vacant over time. If the supply of land within the City is restricted to an ever-shrinking inventory of sites, then this will have a distorting effect on the price for land (and therefore, the price for new homes) in the City.

### CMA Population, Housing and Employment Projections Report

The 2013 CMA Report included projections of dwelling units by structure type in the City out to 2036 and beyond.

Under the Base Case projections, the proportion of new ground-oriented housing was 72.4% over the 2016-2026 period, and 57.3% over the 2026-2036 period. Using the High Case scenario that the Growth Scenarios Report is based on, these ratios are 70.3% for the 2016-2026 period, and 60.0% over the 2026-2036 period.

Therefore, the City's 2013 CMA Report appears to differ greatly from the assumptions inherent in the Growth Scenarios Report, in that a significant share of single-detached, semi-detached and row house units are forecasted to be built in each of the next two ten-year periods, particularly the 2026-2036 period. The Growth Scenarios Report shows little potential for ground-related housing over the 2026-2036, well below the 60% share forecast in the CMA Report.

Figure 2

City of Kingston Dwelling Unit Projections, Base Case & High Case, 2016-2036								
	2016	2021	2026	2036	Change 2016-2026	% of Change	Change 2026-2036	% of Change
	<i>Units</i>				<i>Units</i>	<i>Percent</i>	<i>Units</i>	<i>Percent</i>
<b>Base Case</b>								
Single-Detached	27,200	28,760	30,490	32,280	3,290	59.3%	1,790	50.0%
Semi-Detached	4,400	4,610	4,820	4,960	420	7.6%	140	3.9%
Row House	3,480	3,640	3,790	3,910	310	5.6%	120	3.4%
Apartment	19,940	20,720	21,380	22,880	1,440	25.9%	1,500	41.9%
Other	490	520	580	610	90	1.6%	30	0.8%
<b>Total</b>	<b>55,510</b>	<b>58,250</b>	<b>61,060</b>	<b>64,640</b>	<b>5,550</b>	<b>100.0%</b>	<b>3,580</b>	<b>100.0%</b>
<b>High Case</b>								
Single-Detached	27,220	28,990	31,120	33,840	3,900	56.4%	2,720	49.9%
Semi-Detached	4,400	4,660	4,950	5,250	550	8.0%	300	5.5%
Row House	3,480	3,680	3,890	4,140	410	5.9%	250	4.6%
Apartment	19,970	20,950	21,920	24,060	1,950	28.2%	2,140	39.3%
Other	480	530	580	620	100	1.4%	40	0.7%
<b>Total</b>	<b>55,550</b>	<b>58,810</b>	<b>62,460</b>	<b>67,910</b>	<b>6,910</b>	<b>100.0%</b>	<b>5,450</b>	<b>100.0%</b>

Source: Meridian Planning & C4SE, City of Kingston and Kingston CMA Population, Housing and Employment Projections, (September 2013)



## **Development Charges/Impost Fee Background Study**

### ***DC/Impost Study Housing Forecast***

The City's 2014 Developments Charges/Impost Fee Background Study ("2014 DC/Impost Study") included a residential forecast that included a mix of units over the 2014-2034 period. Of the 9,909 new residential units in the housing forecast:

- 5,485 single & semi-detached units, or 55.4%;
- 1,478 multiples (typically townhouses), or 14.9%; and
- 2,946 apartments, or 29.7%.

This is roughly on par with the mix of unit types seen in the City's building permits over the 2002-2013 period (as reported in the 2014 DC/Impost Study), where 57.6% units were singles/semis, 7.1% were multiples and 35.3% were apartments. This is also roughly consistent with the CMA Report. However, the Growth Scenarios Report would seem to differ from the DC/Impost Study on the potential for a mix of housing types.

### ***Removal of Inactive Development Applications from Inventory in DC/Impost Study***

The 2014 DC/Impost Study includes a list of the City's pending and committed urban residential subdivisions through December 2013. The footnotes to the table say that the "inactive development applications" have been removed from the listing, which includes the Davis Tannery (268 units), Elevator Bay (93 units), and Alcan District Secondary Plan (1,230 units). These three parcels are all included in the inventory used for the Growth Scenarios Report.

We would want to understand if something has changed with these applications, and why they are included in the Growth Scenarios Report, but not in the 2014 DC/Impost Study analysis.

### ***Discrepancies between Reports of Registered and Vacant Units in Growth Scenarios Report and DC/Impost Study***

There are also discrepancies between the number of registered and vacant units shown in the 2014 DC/Impost Study and the Growth Scenarios Report. Even though the Growth Scenarios Report was published nearly two years after the 2014 DC/Impost Study, there are numerous registered developments that show more vacant units in the Growth Scenarios Report than they did in the 2014



DC/Impost Study. Unless there was an error in the 2014 DC/Impost Study, it is unlikely that the number of vacant units could increase within a registered development.

Figure 3

**Differences in Registered and Vacant Units between Growth Scenarios Report and 2014 DC/Impost Study**

	Registered and Vacant Units		Difference
	Growth Scenarios Report	2014 DC Study	
	<i>Units</i>		
Westbrook Meadows, Phase 1	172	165	7
Lydenwood Phase 3	10	9	1
Kings Landing Phase 4	52	37	15
Lydenwood Phase 4, Stage 5	46	36	10
Cataraqui Mills	45	42	3
Woodhaven Tamarack Phase 1	129	104	25
Greenwood Park West	87	66	21
WoodHaven West Phase 1	119	82	37
1380 Crossfield Ave	35	19	16
1 Potter St	141	127	14
Westbrook Meadows, Phase 2	22	15	7
2939 Creekford Rd	68	52	16
<b>Total</b>	<b>926</b>	<b>754</b>	<b>172</b>

Source: Altus Group Economic Consulting based on 2014 DC/Impost Study and Growth Scenarios Report

**Conclusions**

There are issues with the City’s assumptions regarding where the City will grow over the 2026-2036 period, in that the Provincial policies regarding a range and mix of housing types being provided would not be met. Restricting development of the City to within the urban boundary until all vacant parcels are developed could have significant impacts on land prices and housing affordability.

The City is currently going through an Official Plan Review process, and in order to meet Provincial policy requirements to have a 10-year residential supply at all times, it may need to consider whether there is a need to expand the urban boundary, particularly if, as suggested by the Growth Scenarios Report, that there will be little potential for ground-related housing in the City beyond 2026.

**From:** [Staff](#)  
**To:** [Morkem, Matt](#)  
**Subject:** RE: Water & Sewer Master Plan  
**Date:** Thursday, November 26, 2015 1:57:03 PM

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Matt,

As discussed, I did speak to KHBA and indicated whatever date they chose would be fine with KCA.

Left it at that.

