



Media Release: Friday, April 10, 2015, 4:30 p.m.

## **Regional Municipality of Waterloo**

### **Administration and Finance Committee**

#### **Agenda**

Tuesday, April 14, 2015

Approximately 10:30 a.m. (Immediately following the Planning and Works Committee)

Regional Council Chamber

150 Frederick Street, Kitchener

- 
- 1. Declarations of Pecuniary Interest Under The “Municipal Conflict of Interest Act”**
  - 2. Delegations**
    - a) Mohammad S. Darr, Islamic Centre of Cambridge, Re: Development Charges
  - 3. Presentations**

#### **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) [COR-TRY-15-34](#), Quarterly Summary of Tenders/Quotes, Requests for Proposals and Consultant Selections Approved by the Chief Administrative Officer (Information) 1

- b) [HRC-CIT-15-03](#), Region of Waterloo Accessibility Plan 2014 Status Update (Information) 14

|                               |
|-------------------------------|
| <b>Regular Agenda Resumes</b> |
|-------------------------------|

**6. Reports – Corporate Services**

- a) [COR-FSD-15-08](#), The Islamic Centre of Cambridge – Request to Reduce Regional Development Charges 20
- b) [COR-TRY-15-35](#), Periodic Financial Report for the Year Ended December 31, 2014 28

**Reports – Planning, Development and Legislative Services**

- c) [PDL-CPL-15-23](#), 2015 Community Environmental Fund Grants 42

**7. Information/Correspondence**

- a) Council Enquiries and Requests for Information [Tracking List](#) 60

**8. Other Business**

**9. Next Meeting – May 5, 2015**

**10. Motion to Go Into Closed Session**

That a closed meeting of Planning and Works and Administration and Finance Committees be held on Tuesday, April 14, 2015 immediately following the Administration and Finance Committee meeting in the Waterloo County Room in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

- a) proposed or pending acquisition of land in the City of Cambridge
- b) potential litigation and receiving of advice that is subject to solicitor-client privilege related to an agreement
- c) receiving of advice that is subject to solicitor-client privilege related to agreements
- d) labour relations related to contract negotiations
- e) labour relations related to contract negotiations
- f) personal matters about identifiable individuals related to committee appointments

**11. Adjourn**



Report: COR-TRY-15-34

**Region of Waterloo**  
**Corporate Services**  
**Treasury Services (Procurement)**

---

**To:** Chair Sean Strickland and Members of the Administration and Finance Committee

**Date:** April 14, 2015      **File Code:** F18-30

**Subject: Quarterly Summary of Tenders/Quotes, Requests for Proposals and Consultant Selections Approved by the Chief Administrative Officer**

---

**Recommendation:**

For Information

**Summary:** Nil

**Report:**

The Region's Purchasing By-law allows for the Chief Administrative Officer to award certain tenders/quotes, requests for proposals, and consultant proposals, as set out below:

1. Tenders are competitive bids which specify the scope of work and the terms under which the Region will contract for the goods and services. Administrative awards of tenders between \$100,000 and \$500,000 can occur if the following criteria are met: a minimum of three compliant bids are received, award to the lowest bidder, and the bid amount within budget.
2. A Request for Proposal (RFP) is a formal publicly released document outlining a need and inviting proponents to submit plans to fulfill that need. The RFP specifies in general terms what the Region wants but provides flexibility for respondents to propose a solution. RFPs include an evaluation criteria and scoring matrix. While price is part of the evaluation criteria and scoring, award is made to the vendor with the highest overall score. For RFPs between \$100,000 and \$500,000, the criteria to enable an administrative award are that the proposal is compliant, that it best meets the criteria as established, that at least

three compliant proposals are submitted, and price is within budget.

3. Consultant Proposals are a type of RFP with the commodity being consultant services. For consultant proposals between \$100,000 and \$300,000, the criteria to enable an administrative award are that the proposal is compliant, that it best meets the criteria as established, and the price is within budget.

Administrative awards allow for an efficient and timely procurement process. A summary report is submitted on a quarterly basis to the Administration and Finance Committee outlining all tenders/quotes, RFPs and consultant proposals approved by the Chief Administrative Officer. Appendices 1, 2 and 3 provide the details of the tender/quote, RFP awards and consultant selections made by the Chief Administrative Officer from January 1, 2015 to March 31, 2015.

The Chief Administrative Officer is also authorized to award bids when Council is not in session. No other bids were awarded other than those noted in this report.

**Corporate Strategic Plan:**

This report supports and meets the objective of Focus Area 5 Service Excellence of the 2011-2014 Corporate Strategic Plan and the objective to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.

**Financial Implications:** As set out in each Appendix.

**Other Department Consultations/Concurrence:** Nil

**Attachments:**

Appendix 1 – C.A.O. Tender Awards

Appendix 2 – C.A.O. Proposal Awards

Appendix 3 – C.A.O. Consultant Awards

**Prepared By:** Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

**Approved By:** Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer

**Appendix 1 – CAO Tender Awards (January 1, 2015 to March 31, 2015)**

| Tender Number & Name  | Description   | List of Bidders<br>(Successful Bidder Indicated in Bold)   | Tender/Quote Price<br>(Includes HST)                         | Budget  | Net Cost of Award<br>(Net of HST Rebate) |
|---|---|--|--|---|--|
| T2014-190<br>Fermenter Building HVAC upgrades, Elmira Wastewater Treatment Plant, Township of Woolwich. | Installation of a new HVAC system, and gas detection system and process piping modifications. | <b>Alpeza General Contracting</b><br>Ball Construction Ltd.<br>STM Construction Ltd.<br>K&L Construction | \$293,528.80<br>\$323,091.86<br>\$332,446.00<br>\$394,144.00 | The 2014 Wastewater Capital Program includes a budget of \$2,100,000 for undertaking several rural wastewater treatment plant infrastructure upgrades. The budget includes an allowance of \$325,000 for this work. Funding will be provided through the Wastewater Reserve Fund and the Development Charge Reserve Fund. | \$264,332.00                             |

| Tender Number & Name   | Description  | List of Bidders<br>(Successful Bidder Indicated in Bold)  | Tender/Quote Price<br>(Includes HST)   | Budget   | Net Cost of Award<br>(Net of HST Rebate) |
|--|--|---|--|--|--|
| T2014-171<br>Greenbrook Water Treatment Plant<br>Chemical Room Restoration Works | Restoration works to the chemical rooms which includes new interior walls, architectural finishes, process mechanical installations, electrical, HVAC and re-commissioning of the Water Treatment Plant. | <b>K&amp;L Construction Limited</b><br>BGL Construction Ltd.<br>Ball Construction Ltd.<br>Finnbilt General Contracting Ltd.   | \$360,696.00<br>\$364,312.00<br>\$412,450.00<br>\$479,410.41   | The 2015 Water Capital Program includes \$800,000 for reconstruction costs at the Greenbrook Water Treatment Plant. The budget includes an allowance of \$400,000 for this work. Funding will be provided from the Water Reserve Fund. | \$324,418.00                             |
| T2014-109<br>W10 Well House Disinfection System Upgrades                         | Chlorine contactor, a medium pressure UV system and sodium hypochlorite and ammonium sulfate chemical systems for the treatment of water.  | <b>Wellington Construction Inc.</b><br>Baseline Constructors Inc.<br>Dean-Lane Contractors Inc.<br>H2Ontario Inc.<br>Xterra Construction Inc.<br>BGL Contractors Corp.<br>Finnbilt General Contracting Ltd. | \$192,100.00<br>\$227,778.62<br>\$260,834.51<br>\$262,659.46<br>\$264,619.45<br>\$269,222.50<br>\$289,337.63 | The 2015 Water Capital Program includes \$3,350,000 for Facilities Upgrades to be funded by the Water Reserve Fund and the Development Charge Reserve Fund. The budget includes \$300,000 for this work.                               | \$172,992.00                             |

| Tender Number & Name   | Description  | List of Bidders<br>(Successful Bidder Indicated in Bold)   | Tender/Quote Price<br>(Includes HST)  | Budget   | Net Cost of Award<br>(Net of HST Rebate) |
|--|--|--|---|--|--|
| Supply and installation of 450 mm diameter Regional transmission watermain on Blair Creek Drive in the Groh South Subdivision – Stage 1, Kitchener | Hallman Construction Ltd. is the developer currently constructing Stage 1 of the Groh South Subdivision where a section of the watermain is within the recommended alignment from the Zone 2-4 Study update. | <p><b>In4Structure Limited</b></p> <p>Prior Construction</p> <p>Network Site Services</p> <p>Regional Sewer &amp; Watermain</p> <p>Brantford Engineering</p> <p>Note: Sixteen contractors were invited to bid on the work of this contract through Hallman Construction Ltd.; consultant MTE Consulting Ltd. Bids were opened publicly and the results reviewed by Region staff.</p> | <p>\$113,341.44</p> <p>\$120,210.00</p> <p>\$136,000.44</p> <p>\$145,080.00</p> <p>\$166,591.00</p> | The Region's approved 2014 Water Capital Program provides a budget of \$1,642,000 in 2014 for Kitchener Zone 2/4 Distribution Upgrades to be funded by the Region's Water Development Charge Reserve Fund. | \$102,067.00                             |

| Tender Number & Name  | Description  | List of Bidders<br>(Successful Bidder Indicated in Bold)                                   | Tender/Quote Price<br>(Includes HST)         | Budget   | Net Cost of Award<br>(Net of HST Rebate) |
|---|--|--|--|--|--|
| T2015-119<br>Balcony Penetration Sealing at 47 and 65 Holborn Drive, Kitchener<br><br>(Waterloo Region Housing sites) | The work includes installation of flashing, soffit, and caulking to ensure that the building envelope is watertight. | <b>Pop's Restoration Ltd.</b><br>Gen-Pro (1320376 Ontario Ltd.)<br>Dakon Construction Ltd. | \$139,210.00<br>\$268,066.51<br>\$276,850.00 | The approved 2015 WRH capital budget provides \$7,224,645 for various capital projects. To-date a total of \$1,631,173 has been committed. The budget for this project is \$134,903. The WRH capital program is funded through a combination of federal grants, revenue (taxation) and the Housing Reserve Fund. | \$125,363.00                             |



| Tender Number & Name   | Description   | List of Bidders<br>(Successful Bidder Indicated in Bold)   | Tender/Quote Price<br>(Includes HST)   | Budget   | Net Cost of Award<br>(Net of HST Rebate) |
|--|---|--|--|--|--|
| T2015-141<br>Regional Operations Centre – Facilities Office Renovations    | Renovation of a redundant workshop space to create office space and meeting rooms.  | <b>Ball Construction Ltd.</b><br>Kemp Construction Limited<br>Bestco Construction<br>StuCor Construction Ltd.<br><br>Ross Clair Contractors<br>Dry-Ac Interiors Inc.<br>STM Construction Limited | \$223,740.00<br>\$224,192.00<br>\$232,906.56<br>\$245,097.00<br>\$245,888.00<br>\$249,680.28<br>\$256,397.00 | The approved 2015 Facility Asset Renewal Capital budget includes \$3,500,090 for Operations Centre Building Maintenance to be funded by the issuance of debentures.  | \$201,485.00                             |
| T2015-137<br>Turf Maintenance, Region of Waterloo Roads, City of Kitchener | Approximately 43.4 hectares of fine cutting, 9.4 hectares of rough cutting, 4200m of guiderail trimming plus spring clean up in grass areas on Region owned roads in the City of Kitchener. | <b>Forestell Inc.</b><br>Erin Mills Gardening & Landscaping<br>Moser Landscaping Group Inc.  | \$479,130.95<br>\$928,046.70<br>1,076,161.60<br>(5 years)  | The approved 2015 Transportation Operating Budget includes \$385,000 for the turf, shrub, flower and tree maintenance programs. Of that amount \$100,000 has been allocated for turf maintenance in the City of Kitchener. | \$431,470.00<br>(\$86,294/year)          |

| Tender Number & Name   | Description   | List of Bidders<br>(Successful Bidder Indicated in Bold)  | Tender/Quote Price<br>(Includes HST)                                      | Budget  | Net Cost of Award<br>(Net of HST Rebate) |
|--|---|---|---|---|--|
| T2015-156<br>Turf Maintenance, Region of Waterloo Roads, City of Waterloo  | Approximately 18.5 hectares of fine cutting, 6.7 hectares of rough cutting, 2400m of guiderail trimming plus spring clean up in grass areas on Region owned roads in the City of Waterloo.  | <b>Forestell Inc.</b><br>Erin Mills Gardening & Landscaping<br>Moser Landscaping Group Inc.                   | \$232,071.15<br>\$438,198.20<br>\$492,912.00<br>(5 years)                 | The approved 2015 Transportation Operating Budget includes \$385,000 for the turf, shrub, flower and tree maintenance programs. Of that amount \$50,000 has been allocated for turf maintenance in the City of Waterloo.  | \$208,990.00<br>(\$41,798/year)          |
| T2015-157<br>Turf Maintenance, Region of Waterloo Roads, City of Cambridge | Approximately 21.4 hectares of fine cutting, 2.5 hectares of rough cutting, 2500m of guiderail trimming plus spring clean up in grass areas on Region owned roads in the City of Cambridge. | <b>Forestell Inc.</b><br>HS&M Landscape & Maintenance<br>Erin Mills Gardening & Landscaping<br>CSL Group Ltd. | \$253,589.25<br>\$282,206.20<br>\$467,071.75<br>\$809,687.90<br>(5 years) | The approved 2015 Transportation Operating Budget includes \$385,000 for the turf, shrub, flower and tree maintenance programs. Of that amount \$55,000 has been allocated for turf maintenance in the City of Cambridge. | \$228,365.00<br>(45,673/year)            |

