



REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE AGENDA

Tuesday, October 18, 2011
Immediately following Closed Session
(Time is Approximate – 11:30 a.m.)
Regional Council Chamber
150 Frederick Street, Kitchener, Ontario

1. **MOTION TO RECONVENE INTO OPEN SESSION**
2. **DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
3. **DELEGATIONS**
4. **REPORTS – Corporate Resources**
 - a) [CR-FM-11-022/ P-11-085](#), Integrated Community Environmental Funding Program 1
 - b) [CR-RS-11-065](#), Proposed Updated Real Property Acquisition By-law 18
- REPORTS - Finance**
 - c) [F-11-068](#), Quarterly Summary of Tenders/Proposals Approved by the Chief Administrative Officer 28
5. **INFORMATION/CORRESPONDENCE**
6. **OTHER BUSINESS**
 - a) Council Enquiries and Requests for [Information Tracking Sheet](#) 36
7. **NEXT MEETING – November 8, 2011**
8. **ADJOURN**



REGION OF WATERLOO

CORPORATE RESOURCES
Facilities Management and Fleet Services
PLANNING, HOUSING AND COMMUNITY SERVICES
Community Planning

TO: Chair Tom Galloway and Members of the Administration and Finance Committee

DATE: October 18, 2011 **FILE CODE:** D06-80, D03-80/ESF

SUBJECT: INTEGRATED COMMUNITY ENVIRONMENTAL FUNDING PROGRAM

RECOMMENDATION:

THAT the Regional Municipality of Waterloo take the following actions with respect to the Community Environmental Fund, as described in Report CR-FM-11-022/P-11-085, dated October 18, 2011:

- a) establish the *Community Environmental Fund* by integrating the existing Environmental Stewardship Fund with the previously approved in-principle Community Sustainability Fund; and
- b) approve the Terms of Reference of the new Community Environmental Fund as described in the *Guidelines and Application Package* within Appendix B of Report CR-FM-11-022/P-11-085, dated October 18, 2011.

SUMMARY:

One of the actions within the Environmental Sustainability Focus Area of the recently approved 2011 – 2014 Region of Waterloo Strategic Plan is to “*Develop and implement an integrated funding program to support community-based environmental initiatives.*” Currently, two different community focused environmental funds exist: i) the Environmental Stewardship Fund and ii) the Community Sustainability Fund (initially named the Environmental Initiatives Fund at the conceptual design stage). Staff recommend that the two funds be integrated under the name *Community Environmental Fund*, in order to provide greater clarity for potential applicants. Staff have developed an administrative terms of reference for the new fund together with an integrated *Guidelines and Application Package* (Appendix B).

The new integrated *Community Environmental Fund* complements the Region of Waterloo’s other programs that provide financial support to environmentally-focused initiatives proposed by community stakeholders. These programs include Water Services subsidies and rebates as well as the Brownfields Incentive Program. The integrated fund will provide potential applicants with a wider range of grant categories for their proposed environmental projects. The *Community Environmental Fund* consists of two grant streams: i) natural areas stewardship oriented projects (the former Environmental Stewardship Fund) and ii) sustainability initiatives such as reduction of air and greenhouse gas emissions. The fund will have a single application form and integrated reporting process for both grant streams to ensure convenience and clarity for applicants. For administrative purposes, applications to the two streams within the Community Environmental Fund will be evaluated separately by Planning and Corporate Resources staff respective to their mandates and areas of expertise. Each year staff will provide a consolidated report for consideration by Regional Council with recommendations for project approvals within the available budget allotted to the two departments for the purpose of the fund.

REPORT:**Background**

One of the actions within the Environmental Sustainability Focus Area of the recently approved 2011 – 2014 Region of Waterloo Strategic Plan is to “*Develop and implement an integrated funding program to support community-based environmental initiatives.*” Currently, there are two different community focused environmental funds: i) the Environmental Stewardship Fund and ii) the Community Sustainability Fund (initially named the Environmental Initiatives Fund at the conceptual design stage).

The Environmental Stewardship Fund (ESF) was established by Council in the 2008 budget to help fund projects that enhance the stewardship of the natural environment with special reference to Regionally-designated natural features and Environmentally Sensitive Landscapes. The focus of the Stewardship Fund is to assist landowners, researchers and others who wish to carry out projects that promote the stewardship of the natural environment. Financial resources amounting to \$500,000 were approved for the Stewardship fund in the 2008, 2009, and 2010 budget processes. An interim framework for administering the Fund (see Report P-09-036) was endorsed by Council in 2009, and this was subsequently amended to address the unanticipated number of schoolyard greening projects submitted for consideration. A sample list of projects supported by the ESF in the past is included as Appendix A.

In 2007, Council directed staff to develop an environmental initiatives fund to support community and corporate projects (i.e. focused on Regional operations) that assisted in fulfilling the objectives of the Region’s Environmental Sustainability Focus Area within the 2007-2010 Corporate Strategic Plan. In October 2008, Regional Council approved in principle a community-oriented environmental initiatives fund to support their commitment to environmental sustainability (CR-FM-08-025). The environmental initiatives fund was deferred in the 2009 budget process then received partial approval to establish a small Corporate Sustainability Fund in the 2010 budget. A request was made within the 2011 budget process to further resource the community portion of the environmental initiatives fund and was partially supported (at approximately 5% of original request) under the name Community Sustainability Fund.

Integration of the Community Sustainability Fund and Environmental Stewardship Fund

To carry out the direction of the current Regional Strategic Plan, staff recommend that the existing Environmental Stewardship Fund and new Community Sustainability Fund be integrated to provide convenience and clarity for potential applicants. The new integrated fund, proposed to be called the *Community Environmental Fund*, would assist community stakeholders implement a broad range of projects that support the Strategic Objectives of the Region’s Corporate Strategic Plan Focus Area 1 and the goals of the Environmental Sustainability Strategy as listed below:

1. Air/Energy - Sustainably managing energy resources and reducing associated air and greenhouse gas (GHG) emissions;
2. Urban and Rural land – Preserving and protecting environmentally-designated natural features to ensure a liveable, healthy and sustainable Waterloo Region;
3. Water – Protecting the quality and quantity of our water resources;
4. Waste - Reducing the amount of waste going to landfill and the demand and impact on natural resources, and;
5. Sustainability Culture – Fostering community stewardship of the natural environment and encouraging behaviours to reduce environmental impact.

It is recommended that the *Community Environmental Fund* consist of two grant streams:

- i) **Stewardship Grants** to support protection and enhancement of natural areas and;
- ii) **Sustainability Grants** to support initiatives such as reduction of air and greenhouse gas emissions.

This structure complements the Region of Waterloo’s other programs that provide financial support to environmentally-focused initiatives proposed by community stakeholders. These consist of Water Services subsidies and rebates as well as the Brownfields Incentive Program. Table 1 outlines the proposed environmental focus areas to be supported by the new Sustainability Grant in order to fill the gap in existing Regional programs that currently provide financial support for community-based environmental initiatives.

Table 1. Region of Waterloo’s Environment Oriented Funding Programs

	Existing Stewardship Grants	*New* Sustainability Grant	Other Related Existing Financial Supports
Environmental Focus	<ul style="list-style-type: none"> • Ecological enhancement of designated <u>natural features and urban greenlands</u> • Promoting conservation and stewardship of regional biodiversity • Increasing public awareness of ecological stewardship issues • Supporting locally-based stewardship research 	<ul style="list-style-type: none"> • Reduction of <u>greenhouse gases</u> and other <u>air</u> emissions • Use of renewable <u>energy</u> and energy conservation/efficiency • Residential <u>waste</u> diversion • Promoting a <u>sustainability culture</u> within the community 	<p><u>Water</u> conservation and protection:</p> <ul style="list-style-type: none"> • Rural Water Quality Program • Water Efficient Technology • Low-flow toilet rebates <p><u>Land</u>:</p> <ul style="list-style-type: none"> • Brownfields Financial Incentive Program

Taken together, Stewardship and Sustainability Grants through the *Community Environmental Fund* and the other related environmental programs now address all five priority outcome areas of the Environmental Strategic Framework established within the Region’s Environmental Sustainability Strategy. The overall goal of the new fund is to support small community initiatives by providing funding support to projects proposed by members of the Waterloo Regional community that embody the following principles:

- Provide the highest environmental return;
- Engage citizens, encourage collaboration, and strive for innovative environmental solutions;
- Produce measurable and achievable environmental outcomes;
- Attract matching funds from other funding organizations or in-kind contributions from partners;
- Stimulate behavioural changes in the community towards environmental sustainability;
- Foster a culture of environmental sustainability.