Thanks,

Harry

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**From:** Morkem, Matt [mailto:Matt.Morkem@wspgroup.com]  
**Sent:** November 26, 2015 10:24 AM  
**To:** staff@kca.on.ca  
**Subject:** Water & Sewer Master Plan

Hello Mr. Sullivan

As discussed on the phone at the beginning on November, Utilities Kingston is in the process of completing an update to the Water and Sewer Master Plan. In addition to the typical public consultation, we are looking to review the growth projections for the City with your organization to ensure transparency and understanding of the process. You had indicated that you would review potential dates with some of your members/board and provide some dates in late November, early December that would work for your organization. I have left a couple of additional messages and haven't heard back. Could you please let us know when this would work.

Additionally, as we had discussed we would like to coordinate this presentation with the KHBA and you had indicated that you would contact them to coordinate a date.

Thanks

Matt



**Matt Morkem**, P.Eng  
Manager, Infrastructure, Kingston

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September 27, 2016

Kingston Home Builders Association  
1575 John Counter Blvd.,  
Kingston, ON K7M 3L5

**Re: Utilities Kingston Water Master Plans  
KHBA Master Plan Comments – June 10, 2016**

To Mr. Nielissen:

Thank you for your comments; public input represents an important aspect of the Master planning process. We have reviewed the comments from your letter dated June 10, 2016. As you have indicated, Altus Group and R.J. Burnside & Associates Ltd completed a preliminary review of the growth report and have provided comments separately. We have provided respond to these comments in separate letter's to address their specific comments. As indicated in your letter, the KHBA has two main concerns; (1) *2026-2036 growth scenario does not provide an appropriate full range and mix of housing types in conformance with the Provincial Policy* and (2) *we disagree with the base assumptions influencing the size and cost of the major infrastructure facilities (mainly; treatment plants and pump stations). Specifically the use of design flows versus actual flows and the utilization of only 80% of the rated plant capacity versus 100% when calculating post period benefits. Both of these assumptions lead to higher fees, plant expansions, capital expenditures, excess capacity and ongoing maintenance costs that could have been deferred lowering both water and waste water rates and development/impost charges.* Below are response to the noted concerns:

#### 1. Housing Mix

The mix of housing types for the 2026-2036 is an estimation established on information available at the time from discussions with the planning department and by reviewing publicly known developments that are in the news, before council or part of reports commissioned by the City. The planning department for the City of Kingston indicated that they do have sufficient supply to meet the provincial policy; however this is not part of this Master Planning process. While the estimated developments were indicated in the growth report in order to geographically provide a location for the demand/generation in the systems and the total number of units was based on the currently estimated mix, the Master Plan uses the total number of units to satisfy a overall population projection and therefore if there is a variation in the mix to satisfy a demand it is assumed that the total population would still be similar and therefore the demand/generation would be similar. The Master Plan is a process to provide an overall servicing requirements for the future and is not intended to determine the required available mix of housing in the City of Kingston. The Master Plan uses available development information from the planning department, it is not responsible for interpreting and critiquing the housing mix. If there is a concern with the housing mix, this is an issue to be raised with the Official Plan and City Planning Staff.

#### 2. Design vs. Actual Flows

As part of the Master Plan a comprehensive fully dynamic hydraulic models has been developed for both the water and sanitary systems to determine the current and future capacities of the infrastructure. As part of that process, Utilities Kingston (UK) completed extensive flow monitoring of actual flow/demand in sewers, watermains, pumping stations, booster stations and treatment plants. This data was used to

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develop the existing condition in the model. Future flows were then estimated based on committed, pending developments currently submitted to the City and other future developments from discussions with the planning department and by reviewing publicly known developments that are in the news, before council or part of reports commissioned by the City. Standard unit rates for each type of development are then used to estimate flow/demand that are within MOE guidelines and consistent with other municipalities across Ontario. With regards to the plant capacity, the 80% of rated plant capacity is used in the Master Plan as an early identification that allows time to accommodate the required planning and design between the anticipated need and the implementation of the upgrades. The calculation of the post period benefit is a cost sharing term related to the Impost fee and the Master Plan is not meant to determine the sources nor the funding of the capital required to implement the recommended infrastructure works. The sources of the funding is outside the scope of a Master Plan.

We appreciate your participation in the Master Plan process and hope that the above response satisfies your questions as they relate to the Master Plan.

Yours truly,

A handwritten signature in black ink, appearing to read 'Matt Morkem', is written over a light blue horizontal line.

Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.

cc.

*Jim Miller – Utilities Kingston*  
*Mike Fischer – Utilities Kingston*  
*Katie Morrow – Utilities Kingston*

---

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September 27, 2016

Altus Group Economic Consulting  
33 Yonge St, Suite 500  
Toronto, ON M5E 1G4

**Re: Utilities Kingston Water Master Plans  
Altus Group Growth Scenario Report Comments – May 11, 2016**

To Mr. Keleher:

Thank you for your comments; public input represents an important aspect of the Master planning process. We have reviewed the comments from your letter dated May 11, 2016 to the Kingston Home Builder's Association. Please find below the responses to the comments below:

1. Comment: The draft official plan uses the base forecasts from the Meridian/C4SE Report while the Growth Scenario Report uses the high forecasts from the Meridian/C4SE Report.

**Response: The CMA report does recommended using the Base Case for further analysis that rely on the population projections included in the report, however they assign the highest probability to the High Case population projection. Federal job growth was the primary difference between the assumptions made for the Base Case and the High Case projections. The Base Case assumed the number of federal jobs in Kingston would remain unchanged and the High Case assumed Kingston would maintain its current 1% share of all federal jobs. The federal government currently has a significant personnel and infrastructure investment in Kingston. It is suspected that given the existing investment in the area it is more likely that the federal government will grow its presence in line with national growth rather than hold it steady, however this cannot be guaranteed. In review of the CMA report and through discussions with Utilities Kingston the High Case projection was used for the analysis related to the Water and Wastewater Masterplan for the following reasons:**

- The CMA report assigned a higher probability to the High Case projection, with reasonable justification.
  - The High Case represents a marginal population increase from the Base Case Scenario over the analysis period, with increases ranging from 1% to 6% between 2021 and 2036.
  - Using the High Case provides flexibility for intensification and development within the City.
2. Comment: The City's residential supply reports do not line up with the inputs to the Meridian/C4SE Report of the Growth Scenarios Report.

**Response: It is assumed that the inputs that are referred to are the remaining units in an approved residential development. This discrepancy stems from how a unit was defined as available. In many cases the City uses a building permit to remove the unit from the inventory. However a building permit does not equate to occupancy or flow being generated**

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**at a unit. For this reason the Master Plan used meter data to determine the remaining units in a development.**

3. Growth Scenarios Report estimates the number of students who will need housing, but these students are not found in the Meridian/C4SE forecast, but does not appear to factor these development into its analysis.