**Appendix 2 – CAO Request for Proposal Awards (January 1, 2015 to March 31, 2015)**

| <b>Proposal Number &amp; Name</b>  | <b>Description</b>  | <b>List of Bidders<br/>(Successful Bidder Indicated in Bold)</b>  | <b>Proposal Price<br/>(Includes HST)</b> | <b>Budget</b>  | <b>Net Cost of Award<br/>(Net of HST Rebate)</b> |
|--|---|---|--|--|--|
| P2014-54<br>Janitorial<br>Cleaning<br>Services at the<br>Region of<br>Waterloo<br>International<br>Airport | To provide a complete program of janitorial cleaning services at the Region of Waterloo International Airport for a three (3) year period with the option to renew for two (2) additional one (1) year periods. | <p><b>Clean-Up</b></p> <p>Ontario 1434378 Inc.</p> <p>Domclean Limited</p> <p>Bee-Clean Building Maintenance</p> <p>Note* Nine proposals were received with the four highest scoring proposals short-listed and their price envelopes opened.</p> | \$298,998.00                             | The 2015 Facilities operating budget provides \$90,714 for janitorial costs at the Region of Waterloo International Airport. The budget is sufficient to cover the annual cost of this proposal. | \$269,257.00<br>(\$89,752/year)                  |

| Proposal Number & Name                      | Description   | List of Bidders<br>(Successful Bidder Indicated in Bold)   | Proposal Price<br>(Includes HST) | Budget  | Net Cost of Award<br>(Net of HST Rebate) |
|---|---|--|----------------------------------|---|--|
| P2014-56<br>Promotional Material & Supplies | Promotional material for various publicity events and trade shows. The term of this contract is a two (2) year period with the option to renew for three (3) additional one (1) year periods. | <p><b>Akran Marketing</b></p> <p><b>Brymark Promotions</b></p> <p>Partners Promotional Group</p> <p><b>Performance Graphics</b></p> <p><b>Wilson &amp; Wilson</b></p> <p>Note* Six proposals were received with the four highest scoring proposals and their price envelopes opened.</p> <p>These four proponents are now pre-approved vendors who are sent specifications of the products required along with the timelines needed.</p> | \$225,000.00                     | The 2015 Airport, Waste Management, Rapid Transit and Corporate Publishing operating budgets cover the annual cost of this proposal | \$202,620.00<br>(\$101,310/year)         |

Awarded to the bidder with the highest overall score

**Appendix 3 – CAO Request for Consultant Awards (January 1, 2015 to March 31, 2015)**

| Proposal Number & Name                                   | Description   | List of Bidders<br>(Successful Bidder Indicated in Bold)   | Proposal Price<br>(Includes HST) | Budget  | Net Cost of Award<br>(Net of HST Rebate) |
|--|---|--|----------------------------------|---|--|
| C2014-43<br>Municipal Well Construction and Testing 2015 | Consulting services for Municipal Well Construction and Testing 2015. | <p><b>Golder Associates Ltd.</b></p> <p>Amec Foster Wheeler Environment &amp; Infrastructure</p> <p>R.J. Burnside &amp; Associates Ltd.</p> <p>Stantec Consulting Ltd.</p> <p>Note* Seven proposals were received with the four highest scoring proposals short-listed and their price envelopes opened.</p> | \$254,790.14                     | The approved 2015-2024 Water Capital Program includes a budget of \$1,100,000 for the Well Replacement Program. The cost of this consulting assignment is within the proposed budget for this work and is funded from the Water Reserve Fund and the Development Charge Reserve Fund. | \$229,447.00                             |

Awarded to the bidder with the highest overall score

| Proposal Number & Name   | Description   | List of Bidders<br>(Successful Bidder Indicated in Bold)  | Proposal Price<br>(Includes HST) | Budget  | Net Cost of Award<br>(Net of HST Rebate) |
|--|---|---|----------------------------------|---|--|
| C2014-42<br>Geotechnical Consulting and Material Testing Services, Kitchener Wastewater Treatment Plant, Contract 3, Construction of Headworks and Secondary Treatment | Geotechnical Consulting and Material Testing Services, Kitchener Wastewater Treatment Plant, Contract 3, Construction of Headworks and Secondary Treatment. | <b>Peto MacCallum Ltd.</b><br>Golder Associates Ltd.<br>Inspec-Sol Engineering Solutions Inc.<br>LVM<br>Note* Nine proposals were received with the four highest scoring proposals short-listed and their price envelopes opened. | \$304,563.25                     | The Region's 2015 Wastewater Capital Program includes a total budget of \$287,190,000 for the Kitchener WWTP upgrades between 2015 and 2024, funded by the Wastewater Reserve Fund and the Development Charge Reserve Fund.<br><br>The budget includes \$300,000 for this work. | \$274,268.00                             |

| Proposal Number & Name                | Description  | List of Bidders<br>(Successful Bidder Indicated in Bold) | Proposal Price<br>(Includes HST) | Budget   | Net Cost of Award<br>(Net of HST Rebate) |
|---------------------------------------|--|--|----------------------------------|--|--|
| C2015-01 Multi-Site Lighting Retrofit | Engineering services to complete interior and exterior lighting audits for 85 sites across the Region. | <b>Walter Fedy</b><br>MMM Group Limited<br>AECOM Company | \$287,156.13                     | The Region's approved 2015 Facilities Capital Asset Renewal program includes a budget of \$260,000 for the lighting upgrades work, to be funded from debentures. | \$258,593.00                             |

Awarded to the bidder with the highest overall score



Report: HRC-CIT-15-03

**Region of Waterloo**  
**Human Resources and Citizen Service**  
**Citizen Service**

---

**To:** Chair Sean Strickland and Members of the Administration and Finance Committee

**Date:** April 14, 2015

**File Code:** A34-41

**Subject:** Region of Waterloo Accessibility Plan 2014 Status Update

---

**Recommendation:**

For information

**Summary:**

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and its related Ontario Regulations set standards in accessibility to identify, prevent, and remove barriers for persons with disabilities in programs, services, and facilities for public sector organizations. The Region of Waterloo Multi Year Accessibility Plan 2013-2017 outlines the steps the Region will take to implement the accessibility standards. The present report provides the Region's annual Status Update to the Multi Year Accessibility Plan, including an update from the Waterloo Regional Police Services and Grand River Transit, to meet the planning requirements of AODA standards. The Status Update was provided to the Grand River Accessibility Advisory Committee for feedback; a summary of their comments are provided in this report.

This status update, along with the previous status update and the full Multi Year Accessibility Plan are available on the Region's website at [www.regionofwaterloo.ca/accessibility](http://www.regionofwaterloo.ca/accessibility).

**Report:**

**Background**

The Region of Waterloo's Accessibility Plan 2014 Status Update reports on progress

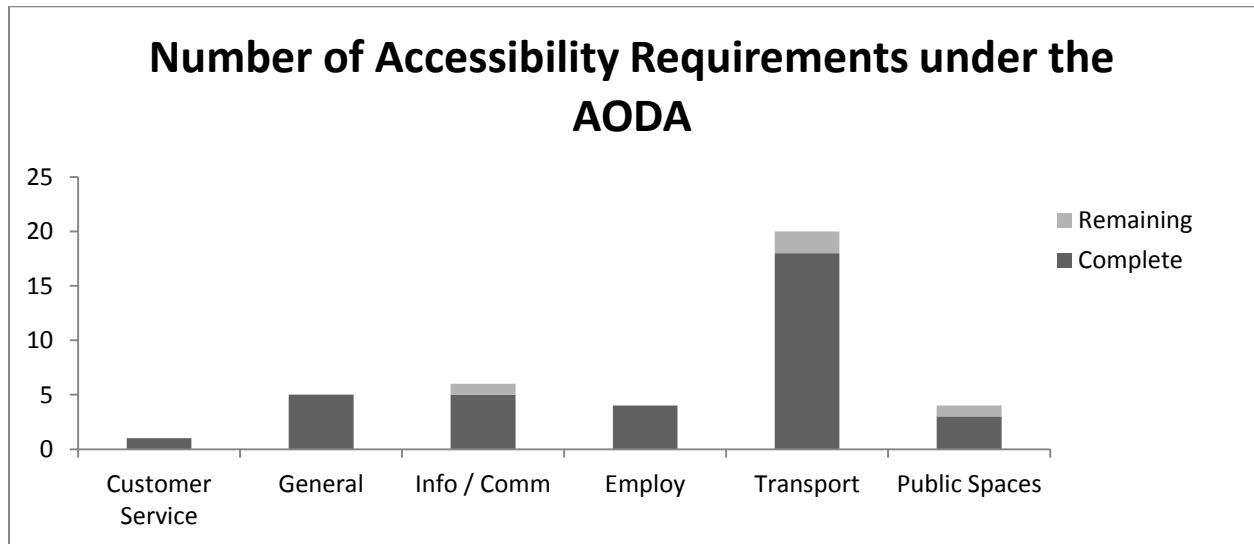


made towards completing the Multi Year Accessibility Plan, and identifies activities to be undertaken throughout 2015 to meet and support compliance with the AODA standards. It also reports on other accessibility actions undertaken at the Region to identify, prevent, and remove barriers for persons with disabilities. The Accessibility Plan also includes an update from the Waterloo Regional Police Services along with the required details from Grand River Transit to meet several AODA Transportation provisions. The present report provides an overview of the Region’s AODA compliance, highlights key accessibility accomplishments in 2014 and future activities for 2015, and reports on the advice received from the Grand River Accessibility Advisory Committee in response to the Region of Waterloo’s Accessibility Plan 2014 Status Update.

Five sets of accessibility standards were developed under the AODA: Customer Service, Information and Communication, Employment, Transportation, and Design of Public Spaces, in addition to setting accessibility requirements for policies, training, planning, and procurement. Implementation of the standards is to occur over time, ranging from 2010 (Customer Service Regulation) to 2021 (existing website accessibility). The Region of Waterloo Multi Year Accessibility Plan and the present Status Update were developed to meet the planning requirements of AODA standards.

**Progress on AODA Compliance**

Since 2008, when the first AODA Regulation was released, the Region of Waterloo has completed 34 key accessibility requirements<sup>1</sup> and has four key accessibility requirements remaining to be completed in order to fully implement all the provisions of the AODA Standards. The chart below shows the number of completed and remaining accessibility requirements for each AODA standard.