Administrative Terms of Reference

Staff have developed an administrative terms of reference for the new fund within an integrated *Guidelines and Application Package* (Appendix B). The application guidelines, evaluative criteria and administrative process has been developed based on research of other municipal environmental funds and reflects experience gained to date through administration of the Region’s Environmental Stewardship Fund including successes and lessons learned.

The original framework for the Stewardship Fund contained seven categories of projects that could be considered for funding, along with objectives and specific criteria that a project proposal had to achieve to qualify for funding. At this time, it is recommended that one of the Stewardship Grant categories be transferred to the Sustainability grant stream to eliminate potential overlap with the new Sustainability Grant. The proposed funding categories for the two grant streams are as follows:

- Stewardship grants for:
 - Enhancement and restoration of natural areas
 - Naturalization projects
 - Acquisition of ecologically significant natural areas
 - Public education and awareness initiatives on some aspect of environmental stewardship
 - Research related to stewardship of natural areas

- Sustainability grants for:
 - Demonstration projects focused on reduction of GHG and air emissions, energy conservation and waste reduction/diversion
 - Public education/awareness initiatives which promote long term behavioural change on aspects of environmental sustainability (e.g. reducing GHG)
 - Environmental sustainability-based research (focused on GHG and air emissions, energy conservation or waste reduction/diversion)

The integrated fund has a single application form for both Stewardship and Sustainability Grants to ensure convenience and clarity for applicants. For administrative purposes, applications to the two streams within the Community Environmental Fund will be evaluated separately by Environmental Planning and Sustainability staff respective to their mandates and areas of expertise. However, each year staff will provide a consolidated report for consideration by Regional Council with recommendations for project approvals within the available budget.

A marketing and promotion campaign for the new Community Environmental Fund is planned later this year and will use existing resources. The launch campaign is proposed for mid-to-late November and will include website postings, newspaper advertisement, a media release, notification to community partners who work with eligible applicant groups (e.g. school boards, Area Municipalities, targeted email distribution lists etc.). It is anticipated that the application deadline will be in early to mid-January, 2012, with funding recommendations for consideration by Administration and Finance Committee in the February/March 2012 timeframe.

The launch of the integrated Community Environmental Fund will initially utilize the combined 2011 and 2012 budget allocation of \$100,000 for the Sustainability Grant stream. In subsequent years this amount will be limited to the annual allocation of \$50,000 unless additional funds are approved. The initial vision for the Sustainability stream was in the order of \$1 million. The Stewardship grant stream will utilize the unallocated balance of its 2008-10 funding during the next call for proposals. Further details of sustaining financial support for the new integrated fund are addressed in the Financial Implications section of this report.

Administrative Support

Currently, there are existing temporary staffing resources within the approved 2011 and 2012 capital budgets to manage the new Community Sustainability Grant until approximately March 2013. Corporate Resources will administer the Sustainability grant stream and will work with Planning, Housing and Community Services in coordinating administration of the overall

Community Environmental Fund. Staffing support requirements for the ongoing administration of other components of the Sustainability Strategy will be assessed, and if required, will be addressed during the 2013 budget cycle. The Stewardship Grant stream will be administered by existing staff in Community Planning.

There was a previous question from a member of Regional Council as to whether the Region's environmental funds could be administered by an Area Municipality via their existing city-based environmental fund. Staff considered this approach, but feel there are few, if any, efficiencies to be realized. Further, Planning, Housing and Community Services and Corporate Resources staff have the expertise and resources to administer the Stewardship and Sustainability Grant streams.

Area Municipal Consultation/Coordination:

An information notice regarding the proposed structure and focus of the new Community Environmental Fund was sent to Area Municipalities early in September inviting comments. One question was received regarding the retention of the funding categories for protecting and enhancing natural areas. The new fund does retain this aspect as a core focus of the Stewardship Grant. Area Municipalities continue to be eligible to apply for the Stewardship Grant as has occurred in the two previous allocations.

CORPORATE STRATEGIC PLAN:

Focus Area 1 - Environmental Sustainability: Develop and implement an integrated funding program to support community-based environmental initiatives.

FINANCIAL IMPLICATIONS:

Within the 2011 budget process a three-year phase-in was proposed to bring the Community Sustainability Fund closer to \$1 million annually as originally envisioned. However, financial support for the Fund was only partially approved within the 2011 budget at \$50,000 annually. A combined total of \$500,000 was approved through the 2008, 2009, and 2010 budgets for the Environmental Stewardship Fund. Given the allocations made in 2010 and 2011, it is expected that the remaining balance will be depleted following the next call for proposals late in 2011. Consideration will be given to co-ordinating future funding requests for the Stewardship and Sustainability grant streams.

As previously mentioned, there is a need to assess requirements of ongoing staff support for the new Sustainability Grant stream of the fund after the initial 2012 funding round to prepare for when existing temporary staffing resources are exhausted. Following the assessment, there maybe additional financial implications associated if there is an identified need for ongoing support to manage the Sustainability Grant beyond the capacity of the existing permanent Sustainability staff FTE which will be incorporated in any related 2013 budget request.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

This report has been prepared jointly by Corporate Resources and Planning, Housing and Community Services staff and has been reviewed by Legal Services and the Environmental Leadership Committee, which includes representation from all departments.

ATTACHMENTS:

Appendix A - List of past projects supported by the Environmental Stewardship Fund
Appendix B - Community Environmental Fund Application Guidelines

PREPARED BY: *David Roewade*, Sustainability Planner, Corporate Resources
Chris Gosselin, Manager, Environmental Planning

APPROVED BY: *Gary Sosnoski*, Commissioner, Corporate Resources
Rob Horne, Commissioner, Planning Housing and Community Services

APPENDIX A

Environmental Stewardship Fund Projects

2010 Projects (Total allocation \$181,928)

1. Blair Trail Enhancement
2. Clemens Mill Public School schoolyard greening
3. Drynan Regional Forest Restoration
4. Elmira District Secondary School Greenhouse Upgrade
5. Forest Glen Naturalization
6. Forwell Creek Rehabilitation
7. Specialist Skills Curriculum Development
8. Huron Natural Area Invasive Species Control
9. Huron Natural Area Species-at-Risk Study
10. Huron Natural Area Interpretive Signage
11. Huron Natural Area Programming
12. Monastery Creek Rehabilitation Study
13. Northlake Woods Public School schoolyard greening
14. Our Lady of Lourdes schoolyard greening
15. Queen Elizabeth Public School schoolyard greening
16. **rare** 93 Acre Land Acquisition:
17. Waterloo Stewardship Network Rural Landowner Stewardship Guide
18. Southridge Public School schoolyard greening
19. St. Margaret's School schoolyard greening
20. Sunnyside Senior Public School schoolyard greening
21. Waterloo Environmentally Sensitive Landscape Roadside Trees
22. Waterloo Stewardship Rangers
23. Waterloo Trees from Seed
24. Signage for Laurel Creek Headwaters Environmentally Sensitive Landscape

2011 Projects (Total allocation \$165,021)

1. Ayrshire Meadows
2. Branchton Land Trust Forest Enhancement
3. Cambridge Pollinator Preserve
4. 2011 Champion Tree Hunt
5. Elmira District Secondary School Greening of EDSS
6. Elmira Public Library Garden Restoration
7. Emerald Ash Borer Woodlot Brochure
8. Grand River Conservation Authority Beverly Swamp Acquisition
9. Grand River Conservation Authority Dickson Wilderness Area Prairie Grass Prescribed Burn
10. Heritage River Birch Clump Planting
11. Highland Public School Yard Greening Project
12. Kirby's Gore Road Lot Environmental Project
13. Knight Family Tallgrass Prairie and Savanna Restoration
14. Mother Teresa Catholic School: Green Scene, Growing Together in Spirit
15. Northlake Woods Public School – Plan-it Green
16. **rare** Environmental Management Plan
17. **rare** Native Tree and Shrub Interpretive Loop
18. Urban Turtle Conservation and Stewardship: City of Kitchener
19. St. Dominic Savio Catholic School Greening Project – Operation Dragon's Den

20. St. Luke School Greening Project
21. St. Margaret Catholic School – Operation Recreation
22. Shade Policy Forum
23. Van der Heyden Prairie Savanna Restoration
24. Waterloo Stewardship Network – Natural Corridors Program
25. Wellesley & District Public School – Reduce, Reuse, Replant
26. Ontario Invasive Plant Council “Grow Me Instead” Brochure
27. Waterloo Region Environmentally Sensitive Landscape Signage

APPENDIX B

Community Environmental Fund: Application Guidelines

“The Region of Waterloo will consider the environment in all of its decisions and will foster community stewardship of the natural environment”
– **Region of Waterloo Environmental Policy Statement, 2009.**

The **Community Environmental Fund** was established as a part of the Region of Waterloo’s 2011-2014 Strategic Plan, namely to provide “an integrated funding program to support community-based environmental initiatives.” The Fund assists community members and organizations who wish to carry out projects that protect, promote, and enhance our natural environment. Through this Fund, the Region collaborates with local stakeholders to build a sustainable community for current and future generations.