**Response: The number of students are incorporated into the analysis through assuming intensification in the academic district. Intensification in this district is consistent with current student housing trends, the analysis also took into account future residences planned for Queens and SLC. The Meridian/C4SE reports did not analyze student population, however in Kingston the influx of students is significant with the majority living in a district close to the educational institutions which was felt to warrant consideration in the Master plan.**

4. Comment: The assumption that because 96% of existing units are within the urban boundary and 4% are outside of the urban boundary, and therefore the same proportion will apply to all future units from now until build-out is problematic. As the lands within the urban boundary get built out, there will be increased pressure on the remaining sites within the urban boundary, placing inflationary pressures on prices for remaining units. Restricting the supply of housing, particularly if a full range of unit types cannot be provided on the lands available, can have significant to severe impacts on housing prices.

**Response: The Meridian/C4SE report indicated that this trend may decline however did not give a timeline. As no timeline was predicted or what the decline might be the current split was maintained. The resulting impact on housing prices and the future projection of this trend is a planning exercise beyond the scope of the Master Plan.**

5. Comment: While the unit mix on pending and committed land parcels assumed to be developed out to 2026 appears to have a reasonable mix of dwelling types, the growth projections for 2026-2036 are based entirely on build-out of developments found in a list of "Anticipated Future Development", which appear to be heavily (or entirely) oriented around infill properties, with minimal opportunities for ground-oriented housing.

**Response: Based on discussions with the planning department, there is no current plan to revise the existing urban boundary and as such all the properties used in this analysis are required to be 'infill' properties within the urban boundary. The mix of housing types for the 2026-2036 is an estimation established on information available at the time from discussions with the planning department and by reviewing publicly known developments that are in the news, before council or part of reports commissioned by the City. The projected developments were indicated in the growth report in order to provide a geographic location for the demand/generation in the systems and the total number of units was based on the currently estimated mix. The Master Plan uses the total number of units to satisfy an overall population projection and therefore if there is a variation in the mix to satisfy a demand it is assumed that the total population would still be similar and the resulting demand/generation would also be similar. The Master Plan is a process to identify overall servicing requirements for the future and is not intended to determine the available/required mix of**



**housing form in the City of Kingston or if sufficient land is available to accommodate growth.**

6. Comment: The growth forecasts call for 5,070 units to be built between 2026 and 2036. Based on the location of the sites assumed to develop over the 2026-2036 period, it seems unlikely that a full range and mix of housing types could be provided in the City over this 10-year period.

**Response: The form of future housing does not have a large impact to this Master Planning exercise as projections are based on a population and a per person flow generation not unit type.**

7. Comment: Other than the 475 singles/semis/townhouse units that may be developed on the Nortel lands, there appears to be little else in the way of supply of single- and semi-detached housing units in the City over the 2026-2036 period, which is inconsistent with Provincial policy. If the City is unable to provide a full range and mix of housing over the 2026-2036 period and onwards, it may have to consider whether it needs to bring lands inside the urban boundary to meet this policy requirement.

**Response: Reviewing an Urban Boundary expansion on the basis of available housing 'form' is beyond the scope of this Master Plan. The planning department for the City of Kingston indicated that they do have sufficient supply to meet the provincial policy.**

8. Comment: Parcel 76 is the Williamsville Corridor, and the estimated development potential over the 2026-2036 period is 1,705 units. The corridor consists of 32 separate properties that are shown in detail in Appendix A. The appendix shows, for each property, the site size and an assumed density, which range from 80 units per hectare to 400 units per hectare. We would want to understand what these densities are based on, as some of them seem rather high.

**Response: The development in the Williamsville Corridor is based on the Williamsville Main Street Study previously commissioned by the City of Kingston Planning Department and is available on their website. We would refer you to the City of Kingston's Planning Department for a more thorough review of the findings and information pertaining to the density assumptions found in the Williamsville Study.**

9. Comment: When we review the site-by-site calculations, it appears that there are five errors that overstate the development potential of the sites within the Williamsville Corridor. These errors, which appear to be applying a density far beyond the 280 units/hectare stated in the table, are shown in Figure 1 below.

**Response: There were several data collection errors when transposing the parcel size. The number of projected units and associated density were correct. This update will be reflected in the final growth scenario report.**

10. Comment: This assumption (*Full Build out Scenario*), which is based on the notion that the City could only expand the Urban Boundary once every single opportunity for redevelopment is exhausted, is inconsistent with Provincial policy which requires municipalities to maintain a residential supply for 10 years, which includes supply for a range and mix of housing.

**Response: The purpose of the 'Full Buildout' and 'Ultimate' is to provide a check and balance for the recommended upgrades in earlier time steps. For example if a pipe is recommended to be upgraded to a certain size in one time step and the size required for the same pipe in the full build-out is only incrementally larger, the cost for the two options can be evaluated. Given the relatively long life span of linear infrastructure and added flexibility for future development the added cost for a larger pipe may be justified. They are not intended to provide guidance with respect to Urban Boundary expansions or indicate that all lands within the Urban Boundary must be exhausted before an expansion can occur. The Master Plan is a process to identify overall servicing requirements for the future based on the current information and is not intended to determine Urban Boundary expansion requirements.**

11. Therefore, the City's 2013 CMA Report appears to differ greatly from the assumptions inherent in the Growth Scenarios Report, in that a significant share of single-detached, semi-detached and row house units are forecasted to be built in each of the next two ten-year periods, particularly the 2026-2036 period. The Growth Scenarios Report shows little potential for ground-related housing over the 2026-2036, well below the 60% share forecast in the CMA Report.

**Response: The mix of housing types for the 2026-2036 is an estimation which was established based on information available at the time from discussions with the planning department and by reviewing publicly known developments that are in the news, before council or part of reports commissioned by the City. While the estimated developments were indicated in the growth report in order to provide a geographic location for the demand/generation in the systems and the total number of units was based on the currently estimated mix, the Master Plan uses the total number of units to satisfy a overall population projection and therefore if there is a variation in the mix to satisfy a demand it is assumed that the total population would still be similar and therefore the demand/generation would be similar.**

12. Comment: The 2014 DC/Impost Study includes a list of the City's pending and committed urban residential subdivisions through December 2013. The footnotes to the table say that the "inactive development applications" have been removed from the listing, which includes the Davis Tannery (268 units), Elevator Bay (93 units), and Alcan District Secondary Plan (1,230 units). These three parcels are all included in the inventory used for the Growth Scenarios Report.

**Response: While these develops have been removed from the pending and committed developments provided by the planning department, which is consistent with the Master Plan growth projections; the City Planning Department has provided indication that these areas are potential developments that could occur in the future and as these are larger parcels inside the Urban Boundary, they have been included in our 2026-2036 timeframe.**

13. There are also discrepancies between the number of registered and vacant units shown in the 2014 DC/Impost Study and the Growth Scenarios Report. Even though the Growth Scenarios Report was published nearly two years after the 2014 DC/Impost Study, there are numerous registered developments that show more vacant units in the Growth Scenarios Report than they did in the 2014 DC/Impost Study. Unless there was an error in the 2014 DC/Impost Study, it is unlikely that the number of vacant units could increase within a registered development.