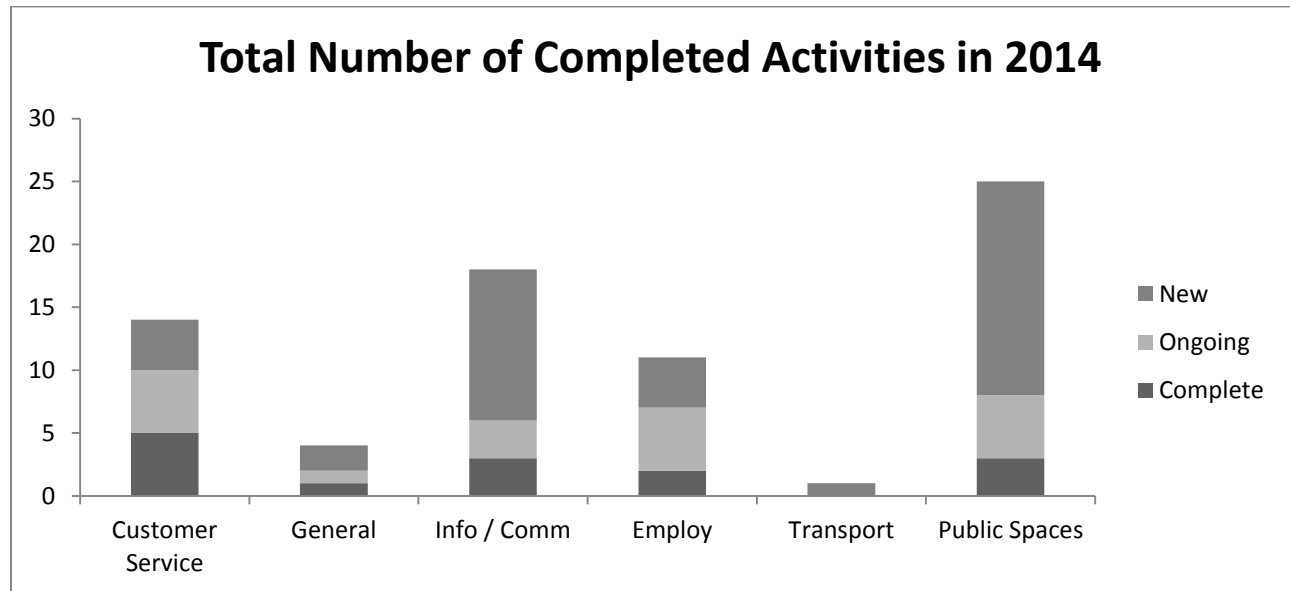
<sup>1</sup> A key accessibility requirement refers to an overall accessibility improvement area, often including several AODA provisions. For example, the entire Customer Service Regulation is considered a single accessibility requirement because it refers to procedures and policies related to customer service.

The Region of Waterloo has met the implementation timelines for each requirement; those that are remaining have implementation timelines for January 1, 2016 and beyond.

The standards that are yet to be completed include documenting procedures for maintenance of public spaces (2016), two Transportation requirements (2017), and accessibility requirements for existing websites (2021). Additional accessibility actions the Region is required to complete include creating and distributing annual status updates to the Region’s Multi Year Accessibility Plan, filing accessibility reports with the Ministry of Economic Development, Employment, and Infrastructure every 2 years<sup>2</sup>, and integrating accessibility updates to the Ontario Building Code.

**Accessibility Accomplishments in 2014**

Of the 15 activities planned in the previous Accessibility Plan to be accomplished in 2014, the Region completed 14. The Region also completed 40 new accessibility improvements that were not originally identified in the Accessibility Plan. These completed activities are in addition to 19 ongoing accessibility improvement activities identified in the Accessibility Plan. The chart below shows the total number of activities completed in 2014 under each AODA Standard.



Some of the activities completed in 2014 included:

- Developed public participation guidelines and interpreter and translation guidelines that support and include persons with disabilities.
- Trained staff on website accessibility compliance.

<sup>2</sup> The next Accessibility Report that the Region must complete is to be submitted to the Province by December 31, 2015.

- Drafted volunteer and student placement guidelines that support accessibility.
- Relocated Regional Library branch in New Dundee to a physically accessible building.
- Implemented numerous accessibility improvements to 150 Main, Cambridge, including installing automatic door openers and creating a barrier-free washroom on the 3<sup>rd</sup> floor.

In 2015 and 2016 there are no required Transportation requirements for Grand River Transit. The one deferred activity was regarding job-specific accessibility training for all staff; this action was deferred until 2015 to accommodate the organizational renew.

### **Planned Actions for 2015**

For 2015 there are a total of 14 planned accessibility improvements in addition to 15 ongoing accessibility activities to identify, reduce, and remove barriers for people with disabilities. Some of these planned improvements are:

- Develop inclusive building guidelines to create welcoming spaces at Regional facilities.
- Develop job-specific training for staff to support accessibility.
- Develop and implement process for accessibility improvements to Word templates used by Region staff, appearance of emails, and letterhead.
- Review Taxi By-Law for improvements in accessibility.
- Finalize Region of Waterloo Accessible Design Guidelines.

### **Waterloo Regional Police Services**

Throughout 2014 Waterloo Regional Police Services completed 5 accessibility activities, including training all staff, volunteers, and relevant contractors on the accessibility requirements of the AODA. For 2016 the WRPS plans to complete 4 accessibility improvements, including introducing Text to 9-1-1 service in our community.

### **The Grand River Accessibility Advisory Committee**

Public participation is an important feature of the work we do at the Region of Waterloo. Staff from the Region rely on feedback and input from the Grand River Accessibility Advisory Committee to ensure that we are working towards our vision of an inclusive Region of Waterloo. The following list outlines a few of the items for which the Region of Waterloo sought the advice of the Grand River Accessibility Committee:

- Grand River Transit Plus One Program
- Inclusive Meeting Guidelines
- On-street accessible parking

- Region of Waterloo Accessibility Champions
- Northumberland-Stanley-Swan Streets Improvements, Ayr
- Accessible pedestrian signals
- Accessible pedestrian crossings
- King/Victoria Transit Hub
- Waterloo Regional Police Services North Division building tour
- Grand River Transit 2015 Service Improvement Plan

On December 18, 2014 the Grand River Accessibility Advisory Committee reviewed the draft Region of Waterloo Accessibility Plan 2014 Status Update. Listed below are the comments from the GRAAC members and the follow up response from Regional staff. While the feedback from the committee could not all be addressed in the current Accessibility Plan Status Update, their advice was incorporated whenever possible.

1. What is the Region doing to accommodate for the new home for the blind in Ayr?
  - Housing Services have been involved with the DeafBlind organization in Ayr, providing a capital grant for the construction of this home for people who are both deaf and blind. Many accessibility features have been included in the design of this home to accommodate the residents. Once complete, there will be an official opening where tours of the facility can be arranged.
2. The Region needs to ensure that there is the option to specify TTY in online forms that ask for a phone number, especially online job application forms.
  - Human Resources and Citizen Service has evaluated their online recruitment form. TTY users can indicate that their number is TTY within the telephone field.
  - The Region's Communicator's Group has been informed of the best practice to allow users to specify TTY in any online forms created.
3. Are there any statistics on how many people have been employed at the Region with a disability? Are there statistics on how employees with disabilities have been accommodated?
  - The Region does not collect data on employees with disabilities. While Human Resources and Citizen Service knows how many employees request accommodations, this information is not publicly available.
4. There is a need to ensure that all internal / employee resources, materials, technologies, are ready to be used by employees with disabilities. Ensure that internal documents are accessible so employees with screen readers can use them. Ensure that all IT systems are compatible with screen reader technology.
  - This feedback has been forwarded to Corporate Communications and to Information Technology Services for consideration. The current practice is to work with individual employees and their technology needs, and accommodate as specific needs arise.

5. Can the Region and the cities combine their accessibility plans to create a single plan?
  - The cities and the Region have different planning needs and processes. Because of these unique needs, the plans are developed separately.
6. The Region needs to keep on track of accessibility needs during construction. If a sidewalk is closed, or roads are being modified, need to ensure people on the job site are aware of the needs of people who are blind to navigate through these sites.
  - Design and Construction staff will assess current practices and investigate possible improvements, and will report back to GRAAC with the results of their review.
7. GRAAC members are pleased that Text to 911 is coming to Waterloo Regional Police Services.
  - This will be completed by the end of the first quarter of 2015.

### **Corporate Strategic Plan:**

Focus Area 5: Deliver excellent and responsive services that inspire public trust, Action 5.1.3: Implement the standards under the Accessibility for Ontarians with Disabilities Act (AODA) to comply with Provincial regulations.

### **Financial Implications:**

The cost of creating and distributing the Region of Waterloo 2014 Accessibility Status Report is accommodated within the Human Resources and Citizen Service departmental budget, Citizen Service section. The costs of completing the accessibility improvements will need to be accommodated within appropriate program budgets.

### **Other Department Consultations/Concurrence:**

Staff from Corporate Communications, Corporate Resources, Finance, Human Resources, Public Health, Planning, Housing and Community Services, Social Services, Transportation and Environmental Services (Transit Services) and Waterloo Regional Police Services were consulted in preparation of this report.

### **Attachments:**

Nil; hard copy of the Region of Waterloo 2014 Accessibility Status Report available in the Councillors' Library.

**Prepared By:** **Vanessa Lopak**, Service Planning Associate  
**Deb Bergey**, Manager, Citizen Service

**Approved By:** **Jane Albright**, Commissioner, Human Resources and Citizen Service



**Report:** COR-FSD-15-08

## **Region of Waterloo**

### **Corporate Services**

### **Financial Services & Development Financing**

---

**To:** Chair Sean Strickland and Members of the Administration and Finance Committee

**Date:** April 14, 2015                      **File Code:** F27-20

**Subject:** **The Islamic Centre of Cambridge – Request to Reduce Regional Development Charges**

---

#### **Recommendation:**

That the Regional Municipality of Waterloo take no action on the request of the Islamic Centre of Cambridge to reduce the Regional Development Charges payable for its proposed development of a community centre in Cambridge, as described in Report COR-FSD-15-08.

#### **Summary:**

Nil

#### **Report:**

Regional Development Charges (RDC) are applicable to all lands within the Regional Municipality of Waterloo. Development Charges are collected to finance a portion of the net growth-related costs of capital works required to service development. Development charges at the Region are assessed and collected under By-law 14-046 (the “RDC By-law”) which came into effect on August 1, 2014.

In January 2015, the Islamic Centre of Cambridge (ICC) applied for a building permit in the City of Cambridge to construct a new community centre consisting of a gymnasium and meeting hall that will serve as an addition to the existing facility comprised of the Islamic School of Cambridge and the Jami Mosque. When calculating the development charges for an institutional facility such as this one, the RDC by-law provides for a non-residential rate per square foot of \$9.79 effective January 1, 2015. The proposed facility

was initially assessed a regional development charge of \$150,414 based on a gross floor area of 15,364 sq. ft. Further review of the proposed development with the City of Cambridge has revealed that an additional 15,714 sq. ft. relating to planned development below grade is subject to regional development charges resulting in a total Regional Development Charge of \$304,254.

As defined in the RDC By-law, the “gross floor area” used to calculate the RDC includes areas both above and below grade. The Cities of Kitchener and Waterloo use the same definition of “gross floor area” when calculating their respective local development charges. The City of Cambridge and the Waterloo District and Catholic School Boards’ Development Charge By-laws define “gross floor area” to include areas above grade only and consequently the gross floor area used in their calculation is lower than that used by the Region and the cities of Kitchener and Waterloo. The total development charges applicable to the proposed development are as follows:

|                    | <b>Chargeable Sq. Ft.</b> | <b>DC Per Sq. Ft.</b> | <b>DC Applicable</b> |
|--------------------|---------------------------|-----------------------|----------------------|
| City of Cambridge  | 15,535                    | \$2.71                | \$ 42,100            |
| Region of Waterloo | 31,078                    | \$9.79                | \$304,254            |
| Board of Education | 15,535                    | \$1.23                | <u>\$ 19,108</u>     |
| Total              |                           |                       | <u>\$365,462</u>     |

The ICC has requested that the Region reduce the development charges assessed on the proposed development on the basis that ICC is a registered charity that receives no grants or funding to operate the centre. Correspondence from the ICC is attached as Appendix “A”. The correspondence was sent prior to the determination that RDC’s applied to the development below grade, hence the reference to a lower RDC.

