1. MOTION TO RECONVENE INTO OPEN SESSION

2. DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

3. DELEGATIONS

CONSENT AGENDA ITEMS

Items on the Consent Agenda can be approved in one motion of Committee to save time. Prior to the motion being voted on, any member of Committee may request that one or more of the items be removed from the Consent Agenda and voted on separately.

4. REQUEST TO REMOVE ITEMS FROM CONSENT AGENDA

5. MOTION TO APPROVE ITEMS OR RECEIVE FOR INFORMATION

a) F-13-010, 2013 Reassessment Impacts (Information) — 1


REGULAR AGENDA RESUMES

6. REPORTS – CORPORATE RESOURCES


7. OTHER BUSINESS

a) Council Enquiries and Requests for Information Tracking List — 27

8. NEXT MEETING – Tuesday, March 19, 2013

9. ADJOURN
REGION OF WATERLOO
FINANCE DEPARTMENT
Treasury Services Division

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

DATE: February 26, 2013

FILE CODE: F22-00

SUBJECT: 2013 REASSESSMENT IMPACTS

RECOMMENDATION:

For Information

SUMMARY:

This report outlines the impacts of the province-wide reassessment conducted in 2012 and implications for 2013. A previous direction from Committee requesting staff to report on the issue of maintaining the optional property class for new multi-residential development will be addressed as part of the tax ratio report planned for March 19th Administration and Finance Committee.

REPORT:

Background

Mandatory province-wide reassessments began in 1998 and have occurred at various intervals over the past number of years. The purpose of the province-wide reassessments is to ensure that properties across all of Ontario are valued on a consistent basis with a common and current valuation date. The last province-wide reassessment was conducted in 2008 for the 2009 taxation year with the Province adopting a four (4) year phase-in program effective 2009 for all property classes. Under that program, property assessments were based on valuations as of January 1, 2008. Assessment increases were phased-in over four years (2009-2012) while assessment decreases were effective immediately in 2009. The 2012 tax year was the final year of that four year phase-in.

During 2012, the Municipal Property Assessment Corporation (MPAC) conducted another province-wide reassessment to update property values as of January 1, 2012. The 2012 reassessment takes effect for the 2013 taxation year. Once again, assessment increases will be phased-in over four years (2013-2016) while assessment decreases will be effective in the first year (2013). This report provides information on the impacts of this reassessment.

The following table shows the change in current value assessment for taxable properties across the entire Region at the broad class level for this reassessment. The table shows the full change from January 2008 to January 2012 values and the change for the first year of the four year phase-in.
--- | --- | ---
Residential | 15.58% | 3.79%
New Multi-Res | 33.68% | 7.85%
Multi-Residential | 21.89% | 5.29%
Commercial | 7.62% | 0.89%
Industrial | 4.57% | (0.26%)
Farmlands | 38.01% | 9.41%
Pipelines | 7.73% | 1.93%
Managed Forest | 39.12% | 7.74%
Total | 13.97% | 3.13%

Overall, assessed values in Waterloo Region have increased by just under 14% from 2008 to 2012. Properties in the farmland and managed forest classes had the highest increases, while commercial and industrial properties had the smallest increases.

Reassessment Impacts

Reassessments do not generate additional taxes or change the amount of taxes collected. Reassessments simply redistribute the tax burden between property classes and between property owners. That being said, reassessments can impact tax bills in two ways - shifts within a property class and shifts between property classes. The impact to taxpayers for shifts within property classes depends on the change in the assessed value for their property relative to the average for the class. If the assessed value of a property increases by more than the change for the class, the taxpayer will likely see an increase in taxes. Conversely, if the assessed value of a property increases by less than the change for the class, the taxpayer is likely to see a decrease in taxes. Across the Region in total, assessed values for the residential property class have increased by 3.8% for the first year of the four year reassessment phase-in. The change in the residential property class does vary by area municipality.

Shifts between classes will occur if the total assessed value for the various property classes increase or decrease at different rates. For example in the table above, the values for the commercial, industrial and pipeline classes have a lesser increase than the other classes. This results in a shift of taxation from those classes to the residential, multi-residential, farmland and managed forest classes.

Impacts for 2013 – Shifts between Classes

The shifts between property classes will differ by municipality depending on the market conditions and mix of assessments in the municipality. Similarly, the shifts between the property classes for the different components of the Regional tax levy (general, urban, rural) will also vary. Shifts between classes impact all tax bills and are independent of budget increases.

The following table summarizes the relatively minor impact of the shifts by Regional Service and Area Municipality for an average regional residential property valued at $281,000 in 2013.
February 26, 2013
Report: F-13-010

<table>
<thead>
<tr>
<th>Service</th>
<th>Cambridge</th>
<th>Kitchener</th>
<th>Waterloo</th>
<th>N.Dumfries</th>
<th>Wellesley</th>
<th>Wilmot</th>
<th>Woolwich</th>
</tr>
</thead>
<tbody>
<tr>
<td>including Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban Transit, RT and Mobility Plus</td>
<td>$2.26</td>
<td>$2.26</td>
<td>$2.26</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rural GRT Mobility Plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Library Services</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elmira Bus Service</td>
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<tr>
<td>Subtotal</td>
<td>$11.73</td>
<td>$11.73</td>
<td>$11.73</td>
<td>$9.53</td>
<td>$9.53</td>
<td>$9.53</td>
<td>$9.49</td>
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<tr>
<td>Education Taxes</td>
<td>($2.58)</td>
<td>($2.58)</td>
<td>($2.58)</td>
<td>($2.58)</td>
<td>($2.58)</td>
<td>($2.58)</td>
<td>($2.58)</td>
</tr>
<tr>
<td>Total including Education Taxes*</td>
<td>$9.15</td>
<td>$9.15</td>
<td>$9.15</td>
<td>$6.95</td>
<td>$6.95</td>
<td>$6.95</td>
<td>$6.91</td>
</tr>
</tbody>
</table>

* Education tax change addressed later in the report
Excludes Area Municipal class shift impacts

Class shift impact is uniform across the three Cities
Class shift impact uniform across these three Townships

Appendix 1 includes four tables which show the change in assessed value at the broad class level and the resultant shift in regional taxation between the property classes resulting from the reassessment. The changes reflect the first year of the four year phase-in. Since the assessed values for the various property classes are changing (increasing or decreasing) at different rates, the tax burden is shifting between the classes.

For the entire Region (Appendix 1, Table 1: General Levy), the reassessment results in a shift in taxation for the general levy from the commercial, industrial and pipeline classes to the other property classes including residential, multi-residential, farmlands and managed forests as these classes have a greater increase in value. These class shifts are in contrast to the reassessment four years ago when the shift was from the residential, multi-residential and pipeline classes to the commercial, industrial, farm and managed forest classes. The impact for residential property is a 0.65% increase in taxes for the general levy (compared to a 0.15% decrease for the first year of reassessment four years ago). This equates to $3.37 per $100,000 of assessment and $9.47 for an average regional residential property valued at $281,000 for 2013.

The class shifts for the urban municipalities in total (Appendix 1, Table 2: Urban Transit and RTMP) is similar to that of the entire region (i.e. from the commercial, industrial and pipeline classes to the other property classes including residential, multi-residential, farmlands and managed forests). The similar shift and the magnitude of the impact are not surprising as urban assessment accounts for approximately 84% of total current value taxable assessment in the Region for 2013. The impact on residential property is a 0.77% increase in taxes for urban transit and the Regional Transportation Master Plan (RTMP) which are levied only on the urban municipalities. This equates to $0.80 per $100,000 of assessment and $2.26 for an average residential property valued at $281,000 for 2013.

The impact of the class shifts on the rural municipalities in total (Appendix 1, Table 3: Rural Transit and Library) is similar to that of the entire region. The difference is a significantly lower impact on residential property. The impact for residential property is a 0.06% increase in taxes for the rural transit and Regional library services. This equates to 2 cents ($0.02) per $100,000 of assessment for both services and 6 cents ($0.06) for an average residential property valued at $281,000 for 2013.
GRT service to Elmira is levied only on the Township of Woolwich and the impact of the class shift is determined by the class shifts for that area municipality (Appendix 1, Table 4: GRT Service/Woolwich). For this service, there is a shift off the residential, new multi-residential, commercial and pipeline classes onto the other property classes. The impact for residential property is a 0.12% decrease in taxes for GRT service to Elmira. This equates to a reduction of 2 cents ($0.02) per $100,000 of assessment and 4 cents ($0.04) for an average residential property valued at $281,000 for 2013.