The Community Environmental Fund program contains two granting streams:

Stewardship grants for:

1. Enhancement and restoration of natural areas
2. Naturalization of landscapes
3. Acquisition of ecologically significant natural areas
4. Public education and awareness initiatives on some aspect of environmental stewardship
5. Environmental stewardship–related research

Sustainability grants for:

6. Demonstration projects focused on reduction of GHG and air emissions, energy conservation and waste reduction/diversion
7. Public education/awareness initiatives which promote long term behavioural change on aspects of environmental sustainability (e.g. reducing GHG)
8. Environmental or sustainability-based research (focused on GHG and air emissions, energy conservation or waste reduction/diversion)

The Community Environmental Fund is intended to support environmental projects and initiatives by community members that propose to achieve the following goals:

- Provide the highest environmental return;
- Engage citizens and encourage collaboration;
- Seek innovative solutions;
- Produce measurable and achievable outcomes;
- Attract matching funds from other funding organizations or in-kind contributions from partners;
- Stimulate sustainable behavioural changes in the community; and
- Benefit the environment in Waterloo Region.

PROJECT ELIGIBILITY

To be eligible for consideration, a project proposal must:

- a) Be implemented within Waterloo Region,
- b) Fall within at least one of the eight **Project Categories** listed below, and
- c) Satisfy at least two of the **Criteria** within the related **Project Category(ies)**

PROJECT CATEGORIES

Stewardship Grants

1. Enhancement and Restoration of Natural Areas	
Objective:	To restore the ecological quality of natural areas within a Landscape Level Feature, Core Environmental Feature, or Supporting Feature as identified in the Regional Official Plan (once approved) or Area Municipal Official Plan, which have been degraded or damaged.
Criteria:	<ol style="list-style-type: none"> a. Creates new linkages or corridors among natural features or enhances existing ones b. Improves aquatic habitat within streams c. Creates eco-passages that facilitate wildlife movement beneath roads to reduce road-kill and/or reduce hazards to drivers d. Controls infestations of invasive non-native species e. Involves youth, schools, neighbourhood associations, service clubs, or naturalist groups f. Provides opportunities for increasing local knowledge and expertise of environmental stewardship g. Attracts matching funds or in-kind contributions from individuals or other organizations h. Is endorsed by an Environmental Advisory Committee and/or an Environmentally Sensitive Landscape Public Liaison Committee.
2. Naturalization of roadsides, trails, the grounds of educational facilities, or Regional facilities where such projects are directly related to Regionally supported interests	
Objective:	To establish low-maintenance, drought-tolerant, locally indigenous vegetation along the side of a Regional road or a public trail.
Criteria:	<ol style="list-style-type: none"> a. Not part of an ongoing public infrastructure project. b. Is in proximity to existing natural features or Major Urban Greenspaces. c. Uses drought-tolerant native species. d. Is supported by the Kissing Bridge Trailway Advisory Board or an Area Municipal trail advisory committee. e. Attracts native pollinators. f. Involves youth, schools, or community associations. g. Provides opportunity for public education about naturalization. h. Attracts matching funds or in-kind contributions from individuals or other organizations

3. Acquisition of ecologically significant natural areas	
Objective:	Acquisition of land within Environmentally Sensitive Policy Areas, Environmentally Sensitive Landscapes, or adjacent to Regional Forests to help bring high quality natural areas within a Landscape Level Feature or Core Environmental Feature as identified in the Regional Official Plan (once approved), into the ownership of a “conservation body” as defined by the Conservation Lands Act.
Criteria:	<ul style="list-style-type: none"> a. Property lies within an Environmentally Sensitive Landscape, a Core Environmental Feature designated in the Regional Official Plan, or a Supporting Environmental Feature designated in an Area Municipal Official Plan. b. Property lies adjacent to a Regional Forest, Conservation Area, or Area Municipal parkland, or can otherwise serve a linkage function between high quality natural areas. c. Land contains rare habitat or significant species. d. Is supported by the Ecological and Environmental Advisory Committee. e. Will not entail substantial outlays for remediation or stewardship. f. Provides opportunities for public education or research. g. Attracts matching funds or in-kind contributions from individuals or other organizations
4. Public education and awareness initiatives on some aspect of environmental stewardship relevant to Waterloo Region.	
Objective:	To increase public awareness on aspects of land stewardship within Waterloo Region.
Criteria:	<ul style="list-style-type: none"> a. Is supported by a Regional advisory committee, and/or Area Municipal environmental advisory committee. b. Has the potential to reach and/or involve significant numbers of the region’s citizens. c. Promotes better stewardship of Landscape Level Features or Core Environmental Features as identified in the Regional Official Plan (once approved) consistent with Regional policy or Supporting Environmental Features designated in Area Municipal Official Plans. d. Involves youth, schools, or community associations. e. Attracts matching funds or in-kind contributions from other organizations
5. Environmental stewardship-related research	
Objective:	To carry out a project to increase knowledge of environmental stewardship issues of particular relevance to Waterloo Region
Criteria:	<ul style="list-style-type: none"> a. Is being carried by a student(s) at a high school or post-secondary institution or by a member(s) of a recognized naturalist, agricultural, or environmental organization. b. Involves youth, schools, neighbourhood associations, service clubs, or naturalist groups. c. Creates opportunities for the enhancement of natural habitat or sustainable local production of food. d. Contributes to building community capacity with respect to local stewardship. e. is endorsed by the Ecological and Environmental Advisory Committee, or an Area Municipal environmental advisory committee. f. Attracts matching funds or in-kind contributions from individuals or other organizations

Sustainability Grants

6. Sustainability demonstration projects	
Objective:	To implement tangible projects focused on reduction of greenhouse gases, air emissions, energy conservation, or waste reduction/diversion.
Criteria:	<ul style="list-style-type: none"> a. Provides measureable, achievable, and tangible results in reducing greenhouse gases, air pollutants, energy and/or waste. b. Is designed to publicly communicate results to community stakeholders and can be implemented on a broader scale in the future with respect to the objective for Sustainability projects. c. Provide opportunities for evaluating new environmental technologies or sustainability practices. d. Act as a catalyst in advancing the adoption of cost effective technologies or processes and that have an environmental benefit included in the category's objective.
7. Public education and awareness initiatives to promote long term behavioural change on aspects of environmental sustainability	
Objective:	To promote long term behavioural change and awareness on aspects of environmental sustainability, with particular relevance to reducing GHG and other air pollutants.
Criteria:	<ul style="list-style-type: none"> a. Has the potential to reach and/or involve significant numbers of the Region's citizens. b. Increases the accessibility of relevant environmental information, resources, or services to the diverse population of the Region of Waterloo. c. Incorporates an evaluation component to identify the effectiveness of the initiative (i.e. measuring raised awareness or monitoring behavioural change actually occurring). d. Encourages community stakeholders to adopt environmentally beneficial actions.
8. Environmental or sustainability-based research	
Objective:	To carry out a project to increase knowledge of environmental issues within Waterloo Region.
Criteria:	<ul style="list-style-type: none"> a. Is being carried out at a high school or post-secondary institution within Waterloo Region. b. Has potential application of research to achieve results in the future within the Region regarding reduction of greenhouse gases, air emissions, energy or waste reduction/diversion. c. Provides opportunities for increasing local knowledge and expertise of environmental sustainability. d. Encourages community stakeholders to adopt environmentally beneficial actions.