Since development charges can not be legally waived or reduced, Council would have to provide a grant in an amount equal to the reduction in the development charges payable if the ICC request was to be approved. Grants to cover development charges cannot be funded from the Development Charge Reserve Fund and consequently must be funded from other sources, i.e. property taxes and user rates.

Since the first RDC By-law was passed in 1991, the Region has taken no action on grant requests from not-for-profit organizations, private schools, or places of worship to offset development charges. Grants have only been provided when there has been a direct link to core Regional programs. An RDC grant is provided to Habitat for Humanity for development charges applicable to its projects in continuance of Council’s policy of supporting community housing initiatives.

Appendix B summarizes the Regional Development Charges (RDC) paid by various not-for-profit, charitable and community/cultural organizations for the period 2004-2014. Appendices C and D list the RDC paid by private schools and places of worship respectively.

**Corporate Strategic Plan:**

This report supports Focus Area 2 “Growth Management and Prosperity” of the Corporate Strategic Plan and specifically strategic objective 2.2 to develop, optimize and maintain infrastructure to meet current and projected needs as development charges provide an important source of funding for infrastructure needed to accommodate planned growth.

**Financial Implications:**

The Regional Development Charge is a significant component of the Region’s Capital Financing Program. As prescribed by the DC Act, any reductions to the assessed Regional Development Charges would have to be financed from other sources, such as user rates and property taxes. The 2015 Operating Budget does not include a provision for RDC Grants. Approval of a grant to offset the RDC’s in full would result in an unbudgeted expenditure of \$191,680 from property taxes and \$112,574 from user rates.

**Other Department Consultations/Concurrence:** Nil**Attachments:**

Appendix A: Letter Received from Mohammad S. Darr, The Islamic Centre of Cambridge

Appendix B: RDC - Not-For-Profit, Charitable and Community/Cultural Organizations  
2012-2014

Appendix C: RDC - Private Schools 2004-2014

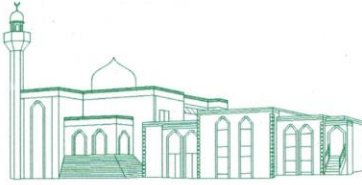
Appendix D: RDC - Places of Worship 2004-2014

**Prepared By:** Shane Fedy, Manager, Infrastructure Financing

**Approved By:** Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



## Appendix A



## THE ISLAMIC CENTRE OF CAMBRIDGE (ESTD. 1980)

1550 Dunbar Road, Cambridge, ON N1R 8J5  
Tel: (519) 740-6855 • Fax: (519) 624-5333

March 18, 2015

The Regional Clerk  
Region of Waterloo  
Kitchener On

Dear Sir/Madam

Re: PERMIT # 13 004276 000 00 A. 1550 DUNBAR RD. CAMBRIDGE

This is in reference to our call to Josh Udit on March 18<sup>th</sup> 2015 regarding the development charges for the above permit.

Total development charges are \$ 210898.40 which comprises of \$ 150413.56 as regional charges.

The Islamic Centre of Cambridge ( ICC ) is a registered charity and we get no grants or funding to run the school or any other services at the centre.

The ICC is a regional centre providing all kind of services to the community at large and work with all level of Government, YMCA, local churches and other NGOs. The upcoming project i.e. Community Centre is badly needed to provide and upgrade our services. It took us long to plan and we just have a little less than 1/3<sup>rd</sup> of the funding available. Our previous 2 phases of construction were not contracted to a General contractor and similar method will be adopted now to save the costs.

Josh was very kind in explaining the dev. Charges rates and methods however considering our situation, type of services we provide and our financial position, we request the Region of Waterloo to kindly help us by reducing the dev. charges.

In case you require any further information, please feel free to contact the undersigned any time. Thank you.

WITH BEST REGARDS

Yours truly,

Mohammad S. Darr CIM  
Director Projects  
[sellingcambridge@hotmail.com](mailto:sellingcambridge@hotmail.com)  
Mobile:5196519597 Bus:5196236200

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

## Appendix B

| <b>2004-2014 RDC Collections – Not-for-Profit, Charitable and Community/Cultural Organizations</b>    |                  |                                |                |
|---|------------------|--------------------------------|----------------|
| <b>Organization</b>   | <b>Gross RDC</b> | <b>*Exemptions/ Allowances</b> | <b>Net RDC</b> |
| Armenian Community Centre   | 54,795           | 0                              | 54,795         |
| Canadian Red Cross Society  | 1,434            | 1,434                          | 0              |
| Catholic Family Counselling Centre  | 23,244           | 0                              | 23,244         |
| Children's Aid Society of the Regional Municipality of Waterloo                                       | 9,872            | 0                              | 9,872          |
| Christian Horizons  | 25,419           | 25,419                         | 0              |
| Christian Labour Association of Canada  | 4,851            | 0                              | 4,851          |
| Deafblind Ontario Services  | 12,820           | 0                              | 12,820         |
| House of Friendship of Kitchener  | 26,895           | 0                              | 26,895         |
| Kitchener Waterloo YMCA-Camp Ki-Wa-Y  | 7,710            | 0                              | 7,710          |
| KW and North Waterloo Humane society  | 1,283            | 0                              | 1,283          |
| K-W Counselling Services Inc.   | 35,463           | 0                              | 35,463         |
| K-W Habilitation Services   | 195,406          | 164,350                        | 31,056         |
| KW Islamic Association  | 96,998           | 0                              | 96,998         |
| Langs Community Health Center   | 36,202           |                                | 36,202         |
| Lutherwood (children's mental health centre)  | 223,477          | 3,151                          | 220,326        |
| Morningstar Family Ministries   | 8,757            | 8,757                          | 0              |
| Parents for Community Living  | 83,854           | 82,229                         | 1,625          |
| Pensouth Corporation, The Children's Aid Society  | 19,673           | 4,265                          | 15,408         |
| Perimeter Institute   | 291,199          | 291,199                        | 0              |
| Portuguese Club of Cambridge  | 13,613           | 13,123                         | 491            |
| Rare Charitable Research Reserve  | 4,219            | 0                              | 4,219          |
| Ray of Hope   | 14,551           | 7,249                          | 7,302          |
| Reaching Our Outdoor Friends (Kitchener)  | 23,056           | 23,056                         | 0              |
| Saint Lukes Place   | 983              | 0                              | 983            |
| The Centre for International Governance Innovation Ltd  | 620,092          | 620,092                        | 0              |
| Women's Crisis Services of Waterloo Region  | 284,291          | 0                              | 284,291        |
| Woolwich Community Services   | 106,274          | 11,262                         | 95,013         |
| <b>Total</b>  | <b>2,226,430</b> | <b>1,255,585</b>               | <b>970,846</b> |
| *Exemptions and allowances are predominantly downtown core and to a much lesser extent, redevelopment |                  |                                |                |

## Appendix C

| <b>2004 - 2014 Development Charge Collections - Private Schools &amp; Universities</b>                 |                   |                     |                      |
|--|-------------------|---------------------|----------------------|
|  | <b>Gross</b>      | <b>*Exemptions/</b> | <b>Net</b>           |
| <b>Organization</b>  | <b>RDC</b>        | <b>Allowances</b>   | <b>RDC Collected</b> |
| Cambridge District Assoc. for Christian Education  | 142,597           | 0                   | 142,597              |
| Christian School Cambridge   | 60,995            | 0                   | 60,995               |
| Emmanuel Bible College   | 46,475            | 0                   | 46,475               |
| K-W Christian School Society   | 110,662           | 0                   | 110,662              |
| Mennonite Society of British North America   | 4,556             | 0                   | 4,556                |
| Orthodox Mennonite Church School   | 3,547             | 0                   | 3,547                |
| St Jude's Student Services Inc.  | 22,022            |                     | 22,022               |
| St. Johns-Kilmarnock School  | 119,738           | 0                   | 119,738              |
| University of Waterloo   | 9,954,908         | 578,766             | 9,376,142            |
| Wilfrid Laurier Univeristy   | 2,031,240         | 201,576             | 1,829,665            |
|  | <b>12,496,740</b> | <b>780,342</b>      | <b>11,716,398</b>    |
| *Exemptions and allowances are predominantly downtown core and to a much lesser extent, redevelopment. |                   |                     |                      |

## Appendix D

| Places of Worship RDC Collections - 2004 - 2014         |           |           |         |
|---|-----------|-----------|---------|
|   | Gross RDC | Exemption | Net RDC |
| Avenue Road Baptist Church Incorporated                 | 34,567    | 0         | 34,567  |
| Bethel Bible Chapel                                     | 12,221    | 0         | 12,221  |
| Canadian Conf of Brethern in Christ Church              | 25,498    | 0         | 25,498  |
| Carmel Church of the New Jerusalem                      | 393       | 0         | 393     |
| Carmel of St. Joseph                                    | 1,283     | 0         | 1,283   |
| Cedar Creek Community Church                            | 47,937    | 0         | 47,937  |
| Central Presbyterian Church                             | 2,796     | 2,796     | 0       |
| Central Woolwich Independent Old Order Mennonite Church | 15,732    | 10,755    | 4,977   |
| Christian Horizons                                      | 22,568    | 22,568    | 0       |
| Church of the Good Shepherd                             | 219       | 0         | 219     |
| Countryside Mennonite Fellowship                        | 20,434    |           | 20,434  |
| Crosshill Mennonite Church                              | 33,375    | 0         | 33,375  |
| Emmanuel Evangelical Missionary Church                  | 6,735     | 0         | 6,735   |
| Emmanuel Lutheran Church                                | 2,611     | 0         | 2,611   |
| Evangelical Missionary Church of Canada                 | 954       | 0         | 954     |
| First Unitarian Congregation of Waterloo                | 5,298     | 0         | 5,298   |
| Fo Guang Shan Temple (Waterloo)                         | 22,282    | 10,883    | 11,399  |
| Forward Baptist Church                                  | 19,301    | 19,301    | 0       |
| Gale Presbyterian Church                                | 88,168    | 0         | 88,168  |
| Grace Bible Church                                      | 17,305    | 0         | 17,305  |
| Grace Mennonite Bretheren Church                        | 4,095     | 0         | 4,095   |
| Iglesia Bautista Nueva Jerusalen Church                 | 1,491     | 0         | 1,491   |
| Knox Presbyterian Church                                | 131,123   | 131,123   | 0       |
| Lincoln Road Chapel                                     | 3,002     | 0         | 3,002   |
| Mapleview Mennonite                                     | 91,125    | 0         | 91,125  |
| Mennonite Church & Cemetary                             | 3,291     | 0         | 3,291   |
| Mennonite Church of Florapine                           | 56,034    | 15,465    | 40,569  |
| New Apostolic Church Canada                             | 19,262    | 5,173     | 14,089  |
| New Hamburg Christian Centre                            | 2,052     | 0         | 2,052   |
| New Life Pentecostal Assembly of Canada                 | 8,333     |           | 8,333   |
| Northside Baptist Church                                | 40,295    | 0         | 40,295  |
| Notre Dame of St. Agatha                                | 36,472    | 36,472    | 0       |
| Pioneer Park Church of God                              | 3,749     | 0         | 3,749   |
| Rick Tomic, Kitchener Apostolic Christian Church        | 82,319    | 0         | 82,319  |
| Roman Catholic Episcopal                                | 3,039     | 0         | 3,039   |
| Roman Catholic Episcopal Corporation Hamilton Dioc      | 22,893    | 22,893    | 0       |
| Romanian Church of God of Kitchener                     | 37,302    | 0         | 37,302  |
| Roseville United Brethern Church                        | 1,756     | 0         | 1,756   |
| Snyders Meeting House/Bloomingdale Mennonite Church     | 1,542     | 0         | 1,542   |
| St Daniels Church                                       | 39,653    | 3,356     | 36,297  |
| St George Serbian Orthodox Church                       | 94,656    | 0         | 94,656  |
| St Mary Eritrean Orthodox Agazian Church                | 2,569     | 2,569     | 0       |
| St Pauls Lutheran Church                                | 970       | 0         | 970     |
| St Phillips Lutheran Church                             | 5,680     | 0         | 5,680   |
| St. Daniels Church                                      | 2,304     | 0         | 2,304   |
| St. George Serbian Orthodox Church                      | 6,464     | 6,464     | 0       |
| St. Matthews Lutheran Church                            | 2,878     | 0         | 2,878   |
| Steinman Mennonite Church                               | 56,178    | 0         | 56,178  |

| <b>Places of Worship RDC Collections - 2004 - 2014</b>   |                  |                  |                  |
|--|------------------|------------------|------------------|
|  | <b>Gross RDC</b> | <b>Exemption</b> | <b>Net RDC</b>   |
| The Board of Trustees of Hope Lutheran Church  | 28,309           | 0                | 28,309           |
| The Faith Mennonite Church   | 57,263           | 0                | 57,263           |
| The Trustees of Kitchener Gospel Hall  | 41,405           | 0                | 41,405           |
| Trustees of the Siri Guru  | 191,786          | 0                | 191,786          |
| Waterloo Christian Reformed Church   | 5,184            | 0                | 5,184            |
| Waterloo Pentacostal Assembly  | 7,156            | 7,156            | 0                |
| Wilmot Centre Missionary Church  | 7,832            | 0                | 7,832            |
| Woodside Bible Fellowship  | 58,691           | 0                | 58,691           |
| <b>Total</b>   | <b>1,537,830</b> | <b>296,974</b>   | <b>1,240,856</b> |
| *Exemptions and allowances are predominantly downtown core and to a much lesser extent, redevelopment. |                  |                  |                  |