Appendix 2 shows the distribution of the Region’s 2013 general levy before and after the reassessment impacts for 2013. While the amount of taxes levied on each of the property classes changes, there is no change in the amount of taxes collected. The reassessment redistributes the tax burden between property classes.

**Future Year Impacts**

As previously noted, assessment increases will be phased-in over four years (2013-2016) while assessment decreases will be effective in the first year (2013). Consequently, the impacts from class shifts are more significant in the first year of the phase-in. Based on the current 2013 and full phase-in assessment data, the 0.65% impact to the residential class for the general levy in 2013 would reduce to 0.53% for 2014. The 0.77% impact for urban services would reduce to 0.34% and the 0.06% impact for rural service would be a reduction of 0.08%. For GRT Service to Woolwich, the 0.12% decrease would become a 0.23% decrease.

**Area Municipality Reassessment Impacts**

As noted previously, the shifts between property classes will differ by area municipality depending on the market conditions and mix of assessments in the municipality. The class shifts for each area municipality will impact their portion of the property tax bill.

**Mitigation Strategies**

Class shifts can be mitigated (reduced or eliminated) by adjusting tax ratios. While provincial legislation generally restricts municipalities from moving tax ratios away from the fairness ranges, the Province does allow municipalities, under certain conditions, to request new transition ratios for the multi-residential, commercial, and industrial and pipeline classes following a reassessment. Recommendations with respect to 2013 tax ratios will be brought forward to the March 19, 2013 Committee meeting.

**Education Taxes**

The residential education tax rate is a province-wide uniform rate established by the Minister of Finance. The rate is generally adjusted following a reassessment based on the change in residential assessment across the province. The impact for municipalities will depend on the change in value for residential property in the municipality relative to the change in value across the province. The 2012 residential education tax rate was 0.00221 while the 2013 residential tax rate has been set at 0.00212 a reduction of 4.072%. The change in the value of residential assessment across the Region is 3.8% which is less than the change for the Province. The impact is a reduction of $0.92 per $100,000 of residential assessment or $2.58 for a residential property valued at $281,000 for 2013.
Average Household Value for 2013

As a result of the recent reassessment, the average residential property value across the Region is $281,000 for 2013 ($313,000 destination value when fully phased-in). With reassessments, the assessment base is revalued and the total value of the residential property class has increased by 3.8% for 2013. In order to ensure comparability between 2012 and 2013, the 2012 average residential property value will be revalued to $271,000 ($281,000 less 3.8%) from $269,000. This adjusts for the reassessment impacts within the residential class (the average market value change). If the 2012 average residential property is not restated, the 2012 to 2013 comparisons will overstate the 2013 impacts to the taxpayer. The 2013 final program budget book will use the updated 2013 and 2012 values noted above.

CORPORATE STRATEGIC PLAN:

The information in this report does not directly impact the Corporate Strategic Plan.

FINANCIAL IMPLICATIONS:

While reassessments do not generate additional taxes, reassessments do redistribute the existing taxes. The 2012 reassessment has produced shifts in taxation between the various property classes and a minor increase in taxes for the residential class. The shifts vary by Regional service so the impacts differ across municipalities in the Region as not all services are levied on all seven area municipalities.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Nil

ATTACHMENTS:

Appendix 1 – 2013 Reassessment – Shifts Between Classes by Regional Service
Appendix 2 – Impacts of Class Shifts for Region General Levy

PREPARED BY: Angela Hinchberger, Director of Financial Services, Treasury and Tax Policy

APPROVED BY: Craig Dyer, Chief Financial Officer
Appendix 1 - 2013 Reassessment – Shifts Between Classes

### Table 1: General Levy

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Assessed Value Change</th>
<th>Shift in Taxation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>3.79%</td>
<td>0.65%</td>
</tr>
<tr>
<td>New Multi-Res</td>
<td>7.85%</td>
<td>4.58%</td>
</tr>
<tr>
<td>Multi-Residential</td>
<td>5.29%</td>
<td>2.10%</td>
</tr>
<tr>
<td>Commercial</td>
<td>0.89%</td>
<td>(2.17%)</td>
</tr>
<tr>
<td>Industrial</td>
<td>(0.26%)</td>
<td>(3.29%)</td>
</tr>
<tr>
<td>Farmlands</td>
<td>9.41%</td>
<td>6.09%</td>
</tr>
<tr>
<td>Pipelines</td>
<td>1.93%</td>
<td>(1.16%)</td>
</tr>
<tr>
<td>Managed Forest</td>
<td>7.74%</td>
<td>4.47%</td>
</tr>
<tr>
<td>Total</td>
<td>3.13%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Table 2: Urban Transit and RTMP

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Assessed Value Change</th>
<th>Shift in Taxation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>3.99%</td>
<td>0.77%</td>
</tr>
<tr>
<td>New Multi-Res</td>
<td>8.15%</td>
<td>4.80%</td>
</tr>
<tr>
<td>Multi-Residential</td>
<td>5.32%</td>
<td>2.05%</td>
</tr>
<tr>
<td>Commercial</td>
<td>0.85%</td>
<td>(2.28%)</td>
</tr>
<tr>
<td>Industrial</td>
<td>(0.59%)</td>
<td>(3.67%)</td>
</tr>
<tr>
<td>Farmlands</td>
<td>11.67%</td>
<td>8.20%</td>
</tr>
<tr>
<td>Pipelines</td>
<td>1.54%</td>
<td>(1.61%)</td>
</tr>
<tr>
<td>Managed Forest</td>
<td>3.27%</td>
<td>0.06%</td>
</tr>
<tr>
<td>Total</td>
<td>3.20%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Table 3: Rural Transit and Library

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Assessed Value Change</th>
<th>Shift in Taxation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>2.69%</td>
<td>0.06%</td>
</tr>
<tr>
<td>New Multi-Res</td>
<td>(4.87%)</td>
<td>(7.30%)</td>
</tr>
<tr>
<td>Multi-Residential</td>
<td>4.05%</td>
<td>1.38%</td>
</tr>
<tr>
<td>Commercial</td>
<td>1.28%</td>
<td>(1.31%)</td>
</tr>
<tr>
<td>Industrial</td>
<td>1.39%</td>
<td>(1.21%)</td>
</tr>
<tr>
<td>Farmlands</td>
<td>9.29%</td>
<td>6.49%</td>
</tr>
<tr>
<td>Pipelines</td>
<td>2.14%</td>
<td>(0.47%)</td>
</tr>
<tr>
<td>Managed Forest</td>
<td>10.57%</td>
<td>7.74%</td>
</tr>
<tr>
<td>Total</td>
<td>2.63%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Table 4: GRT Service / Woolwich

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Assessed Value Change</th>
<th>Shift in Taxation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>2.49%</td>
<td>(0.12%)</td>
</tr>
<tr>
<td>New Multi-Res</td>
<td>(6.00%)</td>
<td>(8.39%)</td>
</tr>
<tr>
<td>Multi-Residential</td>
<td>4.36%</td>
<td>1.70%</td>
</tr>
<tr>
<td>Commercial</td>
<td>2.05%</td>
<td>(0.55%)</td>
</tr>
<tr>
<td>Industrial</td>
<td>3.04%</td>
<td>0.41%</td>
</tr>
<tr>
<td>Farmlands</td>
<td>8.25%</td>
<td>5.49%</td>
</tr>
<tr>
<td>Pipelines</td>
<td>1.62%</td>
<td>(0.97%)</td>
</tr>
<tr>
<td>Managed Forest</td>
<td>11.46%</td>
<td>8.62%</td>
</tr>
<tr>
<td>Total</td>
<td>2.61%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
### Appendix 2