APPLICANT ELIGIBILITY

Stewardship Grants

- Private landowners (except commercial or business owners) with respect to lands within Waterloo Region.
- Non-profit clubs, associations, organizations, co-operatives, or land trusts based in the Region of Waterloo
- Schools, universities, colleges and students at accredited educational institutions in Waterloo Region.
- Area Municipalities, the Grand River Conservation Authority, or Regional departments

Sustainability Grants*

- Non-profit corporations, cooperative corporations, and charitable organizations within Waterloo Region.
- Neighbourhood associations and other unincorporated community-based groups (must have documented terms of reference) within Waterloo Region.
- Schools, school boards, universities/colleges within Waterloo Region.

* Individuals with a documented collaborative agreement with an eligible applicant for Sustainability grants are permitted to apply for a Sustainability Grant on their behalf.

FUNDING ELIGIBILITY

Eligible costs	Ineligible costs
<p>Costs that are directly linked to and are essential for undertaking the proposed initiative.</p> <p>For example:</p> <ul style="list-style-type: none"> • Fees for professionals, consultants, and contractors performing work specifically for the project. • Advertising to inform public of the project activity and promotional items for participants • Rental or purchase of equipment essential for conducting the project • Purchase of goods, services of land essential for carrying out the project • Related costs for meetings held to obtain public consultation and gather feedback from project stakeholders 	<p>Costs that are associated with ongoing business activity and not a specific requirement of the proposed initiative.</p> <p>For example:</p> <ul style="list-style-type: none"> • Scholarships • Retroactive fees • Ordinary office supplies, office furniture • Monthly telephone fees • Utilities • In-kind donations or volunteer time • Salaries of existing staff • Advertising that is a result of ongoing business activity • Travel and accommodation costs to attend conferences

Backup documentation is required for all submitted expenses (invoices or receipts) to be reimbursed by the fund. All expenses must be invoiced directly to the recipient of the Community Environmental Fund. Any expenses not invoiced directly to the fund recipient will not be reimbursed.

GRANT LIMITATIONS

Stewardship Grants

Special instructions for school ground greening projects

Funding cannot be applied to curriculum development or curriculum delivery except where the spending supports the environmental stewardship, ecological restoration, and broader public education goals of the Community Environmental Fund or other environmental initiatives supported by the Region.

The following maximum cost formula will apply to the most common components of school ground greening projects:

- | | |
|---|--|
| a. Large caliper trees (50 to 70 mm in diameter): | \$400 each |
| b. Armour-stone rock (approx. 2'x2'x3'): | \$150 each |
| c. Mulch and soil: | \$48/yd ³ or \$57.41/m ³ |
| d. Component costs higher than those specified above must be justified. | |

- Maximum amount of total grant request school ground greening projects: \$3000

Project funding is also contingent upon financial support from at least two other sources (e.g. other funding organizations, school community, or in-kind donations from community members). Funding will be considered for larger multi-year subject to the following criteria:

- a. The project is consistent with the general criteria for such projects;
- b. The current project is part of a comprehensive multi-year plan with phased implementation;
- c. The funding is for different elements of the project, and not just "more of the same;" and
- d. The required amount of any subsequent application does not exceed \$2000.

Sustainability Grants

- Maximum request of \$15,000 per demonstration project and \$5,000 for research and education projects.
- Applicant only able to submit one grant in one year.
- If leveraging amount requested from the Community Environmental Fund with other grants, provide proof of matching funding.
- Grant recipients interested in applying for an additional Sustainability Grant, must first complete their initial project, with a final report submitted to and approved by the Region, before reapplying for a different project.

HOW TO APPLY

1. a) **OBTAIN** an application package from the Region of Waterloo “About the Environment” website: www.regionofwaterloo.ca/sustainability

OR

- b) **PICK UP** a hard copy application at the Citizen Service Desks at our main administrative buildings: 99 Regina Street South in Waterloo, 150 Frederick Street in Kitchener, and 150 Main Street in Cambridge.

Questions regarding the application process and guidelines can be directed to the designated staff contacts below. Staff are available to discuss your project and assist with applying for funding. In some cases, a site visit with staff may be recommended in this regard. The project must be deemed eligible to be considered for funding.

Stewardship Grants Lead

Chris Gosselin
 Manager of Environmental Planning
 Planning, Housing and Community
 Services
cgosselin@regionofwaterloo.ca
 Telephone: 519-575-4501

Sustainability Grants Lead

David Roewade
 Sustainability Planner
 Sustainability Office, Corporate Resources
droewade@regionofwaterloo.ca
 Telephone: 519-575-4757 x 3308

2. a) **EMAIL** the completed application package to sustainability@regionofwaterloo.ca with “**Community Sustainability Fund Application 2012**” as the email subject line.

OR

- b) **MAIL** the completed application package to:

Community Environmental Fund 2012
 Attention: David Roewade
 Sustainability Planner
 Region of Waterloo
 150 Frederick Street, 5th Floor
 Kitchener, Ontario, N2G 4J3

OR

- c) **FAX** the completed application package to Fax: 519-584-7102 with “**Attn: David Roewade - Community Sustainability Fund, 2012**”

DUE DATE: In order to be considered, the completed application form must be **submitted no later than 4:30pm January 20, 2012.**

REVIEW AND SELECTION PROCESS

	<p>January</p>	<p>1. Application submission. Application deadline January 20, 2012 at 4:30pm. Where appropriate, applicants should attach plans, drawings, letters of funding commitment from other funding sources, and other relevant information. The total application package should be no longer than 15 pages.</p>
	<p>Late January to Early February</p>	<p>2. Application review and evaluation by designated Environmental staff. The Region of Waterloo reserves the right to reject or decline any or all applications. Applicants may be contacted to provide additional information if necessary.</p>
	<p>March</p>	<p>3. Environmental staff recommends eligible applications to Regional Council for final approval.</p>
	<p>March</p>	<p>4. All applicants will be contacted regarding the status of their applications. A staff contact person will be assigned to each approved application. Successful applicants for some larger projects may be requested to sign a contract with the Region of Waterloo and funds will be disbursed according to the agreements of the Community Environmental Fund.</p>

FUND DISTRIBUTION

A pre-condition to the distribution of any project funding will be that a project sponsor will be required to enter into a legal agreement with the Regional Municipality of Waterloo. The legal agreement will outline the scope of the project, the responsibilities of the applicant in completing the project and applying the grant funding. The purchase of any tangible items or goods for a project shall be dedicated to the project for a minimum agreed upon term failing which all or part of the grant funding may be repayable.

Approved proposals should normally be completed within one calendar year from the date the application was approved. Extensions may be considered based on the project timeline in the application, or if the applicant requests an extension in writing. Project-related receipts and invoices may be submitted to the Region of Waterloo for reimbursement as they occur, or all at once when the project is completed. Receipts will be required for all project components except volunteer labour.

When an approved project is completed, applicants shall notify their designated staff contact. Depending on the nature of the project, a site inspection or follow up meeting may be required to confirm that the project has been completed as originally approved. Within four weeks of confirmation that the project has been satisfactorily completed, any outstanding payments will be made up to the specified amount.

REPORTING

For larger or longer duration projects, the applicant may be required to submit a one-page interim report to the designated Regional staff contact in the first half of implementing the project. The report will outline the project's progress, challenges, and responses as well as remaining future steps. If any significant component of the original project proposal cannot be carried out as originally approved, the applicant will submit a brief report outlining the difficulties and any required changes which must not exceed the original funding allocation.

All projects must provide a final report showing results of the project before any final payments are made. This will assist staff in reporting back to Council and the public on the implementation of the Fund.



REGION OF WATERLOO

CORPORATE RESOURCES DEPARTMENT Legal Services Division

TO: Chair Tom Galloway and Members of the Administration and Finance Committee

DATE: October 18, 2011 **FILE CODE:** L07-20

SUBJECT: PROPOSED UPDATED REAL PROPERTY ACQUISITION BY-LAW

RECOMMENDATION:

THAT the proposed Real Property Acquisition By-law substantially in the form attached as Appendix "A" to Report CR-RS-11-065 be placed on an upcoming agenda of Regional Council for its consideration following public notice of the said proposed By-law being provided in accordance with the Region's Notice Policy 07-02, as amended.

SUMMARY:

The Region's current real property acquisition policy dates back to 1992 and delegates authority to Regional Staff (the Chief Administrative Officer) for property acquisitions of \$5,000 purchase price or less. All other proposed acquisitions of property are placed before Regional Council for approval. The number of property acquisitions by the Region has increased over the past few years and will continue to do so primarily as a result of the number of large roads capital projects and rapid transit. Most of these acquisitions are straightforward purchases for which Council has already approved capital budget allocations for such properties. It is proposed that the 1992 policy be repealed and replaced with a new Real Property Acquisition By-law that will delegate authority to approve and execute all required documentation to complete real property acquisitions of a total value of \$100,000 or less to the Commissioner of the responsible department provided certain conditions have been met. Through this proposed by-law, the land acquisition process will be streamlined in a manner consistent with other delegated approval processes, as well as reduce the volume of Council reports pertaining to routine land acquisitions.