**Report:** COR-TRY-15-35

**Region of Waterloo**  
**Corporate Services**  
**Treasury Services**

---

**To:** Chair Sean Strickland and Members of the Administration and Finance Committee

**Date:** April 14, 2015

**File Code:** F11-30

**Subject:** Periodic Financial Report for the Year Ended December 31, 2014

---

**Recommendation:**

For Information

**Summary:**

The Region's actual vs. budget position as at December 31, 2014 for Direct Regional Services (excluding Waterloo Regional Police Services and Library Services) is a surplus of \$3.012 million. This surplus represents 1.0% of the Region's 2014 net budget expenditures of \$296 million. In accordance with Regional policy the surplus will be transferred to the Tax Stabilization Reserve Fund.

At its April 1<sup>st</sup> meeting, the Police Services Board allocated \$2,208,318 to the Police IT Equipment Reserve and \$1,120,116 to the Police General Reserve. The Library Committee will consider a report on the use of the 2014 surplus (\$52,497) at its next meeting.

Year end balances relating to water supply, wastewater treatment, water distribution and wastewater collection will be transferred to or from respective reserves as required.

**Report:**

Regional Council passed the Financial Management By-law (By-law 05-008) to establish the financial management framework for the Region. The By-law requires that a report to Administration and Finance Committee be prepared periodically on the Budget to Actual variances within the Operating and Capital Budgets. This report covers the year ended December 31, 2014.

## **Tax Supported Operating Budget**

The Region's actual vs. budget position as at December 31, 2014 for Direct Regional Services (excluding Waterloo Regional Police Services and Library Services) is a surplus of \$3.012 million. The Region's 2014 net surplus is preliminary and will be finalized when the year end audit is complete and the results are presented to Audit Committee.

Appendix One includes the net budget, net actual, and variance (both dollar and percentage) information for the 2014 Operating Budget. The net cost of operating budgets is recovered through property tax revenue.

## **Program Variances**

The variances reported in Appendix One under the "Variance" column present the actual results for the Region for year end 2014. Further detail on significant variances identified in Appendix One is provided in the following notes:

### **Note 1 – Financial Services**

The \$235,000 favourable variance in Financial Services is mainly due to savings in staffing costs arising from temporary vacancies. These savings are not sustainable in 2015.

### **Note 2 – Human Resources and Citizen Service**

The Human Resources & Citizen Service shortfall of \$269,000 is attributable to higher than budgeted costs for legal fees due to a number of matters requiring external legal advice. Subsequent adjustments were made to the 2015 operating budget.

### **Note 3 – Waterloo Region International Airport**

The Airport reported a 2014 negative variance of \$414,000. Bearskin Airlines ceased operations in Waterloo Region in April 2014 resulting in lower revenues. Facilities expenses were higher than anticipated due to unexpected equipment maintenance and repairs.

### **Note 4 – Provincial Offences**

For 2015, Provincial Offences (POA) revenues were under budget by \$1.64 million. General Revenues were \$865,000 under budget due to a continuing decline in the number of tickets issued, the early court resolution process which can result in decreased fine amounts and a higher number of defaults arising from people's inability to pay. In addition, Red Light Camera (RLC) Revenues were \$810,000 lower than budget. Several cameras were non-operational throughout the year and the number of infractions was down at other locations. Lower than budgeted POA crown prosecution fees and data processing costs, which were partially offset by higher adjudication costs, lessened

the impact of reduced POA revenues. The 2015 Budget for POA revenues was adjusted downward by \$750,000 and staff will monitor in year results and report as required to Committee.

#### Note 5 – Legal Services

The surplus of \$112,000 in Legal Services is mainly due to staff vacancies which is not sustainable in 2015.

#### Note 6 – Waste Management

Waste Management's favourable variance of \$900,000 is largely due to higher revenue of \$1.17 million, partially offset by higher than budgeted operating expenses of \$270,000. Full year revenue was above budget due to favourable commercial tonnage, recycling revenue and Waste Diversion funding, partially offset by lower than budgeted landfill gas royalties. A five year summary of Industrial, Commercial and Institutional (ICI) Tonnage and revenue is provided as follows:

| <b>2010-2014 ICI Tonnage and Revenue Summary</b> |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
|  | <b>2010</b> | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> |
| Budgeted Tonnage                                 | 140,000     | 140,000     | 140,000     | 100,000     | 76,500      |
| Actual Tonnage                                   | 125,362     | 119,667     | 91,825      | 74,927      | 80,506      |
| Tonnage Surplus/ (Shortfall)                     | (14,638)    | (20,333)    | (48,175)    | (25,073)    | 4,006       |
|  |             |             |             |             |             |
| Budgeted revenue (\$000's)                       | \$9,660     | \$9,940     | \$10,350    | \$7,925     | \$6,625     |
| Actual Revenue                                   | \$7,931     | \$8,193     | \$6,396     | \$6,109     | \$6,638     |
| Revenue Surplus/(Shortfall)                      | (\$1,729)   | (\$1,747)   | (\$3,954)   | (\$1,816)   | \$373       |

After four years of significant tonnage and revenue shortfalls and two years (2013 and 2014) of major budget adjustments, a small tonnage and revenue surplus was achieved in 2014. Full year ICI tonnage was 80,506 tonnes compared to 2013 actual tonnage of 74,927, the first increase in tonnage in seven years and the first revenue surplus in at least 13 years.

Recycling revenues were higher than budget by \$323,000 due to strong commodity market prices for recyclables (i.e. blue box materials). Waste Diversion funding for Blue Box and Municipal Hazardous Special Waste (MHSW) programs was higher than budgeted by \$377,000 due to receipt of MHSW funding related to prior years. Full year



operating expenses were slightly higher than budget for building and equipment maintenance, debenture servicing costs, monitoring and maintenance costs for landfill environmental control systems at the Waterloo and decommissioned sites. In addition, yard waste/leaf collection, hauling and processing costs were unfavourable due to higher than anticipated tonnage. These costs were partially offset by lower than budgeted costs for Blue Box, Green Bin and garbage collection due to favourable fuel costs.

#### Note 7 – Grand River Transit

The 2014 GRT operating deficit of \$806,000 is primarily related to a shortfall in ridership revenue. GRT 2014 fare revenue was below 2014 budgeted levels due to lower than forecasted ridership growth. This was mainly attributable to the shift in student ridership to school buses resulting from a change in school start times (Report E-14-045). This revenue shortfall has been partially offset by savings in fuel costs which were underspent by 6.9%.

#### Note 8 – Transportation

Transportation variances are due to Winter Control costs incurred in January to March of 2014 and, to a lesser extent, due to expenditures required for street lighting, traffic signal, and internal fleet maintenance. Snow events in January to March of 2014 accounted for close to 80% of the annual budget for Winter Control. The Winter Control reserve currently has a balance of \$813,000 but will not be required to fund the variance in 2014; the Region's corporate surplus will accommodate the unfavourable variance. Transportation variances over the past 5 years have been as follows:

| <b>Transportation Net Expenditures (000's)</b> |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Year</b>                                    | <b>2010</b> | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> |
| Budget   | \$43,394    | \$45,252    | \$46,846    | \$46,650    | \$47,258    |
| Actual   | \$42,197    | \$44,688    | \$45,816    | \$46,932    | \$48,633    |
| \$ Variance                                    | \$1,197     | \$564       | \$1,029     | \$(282)     | \$(1,375)   |
| % Variance                                     | 3%          | 1%          | 2%          | (-1%)       | (-3%)       |

#### Note 9 – Housing

The 2014 Housing Services surplus of \$574,000 is a result of \$233,000 underspending in Rent Supplement programs, \$764,000 in higher rental revenues for Waterloo Region Housing (WRH) and \$190,000 lower operating costs. These savings were offset by a \$613,000 shortfall relating to Non-Profit/Cooperative subsidies due to reduced subsidy recoveries associated with the annual reconciliation process.

The Non-Profit/Cooperative subsidy shortfall was 2.6% of budgeted subsidies. As illustrated in the table below, the subsidy budget was reduced by a total of \$2.645 million in 2012 and 2013. Increasing program costs legislated by the Province and lower one time recoveries have resulted in budget increases of \$1.227 million in the 2014 and 2015 budgets for this program, as set out below.

| <b>2011-2015 Non-Profit/Cooperative Housing Budget/Actuals</b> |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>000's</b>   | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> |
| Subsidy Budget   | \$26,018    | \$24,824    | \$23,373    | \$23,872    | \$24,600    |
| Actuals  | 24,830      | 23,600      | 23,650      | 24,485      | N/A         |
| Surplus/(Shortfall)  | \$1,188     | \$1,224     | \$(277)     | \$(613)     | N/A         |
| Budget increase/<br>(decrease) over prior year                 | \$56        | \$(1,194)   | \$(1,451)   | \$499       | \$728       |

#### **Note 10 – Seniors' Services**

Due to increased expenditures on food, maintenance, security and staffing costs, Seniors' Services posted a negative variance of \$297,000. This is net of revenues (provincial subsidies and resident fees) that were slightly higher than budget.

#### **Note 11 – Children's Services**

Children's Services closed the year with a surplus of \$787,000 or 10% of the Regional tax levy requirement. Child care fee subsidy payments were lower than anticipated in the 4<sup>th</sup> quarter of 2014, which contributed \$630,000 to the surplus. Other savings were realized from a vacant position and higher than anticipated revenues from parents with children at regionally operated child care centres.

#### **Note 12 – Ontario Works Administration**

Savings in employment programs resulted in an overall surplus of \$616,000 for 2014. Increased staffing expenditures related to the SAMS implementation were offset by staff savings in employment programs.

#### **Note 13 – Income Support Programs, Benefits and Social Assistance, and Transfer from Tax Stabilization Reserve Fund**

Income support caseloads continue to be significantly higher than at the start of the recession. The 2014 average monthly caseload was 8,433 cases, 34% higher than September 2008. The December 2014 caseload was 8,469 cases, an increase of 259 cases from the prior year.

In 2014, Income Support expenditures exceeded the budget by \$289,000. This variance was offset by savings in Benefits and Social Assistance (\$47,000) and an increased transfer from the Tax Stabilization Reserve Fund (\$241,000).

#### **Note 14 – Public Health**

Public Health posted a surplus of \$175,000 due to under spending in staffing which is not sustainable in 2015.

#### **Note 15 – Paramedic Services**

Due to a combination of provincial subsidy being greater than budget (\$313,000) and under spending in various areas, Paramedic Services posted a surplus of \$444,000 for 2014. The 2015 Budget included the increased subsidy for Paramedic Services.