**The Regional Municipality of Waterloo**

**Impacts of Class Shifts for General Levy**

<table>
<thead>
<tr>
<th>Property Class</th>
<th>2013 Phase-in Class Impact</th>
<th>Regional Taxes By Class Pre-Reassessment</th>
<th>Regional Taxes By Class After Reassessment *</th>
<th>$ Shift in Taxation</th>
<th>% Shift in Taxation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential *</td>
<td>3.79%</td>
<td>$233,154,065</td>
<td>$234,665,240</td>
<td>$1,511,175</td>
<td>0.65%</td>
</tr>
<tr>
<td>New Multi-Res</td>
<td>7.85%</td>
<td>1,854,898</td>
<td>1,939,815</td>
<td>84,917</td>
<td>4.58%</td>
</tr>
<tr>
<td>Multi-Res *</td>
<td>5.29%</td>
<td>24,213,421</td>
<td>24,722,778</td>
<td>509,357</td>
<td>2.10%</td>
</tr>
<tr>
<td>Commercial *</td>
<td>0.89%</td>
<td>71,067,343</td>
<td>69,524,800</td>
<td>(1,542,543)</td>
<td>-2.17%</td>
</tr>
<tr>
<td>Industrial *</td>
<td>-0.26%</td>
<td>19,797,282</td>
<td>19,146,769</td>
<td>(650,513)</td>
<td>-3.29%</td>
</tr>
<tr>
<td>Farmlands</td>
<td>9.41%</td>
<td>1,600,498</td>
<td>1,697,974</td>
<td>97,476</td>
<td>6.09%</td>
</tr>
<tr>
<td>Pipelines</td>
<td>1.93%</td>
<td>896,651</td>
<td>886,269</td>
<td>(10,382)</td>
<td>-1.16%</td>
</tr>
<tr>
<td>Managed Forest</td>
<td>7.74%</td>
<td>11,490</td>
<td>12,004</td>
<td>514</td>
<td>4.47%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3.13%</strong></td>
<td><strong>$352,595,648</strong></td>
<td><strong>$352,595,649</strong></td>
<td><strong>0</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>

* Year 1 of the Reassessment Phase-in
RECOMMENDATION:

THAT the Regional Municipality of Waterloo take the following actions with respect to the 2013 Community Environmental Fund allocations as described in Report No. P-13-022/CR-FM-13-005, dated February 26, 2013:

a) Approve project funding allocations of $111,036 for the Environmental Stewardship Grant stream, as described in Attachment A; and

b) Approve project funding allocations of $50,000 for the Sustainability Grant stream, as described in Attachment B.

SUMMARY:

The Community Environmental Fund was established by Regional Council in October 2011 (CR-FM-11-022/P-11-085). The Fund consists of a Stewardship Grant stream (formerly the Environmental Stewardship Fund which operated in 2010 and 2011) administered by Planning, Housing and Community Services and a Sustainability Grant stream administered by Corporate Resources.

The Community Environmental Fund was widely advertised for proposal submissions in the late fall of 2012, and the application package was made available on the Regional website. By the January 31, 2013 deadline, 36 diverse proposals were received from a wide variety of local applicants. In accordance with eligibility criteria previously established by Regional Council, staff is recommending that the 24 projects listed in Attachment A be funded from the Stewardship Grant stream and the seven projects listed in Attachment B be funded from the Sustainability Grant stream.

The projects are anticipated to involve a wide variety of community stakeholders and cover a range of environmental activities such as rainwater harvesting, installation of an electric vehicle charging station, schoolyard greening projects which will further the Region’s skin cancer prevention program, familiarizing New Canadians with local environmental issues and involving them in stewardship initiatives, and restoring a rare tallgrass prairie and wetland system in the Dumfries Carolinian Environmentally Sensitive Landscape. Applicants include local schools from elementary to university level, Area Municipalities, the rare Charitable Research Reserve, charitable and non-profit organizations, individual researchers, and the Waterloo Stewardship Council.

It is recommended that $111,036 be allocated to the 24 projects in the Environmental Stewardship stream and that $50,000 be allocated to the seven recommended projects in the Sustainability stream. The recommended allocations from the Community Environmental Fund are matched by the investments in cash or in-kind by the applicants for an estimated total of $1,092,026 or $6.23 for every dollar invested by the Region. Six projects listed in Appendix C are not recommended for funding at this time for reasons specified in the project summaries.
REPORT:

The Community Environmental Fund was established by Regional Council on October 26, 2011 (CR-FM-11-022/P-11-085). The Fund fulfills an action under the Environmental Sustainability Focus Area of the Region’s 2011-2014 Strategic Plan to “Develop and implement an integrated funding program to support community-based environmental initiatives”. The Community Environmental Fund aligns the Environmental Stewardship Fund previously established in 2009 with the new Community Sustainability Grant program to create an integrated environmental funding program consisting of a Sustainability stream and a Stewardship stream. The Community Environmental Fund welcomes applications for environmental projects falling within the following eight categories:

**Stewardship projects:**
1. Enhancement and restoration of natural areas
2. Naturalization projects
3. Acquisition of ecologically significant natural areas
4. Public education and awareness initiatives on some aspect of environmental stewardship
5. Research related to stewardship of natural areas

**Sustainability projects:**
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. climate change)
8. Environmental sustainability-based research (focused on GHG and air emissions, energy conservation or waste reduction/diversion)

The Community Environmental Fund was widely advertised for proposal submissions in the late fall of 2012, and the application package was made available on the Regional website. By the January 31, 2013 deadline, 36 diverse proposals were received from a wide variety of local applicants. Staff has reviewed the applications based on their fit with the eligibility criteria for the Fund, and where necessary, followed up with applicants to clarify that component cost items are appropriate and consistent with criteria approved by Council for applicants in general, and schoolyard greening projects in particular.

The projects cover a range of environmental activities, and are anticipated to involve many community stakeholders such as local schools from elementary to university level, three Area Municipalities, individual researchers, rare Charitable Research Reserve, charitable and non-profit organizations, and the Waterloo Stewardship Council. Together, it is anticipated that hundreds of the Region’s citizens of all ages will be involved in implementing the projects which will not only foster a culture of sustainability and environmental stewardship, but also nurture new skills and develop community capacity.

**Funding Allocation**

**Stewardship Grants**

Twenty four applications under the Stewardship Grant stream are recommended for approval at this time as follows:

- Saginaw Public School: School Greening Project $3,000
- Elmira District Secondary School: Snyder Street Greening Project $3,000
- Cambridge City Green/City of Cambridge: Cambridge Stewardship $5,401
- Hillcrest Public School: Graduation Forest $2,500
- Kitchener-Waterloo Collegiate Institute: Sports Field Restoration $3,000
- Woolwich Environmental Enhancement Committee: Tree Nursery Project, Elmira $1,978
- University of Waterloo: Ecoregional Restoration Research $500
The recommended funding levels for the 24 stewardship projects range from $500 to $16,430. They have been grouped by size category in Table 2. It will be seen that all but two of the projects were for $10,000 or under. There is a concentration of projects in the $2,500 to $5,000 category due to eleven schoolyard greening projects, where the maximum allowable request is $3,000.

**Recommended Environmental Stewardship Grants by Dollar Amount**

<table>
<thead>
<tr>
<th>Amount Requested</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ $1,000</td>
<td>2</td>
</tr>
<tr>
<td>$1,001 - $2,500</td>
<td>6</td>
</tr>
<tr>
<td>$2,501 - $5,000</td>
<td>9</td>
</tr>
<tr>
<td>$5,001 - $10,000</td>
<td>5</td>
</tr>
<tr>
<td>$10,001 - $20,000</td>
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The three largest recommended grants are for $16,430 to the City of Waterloo for the second phase of the naturalization of the Laurel Creek Corridor, $12,200 to the rare Charitable Research Reserve for landscaping the recently installed North House and $10,000 to the FutureWatch Environment and Education Partners Green Diversity Project, which will familiarize New Canadians with local environmental issues and involve them in stewardship project. Seventeen of the 24 recommended stewardship stream projects comprising 63.4% of the recommended dollar allocations are intended to fund in whole or in part the planting of native trees in the rural and urban areas of the Region.