**Response: This discrepancy stems from how a unit was defined as “vacant”. In many cases the City uses a building permit to remove the unit from the inventory. However a building permit does not equate to occupancy or flow being generated at a unit. For this reason the Master Plan used meter data to determine the remaining units in a development.**

We appreciate your participation in the Master Plan process and hope that the above response satisfies your questions as they relate to the Master Plan.

Yours truly,

A handwritten signature in black ink, appearing to read "Matt Morkem".

Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.

cc.

*Jim Miller – Utilities Kingston*  
*Mike Fischer – Utilities Kingston*  
*Katie Morrow – Utilities Kingston*  
*Jordan Van Leuken – KHBA*  
*Kyle Nielissen - KHBA*

---

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September 27, 2016

R.J.Burnside & Associates  
2-6990 Creditview Road,  
Mississauga, ON, L5N 8R9

**Re: Utilities Kingston Water Master Plans  
KHBA Master Plan Comments – June 10, 2016**

To Mr. Drever:

We appreciate you taking the time to review the information presented at the Public Information Center on May 11, 2016 and to provide us with comments. Please find below the responses to the comments below:

1. Comment: We agree that oversizing now, to accommodate long term growth provides for the most cost effective and efficient approach to Master Planning. Our concerns arise around the base assumptions which drives the sizing and costing of key facilities. These base assumptions largely revolve around the design flows used to project future needs, as well as ensuring a consistency of population projection between the Official Plan, the CMA document, the projections used within this Master Plan, and then ultimately the projections which form the basis for the Impost By-law, or future development charge bylaw, as it relates to water and wastewater services. We believe there should be consistency between all documents.

**Response: As part of the Master Plan dynamic extended period hydraulic models have been developed for both the water and sanitary systems to determine the current and future effects of demand/flow on infrastructure. As part of that process, extensive flow monitoring of actual flow/demand in sewers, watermains, pumping stations, booster stations and treatment plants was completed by Utilities Kingston. This data was used to develop the existing conditions in the model. Future flows were then estimated based on committed and pending developments currently submitted to the City as well as other future developments identified through discussions with the planning department and by reviewing publicly known developments that are in the news, before council or part of reports commissioned by the City. Standard unit rates for each type of development were then used to estimate flow/demand. The applied unit rates are within MOE guidelines and consistent with other municipalities of similar size across Ontario. Sanitary flows are further adjusted as it is assumed that not all water demand discharges directly into the sanitary sewer. This is greatly dependent on user functions since direct transference is often seen for general uses such as with bathroom fixtures while watering lawns would have no direct transference. To determine a reasonable adjustment the City's zoning and land use designation was used to make the following demand adjustment:**

- Residential Meters = 80% Water Demand Adjustment
- Commercial Meters = 80% Water Demand Adjustment
- Institutional Meters = 80% Water Demand Adjustment
- Industrial Meters = 75% Water Demand Adjustment
- Open Space/Park Meters = 25% Water Demand adjustment

**In addition, as an extended period model is used, diurnal patterns are applied to the demand which helps better estimate flow/demand over a 24hr period.**

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**Population/development projections were based on the CMA document and discussions with the planning department based on the most current information available.**

2. Comment: Consistency between the planning projections in the Official Plan document and those used for the formation of the Master Plan. OP uses the base case CMA projection, whereas the Master Plan uses the high projection from same report. What projection will be used for the future DC By-law? We believe it should be consistent with the projection ultimately used for the sizing of infrastructure, otherwise the cost per unit will be overstated.

**Response: The CMA report does recommend using the Base Case for further analysis that rely on the population projections included in the report, however they assign the highest probability to the High Case population projection. Federal job growth was the primary difference between the assumptions made for the Base Case and the High Case projections. The Base Case assumed the number of federal jobs in Kingston would remain unchanged and the High Case assumed Kingston would maintain its current 1% share of all federal jobs. The federal government currently has a significant personnel and infrastructure investment in Kingston. It is suspected that given the existing investment in the area it is more likely that the federal government will grow its presence in line with national growth rather than hold it steady, however this cannot be guaranteed. In review of the CMA report and through discussions with Utilities Kingston the High Case projection was used for the analysis related to the Water and Wastewater Masterplan for the following reasons:**

- **The CMA report assigned a higher probability to the High Case projection, with reasonable justification.**
- **The High Case represents a marginal population increase from the Base Case Scenario over the analysis period, with increases ranging from 1% to 6% between 2021 and 2036.**
- **Using the High Case provides flexibility for intensification and development within the City.**

3. Comment: Consistency of the planning projections with Provincial legislation in terms of housing mix. We understand that UK must work with the planning projections provided by the City; however, those projections may not meet Provincial legislation in terms of housing mix beyond 2026. We suggest that while providing a consistent mix of housing may not impact the overall sizing of infrastructure, it may drive the timing of some of the projects and the phasing considerations within the Master Plan. KHBA believes the Planning Department should review some of the projections that are forming the basis for the Master Plan work.

**Response: The estimated developments beyond 2026 were identified in order to geographically provide a location for the demand/generation in the systems. The total number of units was based on the known mix at the time, the Master Plan uses the total number of units to satisfy an overall population projection and therefore if there is a variation in the mix to satisfy a demand it is assumed that the total population would still be similar. Therefore the demand/generation would be similar. These future projections were developed in conjunction with the City planning department. While the location and/or mix of the specific development beyond 2026 may change, the process that has been applied (population, standard unit rates, etc.) allows for flexibility in intensification and development locations; additionally scenarios beyond 2026 will be reviewed/revised approximately 5yrs from now in the next Master Plan update. Similarly development and flow generation will be reviewed again in detail during subsequent phases for each project (i.e. EA & design etc.).**



4. Some of the unit yields identified within the Master Plan for specific properties appear to be way overstated. We understand this may be related to mapping error, and that the yields are in fact correct. We request that the properties identified within the Altus memorandum be checked for accuracy.

**Response: There were several data collection errors when transposing the parcel size. The number of projected units and associated density were correct. This update will be reflected in the final growth scenario report.**

5. Ensuring the population projections, which form the basis of the Master Plan, are consistent with Provincial Policy for all housing types, are based on appropriate densities at the site level, and are reflective of what is occurring on the ground, as these projections will influence the sizing and cost of infrastructure.