REPORT:

The Region's current policy for the acquisition of real property was approved by Council in 1992. Minor acquisitions under this policy are those under \$5,000 and the Chief Administrative Officer is delegated the authority to approve such property acquisitions. Any property acquisition exceeding \$5,000 requires the approval of Regional Council.

In 2006 Council passed By-law 2006-034 which provided for various delegations of signing authority for various standard agreements to certain staff. Included in By-law 2006-034 is the delegation of authority for the approval and execution of Leases (under \$50,000 rental), Licenses and Encroachment Agreements and property transactions authorized pursuant to a *Planning Act* approval. These specific real property agreements have been authorized and executed pursuant to By-law 2006-034 since its passing.

Under the Region's Purchasing By-law, the Chief Purchasing Officer is authorized to approve purchases of goods and services up to \$100,000 in value, and the Chief Administrative Officer is authorized to approve consultant service purchases up to \$300,000 and purchases of other goods and services up to \$500,000, provided that certain conditions are met.

Over the past few years the number of property acquisitions by the Region has increased due primarily to the number of roads capital projects that involve road widening, bicycle lanes, etc. Over the coming years there are several more large road projects (such as Franklin Boulevard, Weber Street, King Street) and all of the property acquisitions required to implement rapid transit. This may involve between 30 to 70 extra property acquisitions per project, per year, for the next 5 years. These acquisitions are in addition to transactions for non-roads capital projects or other departments (EMS, Facilities, Airport etc).

The following is a summary of the property acquisitions completed between 2008 and the present:

2008 - 19 property acquisitions of which 10 exceeded the \$5,000 purchase price threshold (3 of these exceeded \$100,000 purchase price) and required Council approval;

2009 - 15 land acquisitions were completed of which 9 exceeded a \$5,000 purchase price (5 of these exceeded \$100,000 purchase price) and required Council approval;

2010 - 21 property acquisitions were completed of which 15 exceeded a \$5,000 purchase price (9 of these exceeded \$100,000 purchase price) and required Council approval; and

2011 to date - 15 property acquisitions have been completed of which 10 exceeded a \$5,000 purchase price (1 of these exceeded \$100,000) and required Council approval.

Many of these property acquisitions are straight forward partial takings and/or easements and therefore do not generally involve large purchase prices. Due to the rise in property values since 1992 what would be considered a minor purchase transaction would involve a purchase price of more than \$5,000.

Under Section 102.1 of the *Municipal Act, 2001*, Council may delegate certain tasks considered to administrative in nature to staff and may impose appropriate requirements for its exercise.

In order to expedite the process for approval and completion of straightforward property acquisitions of lower values in accordance with established parameters, staff is recommending that the 1992 policy be repealed and replaced with the attached by-law (see Appendix "A").

In summary, the proposed by-law provides as follows:

- The authority to approve and complete property acquisitions be delegated to the Commissioner of the department responsible for the project or programme in respect of which the land is being acquired and, in addition, must be approved by the Regional Solicitor;
- Delegation of authority for acquisitions is limited to those where the total value of consideration being paid by the Region does not exceed \$100,000 (includes payment for the property and compensation matters arising from the property acquisition) not including survey, Vendor's legal costs, due diligence, applicable taxes or other conveyance costs ("transactional costs");
- There are sufficient funds allocated and available in departmental capital budgets approved by Regional Council to fund the total value of consideration as well as transactional costs;
- The form of the agreement and all related documentation is approved by the Regional Solicitor;
- Current market value appraisal or valuation has been obtained by the Region or the owner to substantiate the purchase price;
- Where the estimated market value exceeds \$50,000 a written current market value appraisal shall be by an independent property appraisal professional and where the estimated market value is less than \$50,000 the current market value appraisal may be by way of a summary appraisal of value or other short-form written report, by an independent appraisal

professional or qualified Regional staff ,as approved by the Region's Manager of Real Estate Services; and

- A summary report of the real property acquisitions completed pursuant to the delegated authority would be provided to Council for information purposes on a semi-annual basis.

By way of comparison, the chart appended to this Report as Appendix "B" summarizes the delegated authority for real estate transactions in a number of other Ontario municipalities. The proposed upset limit for real property acquisitions is near or below the limits approved by a majority of the municipalities surveyed. Also, it is noted that staff at two of the municipalities with upset limits below the proposed limit are currently reviewing their limit with a view to increasing it.

The negotiation for the acquisition of part of an owner's lands often involves terms and conditions that address matters such as the removal and replacement of fences, landscaping, accessory structures and other matters such as injurious affection to the remaining land and the owner's inconvenience and disruption as a result of the project. These various matters can generally be characterized as disturbance damages, damages for injurious affection and business loss which are potential entitlements of an owner in the event of expropriation proceedings under the *Expropriations Act*. These costs, if any, would be included in the overall monetary limit of \$100,000 as set out in the proposed by-law. Transactional costs that are routinely incurred in real estate transactions, such as applicable taxes, due diligence costs, real estate, legal, surveying and other conveyancing costs would be in addition to this monetary limit.

Staff is seeking Council's direction to place this proposed Real Property Acquisition By-law substantially in the form attached as Appendix "A" to this Report on an upcoming agenda of Council's agenda for its consideration following public notice being provided in accordance with the Region's Notice Policy 07-02, as amended.

CORPORATE STRATEGIC PLAN:

It is a strategic objective of the Region to improve satisfaction with Regional programs and services and to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.

FINANCIAL IMPLICATIONS:

It will be required for all property acquisitions that would be authorized by the delegated authority pursuant to the proposed by-law that there be sufficient allocated funds within departmental capital budgets approved by Regional Council.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Transportation and Environmental Services, Finance, Planning and Corporate Resources (Facilities Management) staff has been consulted in the preparation of this Report.

ATTACHMENTS:

Appendix "A" – Proposed Real Property Acquisition By-law

Appendix "B" – Chart of Delegated Authority for Real Property Acquisitions other Ontario municipalities.

PREPARED BY: *Fiona M. McCrea*, Property, Solicitor

APPROVED BY: *Gary Sosnoski*, Commissioner of Corporate Resources

Appendix "A"

BY-LAW NUMBER 11-xxx

OF

THE REGIONAL MUNICIPALITY OF WATERLOO

A By-law to provide for the delegation of authority to approve the acquisition of designated classes of, or interests in real property, within the Regional Municipality of Waterloo

WHEREAS the Regional Municipality of Waterloo enters into various standard agreements for the acquisition of rights and interests in real property related to the Region's municipal needs and purposes in support of its approved programs, projects and policies;

AND WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (hereinafter the "*Municipal Act, 2001*") provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 102.1 of the *Municipal Act, 2001* Council may, by by-law, delegate to an employee of the Region any powers, duties or functions that are administrative in nature;

AND WHEREAS the Council of The Regional Municipality of Waterloo deems it expedient to authorize the approval and execution of certain real estate agreements by certain officers and employees of the Region subject to certain terms and requirements;

NOW THEREFORE the Council of the Regional Municipality of Waterloo enacts as follows:

SHORT TITLE

1.0 This by-law shall be known and may be cited as the "Regional Real Property Acquisition By-law."

DEFINITIONS

2.0 In this by-law:

- (a) "**acquisition**" shall mean the conveyance of an interest(s) in real property to the Region by way of agreement for purchase, transfer, land exchange, donation or pursuant to Section 30 of the Expropriations Act, R.S.O. 1990, c. E.26, but shall not include the transfer, conveyance, dedication or granting of interests in real property

required as a condition of or incidental to an approval pursuant to the *Planning Act*, R.S.O. 1990, c. P.5;

- (b) **“interest in real property”** shall mean fee simple, easement, right-of-way or other limited estate but shall not include leases, licenses or encroachments;
- (c) **“total value of the transaction”** shall mean the value of all consideration being paid or given by the Region to the vendor/transferor of the interest in real property including the market value of the interest in real property and any entitlements as defined under the *Expropriations Act*, R.S.O. 1990, c. E.26, but shall not include applicable taxes, due diligence costs, real estate, legal, surveying or other conveyancing costs; and
- (d) **“transactional costs”** shall mean applicable taxes, due diligence costs, real estate, legal, surveying and other conveyancing costs.