The recommended allocations will significantly assist with a variety of environmental projects some of which may not have been undertaken or which would have been initiated at a smaller scale without the assistance of the Community Environmental Fund. The recommended Regional grants will be leveraged by financial and/or in-kind contributions from the applicants. Staff has calculated that for every dollar of the recommended Regional stewardship stream grants, $0.74 will be invested in the projects by the proponents. Therefore the recommended grants from the Region’s Community Environmental Fund will yield an additional investment of approximately $858,990. This amount is skewed, however, by the 10,000 Trees application, which will involve a major investment in the development of an app to document and help manage the urban forest. Without this application, the multiplier would still be $3.80 for every Regional dollar invested.

**Sustainability Grants**

A total of 12 applications were received under the Sustainability Grant stream plus one more that overlapped with the fund criteria for the Stewardship Grant stream with a total grant request value of
approximately $109,000. Seven applications under the Sustainability Grant stream are recommended for approval at this time as follows:

<table>
<thead>
<tr>
<th>The Working Centre</th>
<th>Bikesharing Network</th>
<th>$15,000</th>
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</thead>
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<tr>
<td>Kitchener-Waterloo Collegiate Institute</td>
<td>Rain water harvesting</td>
<td>$10,000</td>
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<tr>
<td>Conrad Grebel</td>
<td>Electric Vehicle charging station</td>
<td>$5,000</td>
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<tr>
<td>Transition KW</td>
<td>Climate Change Adaptation Toolkit</td>
<td>$5,000</td>
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<tr>
<td>Alternatives Journal</td>
<td>Environmental Excellence Film Festival</td>
<td>$5,000</td>
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<tr>
<td>THE MUSEUM</td>
<td>Kids Inspiring Change</td>
<td>$5,000</td>
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<tr>
<td>My Sustainable Canada</td>
<td>Informed Energy Star purchases</td>
<td>$5,000</td>
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The recommended funding levels for the 7 sustainability projects range from $5,000 to $15,000. They have been grouped by size category in Table 1. It can be seen that most of the projects were for $5,000 or under. The projects recommended for approval at this time are summarized in Appendix B and equal the full $50,000 available within the fund for 2013. Appendix C includes the projects that are not recommended for funding at this time for reasons specified in the summary. Moreover, the amount of the requests received exceeded the availability of financial resources within this grant stream.

<table>
<thead>
<tr>
<th>Recommended Sustainability Grants by Dollar Amount</th>
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<tr>
<td><strong>Amount Requested</strong></td>
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<td>$10,001 - $20,000</td>
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<td>$\geq 20,000</td>
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The recommended allocations will significantly assist with a variety of environmental sustainability projects some of which may not have been undertaken or which would have been initiated at a smaller scale without the assistance of the Community Environmental Fund. The recommended Regional grants will be leveraged by financial and/or in-kind contributions from the applicants. Staff has calculated that for every dollar of the recommended Sustainability Grants stream, $2.44 will be invested in the projects by the proponents. Therefore the recommended grants from the Region’s Community Environmental Fund will yield an additional investment of approximately $122,000.

**Conclusion**

In reviewing the applications, staff has followed up with applicants to further clarify details of their proposals, and ensure they are in the appropriate granting stream and that individual component items in the proposed project budgets are appropriate and comply with the guidelines earlier approved by Council for applications in general and for schoolyard greening projects in particular. Staff is now recommending that the 31 projects listed in summary form in Attachments A and B be funded (this includes one application that overlaps both Stewardship/Sustainability grant streams and is counted as two projects). All 24 stewardship applications received and seven of the 12 sustainability applications are recommended for funding. Six sustainability applications summarized in Appendix C are not recommended for funding for reasons specified in the summary. Furthermore, the amount of the requests received by the sustainability stream exceeded the funds available at this time.

Subject to approval by Regional Council, successful recipients will receive formal letters specifying the total amount of the grant and the items for which it may be used. The letter will be accompanied by an agreement, prepared with the assistance of Legal Services, by which the recipients commit to abide by the terms and conditions of the grant. Before payments are authorized, staff will continue to verify that the agreed upon works have been accomplished by reviewing brief reports completed by the recipients, conducting a site inspection where necessary, or receiving copies of studies or research.
Area Municipal Consultation/Coordination

The application package was circulated to all Area Municipalities. The Cities of Cambridge, Kitchener and Waterloo along with the Township of Woolwich have all submitted successful applications at various times.

CORPORATE STRATEGIC PLAN:

This initiative supports Focus Area 1 - Environmental Sustainability Actions: Develop and implement an integrated funding program to support community-based environmental initiatives and work in partnership with various stakeholders to develop policies and programs to provide shade (e.g. tree canopy) in our communities.

FINANCIAL IMPLICATIONS:

The approved 2013 Planning, Housing and Community Services Capital program (project 22027) provides $200,000 for projects that enhance Environmental Stewardship. The recommended allocations in the Environmental Stewardship stream will be funded from this project. The 2013 Corporate Resource operating budget provides $50,000 for the Community Sustainability initiatives.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Legal Services and Finance are involved in the administration of this fund.

ATTACHMENTS:

Appendix A - Summary of Stewardship Projects Recommended for Approval
Appendix B - Summary of Sustainability Projects Recommended for Approval
Appendix C – Community Environmental Fund Applications Not Recommended for Approval

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

APPROVED BY:  Rob Horne, Commissioner of Planning Housing and Community Services  
                Gary Sosnoski, Commissioner, Corporate Resources
APPENDIX A
STEWARDSHIP GRANTS RECOMMENDED FOR APPROVAL – FEBRUARY 26, 2013

Project Number
2013-01  Saginaw Public School Greening Project – Phase 2 (Categories 1,3,5) - $3,000
The Saginaw Public School Greening Project seeks to create shaded areas with armour stone rocks on the schoolgrounds as places where students, and particularly all-day kindergarten students, can sit, chat, read, or participate in passive play. Students and local Scouts will care for the trees after they are planted. The total estimated cost of this project including in-kind contributions is $9,000. It is recommended that up to $3,000 be allocated to the Saginaw Public School Greening Project – Phase 2 project for the purchase and installation of planting materials, armour stone, and soil amendments.

2013-02  Elmira District Secondary School Snyder Street Greening (Categories 2,4,7) - $3,000
This project is intended to create greenspace along the barren rear of the school property and provide a shaded seating area where students wait for their buses. It will also help educate students in landscaping and horticulture. As part of their learning experiences, senior students will be involved in the design and construction, and planting of the project, and in the process will learn about the importance of urban greenspace. The total estimated cost of this project including in-kind contributions is $9,256. It is recommended that up to $3,000 be allocated to the Elmira District Secondary School Snyder Street Greening Project for the purchase and installation of planting materials, topsoil, and soil amendments.

2013-03  Cambridge City Green Stewardship Projects (Categories 1,2,4) - $5,401
Cambridge City Green has for many carried out environmental stewardship projects in the City of Cambridge. These projects have involved many Cambridge citizens of all ages and backgrounds as well as local businesses, schools, and community organisations. This year, eleven projects are planned throughout the City. They will involve the planting of native trees in parks, along watercourses, on schoolgrounds, in the Dumfries Conservation Area, and on private lands. The total estimated cost of this project including in-kind contributions is $64,948. It is recommended that up to $5,401 be allocated to the City of Cambridge City Green Stewardship Projects for the purchase of planting materials.

2013-05  Hillcrest Public School Soccer Field and Graduation Forest (Category 2) - $2,500
Hillcrest Public School is undergoing an expansion to accommodate full-day kindergarten. This has resulted in significant alteration to the schoolyard and relocation of the soccer field. It is proposed to create a naturalized seating area in association with an existing treed area which can accommodate spectators of soccer games and serve as an outdoor classroom. This area is also adjacent to a well-used City of Cambridge community trail. In addition, trees will be planted in the general area for each graduating class. The total estimated cost of this project including in-kind contributions is $3,000. It is recommended that up to $2,500 be allocated to the Hillcrest Public School Soccer Field and Graduation Forest project for the purchase and installation of armour stone rocks and native species of trees.