**Response: The mix of housing types for 2015-2026 is based on actual development applications. The 2026-2036 development is an estimation established on information available at the time from discussions with the planning department and by reviewing publicly known developments that are in the news, before council or part of reports commissioned by the City. As indicated above in item 3, the estimated developments were identified in order to geographically provide a location for the demand/generation in the systems and the total number of units was based on the known mix at the time.**

6. From discussions with WSP staff at the PIC, it would appear the modelling of existing conditions is based on actual per capita flows, but that modelling of future conditions is based on design flows as per UK design standards. Our concerns relate primarily to the use of design flows to drive the sizing of vertical infrastructure, and in particular plant type facilities, which tend to be the most costly items in any Capital Program. We have previously provided information from other municipalities which demonstrate the use of actual flows for design purposes, and to calculate reserve capacity within existing facilities. We were advised at the PIC that the difference between design flows and actual flows was in fact minimal. We would appreciate an opportunity to review any technical memorandums or information which would support this position. In a memorandum provided by C.N. Watson and Associates dated April 13, 2016, it appeared that design flows were 1.3 to 2.2 times actual average days flows, which would drive both an earlier and larger required expansion of facilities than may be necessary.

**Response: In order to compare design flows to actual flows, historic potable water meter data was used to assign the proportion of flow being generated by each land use. Based on this review the following split was determined:**

- **Residential – 59%**
- **Commercial – 18%**
- **Industrial – 4%**
- **Institutional – 19%**

The calculated demand split was then applied to the historic flows observed at the water and wastewater plants. Dry weather flow was used for the wastewater flows as this provides a better representation of the actual flow generated by users limiting the effects of inflow and infiltration. Based on these parameters the following rates were obtained:

**Residential: 353 to 380L/cap/day**

**Commercial: 15-16 m<sup>3</sup>/ha/day**

**Industrial: 4.5-5 m<sup>3</sup>/ha/day**

**Institutional: N/A (no data on existing number of units)**

Based on the historic values and a review of other municipalities and agencies in Ontario the following unit flow rates were used:

**Land Use Unit Demand Rates**

<b>Residential</b>	<p><b>350 l/cap/day</b></p> <p>Consistent with Design Criteria, other municipalities, the MOE guidelines and close to historic values observed.</p>
<b>Commercial</b>	<p><b>28 m<sup>3</sup>/ha/day</b></p> <p>Higher than historic flow however this will permit flexibility for varying requirements of future commercial development. Consistent with MOE recommended values</p>
<b>Industrial</b>	<p><b>35 m<sup>3</sup>/ha/day</b></p> <p>This is much higher than the observed historic flow. The historic flow however, is much lower than other municipalities and the MOE guidelines. Using the historic value could limit future industrial development.</p>
<b>Institutional</b>	<p>Review of historic flows on a case by case basis</p>

The historic flows suggest that the residential unit flow generation is very close to that being used in the design criteria. The calculated commercial and industrial flows are much lower. This is thought to be due to the type of industry present in Kingston. The majority of the industrial uses are 'light' in nature and are not a large consumers of water. Using values similar to the historic values for the commercial and industrial could limit future industrial development. Utilities Kingston has also indicated that they have had a number of inquiries and proposals for these type of developments that are significantly higher than the MOE rates. Therefore to ensure reasonable values the MOE design standards were used.

The design criteria unit demand/generation rates were then applied to the new development projections for each scenario (2021, 2026 etc.). In regards to water, this future demand is applied in conjunction with existing demand, pipe leakage based on pipe materials, age and pressures along with diurnal patterns (based on actual data) to determine the demand in each scenario. With regards to wastewater flow this was done in conjunction with demand adjustment factors and additional base I&I for each new development over 2ha using standard MOE design rate (0.14L/s/ha), along with the existing actual flows that form the bases for the dry weather flow. Wet weather flow is determined from Rain-fall Derived Infiltration and Inflow (RDII – the influence of rain fall on I&I) using the computer model and existing actual flows. New development areas larger than 2 ha have new RDII characteristic assigned based on typical new construction developments. These along with the diurnal pattern are the bases of the wastewater flow projections for the analysis periods.

Additionally, for the calculation of reserve capacity at the treatment plants, the water and wastewater models are being used as the primary method to determine these anticipated flows. These models are complex programs taking into account many factors. The D-5-1 calculation is being used as a verification of these results as it uses a different process to determine the available capacity.

The memorandum from C.N Watson & Associates did use design values similar to the ones used in the Master Plan and based on the total flows and population the resulting ratio would be approximately 1.3-2.2 times higher than the ADF per capita for 2014; however this is compared to only the 2014 ADF for each plant. The ADF can be significantly influenced by the amount of rainfall in any given year. The D-5-1 calculation in the 2010 Masterplan used an ADF calculated from 2006 through 2008. When comparing this ADF to the design flows values in the C.N. Watson letter, the resulting ratio is 0.9 to 1.9 times the calculated ADF per capita. The design values have been used to ensure that variations in flows and rainfall are not underestimated and serve to minimize the risk to the environment and public safety.

7. As a specific illustration of this concern, we note that the Cataraqui Bay WWTP, which is currently scheduled to undergo expansion in 2018, would appear to require a further expansion prior to 2036. If design average day flows are used to determine the need for expansion, and if those design flows are consistent with the design flows identified in C.N. Watson's April 13, 2016 memorandum, then the average day flows to the Cataraqui Bay WWTP may be overstated, and an expansion could be deferred until after 2036. While KHBA supports timely expansions of infrastructure, they want to ensure that the design basis for those expansions is appropriate.

**Response: Based on comments received at the PIC, as indicated above, adjustment factors have been made to the sanitary flows based on a land use types. This revision pushes the next upgrades at the WWTP beyond 2036. See comments above regarding the C.N Watson memorandum and the design flow values.**

8. Similarly for Ravensview WWTP, the average daily flow would appear to reach 80% of its rated capacity by buildout, which initially would not appear to be a concern. However, if the average daily flow is based on design flows, and if those flows are overstated, the trigger for review of an expansion may occur sooner than is required. As well the overstating of average daily flows may limit the exploration of options in the future for the deferral of future expansions at Cataraqui Bay WWTP, as per the comment below.



**Response: Based on comments received at the PIC, as indicated above, adjustment factors have been made to the sanitary flows based on a land use types. This revision pushes the next upgrades at the WWTP beyond Full build.**

9. UK is planning an aggressive program to separate combined sewers within the older urban areas of the City. KHBA wholly supports this initiative as it is both environmentally sound and optimizes the use of existing infrastructure. We understand that future modelling of WWTP capacity is reflective of the reduction in combined sewer area, but request formally that UK confirm this is the case. If average daily flows as they exist today form the basis for the calculation of plant capacity, as well as that of vertical infrastructure (pumping stations), we would like to see an assessment of whether reversing flows from the Portsmouth Pumping Station back to the Ravensview WWTP is feasible in the 2036 and buildout scenarios such that future plant expansions of Cataraqui Bay WWTP may be further deferred. We have seen this approach successfully used in other municipalities to defer costly WWTP expansions.