DELEGATION OF AUTHORITY FOR THE ACQUISITION OF INTERESTS IN REAL PROPERTY

- 3.1 The approval for the acquisition of an interest in real property where the total value of the transaction is \$100,000.00 or less, shall be delegated to the Commissioner of the department responsible for the project or programme in respect of which the real property interest is proposed to be acquired, subject to the following conditions:
 - 3.1.1 Sufficient funds have been allocated and are available in departmental capital budgets approved by Regional Council for the total value of the transaction and the transactional costs;
 - 3.1.2 A current market value appraisal or valuation for the interest in real property has been obtained and approved by the Region’s Manager of Real Estate Services;
 - 3.1.3 The acquisition agreement and all ancillary documentation be in a form that is satisfactory to the Regional Solicitor;
 - 3.1.4 All applicable Regional policies have been complied with; and
 - 3.1.5 The Regional Solicitor approves the acquisition.
- 3.2 All agreements and ancillary documentation necessary to conclude the acquisition of the interest in real property approved pursuant to this By-law shall be executed by the Commissioner responsible for the project or programme in respect of which the real property interest is being acquired and the Regional Solicitor.

- 3.3 The Regional Solicitor, in consultation as appropriate with the Commissioner responsible for the project or programme in respect of which the real property interest is being acquired, is authorized to pay transactional costs pertaining to acquisitions of real property pursuant to this By-law.
- 3.4 In the event the Commissioner is temporarily absent for any reason, the Commissioner may designate in writing a Regional Director in such Commissioner's Department to hold the Commissioner's position in an acting capacity and such Director is authorized to exercise the approval and signing authority delegated to such Commissioner under this by-law during the time period that such person is so designated and for the authority described in such designation.

APPRAISALS

4.1 All acquisitions of an interest in real property shall be supported by a current market value appraisal or valuation as follows:

4.1.1 Where the estimated market value, as determined by the Region's Manager of Real Estate Services, is less than \$50,000 the current market value appraisal may be by way of a summary appraisal of value or other short-form written report, in accordance with current industry/professional standards/practices or as prescribed and approved by the Region's Manager of Real Estate Services prepared by either an independent property appraisal professional or qualified Regional staff.

4.1.2 Where the estimated market value, as determined by the Region's Manager of Real Estate Services, is greater than \$50,000 a written current market value appraisal shall be prepared by an independent property appraisal professional in accordance with current industry/professional standards/practices or as prescribed and approved by the Region's Manager of Real Estate Services;

4.2 Subject to Sections 4.1.1 and 4.1.2, the current market value appraisal or valuation may be obtained by the Region or the owner of the property.

OTHER

5.1 This By-law shall replace the Regional Property Acquisition Policy approved by Confirmatory By-law 98-92 and the portion of said Confirmatory By-law to the extent that it approved said Policy is hereby repealed as of the date that this By-law comes into force and effect, and the balance of said Confirmatory By-law remains in force and effect.

5.2 The Manager of Real Estate Services shall provide a semi-annual summary report for information purposes to Council concerning all real property acquisitions completed under this By-law.

5.3 Section 3.4(a)(i) of By-law Number 06-034 shall be amended by deleting the phrase, "...the Regional Property Acquisition Policy approved by confirmatory By-law 98-92, the Regional Property disposition Policy approved by Confirmatory By-law 95-030 or the Property Disposition Procedure By-law 95-034."

By-law read first, second and third time and finally passed at the Council Chambers in The Regional Municipality of Waterloo this *** day of *** 2011.

Appendix “B”

ACQUISITIONS		
MUNICIPALITY	DELEGATED AUTHORITY and MONETARY LIMITS	PRE-REQUISITES
MISSISSAUGA	1) Manager of Realty Services – consideration is \$50,000 or less 2) Director of Facilities and Property manager – consideration is \$100,000 or less 3) Commissioner – consideration is \$250,000 or less 4) City Manager – consideration is \$500,000 or less	-proposed purchase is within existing budget approved by council -all applicable Council policies have been met -semi-annual report to council (Note: The Acquisition & Disposal Real Property Policy provides consideration that may include market value for property and entitlements as defined in <i>Expropriations Act</i> . Policy requires independent current market appraisal where value exceeds \$100,000
BRAMPTON	Commissioner of Operating Department with Commissioner of Finance 1) \$150,000 + Due Diligence Costs 2) \$50,000 + Due Diligence Costs	1) Pre-approved capital land acquisition budget 2) Without pre-approved capital and acquisition budget
HAMILTON	1) City Manager - \$250,000 2) General Manager - \$150,000	

ACQUISITIONS		
MUNICIPALITY	DELEGATED AUTHORITY and MONETARY LIMITS	PRE-REQUISITES
CAMBRIDGE	Director of Realty and Corporate Property Services – up to \$25,000 to complete all aspects of real property transactions	
OTTAWA	<p>1) Program Managers of the Real Estate Partnerships & Development Office – up to \$25,000 (total value of transaction)</p> <p>2) Manager, Realty Services and Manager, Realty Initiatives & Development – up to \$50,000 (total value of transaction)</p> <p>3) Director of Real Estate Partnerships & Development Office – up to \$250,000 (total value of transaction)</p> <p>4) City Manager – up to \$500,000 (total value of transaction)</p> <p>Property Acquisitions related to Ottawa Light Rail Transit Purposes</p> <p>1) Program Manager, rail Property Rail Implementation Office – up to \$100,000 (total value of transaction)</p> <p>2) Director, Rail Implementation Office – up to \$500,000 (total value of transaction)</p> <p>3) Director, Real Estate Partnerships and Development Office – up to \$1,000,000 (total value of transaction)</p> <p>4) City Manager – up to \$2,000,000 (total value of transaction)</p>	<p>-project is approved by Council and acquisition funds are within estimates approved by Council</p> <p>-OMB approval is not required</p> <p>- all applicable policies have been met</p> <p>(Note – Real Property Acquisitions Policy requires: All transactions to be supported by current market value appraisal by independent professional or qualified staff; two appraisal reports are required for transactions exceeding \$750,000; and acquisitions are to be at market value and entitlements under <i>Expropriations Act</i>, if applicable.</p>

ACQUISITIONS		
MUNICIPALITY	DELEGATED AUTHORITY and MONETARY LIMITS	PRE-REQUISITES
HALTON	Commissioner of Corporate Services - Acquisition Price up to \$150,000	-if acquisition amount is greater than \$10,000 written, external, independent appraisal report required -sufficient funds within departmental budgets approved by Council -at or below fair market value purchase or sale price -form of agreement satisfactory to Director Legal Services and Corporate Counsel
GUELPH	Director for capital project & Manager Realty Services – approved up to \$50,000	-required for capital project with approved funding - All documents executed by any 2 of Mayor, Clerk, CAO, City Solicitor
BARRIE	City Clerk – value of acquisition does not exceed \$25,000	- Funds within department capital or operating budget -price equal to or less than fair market value approved by real estate manager -City Solicitor approves form of agreement -annual report to Council
DURHAM	Commissioner of Works – price not to exceed \$50,000	-Council has approved the works for which property acquired -Council has approved funds to acquire such property



REGION OF WATERLOO

**FINANCE DEPARTMENT
Procurement & Supply Services Division**

TO: Chair T. Galloway and Members of Administration and Finance Committee

DATE: October 18, 2011 **FILE CODE:** F18-30

SUBJECT: QUARTERLY SUMMARY OF TENDERS/PROPOSALS APPROVED BY THE CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION:

For Information

SUMMARY: Nil

REPORT:

The updated Purchasing By-law, which came into effect July 2010, requires that administrative awards for Request for Proposals (RFP's) and tenders between \$100,000 and \$500,000 must be reported to Administration and Finance Committee. Administrative awards for tenders can occur if three criteria are met. These criteria include a minimum of three bids received, award to the lowest bidder and bid amount within budget. For RFP's, the three criteria are a minimum of three bids received, award to the highest score and bid within budget. As required by the by-law, a quarterly summary report will be submitted to Administration and Finance Committee outlining all tenders and proposals awarded by staff. This revised tender/proposal award process has resulted in a more efficient and timely procurement process. Appendix 1 provides the details of the awards made by the CAO from April 1, 2011 through September 30, 2011. There was no mid-year report due to Committee meeting schedule.

CORPORATE STRATEGIC PLAN:

This report supports and meets the objective of Focus Area 5 "Service Excellence" – Ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.