2013-08a  Kitchener-Waterloo Collegiate and Vocational School Sports Field Restoration (Categories 2,4) - $3,000
Kitchener-Waterloo Collegiate and Vocational School (KCI) is planning to develop its newly renovated sports field. This will entail the planting of native trees and shrubs. The planting will increase the tree cover in the downtown area, especially in light of the fact that some of the front lawn area will be used to accommodate the development of the Rapid Transit. Part of the project will involve the installation of a rain-harvesting system. This component has been addressed as Item 2013-08b in the Sustainability grants. The total estimated cost of this project including in-kind contributions is $29,350. It is recommended that up to $3,000 be allocated to Kitchener-Waterloo Collegiate and Vocational School Sports Field Restoration project for the purchase and installation of native trees and shrubs.
2013-09 **Township of Woolwich Environmental Enhancement Committee (TWEEC) Tree Nursery Project, Elmira (Category 2) - $1,978**
The Township of Woolwich Environmental Enhancement Committee (TWEEC), which has been appointed by Township Council, has been planting trees in various areas of Woolwich Township along roadsides trails, and on other public lands. These projects have involved significant numbers of citizens of all ages as well as local schools, scouts, and church groups. This was funded in part by the Community Environmental Fund (Projects 2012-15, 2012-16). TWEEC is now proposing to establish a small tree nursery in order to produce small-size planting stock to naturalization projects. This would be located on Township-owned land near a Regionally-designated Significant Woodland in the industrial area of Elmira. This project will be undertaken in collaboration with the Elmira District Secondary School which would produce seedlings. A previous grant to the school from the former Environmental Stewardship Fund (Project 2010-05) has helped modernise the greenhouse watering system. The total estimated cost of this project including in-kind contributions is $10,146. It is recommended that up to $1,978 be allocated to the Township of Woolwich Environmental Enhancement Committee (TWEEC) Tree Nursery Project for the purchase of materials necessary to crate the tree nursery.

2013-10 **Assessment of Public Perception of ecological restoration initiatives in urban neighbourhoods (Category 5) - $500**
Today a variety of ecological restoration and naturalization initiatives are being undertaken in our urban areas. It is anticipated the future Urban Greenland Strategy will further contribute to this trend. To promote such initiatives, it will be essential to gauge public perception of naturalization projects as well as residents’ willingness to adopt new landscaping practices. Graduate student Kathy Szymczak is undertaking a master’s thesis at the University of Waterloo to survey the attitudes of residents in neighbourhoods in the inner city, older suburbs, and newer suburbs of Waterloo. The total estimated cost of this project including in-kind contributions is approximately $2,300. It is recommended that up to $500 be allocated to Kathy Szymczak at the University of Waterloo to cover the costs of preparing and administering the surveys required for this research.

2013-12 **House of Friendship Eby Village Urban Greening Project (Category 4) - $8,422**
The House of Friendship is proposing an Urban Greening Project on its Eby Village property in Downtown Kitchener. It is proposed to create a green oasis on the front and rear portions of the site. This would involve planting a vegetable garden and fruit trees in the sunny front area of the building and creating a native woodland garden in the shadier rear of the building. Although relatively modest in area, a project of this nature can contribute to the overall objective of creating more urban greenspace and can teach residents about various aspects of land stewardship. Eby Village provides supportive housing to 64 single low-income individuals living with various physical and mental challenges. A significant proportion of the residents have been actively involved in the planning to date, and are in effect taking ownership of the project. A key requirement of the project is a part-time co-ordinator during the planning and implementation stage. The total estimated cost of this project including in-kind contributions is $96,698. It is recommended that up to $8,422 be allocated to Eby Village for planting stock, a 35 week part-time Urban Greening Project contract co-ordinator, and the production of educational materials for the residents.

2013-13 **St. Teresa of Avila Elementary School Creative Outdoor Play Project (Categories 2,4) - $3,000**
St. Teresa of Avila Public School is planning on naturalizing the school’s play area in order to improve student outdoor learning and development. The project includes native tree planting, placement of landscaping stones, development of stone pathways and establishment of a butterfly garden. The initiative will provide more shade and opportunities to hold classes outdoors thereby increasing opportunities for environmental education and outdoor play. In addition, students will be provided stewardship opportunities by assisting with watering, mulching, and tending to the butterfly garden. The total estimated cost of this project including in-kind contributions is $62,671. It is recommended that up to $3,000 be allocated to Creative Outdoor Play Project for the purchase and installation of trees, plants mulch and landscaping stones.
2013-14  Restoration and management of the tallgrass prairie within the Branchton Swamp Complex (Categories 1, 4, 5) - $3,452
The east bank of the Grand River in North Dumfries Township contains one of the best concentrations of tallgrass prairie habitat in the Region. This is associated with the Galt Moraine within the Dumfries Carolinian Environmentally Sensitive Landscape. In recent years, the Waterloo Stewardship Council has worked with local landowners, and in particular Waynco Sand and Gravel, to restore some of this rare habitat type through prescribed burns. The Waterloo Stewardship Council is now planning to restore and manage additional tallgrass prairie and associated wetland communities within the Branchton Swamp Complex. Much of this area is Provincially Significant Wetland and part of Environmentally Sensitive Policy Area 67. The proposed work will complement the earlier stewardship work on the Waynco property and help enhance local ecological linkages. In the past, the Region has funded activities of the Waterloo Stewardship Network when it was under the auspices of the Ministry of Natural Resources. Recently, however, the Province has ceased funding stewardship networks, and the Waterloo Stewardship Council has now incorporated as a charity and is raising funds from other sources. The total estimated cost of this project including in-kind contributions is $12,796. It is recommended that up to $3,452 be allocated to the Waterloo Stewardship Council to carry out the restoration and management of the tallgrass prairie and associated wetland habitat within the Branchton Swamp Complex.

2013-15  Coronation Public School Outdoor Classroom (Category 4) - $3,000
Coronation Public School is planning the development of an outdoor classroom. The project will include tree and shrub planting as well as placement of landscaping stones. The project will involve staff, students, parents and other community members in terms of volunteer labour and ongoing stewardship of the area. The overall goal is to engage students in environmental stewardship through outdoor learning. The total estimated cost of this project including in-kind contributions is $6,554. It is recommended that up to $3,000 be allocated to Coronation Public School Outdoor Classroom for the purchase and installation of trees, mulch and landscaping stones.

2013-17  Crestview Public School Green Team (Categories 1, 2) - $3,000
Crestview Public School is planning to enhance green space at the school to promote outdoor play and environmental stewardship for students. The project includes adding trees to existing areas to create shaded groves; placing benches and landscaping stones for seating; and establishing berms for active play. It is anticipated that staff, students and parents will contribute to ongoing stewardship activities for the site. The total estimated cost of this project including in-kind contributions is $7,000. It is recommended that up to $3,000 be allocated to Crestview Green Team for the purchase and installation of trees and landscaping stones.

2013-19  FutureWatch Environment Development and Education Partners Green Diversity Project (Categories 4, 7) - $10,000
The Green Diversity Project helps New Canadians become more aware of local environmental issue and enable them to participate in environmental stewardship activities. Recently Newcomer Environmental Committees have been established in Kitchener and Waterloo. The group has also been producing hard copy and digital informational material in Arabic, Spanish, and Urdu to reach New Canadians. The programme also takes groups of participants to natural areas or other sites of environmental significance where they can become acquainted with local environmental conditions and issues and even become involved in stewardship activities. A similar programme operates in the City of Guelph, where it has been financially supported by the City. The total estimated cost of the Waterloo Region project including in-kind contributions is $28,783. It is recommended that up to $10,000 be allocated to the FutureWatch Environmental Development and Education Partners Green Diversity Project to cover the costs of outings, project co-ordination, and the preparation of informational materials.

2013-20  Edna Staebler Public School Junior Grove Project (Categories 1, 2) - $2,486
Edna Staebler Public School is planning to plant a grove of trees in the schoolyard. The overall goals of the project are to add shade to a new and rather barren playground; create an inviting area where students can sit, play and learn; and involve students in the naturalization project. Project
activities will include tree planting and placement of landscaping stones in addition to ongoing stewardship of the area. The total estimated cost of this project including in-kind contributions is $11,036. It is recommended that up to $2,486 be allocated to Edna Staebler Junior Grove Project for the purchase and installation of trees and landscaping stones.