**Response: The reduction of the combined sewers is reflected in the modelling of the wastewater system based on the anticipated separation. As both plants have anticipated capacity to 2036 or beyond this was not specifically reviewed. Full Build-Out and Ultimate scenarios serve as a check and balance for the recommended upgrades only and would not form the bases for an upgrade recommendation.**

We appreciate your participation in the Master Plan process and hope that the above response satisfies your questions as they relate to the Master Plan.

Yours truly,

A handwritten signature in black ink, appearing to read 'Matt Morkem', is written over a light blue horizontal line.

Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.

cc.

*Jim Miller – Utilities Kingston*  
*Mike Fischer – Utilities Kingston*  
*Katie Morrow – Utilities Kingston*  
*Jordan Van Leuken - KHBA*  
*Kyle Nielissen - KHBA*

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File UK W00-02-02 & S00\_06\_02

Harry Sullivan  
Executive Director  
Kingston Construction Association  
1575 John Counter Boulevard  
Kingston, ON K7M 3L5

October 20, 2015

Dear Mr. Sullivan,

**RE: Kingston Water and Wastewater Master Plan Updates  
Phase 1 Consultation**

During the 2014 Impost and DC review, considerable consultation occurred over future water and wastewater infrastructure needs and the relationship between those needs and growth. As agreed, the Impost framework will cease to exist in 2019. The next update to development related charges and the Development Charges framework will be utilized for water and wastewater development charges.

Utilities Kingston and the Industry representatives committed to increased consultation and communication between 2015 and 2019, particularly where studies and decisions that may affect future charges are being considered. With that in mind, Utilities Kingston is officially advising your organization of the above noted Master Plan work that is currently in progress. As you should be aware, the Master Planning exercise is intended to identify future water and wastewater infrastructure required to accommodate future growth in the City.

Utilities Kingston has reached a milestone in the process where it is now appropriate to begin more formal consultations on the progress to date in order to keep you informed and, in particular, the growth analysis that has been completed to date.

Our consultant, WSP Canada Inc., will be following up shortly with each of you to arrange a meeting with representatives from each of your organizations to review the material to date. The significance of this work and any consensus on the growth projections relates directly to any proposed infrastructure expansions required to accommodate that growth. Given the discussions during the



Impost review, I am sure that relationship can be appreciated. With that in, mind Utilities Kingston would appreciate your availability to provide input, observations and comments on the growth scenario development work completed to date.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Miller", written over a horizontal line.

Jim Miller  
Director, Utilities Engineering

Cc: **Matt Morkem, WSP Canada Inc.**



File UK W00-02-02 & S00\_06\_02

Greg Newman  
President  
Kingston Home Builders Association  
1575 John Counter Boulevard  
Kingston, ON K7M 3L5

October 15, 2015

Dear Mr. Newman,

**RE: Kingston Water and Wastewater Master Plan Updates  
Phase 1 Consultation**

During the 2014 Impost and DC review, considerable consultation occurred over future water and wastewater infrastructure needs and the relationship between those needs and growth. As agreed, the Impost framework will cease to exist in 2019. The next update to development related charges and the Development Charges framework will be utilized for water and wastewater development charges.

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Impost review, I am sure that relationship can be appreciated. With that in, mind Utilities Kingston would appreciate your availability to provide input, observations and comments on the growth scenario development work completed to date.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Miller". The signature is fluid and cursive, with a large initial "J" and "M".

Jim Miller  
Director, Utilities Engineering

Cc: **Matt Morkem, WSP Canada Inc.**

Jordan Van Leuken, Kingston Home Builders Association

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**From:** Rob McRae <rmcrae@crca.ca>  
**Sent:** Friday, January 22, 2016 4:28 PM  
**To:** 'Fischer, Mike'  
**Cc:** 'MasterPlans2015'; 'Andrew Schmidt '  
**Subject:** RE: CRCA acknowledgement - UK master plan PIC Wed Jan 27

*Thank you Mike* – that sounds fine. CRCA staff are interested to please review / comment on a draft updated Pollution Prevention and Control Plan, as appropriate and when available. Thank you, Rob



*Rob McRae* MCIP, RPP  
Watershed Planning Coordinator  
**Cataraqui Region Conservation Authority**  
Visit us on the Web: [www.crca.ca](http://www.crca.ca)

---

**From:** Fischer, Mike [mailto:mfischer@utilitieskingston.com]  
**Sent:** January-19-16 12:50 PM  
**To:** 'Rob McRae'  
**Cc:** MasterPlans2015; Andrew Schmidt  
**Subject:** RE: CRCA acknowledgement - UK master plan PIC Wed Jan 27

Hi Rob,

Good to hear from you.

We do post PDFs of the PIC display boards to the project webpage as soon as we can after the PIC. I can let you know when they are up for your viewing and comments.

We will be conducting a second PIC probably within 2-3 months time, lets hope to timing works a bit better.

If based on what you see from the PIC#1 display boards you have some concerns, or wish for clarification on anything, please let me know.

Mike

[Mike Fischer, M.Sc., P.Eng.](mailto:mfischer@utilitieskingston.com)  
Utility Engineer - Utilities Kingston  
p. 613.546.1181 x.2356  
[mfischer@utilitieskingston.com](mailto:mfischer@utilitieskingston.com)

---

**From:** Rob McRae [mailto:rmcrae@crca.ca]  
**Sent:** 01-19-2016 12:43 PM  
**To:** Fischer, Mike  
**Cc:** MasterPlans2015; Andrew Schmidt  
**Subject:** CRCA acknowledgement - UK master plan PIC Wed Jan 27

*Hi Mike,*

Further to the note below, CRCA staff have received your Notice of Public Information Centre # 1 for this project. Please update your mailing list so that such notices are directed to my attention. As it happens Wed Jan 27 is the date of the CRCA's Annual General Meeting, and therefore we will be unavailable to send a staff representative to the

PIC. However, we are interested in the work to-date and next steps. Are there alternative opportunities for us to review draft materials and/or display panels? Please let me know.

On a related topic, I note that we have launched a refreshed drinking water source protection website at [www.cleanwatercataraqui.ca](http://www.cleanwatercataraqui.ca).

I hope that all is well with you.

Regards, Rob



*Rob McRae* MCIP, RPP  
Watershed Planning Coordinator  
**Cataraqui Region Conservation Authority**  
Visit us on the Web: [www.crca.ca](http://www.crca.ca)

---

**From:** Rob McRae [<mailto:rmcrae@crca.ca>]  
**Sent:** July-17-15 8:53 AM  
**To:** 'Fischer, Mike'  
**Cc:** 'MasterPlans2015@utilitieskingston.com'; Christine Woods ; Holly Evans  
**Subject:** CRCA acknowledgement - UK master plan updates (2015)

*Hi Mike,*

This is to acknowledge our receipt of the Notice of Commencement (June 2015) for the Water and Wastewater Master Plan updates in the City of Kingston. The CRCA is interested to please receive ongoing information about this project. We are interested in the broader project from watershed management / regulatory perspectives. We are specifically interested in the Pollution Prevention Control Plan update from a drinking water source protection perspective. I can be your point of contact at the CRCA, and will share information with our watershed management team.