#### **Note 16 – Corporate Financial**

Legislated tax rebates for commercial and industrial property vacancies and for charitable organizations were under the budgeted provision by \$202,000 due to fewer vacancy rebate applications received in 2014.

#### **Note 17 – Supplementary Taxes and Tax Write-offs**

Net supplementary taxes exceeded budget by \$3.1 million in 2014. Results for 2014 are summarized in the following table:

|                     | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|---------------------|---------------|---------------|-----------------|
| Tax Write-offs      | (\$4,000,000) | (\$4,267,633) | (\$267,633)     |
| Supplementary taxes | 7,800,000     | 11,171,309    | 3,371,309       |
| Net revenue         | \$3,800,000   | \$6,903,676   | \$3,103,676     |

Tax write-offs arise as a result of Assessment Review Board appeal decisions, requests for reconsideration, class changes and other adjustments. Supplementary taxes are the result of new properties being added to the assessment roll and improvements to existing properties.

#### **Note 18 – Police**

The Waterloo Regional Police Service has a preliminary year end surplus of \$3,428,434. At its April 1st meeting, the Police Services Board allocated \$2,208,318 to the Police IT Equipment Reserve and \$1,120,116 to the Police General Reserve.

**Note 19 – Library**

The Regional Library has a preliminary surplus of \$58,497. The Library Committee will consider a report on the use of the 2014 surplus at its next meeting. For the past several years, the surplus has been allocated to the Library Capital Reserve Fund. Given past practice, the figures in the Appendix assume that the surplus will be transferred to the reserve fund.

**Note 20 – Payments in Lieu**

Payments in lieu (PIL) of taxes exceeded budget by \$481,000 due to increases in current value assessment for PIL properties, additions to the number of PIL properties and increased enrolments in local universities and colleges. A budget adjustment was made for 2015.

**Allocation of Tax Supported Surplus**

The Region's Corporate Surplus policy, as amended by Council in 2013 provides that a Tax Supported Surplus will be allocated as follows:

- 1) Transfer to the Tax Stabilization Reserve Fund (TSRF) an amount equal to the lesser of the surplus and the amount necessary to achieve a \$10 million balance in the TSRF;
- 2) Transfer to the Working Funds Reserve an amount equal to the lesser of the balance of the surplus (after item 1) and the amount necessary to achieve a \$10 million balance in the Working Funds Reserve;
- 3) Transfer to the Roads Rehabilitation Reserve an amount equal to the lesser of the balance of the surplus (after items 1 and 2) and \$500,000 to be used as a source of funding for the Roads Rehabilitation Capital Program;
- 4) Transfer to the Capital Levy Reserve Fund an amount equal to the balance of the surplus (after items 1, 2 and 3), if any.

Accordingly, the 2014 corporate surplus of \$3.01 million will be allocated to the Tax Stabilization Reserve Fund (TSRF).

**Tax Stabilization Reserve Fund**

As of the end of 2014, the balance in the TSRF is \$7.83 million (after the distribution of the 2014 surplus), compared to \$7.54 million at the end of 2013. In 2014, the TSRF was used as follows:

- To offset the costs related to Income Support expenditures (note 13).

- To fund the one time OW Discretionary Benefits expenditures (as approved during 2014 budget deliberations).

The TSRF is being used to fund the increased cost of Income Support expenditures resulting from current economic conditions until 2018, at which time Income Support expenditures will be fully uploaded to the Province of Ontario. Based on the current caseload and caseload projections presented during the 2015 Budget, the balance in the TSRF should be sufficient to fund the projected Income Support expenditures.

### **User Rate Operating Budgets**

A summary of the revenues, expenditures and contributions to the capital reserves for the Water and Wastewater Treatment budgets are presented in Appendix One.

### **Note 21 – Water Supply**

Water rate revenue tracked close to budget in 2014. Flows were slightly higher than anticipated by 2.9% and resulted in a revenue surplus of approximately \$1.5 million. Higher than anticipated Development Charge exemptions (\$1.2 million) were offset by lower than anticipated utility charges, property taxes, water main swabbing and temporary vacancies resulting in expenditures being underspent by \$339,000.

### **Note 22 – Waste Water Treatment**

Wastewater rate revenue tracked very close to budget. Flows were slightly higher than anticipated by 1% and resulted in a revenue surplus of approximately \$600,000. The expenditure variance in Wastewater Treatment is primarily due to the delay in commissioning of the Waterloo Wastewater Treatment Plant resulting in bio solids and Ontario Clean Water Agency (OCWA) contract under expenditures. The savings offset the over expenditure of Development Charge exemptions.

### **Note 23 – Water Distribution**

The expenditure variance in Water Distribution was due to the over expenditure of Wholesale water as a result of a watermain leak in Ayr. The over-expenditure was partially offset by savings in repair and maintenance.

### **Development Charge Exemptions and Discounts**

The Region's Development Charge (DC) by-law provides for certain discretionary DC exemptions and discounts. The exemptions relate to development in the downtown cores of Kitchener and Cambridge, as well as to remediated brownfield sites Region wide. In addition, the non-residential development charge rate has been discounted by 50% since August 1, 2014 for developments that meet the definition of "industrial use" as prescribed by the Region's Development Charge By-law. The total cost of such exemptions was \$7,326,373 in 2014 and is comprised of:

- \$4,879,496 in downtown core exemptions
- \$ 2,065,878 in brownfield exemptions
- \$ 381,000 in industrial discounts

Exemptions have been provided for downtown core and brownfield developments since August 1999 and August 2004 respectively. Discounts to the non-residential rate for qualifying industrial developments were introduced in August 2014.

Funding for such exemptions is from property taxes and user rates. The budgeted and actual costs of DC exemptions, along with sources of funding are summarized in the following table.

| <b>Funding of 2014 Development Charge Exemptions by Program</b> |                    |                    |                      |  |
|---|--------------------|--------------------|----------------------|--|
| <b>Program</b>  | <b>Budget</b>      | <b>Actual</b>      | <b>Variance</b>      | <b>Funding Sources</b>                                 |
| Transportation  | \$1,000,000        | \$4,312,378        | (\$3,312,378)        | Property taxes, through the Roads Capital Levy Reserve |
| All other tax supported services                                | \$422,000          | \$740,567          | (\$318,567)          | Tax Supported Operating Budget (Corporate Financial)   |
| Water   | \$250,000          | \$1,461,816        | (\$1,211,816)        | Water Capital Reserve Fund                             |
| Wastewater  | \$200,000          | \$811,612          | (\$611,612)          | Wastewater Capital Reserve Fund                        |
| <b>Total</b>  | <b>\$1,872,000</b> | <b>\$7,326,373</b> | <b>(\$5,454,373)</b> |  |

DC exemptions and discounts can fluctuate substantially year over year depending on development activity on qualifying sites. The DC exemptions and discounts provided over the past 5 years are as follows:

| <b>Funded Exemptions (000's)</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Downtown Core                    | 114         | 1,014       | 252         |             | 4,879       |
| Brownfield                       | 725         | 277         | 579         | 844         | 2,066       |
| Industrial Discount              |             |             |             |             | 381         |
| Other                            |             | 138         |             |             |             |
|                                  | 839         | 1,429       | 831         | 844         | 7,326       |

Staff will monitor and report on 2015 exemptions over the course of the year.

### **Capital Budget**

All capital projects are expected to be completed within budget. Capital projects which require approval for increases in funding were reported to Council either by special reports, mid-year capital reviews or when the tender was approved. The capital budget was under spent at year end as many projects were not able to be completed during the year and project funds were carried forward to 2015.

### **Rapid Transit Project**

Appendix Two provides expenditure and commitment details for the Rapid Transit project. Actual expenditures to December 31, 2014 were \$221.6 million.

### **Corporate Strategic Plan:**

This report aligns with Focus Area 5, Service Excellence, of the 2011-2014 Corporate Strategic Plan and the objective to ensure Regional programs are efficient and effective and demonstrate accountability to the public.

### **Financial Implications:**

For 2014, the Region has posted a Tax Supported Operating Budget surplus of \$3.01 million (excluding Police and Library). The final surplus figure is subject to audit and will be presented to Audit Committee at its May meeting. The 2014 surplus, in accordance with the policy approved by Regional Council, will be transferred to the Tax Stabilization Reserve Fund. With the transfer of the 2014 surplus, the balance in the TSRF is \$7.83 million. The maximum balance for this reserve fund is \$10.0 million.

At its April 1<sup>st</sup> meeting, the Police Services Board allocated \$2,208,318 to the Police IT Equipment Reserve and \$1,120,116 to the Police General Reserve. The Library Committee will consider a report on the use of the 2014 surplus (\$52,497) at its next meeting.

Year end balances relating to water supply, wastewater treatment, water distribution and wastewater collection will be transferred to or from respective reserves as required.

**Other Department Consultations/Concurrence:**

All departments have reviewed the financial information for the reporting period and provided input to this report.

**Attachments:**

Appendix One – Periodic Financial Report - December 31, 2014

Appendix Two – Rapid Transit Expenditure Details – December 31, 2014

**Prepared By:** Lee Parent, Manager of Finance

Shane Fedy, Manager, Infrastructure Financing

**Approved By:** Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



The Regional Municipality of Waterloo  
Periodic Financial Report  
December 31, 2014

## Appendix One

|   | \$ in 000's      |                  |                      | % Variance    | Note |
|---|------------------|------------------|----------------------|---------------|------|
|   | Budget           | Actual           | Surplus<br>(Deficit) |               |      |
| <b>Property Tax Supported Budgets</b>                   |                  |                  |                      |               |      |
| <b>Elected Offices</b>                                  | <b>\$1,622</b>   | <b>\$1,592</b>   | <b>\$30</b>          | <b>1.8%</b>   |      |
| <b>Chief Administrative Officer</b>                     | <b>\$1,712</b>   | <b>\$1,712</b>   | <b>\$ 0</b>          | <b>0.0%</b>   |      |
| <b>Corporate Services</b>                               |                  |                  |                      |               |      |
| Commissioner  | \$236            | \$ 227           | \$ 9                 | 3.8%          |      |
| Treasury Services                                       | 2,520            | 2,471            | 49                   | 1.9%          |      |
| Financial Services                                      | 3,446            | 3,211            | 235                  | 6.8%          | 1    |
| Information Technology Services                         | 6,601            | 6,540            | 61                   | 0.9%          |      |
| Facilities Management & Fleet Services                  | 4,991            | 4,893            | 98                   | 2.0%          |      |
| <b>Total</b>  | <b>\$17,794</b>  | <b>\$17,342</b>  | <b>\$452</b>         | <b>2.5%</b>   |      |
| <b>Human Resources &amp; Citizen Service</b>            | <b>\$ 6,793</b>  | <b>\$ 7,062</b>  | <b>\$(269)</b>       | <b>(4.0%)</b> | 2    |
| <b>Planning, Development &amp; Legislative Services</b> |                  |                  |                      |               |      |
| Commissioner  | \$818            | \$883            | \$(65)               | (7.9%)        |      |
| Cultural Services                                       | 8,777            | 8,759            | 18                   | 0.2%          |      |
| Community Planning                                      | 3,889            | 3,856            | 33                   | 0.8%          |      |
| Regional Airport  | 6,011            | 6,425            | (414)                | (6.9%)        | 3    |
| Council & Administrative Services                       | 2,454            | 2,536            | (82)                 | (3.3%)        |      |
| Provincial Offices                                      | (4,831)          | (3,265)          | (1,566)              | 32.4%         | 4    |
| Legal Services  | 599              | 487              | 112                  | 18.7%         | 5    |
| Economic Development                                    | 2,158            | 2,142            | 16                   | 0.7%          |      |
| <b>Total</b>  | <b>\$19,875</b>  | <b>\$21,823</b>  | <b>\$(1,948)</b>     | <b>(9.8%)</b> |      |
| <b>Transportation and Environmental Services</b>        |                  |                  |                      |               |      |
| Commissioner  | \$0              | \$0              | \$0                  | 0.0%          |      |
| Design and Construction                                 | 0                | 0                | 0                    | 0.0%          |      |
| Waste Management  | 34,888           | 33,988           | 900                  | 2.6%          | 6    |
| Grand River Transit                                     | 51,000           | 51,806           | (806)                | (1.6%)        | 7    |
| Transfer to RTMP Reserve                                | 18,678           | 18,678           | 0                    | 0.0%          |      |
| Transportation  | 47,258           | 48,633           | (1,375)              | (2.9%)        | 8    |
| <b>Total</b>  | <b>\$151,824</b> | <b>\$153,105</b> | <b>\$(1,281)</b>     | <b>(0.8%)</b> |      |
| <b>Community Services</b>                               |                  |                  |                      |               |      |
| Commissioner  | \$623            | \$674            | \$(51)               | (8.2%)        |      |
| Housing   | 33,093           | 32,519           | 574                  | 1.7%          | 9    |
| Seniors' Services                                       | 8,314            | 8,611            | (297)                | (3.6%)        | 10   |
| Children's Services                                     | 7,959            | 7,172            | 787                  | 9.9%          | 11   |
| Ontario Works Administration                            | 12,800           | 12,184           | 616                  | 4.8%          | 12   |
| Income Support Programs                                 | 7,358            | 7,647            | (289)                | (3.9%)        | 13   |
| Benefits and Social Assistance                          | 2,870            | 2,823            | 47                   | 1.6%          | 13   |
| Transfer from Tax Stabilization Reserve Fund            | (2,542)          | (2,783)          | 241                  | (9.5%)        | 13   |
| <b>Total</b>  | <b>\$70,475</b>  | <b>\$68,847</b>  | <b>\$1,628</b>       | <b>2.3%</b>   |      |
| <b>Public Health &amp; Emergency Services</b>           |                  |                  |                      |               |      |
| Public Health   | \$7,522          | \$7,347          | \$175                | 2.3%          | 14   |
| Paramedic Services                                      | 11,979           | 11,535           | 444                  | 3.7%          | 15   |
| <b>Total</b>  | <b>\$19,501</b>  | <b>\$18,882</b>  | <b>\$619</b>         | <b>3.2%</b>   |      |