2013-24 Wetland Seed Collection and Characterisation Project (Category 5) - $5,000
Two professors at the Biology Department at Wilfrid Laurier University are studying the biology of native and invasive species in our wetlands. This will have a practical application in assessing environmental impacts upon wetlands, addressing invasive wetland species and restoring degraded wetlands with appropriate native species. As part of this research, the professors are planning to establish a seed collection of wetland and riparian plants found in Waterloo Region determine seed germination and seed storage characteristics of these species, and analyse and document those characteristics. This information will fill in some knowledge gaps about wetland vegetation, and thereby be useful in designing wetland stewardship, rehabilitation and restoration plans. Detailed microscopic analysis of seed will permit identification of seeds from the seedbank in wetland soil samples and in sediments. The information will be curated through the university's herbarium where it will be available to interested researchers. Students will be involved in the collection of seed using appropriate collecting protocols and most aspect of the project. The total estimated cost of this project including in-kind contributions from the university is $12,000. It is recommended that up to $5,000 be allocated to the Wilfrid Laurier University Biology Department for supplies, microscopy expenses, and wages for students involved in the work.

2013-25 Naturalization of 248 Woolwich Street, Kitchener (Category 4) - $1,000
The Monteyne family own a one acre agriculturally-zone property in the northeastern area of Kitchener not far from Kiwanis Park and the Grand River. They also live in proximity to a Regionally-designated Significant Woodland. For a number of years, they have been transforming the property using “permaculture” design principles. The rear portion of the property abuts an area now undergoing development as a new subdivision. A new stormwater management facility has been constructed behind the property. They plan to naturalize the rear portion of the property to create habitat for wildlife which are being displaced by the rapid residential development of the general area. The property is very visible from Falconridge Drive, and the family generally welcomes attention from neighbours who are curious about the family’s land stewardship practices. They are planning to erect signage at the edge of the property to describe their land stewardship objectives. They will also share their experience through social media. In addition, they are planning to provide Bluevale Collegiate student volunteer opportunities. The total estimated cost of this project including in-kind contributions is $15,804. It is recommended that up to $1,000 be allocated to the Monteyne family naturalization project at 248 Woolwich Street, Kitchener for the purchase of seeding mixtures for the wetland, meadow and woodland edge and for the purchase of locally appropriate native tree and shrub species. Projects on private properties are eligible to receive stewardship stream grants.

2013-26 Bluevale Collegiate Institute School Ground Greening Project (Categories 1,2,5,8) - $2,000
Bluevale Collegiate Institute is planning to replace portable classrooms at the school with a green space to be used by students and staff for educational and social gatherings. Remediation and naturalization of the space behind the school will include tree planting in addition to placement of mulch and landscaping stones. Trees will help to increase shade on school grounds and stones will be designed as a seating area. The total estimated cost of this project including in-kind contributions is $11,300. It is recommended that up to $2,000 be allocated to Bluevale Collegiate School Ground Greening Project for the purchase and installation of trees, mulch and landscaping stones.

2013-27 Southridge Public School Naturalized Garden (Category 2) - $2,000
Southridge Public School is planning a naturalization project for a small courtyard at the school. Proposed work includes planting of native trees, shrubs and wildflowers in addition to placing landscaping stones for a seating area. The naturalized courtyard would be used as an educational resource for students and teachers to learn about ecology. The project will be implemented through the school’s greening committee which will co-ordinate labour for the project and ensure long-term
stewardship of the area. The total estimated cost of this project including in-kind contributions is $7,522. It is recommended that up to $2,000 be allocated to the Southridge Naturalized Garden for the purchase and installation of trees, shrubs, wildflowers, mulch and landscaping stones.

**2013-28  Environmental Reserve Community Planting & Educational Project (Categories 1,4,5 ) - $16,430**
The City of Waterloo and University of Waterloo have been collaborating with the Grand River Conservation Authority and other groups to enhance the natural corridor along Laurel Creek between the Laurel Creek Reservoir and Columbia Lake. Planting and naturalization is being carried out to widen the creek corridor in order to expand wildlife habitat and also to buffer the creek and improve surface water quality. In 2012, the Community Environmental Fund helped support this initiative, and as a result many Regional citizens were able to participate in the planting of trees and other stewardship activities along the corridor. The City has applied for further assistance in carrying out the planned 2013 activities. The total estimated cost of this project including in-kind contributions is $ 33,834. It is recommended that up to $ 16,430 be allocated to the City of Waterloo for the purchase of native plant material and also to assist with the busing of school students, and other costs for major event days.

**2013-31  Restoration of native vegetation along Blair Road adjoining the rare Charitable Research Reserve ECO Centre (Category 2) - $5,200**
The recent completion of the rare Charitable Research Reserve ECO Centre in a heritage slit barn and 1840-vintage cottage on Blair Road has left the immediately adjoining area in need of landscaping. It is proposed to create a heritage garden using heirloom non-native garden plants around the house. In addition, it is also proposed to remove some non-native tree and shrub species along the front of the property and replace them with locally-appropriate native trees, shrubs, and wildflowers that will enhance the ecological quality and amenity value of this part of the Blair-Bechtel-Cruickston Environmentally Sensitive Landscape. The total estimated cost of this project including in-kind contributions is $11,176. It is recommended that up to $5,200 be allocated to the rare Charitable Research Reserve for the purchase and installation of native plant materials along Blair Road.

**2013-32  rare Charitable Research Reserve Ecological Landscaping around North House (Categories 1,4,7 ) - $12,200**
In 2012, the Region approved a Community Environmental Fund sustainability grant to rare to assist with the relocation of the North House to its present prominent location on Blair Road. North House has attracted the attention of engineers, architects, and the general public as a demonstration project of more sustainable building technologies. It is now proposed to landscape the area around North House using locally-appropriate, water-efficient native plant species. The site is rather challenging due to the slope, the presence of natural springs, and the need to maintain an unobstructed path between the sun and the solar house. The total estimated cost of this project including in-kind contributions is $30,669. It is recommended that up to $12,200 be allocated to the rare Charitable Research Reserve for the purchase and installation of native plant materials, natural rocks and stone for the water feature/swale and for consulting fees for the design of the low-impact naturalized swale.

**2013-34  10,000 Trees City Shade Strategy (Categories 4,5) - $9,472**
10,000 Trees is a registered charity that has planted thousands of trees. This work has involved many volunteers and been carried out in partnership with the Grand River Conservation Authority, City of Waterloo, and various private sector businesses. Through this work, it has become apparent that there is a need to keep better track of our urban forest, Trees age and decline, and we are now coping with an infestation of Emerald Ash Borer. 10,000 Trees is now working with the Centre for Community Mapping (COMAP), a not-for-profit software research and development partner organisation supported by the Computer Systems Group of the University of Waterloo to build and maintain a mobile application to map and document individual urban trees in terms of their species, size, condition, and so forth and developed by the “Neighbourwoods” protocol and reporting methodology developed by Prof. Andy Kenney of University of Toronto. 10,000 Trees has shown
interest in the Region’s emerging shade strategy, and wants to work in partnership with the Region along with its other partners to develop the app which will be very useful in implementing the Regional shade initiative and also be useful well beyond our borders. The total estimated cost of this project including in-kind contributions is $482,550. It is recommended that up to $9,472 be allocated to the 10,000 Trees City Shade Strategy for the purchase of mobile hardware and for a technical writing consultant.

2013-35  St. Peter Catholic School Green Panthers School Ground Greening Initiative (Category 2) - $1,995
St. Peter Catholic School received funding from the ESF in 2012 to undertake a greening initiative which included tree planting and placement of landscaping stones. Due to the success of this initiative, the school is planning on adding additional trees and seating to provide more shade thereby increasing the naturalized area available to students. The total estimated cost of this project including in-kind contributions is $2,384.25. It is recommended that up to $1,995 be allocated to Green Panthers School Ground Greening Initiative for the purchase and installation of trees, mulch, soil and landscaping stones. This allocation is consistent with the approved guidelines for subsequent applications for funding.