FINANCIAL IMPLICATIONS: Nil

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS: Appendix 1

PREPARED BY: C. Whitlock, Director, Procurement & Supply Services

APPROVED BY: A. Hinchberger, Acting Chief Financial Officer

Appendix 1 - CAO AWARDS (April 1, 2011 to September 30, 2011)

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
P2010-69 Telecommunication Maintenance Services	For the maintenance and service of the Regions telecommunication infrastructure for a 3 (three) year period	Telus Business Solutions	\$171,403.80 or \$57,134.60/year	Telus Business Solutions Eclipse Technology Solutions Inc Unity Telecom Bell Canada	\$193,686.29 \$211,396.33 \$268,981.92 \$388,658.85	Total Operating Budget of \$123,901 for first year	Approved April 11, 2011
T2011-009 Repairs to Scheifele Bridge, Township of Woolwich	For repairs to the Scheifele Bridge (over the Conestogo River) in the Township of Woolwich	Engineered Concrete Ltd.	\$350,788.50 *Project #05511	Engineered Concrete Ltd. Clearwater Structures Inc. Marbridge Construction Ltd. Jarlian Construction Inc. Belor Construction Ltd. Looby Builders (Dublin) Limited Carlington Construction Inc. Steed & Evans Limited Finnibilt General Contracting Ltd.	\$396,391.00 \$410,003.55 \$427,637.20 \$436,428.60 \$441,705.70 \$451,660.50 \$478,660.09 \$494,525.74 \$574,853.68	Total Transportation Capital Budget of \$486,000	Approved April 15, 2011
P2011-07 Bulk Liquid Oxygen	Bulk liquid oxygen for ozone generation for taste and odour control at the Mannheim Water Treatment Plant Contract for a 5 (five) year period	Air Liquide Canada	\$372,500.00 or \$74,500.00/year	Air Liquide Canada Praxair Canada Inc. Linde Canada	\$420,925.00 \$466,125.00 \$663,875.00	Total Annual Operating Budget of \$109,900	Approved April 15, 2011
T2011-101 Flat Roof Replacement 70 Mulberry Drive, Cambridge, ON	The existing roof at 70 Mulberry Drive, Cambridge has reached the end of its useful life.	Nedlaw Roofing Ltd.	\$236,961.00 *Project #83016	Nedlaw Roofing Ltd. Crawford Roofing Ltd. Roque Roofing Inc. Flynn Canada Ltd. E-D Roofing Ltd. Eileen Roofing Inc. Trio Roofing Systems Inc.	\$267,765.93 \$280,014.00 \$285,890.00 \$297,049.88 \$299,355.08 \$303,970.00 \$314,705.00	Total WRH Capital Budget of \$5,006,174	Approved April 27, 2011

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
				Nortex Roofing Ltd. Palmer Roofing & Insulation Triumph Roofing & Sheet Metal Ltd. Conestoga Roofing & Sheet Metal Solar Roofing & Sheet Metal Ltd.	\$325,440.00 \$330,906.94 \$357,984.00 \$375,951.00 \$386,358.30		
T2009-138 Mobility Plus Transit Buses	Delivery of three (3) Mobility Plus (MP) Transit Buses. Reference T2009-138 delivery of MP Transit Buses over a 3 (three) year period.	Overland Custom Coach This is the final year for this tender.	\$245,136.80	Overland Custom Coach Note: Overland Custom Coach was the approved successful supplier in report F-09-048 which was the initial council award report.	\$269,037.76	Total Capital Budget of \$285,000	Approved May 3, 2011
P2011-22 Supply of Three (3) Cab & Chassis	To Supply two (2) Cab & Chassis units for Transportation, and the supply of one (1) Cab and Chassis unit for Waste Management.	Expressway Truck Waterloo	\$307,250.00 *Project #01007 & 5054	Team Truck Centres Expressway Truck Waterloo Highway Sterling Western Star Note: Expressway Truck received the highest overall score.	\$347,192.50 \$358,181.75 \$381,233.75	Total Transportation Capital Budget of \$530,000. Total Waste Management Capital Budget of \$1.151M	Approved May 18, 2011
T2011-114 New Security Gatehouse Bldg at the Mannheim Water Treatment Plant (MWTP)	For construction of a new security gatehouse bldg. at the MWTP, to replace the existing rented security trailer.	Protrend-Arrow Construction Inc.	\$420,228.00 *Project #04141	Protrend-Arrow Construction Inc. Baseline Constructors Inc. Sax Construction Inc. S.G. Cunningham Limited Collaborative Structures Limited	\$474,857.64 \$505,675.00 \$563,208.95 \$566,352.16 \$620,370.00	Total Capital Budget of \$711,000	Approved May 23, 2011

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
T2011-119 Flat Roof Replacement 9 Westgate Court, Cambridge, ON	The existing flat roof at 9 Westgate Court, Cambridge has reached the end of its useful life.	Flynn Canada Ltd.	\$419,668.00 *Project #83109	Flynn Canada Ltd. Roque Roofing Inc. Nedlaw Roofing Ltd. E-D Roofing Ltd. Watertight Roofing Svcs. Ltd. Dufferin Roofing Ltd. Applewood Roofing Atlas-Apex Roofing Inc. Conestoga Roofing & Sheet Metal	\$474,224.84 \$482,510.00 \$491,928.55 \$525,275.98 \$552,118.00 \$552,570.00 \$576,300.00 \$606,245.00 \$647,713.74	Total WRH Capital Budget of \$5,006,174	Approved June 1, 2011
T2011-017 Topographic Survey of Rapid Transit Corridors, Kitchener and Waterloo	For the detailed Topographic survey of Rapid Transit Corridors, Kitchener and Waterloo. The general limits of the work are from Conestoga Mall to Fairview Park Mall.	Gamsby and Mannerow Ltd.	\$202,810.00 *Project#67001	Gamsby and Mannerow Ltd. IBI Group Tulloch Geomatics Inc. MMM Group Ltd. Brantwood Services Ltd. Ivan B. Wallace O.L.S. Ltd. ACI Survey Consultants Inc. MTE Consultants Inc. Tham Shanmugarajah Surveying Stantec Consulting Ltd. J.D. Barnes Ltd.	\$229,175.30 \$280,522.50 \$282,189.25 \$292,749.10 \$303,970.00 \$349,730.86 \$362,447.50 \$410,190.00 \$465,040.20 \$488,725.00 \$628,280.00	Total Capital Budget of \$17,065,000	Approved June 14, 2011
T2011-120 Flat Roof Replacement, 55 Magor Drive, Cambridge, ON	The existing flat roof at 55 Magor Drive, Cambridge has reached the end of its useful life.	Watertight Roofing Services Ltd.	\$311,000.00 *Project#83110	Watertight Roofing Services Ltd. E-D Roofing Limited Nedlaw Roofing Limited Alliance Roofing Roque Roofing Inc. Flynn Canada Ltd. Conestoga Roofing & Sheet Metal Dufferin Roofing Limited	\$351,430.00 \$352,627.80 \$361,922.05 \$395,500.00 \$402,845.00 \$419,582.56 \$429,422.60 \$478,216.00	Total WRH Capital Budget of \$5,006,174	Approved June 17, 2011