April 14, 2015

Report: COR-TRY-15-35

The Regional Municipality of Waterloo  
Periodic Financial Report  
December 31, 2014

## Appendix One

|                                    | \$ in 000's      |                  |                      |               | Note      |
|------------------------------------|------------------|------------------|----------------------|---------------|-----------|
|                                    | Budget           | Actual           | Surplus<br>(Deficit) | % Variance    |           |
| Corporate Financial                | \$4,394          | \$4,192          | \$202                | 4.6%          | 16        |
| Supplementary Taxes                | (3,800)          | (6,904)          | 3,104                | (81.7%)       | 17        |
| Gapping                            | (1,923)          | (1,923)          | 0                    | (0.0%)        |           |
| Crime Prevention Council           | 694              | 688              | 6                    | 0.9%          |           |
| Associated Agencies                | 6,737            | 6,749            | (12)                 | (0.2%)        |           |
| <b>Total Direct Regional</b>       | <b>\$295,698</b> | <b>\$293,167</b> | <b>\$2,531</b>       | <b>0.9%</b>   |           |
| <b>Police</b>                      | <b>\$140,905</b> | <b>\$140,905</b> | <b>\$0</b>           | <b>0.0%</b>   | <b>18</b> |
| <b>Regional Library</b>            | <b>2,385</b>     | <b>2,385</b>     | <b>0</b>             | <b>0.0%</b>   | <b>19</b> |
| <b>Net Before Levy</b>             | <b>\$438,988</b> | <b>\$436,457</b> | <b>\$2,531</b>       | <b>0.6%</b>   |           |
| <b>Tax Revenue</b>                 |                  |                  |                      |               |           |
| Tax Revenue                        | \$433,198        | \$433,198        | \$0                  | 0.0%          |           |
| Payments in Lieu                   | 5,790            | 6,271            | 481                  | 8.3%          | 20        |
| <b>Total Tax Revenue</b>           | <b>\$438,988</b> | <b>\$439,469</b> | <b>\$481</b>         | <b>0.1%</b>   |           |
| <b>Net Regional Levy</b>           | <b>\$0</b>       | <b>\$3,012</b>   | <b>\$3,012</b>       | <b>1.0%</b>   |           |
| <b>User Rate Supported Budgets</b> |                  |                  |                      |               |           |
| <b>Water Services</b>              |                  |                  |                      |               |           |
| Expenses                           | \$35,345         | \$35,006         | \$339                | 1.0%          | 21        |
| Revenues                           | 49,410           | 50,905           | 1,495                | 3.0%          | 21        |
| Contribution to (from) Capital     | 14,065           | 15,899           | 1,834                | 13.0%         | 21        |
| <b>Total</b>                       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>           | <b>3.7%</b>   |           |
| <b>Waste Water</b>                 |                  |                  |                      |               |           |
| Expenses                           | \$39,410         | \$38,039         | \$1,371              | 3.5%          | 22        |
| Revenues                           | 63,404           | 63,958           | 554                  | 0.9%          | 22        |
| Contribution to (from) Capital     | 23,994           | 25,919           | 1,925                | 8.0%          | 22        |
| <b>Total</b>                       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>           | <b>3.0%</b>   |           |
| <b>Water Distribution</b>          |                  |                  |                      |               |           |
| Expenses                           | \$1,511          | \$1,616          | \$(105)              | (6.9%)        | 23        |
| Revenues                           | 1,698            | 1,687            | (11)                 | (0.6%)        |           |
| Contribution to (from) Capital     | 187              | 71               | (116)                | (62.0%)       | 23        |
| <b>Total</b>                       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>           | <b>(6.8%)</b> |           |
| <b>Waste Water Collection</b>      |                  |                  |                      |               |           |
| Expenses                           | \$798            | \$776            | \$22                 | 2.8%          |           |
| Revenues                           | 991              | 1,034            | 43                   | 4.3%          |           |
| Contribution to (from) Capital     | 193              | 258              | 65                   | 33.7%         |           |
| <b>Total</b>                       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>           | <b>6.6%</b>   |           |

**The Regional Municipality of Waterloo  
Rapid Transit Expenditure Details As of December 31, 2014**

|  | <b>Restated Budget</b> | <b>Actual Expenditure as at December 31, 2014</b> | <b>Commitments as at December 31, 2014</b> | <b>Comments</b>  |
|--|------------------------|---|--|--|
| Project Office/Consultants             | \$51.8 m               | \$28.4 m  | \$12.9 m                                   | Includes staffing, office and internal engineering costs<br><br>Consultant costs include Parsons Brinckerhoff (PB), Infrastructure Ontario, Deloitte, Norton Rose and various consulting engagements<br><br>In January, Council approved the continuation of the PB contract with an upset limit of \$11.5 million. This has been included in the commitments. |
| Property Acquisition                   | \$42.3m                | \$20.2 m  | \$0.1 m                                    | Includes property acquisition and demolition costs   |
| Early Works and Other infrastructure   | \$29.3m                | \$7.2 m   | \$11.6 m                                   | Includes costs associated with moving utilities such as Bell, Rogers, Kitchener Wilmot Hydro, Waterloo North Hydro, Kitchener Utilities  |
| Hydro One-Transmission line relocation | \$26.3m                | \$18.2 m  | \$8.1 m                                    | On January 15, 2014 Council approved entering into an agreement with Hydro One to bury transmission lines along the corridor.  |
| MTO Underpass Construction             | \$11.2m                | \$3.7 m   | \$7.6 m                                    | Expected completion date: spring 2015  |
| Vehicles                               | \$95.5m                | \$26.7 m  | \$67.8 m                                   | Includes vehicles, parts and tools as per the agreement with Bombardier.   |
| LRT Construction                       | \$529.9m               | \$114.4 m   | \$415.5 m                                  | On May 9, 2014 the DBFOM Contract was concluded with GrandLinq. The contract net of recoveries is \$529.9 M. Actual expenditures represent GrandLinq's accrued costs to date.  |
| aBRT Vehicles and Construction         | \$19.5m                | \$2.8 m   | \$3.5 m                                    | Includes civil work and future purchase of aBRT buses.   |
| Contingency allowance                  | \$12.2m                |   |  |  |
| <b>Total</b>                           | <b>\$818.0m</b>        | <b>\$221.6 m</b>                                  | <b>\$527.1 m</b>                           |  |



Report: PDL-CPL-15-23

**Region of Waterloo**  
**Planning, Development and Legislative Services**  
**Community Planning**

---

**To:** Chair Sean Strickland and Members of the Administration and Finance Committee

**Date:** April 14, 2015

**File Code:** D03-80-CEF

**Subject:** 2015 Community Environmental Fund Grants

---

**Recommendation:**

That the Regional Municipality of Waterloo approve project funding allocations totalling \$151,048 from the Community Environmental Fund to the Environmental Stewardship projects described in Attachment 1 of Report PDL-CPL-15-23, dated April 14, 2015.

**Summary:**

The Community Environmental Fund was established by Regional Council in October 2011 (see report CR-FM-11-022/P-11-085). The Fund consists of a Stewardship Grant stream and a Sustainability Grant stream. At this time, only the Stewardship Grant stream is funded in the 2015 Regional Budget.

The Community Environmental Fund provides financial support to a wide variety of stewardship projects that fall within the following five categories:

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

Each successful project must also fulfill at least two criteria within its category.

The Community Environmental Fund was widely advertised in the fall of 2014, and the application package made available on the Regional website. By the December 19, 2014

deadline, 24 diverse proposals were received. Staff has followed up with applicants to further clarify details of their proposals, and ensure that individual cost items are appropriate and comply with the guidelines previously approved by Council for applications in general and for schoolyard greening projects in particular. Staff is now recommending that the 22 projects listed in summary form in Attachment 1 having a total value of \$151,048 be funded. This would be in addition to an allocation of up to \$40,000 to obtain matching funds from the Regional Tourism Organization 4 (RTO4) to carry out an engineering feasibility study for the replacement of the bridges on the Kissing Bridge Trailway over the Grand and Conestoga Rivers and the creation of wayfinding signage (see Report PDL-CPL-15-19, dated March 24, 2015).

The recommended projects would involve a wide variety of community stakeholders and cover a range of environmental activities.

- four schoolyard greening projects would further the Region's skin cancer prevention program and enhance the tree canopy in urban centres
- seven other projects that in whole or part would involve a significant number of the Region's citizens in the planting of trees
- five projects to control invasive non-native species in the Laurel Creek Headwaters Environmentally Sensitive Landscape, on the Kissing Bridge Trailway, the **rare** Charitable Research Reserve, Kitchener's Lakeside Park and the Doon Regional Forest
- two projects would assist local land trusts - **rare** Charitable Research Reserve and the Branchton Village Land Trust
- three projects would involve citizens with special needs in stewardship projects at the House of Friendship, KW Habilitation, and The Working Centre
- three projects would fund research into aspects of the Region's natural heritage
- six projects are being undertaken by three Area Municipalities
- two projects are being undertaken under the auspices of Regional advisory bodies - the Kissing Bridge Trailway Advisory Board and the Laurel Creek Headwaters Environmentally Sensitive Landscape Public Liaison Committee.

Taken together, the proposed projects would involve hundreds of the Region's citizens of all ages and backgrounds. Not only would they foster a culture of sustainability and environmental stewardship, but they also have the potential to nurture new skills and develop community capacity.

The recommended allocations would significantly assist with a variety of environmental projects some of which might not have been considered or which would have been initiated at a smaller scale without the assistance of the Community Environmental Fund. The recommended Regional grants totalling \$151,048 would be leveraged by \$527,331 in cash and/or in-kind contributions from the applicants. Based on the project applications, staff has calculated that for every dollar of the recommended \$151,048 in grants, an

additional \$3.49 in cash and in-kind would be invested by the proponents. The recently approved allocation of up to \$40,000 to receive matching funds from RTO4 increases the 2015 allocations to date to \$191,048 toward projects valued at \$758,379. As of this time, every Regional dollar would leverage an additional \$2.97 investment in cash and/or in-kind.