2013-36  Foundry Greensway Project (Baden) (Categories 1,2) - $3,000
The Baden Community Association is planning to create a natural landscape on a piece of property owned by Wilmot Township at the entrance to Baden. The property is now undeveloped and has a few trees growing upon it. The Community Association plans to plant a few larger trees and garden as well as to create a link to the Wilmot Trails System. The total estimated cost of this project including in-kind contributions is $9,249. It is recommended that up to $3,000 be allocated to the Baden Community Association to assist with the purchase and installation of native trees, soil and soil amendments, and landscaping stones for this project.
APPENDIX B
SUSTAINABILITY GRANTS RECOMMENDED FOR APPROVAL – FEBRUARY 26, 2013

Project Number (* indicates recommended conditions on funding approval)

2013-04 The Working Centre: Bikesharing Network (Category 6) - $15,000
Building on a successful pilot program in 2011, the Working Centre aims to further expand and test a bike share program with 100 bikes and 20 distribution stations. The Small City Bikeshare model is low cost and more flexible than traditional bike sharing programs. The goal is to improve sustainable modes of transportation as well as refine a model to be used by other small cities.

2013-08b Kitchener Collegiate Institute: Field Restoration with Rain Water Harvesting (Sustainability Category 6 and 7) - $10,000 (Stewardship –Category 2 - $3,000)
This project has two components including the installation of a rainwater harvesting system to collect runoff from the field to water the turf and new plantings which will be a teaching tool for the whole community – this component is recommended to receive funding from the Sustainability Grant stream. The second component of the project includes the naturalization of a sports field across the road from KCI in the city core including native trees, shrubs & perennials to attract wildlife (animals, birds, insects), beautify the area, and provide areas of study for students and community members. This second component is recommended to receive partial funding from the Stewardship Grant (see Appendix A).

2013-11* Conrad Grebel University College: Electric Vehicle Charging Station (Category 6) - $5000
This project aims to increase consumer use of electric vehicles with the implementation of an electric vehicle charging station available to the public. The charging station will be installed on the property of Conrad Grebel University College at the University of Waterloo main campus including signage visible from the adjacent high-traffic road. This builds on the presence of Community Car Sharing and GRT which are both already available on campus. It is recommended that a grant be allocated with the condition that the Region of Waterloo Community Environmental Fund be recognized on all signage.

2013-16* Transition KW: Climate Change Adaptation Toolkit Education (Category 7) - $5000
Transition KW plans to develop a toolkit on climate change adaptation and resilience to empower the actions of our region’s citizens. Local context will be reflected during its design phase through consultation with experts and community focus groups. Hardcopies and e-versions of the finished toolkits will be available in libraries, community centres and multicultural associations. It is recommended that a grant be allocated with the condition that use of the toolkit be tracked.

2013-18* Alternatives Journal: Waterloo Region Environmental Excellence Film Festival Education (Category 7) - $5000
Alternatives Journal aims to partner with Planet in Focus and local environmental NGOS and NFPS to present a series of 6 environmental films. A discussion panel will follow each film to encourage community dialogue relating to the film’s topic. This free film festival hopes to educate, network and instill collaborative action. It is recommended that a grant be allocated with the condition that the post-film activity frames the discussion regarding local implications of the environmental issue.

2013-21* The Museum: Kids Inspiring Change (Category 6) - $5,000
The project is to redevelop the current ‘Kids Inspiring Change’ education program to incorporate a sustainability component, be consistent with changes to the curriculum, increase experiential and hands-on learning and modernize lessons. The program will be expanded to include a water focus that is relevant to the Ontario education curriculum as well as the fall 2013 exhibition ‘Surface Tension’ which explores environmental, political, biological, economic and social impacts of our current water consumption. It is recommended that a grant be allocated with the condition that a local component be integrated into its programming (i.e. implications to Waterloo Region).
2013-23 My Sustainable Canada: Energy Star Mobile App (Category 7/8) - $5000
My Sustainable Canada and its partners are working to develop a mobile application to help consumers make informed choices on the purchase of Energy Star certified appliances by providing energy savings comparisons with the associated cost savings. The project builds on the research and development (phase 1) and is now utilizing partnerships with local retailers as providers of information. The outcome is a user friendly application that will be available to anyone with a hand held mobile device or personal computer. This grant is requested to support its second phase of application refinement from a pilot stage to prepare for roll-out to the public.
APPENDIX C
COMMUNITY ENVIRONMENTAL FUND APPLICATIONS NOT RECOMMENDED FOR APPROVAL

2013-06 St. Paul's University: Sensor Thermostat Implementation - $15,000
This project aims to reduce energy consumption with the installation of sensor controlled thermostats in residence rooms to give automated control over room temperatures. The installation of this standard equipment was deemed as more suitable for the University’s facilities management budget. Therefore this project is not recommended because it does not fit the intent of the fund and the funds requested exceed the available financial resources.

2013-07 New Hamburg Live! Festival of the Arts - $6,150
The project proposes to include an 'Arts in the Environment' segment in New Hamburg Live! Arts Festival with art submissions and literary contest to incorporate an environmental awareness and education aspect to the festival. Although staff recognizes the value that this initiative provides to the community, the environmental component of the event is a periphery. The request is primarily to run the arts event. Therefore this project is not recommended because it does not fit the intent of the fund.

2013-22 Waterloo Farmers’ and Crafters’ Market Cooperative: Uptown Market - $5000
The Waterloo Farmers’ and Crafters’ Market Cooperative provides an outlet for local food producers, crafters, and entertainers to engage the local community. The sustainability component is periphery to the market and does not involve a direct education effort. Staff do not recommend funding since the budget is for the ongoing expenses of the market which has been running for four years now. Therefore this project is not recommended to receive a Sustainability grant at this time.

2013-29 Global Youth Volunteer Network: Multicultural Community Gardens Community Engagement Project -$4513
The purpose is to build on the success of last year’s Patchwork Community Gardens – Community Engagement Project and continue to focus on engaging members the diverse Waterloo Region community in environmentally sustainable urban agricultural practices. Staff do not recommend funding for this project as there is no significant change to the project which was funded by the 2012 Community Environmental Fund.

2013-30 David Penny and Eli Winterfeld: DIG - $7511
The project is to create an urban garden on a private residence to be used to create an educational program with workshops on local food production and household goods as well as a mentorship program for 8 youth. This project is ineligible for funding under the Sustainability Grant Stream of the fund since the project is on a private property and the request exceeds the limits of the fund. Although the Stewardship Grant stream does fund appropriate projects on private property, this urban garden project does not fit the criteria within the Stewardship grant categories.

2013-33 CREW’s Kids and Community Power Saving Project Phase II - $15,000
CREW strives to reduce energy consumption within the region by instilling behavioural change through their Kids and Community Power Saving Project. Phase I of this project received funding from the Community Environmental Fund in 2012 which has yet to be implemented. In staff’s review of the current proposal, there is no significant change in the intent of the Phase II of the project compared to the current Phase I. The Region has also provided significant funding for this Power Saving initiative prior to the establishment of the Community Environmental Fund and therefore it is recommended that this grant request is not approved.
TO: Chair Tom Galloway and Members of the Administration and Finance Committee

DATE: February 26, 2013

FILE CODE: L08-30

SUBJECT: REIMBURSEMENT FOR MUNICIPAL CONFLICT OF INTEREST ACT LEGAL OPINION EXPENSES - PROACTIVE COURT APPLICATION LEGAL EXPENSES

RECOMMENDATION:

THAT the Regional Municipality of Waterloo approve the amendment to the Council/Legislated Policy #09, Section #7 to apply to legal fees incurred in connection with a Court application by a Councillor to obtain a proactive ruling on compliance with the Municipal Conflict of Interest Act subject to all other criteria and requirements of the said Policy.

SUMMARY:

Nil

REPORT:

The Municipal Conflict of Interest Act (the “MCIA”) imposes legal obligations on Ontario municipal councillors with respect to pecuniary interests and participation in matters being considered by their respective municipal councils. In instances in which a councillor has a non-exempt pecuniary interest in a matter, the councillor is required by the MCIA to disclose the pecuniary interest and the general nature thereof prior to any consideration of the matter at the meeting of Council and is prohibited from:

(a) Taking any part in the discussion of the matter;
(b) Voting on any question in respect of the matter;
(c) Attempting, in any way, whether before, during or after the meeting, to influence the voting on any such question; and
(d) If the meeting is closed to the public, remaining at the meeting.