It looks like it will be a busy year for your team! Best wishes for success on these projects.

Regards; thank you,

Rob McRae, CRCA



*Rob McRae* MCIP, RPP  
Watershed Planning Coordinator  
**Cataraqui Region Conservation Authority**  
1641 Perth Road, PO Box 160, Glenburnie ON, K0H 1S0  
Phone: (613) 546-4228 ext. 224 - Fax: (613) 547-6474  
Toll Free for Area code (613): 1-877-956-2722

Visit us on the web: [www.crca.ca](http://www.crca.ca)  
[www.cleanwatercataraqui.ca](http://www.cleanwatercataraqui.ca)  
[www.cataraquitrail.ca](http://www.cataraquitrail.ca)

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## Flowers, Michael

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**From:** Holly Evans <hevans@crca.ca>  
**Sent:** September-26-16 9:56 AM  
**To:** Morkem, Matthew  
**Cc:** 'Katrina Furlanetto'  
**Subject:** PPCP

Hi Matt,

This is further to our conversation this morning regarding the work that is being done to investigate options for Utilities Kingston (UK) to meet Guideline F-5-5 requirements for combined sewer overflows. I understand that while UK's goal is to meet F-5-5 for volume and duration of spills, it is more difficult to realize the frequency criteria. Further, you indicated that UK's objective is to virtually eliminate CSOs.

Your CSO reduction planning work will be of interest to the Cataraqui Source Protection Committee. Their next meeting is scheduled for Thursday November 24th at 7:00 PM. If you could please consider whether you would be able to provide an overview at their meeting, that would be much appreciated.

Thank you,



*Holly Evans*

**Cataraqui Region Conservation Authority**

1641 Perth Road, PO Box 160, Glenburnie ON, K0H 1S0

Phone: (613) 546-4228 ext. 233 - Fax: (613) 547-6474

Toll Free for Area code (613): 1-877-956-2722

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[www.cleanwatercataraqui.ca](http://www.cleanwatercataraqui.ca)

[www.cataraquitrail.ca](http://www.cataraquitrail.ca)

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January 11, 2017

VIA E-MAIL & MAIL

Mr. Matt Morkem  
Manager, Infrastructure, Kingston  
WSP Canada Inc.  
1224 Gardiners Road, Suite 201  
Kingston ON K7P 0G2  
[MasterPlans2015@utilitieskingston.com](mailto:MasterPlans2015@utilitieskingston.com)

Dear Mr. Morkem,

**RE: KINGSTON WATER AND WASTEWATER MASTER PLAN UPDATES**

The above-noted project was discussed at the Cataraqui Source Protection Committee meeting of November 24, 2016. The Committee has a particular interest in the Pollution Control Plan aspect of the work. Combined sewer discharge from a stormwater outlet to surface water has been identified as a drinking water risk in the Kingston Central Intake Protection Zone, per the Cataraqui Source Protection Plan (2014) (<http://cleanwatercataraqui.ca/>).

We understand that the master plan updates are in progress, and that further consideration will be given to the approach, methods, and timelines within the Pollution Control Plan. We look forward to reviewing related information, and our Committee would welcome a presentation from your project team about this topic at an appropriate time in 2017. In the interim, the following resolution was passed to indicate support for related efforts:

**Resolution # CSPC 01-16**

Moved by: Ric Bresee  
Seconded by: Nona Mariotti

WHEREAS the Cataraqui Source Protection Committee recognizes the extensive efforts to-date by the City of Kingston and Utilities Kingston to implement a Pollution Control Plan for the municipality;

AND WHEREAS combined sewer discharge from a stormwater outlet to surface water has been identified as a drinking water risk in the Kingston Central Intake Protection Zone, per the Cataraqui Source Protection Plan (2014);

THEREFORE the Committee encourages continued and enhanced progress by the City of Kingston and Utilities Kingston towards reducing the volume and frequency of combined sewage discharges.

**Carried.**

Yours truly,

*(original signed by)*

John C. Williamson, Chair

c.c. Mike Fischer, Utilities Engineer, Utilities Kingston  
Cataraqui Source Protection Committee

**From:** [Tim Almeida](#)  
**To:** [Morkem, Matt](#); [Yvonne Holland](#)  
**Subject:** RE: growth projection  
**Date:** Tuesday, October 27, 2015 8:47:26 AM

---


Hi Matt,

I'm not sure if you were awaiting a response from us. We do support your rationale detailed below.

Thanks,

**Tim Almeida, CPA, CA**

Director, Budget  
Budget and Financial Analysis  
Office of Planning and Budgeting  
Queen's University

 **E-Mail:** [tim.almeida@queensu.ca](mailto:tim.almeida@queensu.ca)  
 **Phone:** (613) 533-2791

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**From:** Morkem, Matt [mailto:Matt.Morkem@wspgroup.com]  
**Sent:** Tuesday, October 20, 2015 5:20 PM  
**To:** Yvonne Holland <yh2@queensu.ca>; Tim Almeida <tim.almeida@queensu.ca>  
**Subject:** RE: growth projection

Hello Yvonne/Tim

Thanks for your help on this. We do have a couple of comments after some further discussion internally:

- In using the current enrollment projection to 2017/2018 takes us beyond the total student increase that the AUCC is indicating (3% total over 30years)
- In review of a report commissioned by the City called the "City of Kingston and Kingston CMA Population, Housing and Employment Projections" detailing the population, housing and employment projections for the Kingston Census Metropolitan Area (CMA), it estimated that students enrolled in undergraduate and graduate studies in Ontario will increase by 31% between 2014 and 2041, resulting in an average annualized growth rate of 1.16%. It is estimated that Queens will maintain its current share of post-secondary students.
- Based on the current enrollment projections until 2017/2018 a 7.89% increase is currently expected which averages to 2.63% (7.89/3yrs) but beyond that it is unknown.
- As the masterplan is projecting growth until 2036, we need to develop a method to project

to that time step. If we assume that Queens was to have the anticipated growth that it currently experiencing and then holds fairly stable for a cycle (3-4yrs), then grows again, it would represent an average growth of approx. 1.12 to 1.30% per year that would be in line with what the CMA report indicated above.

- The Growth from the CMA and the assumption above regarding current growth are also in line with the growth indicated in the West Campus sanitary flows report (Joselyn, 2014) that was provide to UK by Queens.
- The CMA report is the bases for the population projects that we are using for the residential growth through-out the City.