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
P2011-25 Transit Shelters	To supply and install 36 Transit Station Shelters for a new express bus route along the Fisher-Hallman corridor.	Daytech Limited	\$411,725.00 *Project#66029	Daytech Limited Mountain Shelter Solutions Industries A. Mergl Enseicom Inc.	\$465,249.25 \$512,457.26 \$527,707.95 \$695,781.68	Total Capital Budget of \$1,548,000	Approved June 28, 2011
T2011-016 Installation of Emergency Chlorine Scrubber, for the Mannheim WTP Chlorine scrubber upgrade	For the Installation of an emergency dry type chlorine scrubber which will replace an aging wet type scrubber.	Wellington Construction Inc.	\$139,400.00 *Project#04947	Wellington Construction Inc. Trade Mark Industrial Ltd. H2 Ontario Inc. Sutherland -Shultz	\$157,522.00 \$192,467.25 \$194,628.94 \$204,529.00	Total Capital Budget of \$446,000	Approved June 28, 2011
Q2011-1121 Carpet replacement at 150 Frederick St., Kitchener, ON	Carpet Replacement on various floors at 150 Frederick St., Kitchener, ON	Cooksville Interiors (Miss) Ltd.	\$104,314.00 Project #90025	Cooksville Interiors (Miss) Ltd. Decorite Limited Twin City Tile Co. Ltd.	\$117,874.82 \$136,730.00 \$137,295.00	Total Capital Budget of \$392,000	Approved July 8, 2011
T2010-132 New Pinebush EMS Station at 465 Pinebush Rd., Cambridge, ON	New Pinebush EMS Station housed in a leased industrial condominium unit at 465 Pinebush Rd., Cambridge, ON	Greyhound Contracting Ltd.	\$331,346.19 Project #04903	Greyhound Contracting Inc. SKC Construction Inc. Protrend-Arrow Construction Inc. Dakon Construction Ltd. S.G. Cunningham Limited Gateman Alloy Kiwi-Newton Construction Ltd. Sierra Construction General Contracting	\$374,421.19 \$432,790.00 \$434,459.01 \$445,107.00 \$472,321.92 \$472,781.83 \$488,007.54 \$501,641.00	Total Capital Budget of \$450,000	Approved July 13, 2011
P2011-06 Information Technology Services – Client Support System	To replace current Visual Help Desk (VHD) application	Stroma Service Consulting Inc.	\$134,806.00 Project #90106	Kifiniti Solutions Stroma Service Consulting Inc. Note: 4 bids were received, however only 2 were shortlisted. Stroma Service Consulting received the highest overall score.	\$142,708.53 \$152,330.78	Total Capital Budget of \$150,000	Approved July 20, 2011

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
P2011-29 Geotechnical Investigation Program	Geotechnical investigation program to be conducted on approx. 30,000 metres of Regional road sections identified for rehabilitation in the 2011 Transportation Capital Plan.	Inspec-Sol Inc.	\$93,105.00 Project #5244	Inspec-Sol Inc. AMEC Earth & Environmental Golder Associates Peto MacCallum LTd.	\$105,208.65 \$112,851.97 \$140,330.18 \$201,639.00	Total Capital Budget of \$260,000	Approved July 22, 2011
P2011-28 Audio Visual and Digital Media for Museum	The scope of work for this project includes pre-production, production and post production of audio visual components and computer interfaces for the Waterloo Region Museum long term exhibit gallery; and the supply and install of equipment/hardware for audio-visual projection equipment in the long term exhibit gallery.	Part 1 - Swim Media Inc. (Description/Content) Part 2 - Nationwide Audio Visual (Equipment/Hardware) Note: bidders were invited to bid on all the work of this proposal, or they could bid separately according to their expertise.	\$185,182.52 \$127,952.76 Project #42012	Swim Media Inc. Infinite SD Inc. Modevation Media Overdrive Design Limited Nationwide Audio Visual Overdrive Design Limited	\$209,256.25 \$232,416.24 \$259,957.00 \$425,554.61 \$144,586.62 \$210,914.50	Total Capital Budget of \$400,000	Approved July 27, 2011
P2011-24 Procurement & Supply Services - Mobile Inventory Application	This project includes mobile bar code reading devices, wireless networking, & software to integrate the devices with Oracle E-business Suite.	Data Systems International	\$157,683.64 Project #60002	Ventureforth Inc. Data Systems International Note: 3 bids were received, however only 2 were shortlisted. Note: Data Systems received the highest overall score.	\$131,373.80 \$178,182.51	Total Capital Budget of \$696,000	Approved July 29, 2011

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
T2011-121 WRESTRC Smoke Training Building	To construct a smoke training building at Waterloo Region Emergency Services Training & Research Complex.	SAX Construction Inc.	\$122,869.91 Project #90093	SAX Construction Inc. Greyhound Contracting Inc. Reids Heritage Construction Ltd. (RHC Design Build) Index Construction Inc. PM Contracting Ltd. R.O.M. Contractors Inc. o/a Ross Clair Contractors	\$138,843.00 \$153,228.00 \$157,488.10 \$173,794.00 \$174,581.61 \$266,680.00	Total Capital Budget of \$162,000	Approved August 25, 2011
T2011-113 Roof Replacement – Mannheim Residue Management Plant (RMP)	To replace the roof at Mannheim RMP has reached the end of its useful life.	Nedlaw Roofing	\$100,013.00 Project #04112	Nedlaw Roofing Eileen Roofing Inc. Dufferin Roofing Crawford Roofing Corporation Roque Roofing Inc. Semple Gooder Roofing Corp. Triumph Roofing & Sheet Metal Inc. Nortex Roofing Flynn Canada Watertight Roofing Services	\$113,014.69 \$131,306.00 \$147,578.00 \$152,866.40 \$154,810.00 \$155,781.90 \$156,455.87 \$158,200.00 \$159,895.00 \$161,025.00	Total Capital Budget of \$921,000	Approved August 25, 2011
T2011-019 Intersection Improvements on Regional Roads, Various Locations	2011 Intersection improvements on Regional Roads at various locations	Steed and Evans Ltd.	\$431,177.45 Project #5920, #7272, #5784, #7295, #7308, #7312	Steed and Evans Ltd. Capital Paving Inc. Coco Paving Inc.	\$487,230.52 \$496,022.04 \$675,607.62	Total Capital Budget of \$540,000	Approved August 29, 2011
C2011-11 Redevelopment and Business Plans for Selected Regionally owned Community Housing Properties	To perform a brief review of 62 Regionally owned Community Housing Sites, and prepare a detailed redevelopment and business plan for at least five sites.	Tim Welch Consulting Inc.	\$186,740.82	Urban Strategies Inc. Tim Welch Consulting Inc. SHS Consulting Note: Tim Welch Consulting received the highest overall score.	\$198,000.00 \$207,367.50 \$233,816.00	Total Capital Budget of \$235,000	Approved Sept. 6, 2011

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
T2011-135 Waterloo Region Museum Permanent Gallery Lighting	For the supply of lighting fixtures, lamps and accessories to illuminate the museum's permanent gallery exhibits. Note: the installation will be performed by the exhibit fabricator.	Dark Tools Inc.	\$210,660.00 Project #42012	Dark Tools Inc. OSSO Electric Supplies Gerry Electric Wholesale Ltd. FM Supply	\$238,045.80 \$255,910.50 \$267,719.60 \$270,968.41	Total Capital Budget of \$215,000	Approved Sept. 9, 2011
P2010-55 Employment Placement Program	Ontario Works Employment Placement includes 2 initiatives - Regular job placement and Job placement with incentives.	Lutherwood KW Multicultural Centre	\$297,176.00 \$297,176.00 Note: Vendors are paid on a fee for performance pay structure, and are based on pre- established employment milestones.	Lutherwood KW Multicultural Centre Note: 4 bids were received, however only 2 were shortlisted.	\$330,000.00 \$330,000.00	Total Capital Budget of \$600,000	Approved Sept. 12, 2011
T2011-023 Landscape Planting at various Regional locations including roundabouts	Planting of trees, shrubs and perennial beds at various locations	Cedar Springs Landscape Group Ltd.	\$143,276.80 Project #5491, #5483, #7270, #5350	Cedar Springs Landscape Group Twin-City Interlock Inc. Moser Landscape Group Inc.	\$161,902.78 \$189,708.81 \$230,750.86	Total Capital Budget of \$5,528,000	Approved Sept. 12, 2011

COUNCIL ENQUIRIES AND REQUESTS FOR INFORMATION**ADMINISTRATION AND FINANCE COMMITTEE**

Meeting date	Requestor	Request	Assigned Department	Anticipated Response Date
04-Mar-08	P&W	Best Value Bidding	Finance/Purchasing	Fall 2011
26-Jan-10	Committee	Report on a policy related to development charge grants, exemptions and deferral requests, to include past history/practice, implications, and options.	Finance	Fall 2011
08-Jun-10	A&F	Review current funding for the tax increment grant program, with full range of funding options.	Finance	Fall 2011
23-Nov-10	A&F	Assess the application of the prequalification guidelines (both generals and sub contractors) and report back to A & F after one years experience	Finance	Nov-2011
23-Feb-11	Budget Committee	GRCA levy and properties not receiving water/wastewater service	Finance	Fall 2011
23-Mar-11	Budget Committee	Review of and options for long-term user rate models, for 2012 Budget process	Finance	Fall 2011 / Budget 2012 process
06-Sep-11	A&F	Analysis of consulting fees on Regional capital projects	Facilities / Transportation & Environmental Services	Fall 2011
06-Sep-11	A&F	Business model and scenario analysis for Regional solar photovoltaic installations	Facilities	Fall 2011