The MCIA does not provide a “black and white” code for compliance with its legal obligations and, indeed, it contains a number of terms and phrases that are not defined, such as “pecuniary interest”, which creates “grey areas” for interpretation. Moreover, there are no clear definitions of the exceptions in the MCIA, such as an interest which is “so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member.” Consequently, there is a large body of judicial caselaw interpreting the legislative provisions of the MCIA and Ontario municipal councillors have needed to seek legal opinions at times in order to determine their respective compliance with the MCIA. Obtaining such an opinion is a prudent step if uncertainty exists with respect to a councillor’s obligations under the MCIA and the exercise of the councillor’s “judgment” as referred to in the MCIA in determining whether or not to participate in a particular matter before Council. It is noted that due to Law Society of Upper Canada and insurance requirements, inhouse Regional lawyers are not permitted to provide
such opinions to Councillors as their solicitor-client relationship is with the Regional Corporation and hence they are restricted to acting for the Regional Corporation only, as distinct from individual Councillors.

Given that MCIA compliance is mandatory and there is a democratic interest in the proper representation of constituents, a number of Ontario municipalities, including the Region of Waterloo, have policies that provide for reimbursement for MCIA legal opinion expenses incurred by their respective municipal councillors. The Region of Waterloo’s Policy is attached as Appendix “A” to this Report.

It is noted that given the “grey areas” of the MCIA and the large body of caselaw, a legal opinion may not provide definitive guidance on MCIA compliance in all instances. There are examples in Ontario in which a councillor has taken the additional step of seeking an advance or “proactive” determination by the Court as to whether the councillor may participate, on a go-forward basis, in a particular matter and comply with the MCIA. Such a judicial ruling would provide a Councillor with definitive guidance in this regard. The current wording of the Policy does not specifically address reimbursement for legal fees incurred in connection with such a Court Application. Staff recommends that the Policy be amended to apply to such requests as obtaining such a judicial ruling is consistent with the spirit and intent of the Policy; specifically, to provide reimbursement for legal fees incurred by councillors who seek to obtain proactive legal guidance on MCIA compliance with respect to future matters before Regional Council on a go-forward basis. (The Policy, as always, does not apply in any case to legal fees incurred by a Councillor in circumstances of defence of a MCIA application against him/her.)

It is further recommended by staff that all other criteria and requirements of the Policy would apply to requests for reimbursement of legal fees incurred in bringing proactive Court Applications (see the Policy attached as Appendix “A” to this Report).

Finally, it is noted that staff contacted the Association of Municipalities of Ontario (AMO) with respect to its work regarding the MCIA and AMO staff advised that AMO has been reviewing issues concerning the MCIA and that work is ongoing and will continue throughout 2013.

CORPORATE STRATEGIC PLAN:

The objective of appropriate participation of councillors in the consideration and decisions of matters by Regional Council is integral to the delivery of excellent and responsive services that inspire public trust and supports the essential democratic principle of representation of constituents.

FINANCIAL IMPLICATIONS:

The Policy provides for a maximum reimbursement of the lesser of the actual legal fees incurred or $5,000 in any one instance and is limited to one request per councillor per year. The Policy requires that reimbursements provided pursuant to the Policy must be included and detailed in the annual statement of Council remuneration and expenses prepared by the Chief Financial Officer. Any reimbursements in 2013 will be accommodated within the allocation for financial expenses in the approved 2013 Operating Budget. Based on 2013 experience, consideration will be given to establishing a specific allocation in future operating budgets.
OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Finance staff has been consulted in the preparation of this Report.

ATTACHMENTS - Appendix “A”: Regional Council Policy #10, Section #7

PREPARED BY: Debra Arnold, Regional Solicitor, Director of Legal Services

APPROVED BY: Craig Dyer, Acting Chief Administrative Officer
Appendix “A”

COUNCIL/LEGISLATED POLICY

<table>
<thead>
<tr>
<th>Title:</th>
<th>REIMBURSEMENT FOR MUNICIPAL CONFLICT OF INTEREST ACT LEGAL OPINION EXPENSES</th>
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<tr>
<td>Responsibility:</td>
<td>Council</td>
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<td>Applies to:</td>
<td>Council</td>
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Policy # 09

<table>
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<tr>
<th>Section #</th>
<th>Approval Date:</th>
<th>Revision Date:</th>
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<tr>
<td>7</td>
<td>May 16, 2012</td>
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POLICY STATEMENT:

The Region of Waterloo may reimburse individual councillors for expenses incurred to obtain legal opinions regarding his/her respective compliance with the Municipal Conflict of Interest Act in connection with any matter(s) before Regional Council, subject to the terms and conditions set out in the Operating Principles.

OPERATING PRINCIPLES:

- The councillor seeking reimbursement shall submit a written request to the Chief Administrative Officer providing the following information: (a) a description of the matter that is to be considered by Regional Council; and (b) a description of the potential pecuniary interest of the councillor that is of concern to the councillor.

- The Chief Administrative Officer, in consultation with the Regional Solicitor, shall as soon as reasonably practicable, review the request, determine eligibility of the request under this Policy and advise the councillor of such determination.

- In order to be eligible for reimbursement, the request must:
  
  (a) pertain to legal expenses incurred to obtain a legal opinion on or after the date that this policy comes into force;
  
  (b) be limited to one request per councillor per calendar year;
  
  (c) not exceed $5,000 in reimbursement in any one instance; and
  
  (d) pertain to a matter that is or will be imminently before Regional Council.

- Subject to meeting the eligibility requirements of this Policy and upon submission of a copy of the statement of account of the councillor’s solicitor together with a written statement by the solicitor confirming that the fees set out in the statement of account were incurred in connection with a legal opinion regarding the councillor’s compliance with the Municipal Conflict of Interest Act concerning a matter that is or will be imminently before Regional Council, reimbursement of the lesser of the actual amount of legal fees on the statement of account or $5,000 shall be provided to the councillor.

- Any reimbursements provided pursuant to this Policy shall be included and detailed in the annual statement of Council remuneration and expenses prepared by the Chief Financial Officer.
RESPONSIBILITIES:

Council is responsible for adhering to the parameters of this policy and for ensuring appropriate application of delegated authority.

REVIEW PERIOD:

This policy shall be reviewed once per Council term. Funding will be considered on an annual basis as part of budget deliberations.

MONITORING/CONTRAVENTIONS:

The Regional Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Regional Clerk shall notify Regional Council and the Chief Administrative Officer.

SEE ALSO:

Municipal Conflict of Interest Act, as amended
Municipal Act, 2001, as amended
<table>
<thead>
<tr>
<th>Meeting date</th>
<th>Requestor</th>
<th>Request</th>
<th>Assigned Department</th>
<th>Anticipated Response Date</th>
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<tbody>
<tr>
<td>26-Jan-10</td>
<td>Committee</td>
<td>Report on a policy related to development charge grants, exemptions and deferral requests, to include past history/practice, implications, and options.</td>
<td>Finance</td>
<td>2013, as part of Development Charges By-law review</td>
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<td>28-Feb-12</td>
<td>A&amp;F</td>
<td>Process for calculating/appeal of development charges</td>
<td>Finance / Legal Services</td>
<td>2013, as part of Development Charges By-law review</td>
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<td>20-Mar-12</td>
<td>A&amp;F</td>
<td>Report maintaining the optional class for new multi-residential development, including revenue forecasts</td>
<td>Finance</td>
<td>Spring 2013</td>
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<td>25-Sep-12</td>
<td>P&amp;W</td>
<td>Consultant's report on economic development in Waterloo Region</td>
<td>CAO</td>
<td>Mar-2013</td>
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<tr>
<td>25-Sep-12</td>
<td>A&amp;F</td>
<td>Legal Hold Policy</td>
<td>Council &amp; Admin Services - Information Management &amp; Archives</td>
<td>Feb-2013</td>
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<tr>
<td>06-Nov-12</td>
<td>A&amp;F</td>
<td>Defer report P-12-119, Public Art for Grand River Transit Operations Centre Strasburg Road until after the 2013 budget process has been completed.</td>
<td>PH&amp;CS</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>06-Nov-12</td>
<td>S. Strickland</td>
<td>THAT staff report back to Committee on a recommended pilot project where the general, electric and mechanical contractors, at a minimum, are prequalified, and where the results are reviewed and compared with project of similar scope where the sub-contractors weren't prequalified.</td>
<td>Finance</td>
<td>Dec-2013</td>
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