Based on the notes above and seeing the next 3 year projection, we think that it would be appropriate to maintain the growth from the CMA report (average annualized growth rate of 1.16%) as it is in line with the current growth and in absence of specific growth data beyond 2018, allows for Queens to continue to grow at a reasonable rate. This would represent an increase from 21,649 students in 2014 to 26,931 by 2036

Let me know if you are in support of this or if you have any further thoughts or comments.

Thanks

Matt



**Matt Morkem, P.Eng**  
Manager, Infrastructure, Kingston

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**From:** Yvonne Holland [<mailto:yh2@queensu.ca>]  
**Sent:** Tuesday, October 20, 2015 2:41 PM  
**To:** Morkem, Matt  
**Subject:** FW: growth projection

So the number is ready to go as presented Matt  
Thanks and sorry for the delay

We wanted to be sure  
Sincerely  
Yvonne

---

**From:** Megan Sheppard  
**Sent:** Tuesday, October 20, 2015 2:39 PM  
**To:** Yvonne Holland  
**Subject:** RE: growth projection

Yes I think that was a good way to approach it. He tempered our number by indicating that the short term growth rate will not continue at that level.

Megan

---

**From:** Yvonne Holland  
**Sent:** Tuesday, October 20, 2015 2:38 PM  
**To:** Megan Sheppard  
**Subject:** growth projection

From Tim  
Are you ok with the approach ?

---

**From:** Tim Almeida  
**Sent:** Tuesday, October 20, 2015 1:41 PM  
**To:** Yvonne Holland  
**Cc:** Morkem, Matt  
**Subject:** RE: West Campus

Hi Yvonne,

I provided Matt with the link below to the Enrolment Reports posted on the University Registrar's website. The rate Matt was using was from AUCC showing Universities across the system are looking at a 3% increase in enrolment over the next 20 years. That is a very large time series and we would not plan that far out. I explained that we plan on a 3 year budget planning cycle and within the 3 year cycle we are looking to have enrolment head count as at Nov. 1 increase from 21,649 in 2014-15 to 23,358 in 2017-18, this represents a 7.89% increase which averages about 3.6% per year. By 18-19 we are expecting the enrolment to hold fairly stable and are not currently planning any increases in intake at this time. Over a 20 year horizon the AUCC rate may be appropriate, but that is hard to know but he explained that they try to use whatever published information they can obtain.

I will leave it up to Matt to explain how he plans on moving forward with this information.

If either of you require any other information please let me know.



Regards,

**Tim Almeida, CPA, CA**

Director, Budget  
Budget and Financial Analysis  
Office of Planning and Budgeting  
Queen's University

 **E-Mail:** [tim.almeida@queensu.ca](mailto:tim.almeida@queensu.ca)

 **Phone:** (613) 533-2791

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**From:** Tim Almeida  
**Sent:** Tuesday, October 20, 2015 1:05 PM  
**To:** 'Morkem, Matt' <[Matt.Morkem@wspgroup.com](mailto:Matt.Morkem@wspgroup.com)>  
**Subject:** RE: West Campus

<http://www.queensu.ca/registrar/resources/reports>

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**From:** Morkem, Matt [<mailto:Matt.Morkem@wspgroup.com>]  
**Sent:** Tuesday, October 20, 2015 10:41 AM  
**To:** Yvonne Holland <[yh2@queensu.ca](mailto:yh2@queensu.ca)>; Tim Almeida <[tim.almeida@queensu.ca](mailto:tim.almeida@queensu.ca)>  
**Subject:** RE: West Campus

Hello Tim

Is there a time today that we could chat? What is your number?

Matt



**Matt Morkem, P.Eng**  
Manager, Infrastructure, Kingston

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**From:** Yvonne Holland [<mailto:yh2@queensu.ca>]  
**Sent:** Tuesday, October 20, 2015 10:40 AM  
**To:** Morkem, Matt; Tim Almeida  
**Subject:** RE: West Campus  
**Importance:** High

Good morning gentlemen

Could you two chat today about the growth numbers being contemplated for Queens University and to ensure we have the right number going forward for the UK water/sewer master plan – there appears to be some disparity between the 3% being proposed and what we are planning

Thanks

All I need to know is the number you have both agreed upon  
Yvonne

---

**From:** Morkem, Matt [<mailto:Matt.Morkem@wspgroup.com>]  
**Sent:** Friday, October 16, 2015 10:26 AM  
**To:** Yvonne Holland  
**Subject:** West Campus

Hello Yvonne

I had forgot to send you this report for the west campus sanitary flows.

We you able to determine the growth that Queens wants to incorporate into the masterplan?

Matt



**Matt Morkem**, P.Eng  
Manager, Infrastructure, Kingston

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**From:** [Fischer, Mike](#)  
**To:** [Morkem, Matt](#)  
**Cc:** [Chiddle, Chantal](#); [Runions, Julie](#); [MacLeod, Stephanie](#)  
**Subject:** FW: Follow up  
**Date:** Tuesday, January 13, 2015 12:54:38 PM  
**Attachments:** [image001.jpg](#)

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Hi Matt,

Please find attached some information from Beth Sills at SLC re growth

Mike

[Mike Fischer, M.Sc., P.Eng.](#)

*Utility Engineer - Utilities Kingston*

p. 613.546.1181 x.2356

[mfischer@utilitieskingston.com](mailto:mfischer@utilitieskingston.com)

---

**From:** Beth Sills [mailto:BSills@sl.on.ca]  
**Sent:** 01-13-2015 12:45 PM  
**To:** Fischer, Mike  
**Cc:** Paul Tardif; Beth Sills  
**Subject:** RE: Follow up

Hi Mike,

Thank you for your email.

As you can imagine it is difficult for the College to forecast 30 years into the future to estimate its demands.

What we anticipate in the shorter term is the addition of another residence as well as the addition of approximately 40,000 square feet of net new build (within the next 5 years). One of the new build initiatives would include shower facilities.

As a best estimate, we would anticipate increasing our current flow demand by at least 30% in the next 25 to 30 years.

Please let us know if you need any further detail.

Many Thanks,  
Beth

Beth Sills, M.A.Sc., P.Eng., MBA, LEED AP  
Associate Director, Capital Planning and Sustainability

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**From:** Fischer, Mike [<mailto:mfischer@utilitieskingston.com>]  
**Sent:** Tuesday, January 13, 2015 11:54 AM  
**To:** Beth Sills  
**Cc:** Miller, James  
**Subject:** Follow up

Dear Ms. Sills,

I am just following up on our letter/email from December 10<sup>th</sup>, 2014.

Will St. Lawrence College be able to provide some indication of short- and long-term development plans to assist Utilities Kingston in sizing its infrastructure? Our need for this information is urgent.

Sincerely,

[Mike Fischer, M.Sc., P.Eng.](#)

*Utility Engineer*

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