**Report:**

The Community Environmental Fund was established by Regional Council on October 26, 2011 (see report 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 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 following are eligible to apply for funding from the Community Environmental Fund:

- 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

In the case of schools and government agencies, the projects must be demonstrated to promote Regional interests such as enhancing natural heritage features, increasing the tree canopy, providing shade on schoolgrounds in order to prevent skin cancer, and

promoting public awareness and support for various aspects of environmental stewardship.

The Community Environmental Fund was widely advertised for proposal submissions in the fall of 2014, and the application package was made available on the Regional website. By the December 19, 2014 deadline, 24 proposals were received from a wide variety of local applicants. Staff have 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. Staff recommend that 22 applications with a total value of \$151,048 be approved at this time. This would be in addition to a previous allocation of up to \$40,000 for matching funds from the Province's Regional Tourism Organization 4 (RTO4) for an engineering feasibility study for the replacement of the bridges on the Kissing Bridge Trailway over the Grand River and Conestoga River and the creation of wayfinding signage (see Report PDL-CPL-15-19, dated March 24, 2015).

The recommended projects would involve a wide variety of community stakeholders and cover a range of environmental activities.

- four schoolyard greening projects would further the Region's skin cancer prevention program and enhance the tree canopy in urban centre
- seven other projects that in whole or part would involve a significant number of the Region's citizens in the planting of trees
- five projects would help control invasive non-native species in the Laurel Creek Headwaters Environmentally Sensitive Landscape, on the Kissing Bridge Trailway, the **rare** Charitable Research Reserve, Kitchener's Lakeside Park, and the Doon Regional Forest
- two projects would assist local land trusts - **rare** Charitable Research Reserve and the Branchton Village Land Trust
- three projects would involve citizens with special needs in stewardship projects at the House of Friendship, KW Habilitation, and The Working Centre
- three projects would fund research into aspects of the Region's natural heritage
- six projects are being undertaken by three Area Municipalities
- two projects are being undertaken under the auspices of Regional advisory bodies - the Kissing Bridge Trailway Advisory Board and the Laurel Creek Headwaters Environmentally Sensitive Landscape Public Liaison Committee.

Taken together, the proposed projects would involve hundreds of the Region's citizens of all ages and backgrounds in implementing projects which would not only foster a culture of environmental stewardship, but also nurture new skills and develop community capacity.

## Funding Allocation

### Stewardship Grants

The following 22 applications are recommended for approval at this time under the Stewardship Grant stream:

| Applicant  | Project  | Amount   |
|--|--|----------|
| Chemtura Public Advisory Committee<br>(Township of Woolwich)                                 | Stewardship of Canagagigue<br>Creek, Elmira                        | \$5,650  |
| Waterloo Region Nature (formerly K-W<br>Field Naturalists)                                   | Popular Guide to the Natural<br>Heritage of the Region of Waterloo | \$4,972  |
| City of Kitchener  | Lakeside Park Restoration and<br>Enhancement                       | \$10,622 |
| Waterloo Stewardship Council   | Ecological Restoration of Doon<br>Regional Forest                  | \$5,950  |
| City of Kitchener  | Deer Wintering Areas Study   | \$12,063 |
| Forest Glen Public School Greening<br>Committee  | Forest Glen Public School<br>Greening Project                      | \$3,000  |
| Laurel Creek Headwaters Environ-<br>mentally Sensitive Landscape Public<br>Liaison Committee | Phragmites Control in Laurel<br>Creek Headwaters ESL – Part 2      | \$8,146  |
| Shade Working Group of Waterloo<br>Region  | Shade Training Video –Awareness<br>of Shade Principles             | \$11,074 |
| Kissing Bridge Trailway Advisory Board   | Control of Dog-strangling Vine on<br>Kissing Bridge Trailway       | \$510    |
| Township of Woolwich Environmental<br>Enhancement Committee                                  | Trees for Woolwich Initiative –<br>Phase 2                         | \$21,800 |
| Township of Woolwich Environmental<br>Enhancement Committee                                  | Community Tree Nursery and<br>Environmental Education Project      | \$3,220  |
| rare Charitable Research Reserve   | Improving Edge Habitat of<br>Hogsback Wetland                      | \$7,755  |
| Grand River Conservation Authority   | Stream of Dreams   | \$2,360  |
| City of Waterloo   | Waterloo Earth Day – Enhancing<br>Laurel Creek Corridor            | \$4,385  |
| Our Lady of Lourdes School   | Shading Our Kindies at OLOL  | \$2,000  |



| <b>Applicant</b>                          | <b>Project</b>  | <b>Amount</b>    |
|---|---|------------------|
| KW Habilitation at David Fisher Residence | Our Farm Soil Restoration Project                               | \$14,379         |
| Keatsway Public School                    | Keatsway Public School Natural Playground Project               | \$3,000          |
| Sandhills Public School                   | Sandhills Public School Naturalisation Project                  | \$3,000          |
| Waterloo Region Environmental Network     | Launch of Waterloo Region Environmental Network                 | \$9,885          |
| House of Friendship                       | House of Friendship Supportive Housing Community Garden Project | \$11,780         |
| The Working Centre                        | Hacienda Sarria Market Garden Native fruit tree Project         | \$4,367          |
| Branchton Village Land Trust              | Forest Management At the Branchton Village Land Trust           | \$1,130          |
| <b>Total</b>                              |   | <b>\$151,048</b> |

The recommended funding levels for the 22 stewardship projects range from \$510 to \$21,800. The four largest recommended grants are for \$21,800 to the Township of Woolwich Environmental Enhancement Committee (TWEEC) for the second phase of the Trees for Woolwich program; \$14,379 to K-W Habilitation for the Our Farm project at the David Fisher Residence; \$12,063 to the City of Kitchener for the Deer Wintering Areas Research project; and \$11,780 to the House of Friendship for the Supportive Housing Community Garden project.

They have been grouped by size category in the following table.

| <b>Amount Recommended</b> | <b>No.</b> |
|---------------------------|------------|
| ≤ \$1,000                 | 1          |
| \$1,001 - \$2,500         | 3          |
| \$2,501 - \$5,000         | 7          |
| \$5,001 - \$10,000        | 5          |
| \$10,001 - \$20,000       | 5          |
| \$20,001 - \$35,000       | 1          |

| <b>Amount Recommended</b> | <b>No.</b> |
|---------------------------|------------|
| \$35,001 - \$50,000       | 0          |
| <b>Total</b>              | <b>22</b>  |

The recommended allocations would significantly assist with a variety of environmental projects some of which might not have been considered or which might have been initiated at a smaller scale without the assistance of the Community Environmental Fund. The recommended Regional grants totalling \$151,048 would be leveraged by \$527,331 in cash and/or in-kind contributions from the applicants. Staff has calculated that for every dollar of the recommended Regional stewardship stream grants, an additional \$3.49 would be invested in the projects by the proponents. This figure is skewed somewhat by the estimated \$231,465 cost for the establishment of the Waterloo Region Environmental Network where the leveraging factor is \$22.42.

On April 1, 2015, Regional Council approved an allocation of up to \$40,000 from the Community Environmental Fund to receive matching funds from RTO4 to carry out engineering feasibility studies required for the construction of new bridges over the Grand and Conestoga Rivers on the Kissing Bridge Trailway, and also to fund the production of improved wayfinding signage to the Trailway (Report PDL-CPL-15-19). This will increase the 2015 allocations to date to \$191,048 toward projects valued at \$758,379, such that every Regional dollar would leverage an additional \$2.97 investment in cash or in-kind.

### **Supplementary Comments**

In the spring of 2014, staff reviewed previously approved grants, and noted that several had neither proceeded nor requested extensions. Staff sent a letter to each applicant requesting confirmation that the application was still active. As a result, eleven grants approved between 2010 and 2013 were canceled, and \$35,506 was repurposed for future Community Environmental Fund projects. Staff will follow up again this spring with any remaining inactive grants made prior to 2015.

### **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 category 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 22 projects listed in summary form in Attachment 1 be funded. Subject to approval of the recommended allocations by Regional Council, successful recipients would receive formal letters specifying the total amount of their grant and the items for which it may be used. Where appropriate, some of those letters would 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 authorised, staff would continue to verify that

the agreed upon works have been accomplished by reviewing brief reports completed by the recipients, conducting site inspections where necessary, or receiving copies of studies or research.

Staff recommend that the two stewardship applications described in Attachment 2 not be funded at this time. One involves an interesting research project that, given the amount, requires a suitable eligible sponsoring organization. The other is a school that has received two previous grants, and under the schoolyard funding guideline approved by Council in 2010 would not qualify for a third allocation.

### **Area Municipal Consultation/Coordination**

The application package was circulated to all Area Municipalities when the 2015 programme was first announced. The Cities of Kitchener and Waterloo and Township of Woolwich have all submitted applications for 2015 funding.

### **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 2015 Planning, Development, and Legislative Services Capital program includes a budget of \$175,000 to support new projects that enhance Environmental Stewardship (project 22027). This capital project is to be financed by Current Revenue (100%; \$175,000). The recommended allocations in the Environmental Stewardship stream would be funded from this project. The 2015 Regional budget does not include financial support for the Community Sustainability initiatives at this time.

### **Other Department Consultations/Concurrence:**

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

### **Attachments:**

Attachment 1 - Community Environmental Fund Stewardship Projects Recommended for Approval

Attachment 2 - Community Environmental Fund Applications Not Recommended for Approval

**Prepared By:** Chris Gosselin, Manager of Environmental Planning

**Approved By:** Rob Horne, Commissioner, Planning, Development and Legislative Services

**Attachment 1 - Stewardship Grants Recommended For Approval – April 14, 2015****Project Number****2015-01 Stewardship of Canagagigue Creek, Elmira – (Category 4) - \$5,650**

The Chemtura Public Advisory Committee (CPAC) was established by the Township of Woolwich to advise on current and future concerns related to the Crompton (former Uniroyal) plant in Elmira. In the 1960s, chemical wastes were buried on site and have entered the local aquifer west and southwest of the site. At this time, the CPAC is turning its attention to the soils and ditches on the eastern and southeastern areas of the site which drain toward Canagagigue Creek. Sporadic Ministry of the Environment testing of sediments in the creek have reportedly indicated the presence of contaminants. Very recently, a man-made ditch has been discovered which drains the southeastern part of the site toward the creek. The proposed project will sample and analyse soils and sediments associated with the ditch with an eye to eventually improving environmental conditions in the reach of Canagagigue Creek into which the ditch drains. The total value of the project including in-kind contributions is \$10,396. It is recommended that up to \$5,650 be allocated to the Township of Woolwich on behalf of the Chemtura Public Advisory Committee to cover the costs of hiring a consultant to sample, analyse, and report on soils and sediment associated with the ditch draining to Canagagigue Creek.

**2015-02 Waterloo Region Nature Popular Guide to the Natural Heritage of the Region of Waterloo – (Category 4) - \$4,972**

Waterloo Region Nature (formerly known as the K-W Field Naturalists) is proposing to prepare the first comprehensive and readily accessible guide to the natural heritage of Waterloo Region. It would be available to the general public, to youth within the Region, and also to tourists. Members of Waterloo Region Nature have a wealth of information to include in the Guide. It will feature an interactive web-based map showing the locations of features that can be accessed safely, without infringing on landowners' privacy, and without jeopardising sensitive natural features. The map will link to text descriptions of recreational and educational websites as well as tourism sites such as Explore Waterloo. The total value of the project including in-kind contributions is \$7,298. It is recommended that up to \$4,972 be allocated to Waterloo Region Nature to purchase software and pay the wages of research assistants who will develop the Guide.

**2015-03 Lakeside Park Restoration and Enhancement Project – (Categories 1, 4) - \$10,622**

The City of Kitchener and the Friends of Lakeside Park are proposing to improve and restore key natural habitats within Lakeside Park based on the comprehensive management plan developed in collaboration with the neighbourhood. At approximately 15 hectares within a relatively urban part of the City of Kitchener, the park is about  $\frac{1}{3}$

active parkland and  $\frac{2}{3}$  natural area. The park has been designated by the City as a locally significant wetland and woodland. The management plan intends to conserve and protect natural heritage, improve water quality in the lake, increase environmental awareness, and in the process discourage negative behaviours. The requested funds will assist with improving turtle nesting habitat, naturalise the lake edge, and commence the restoration of the woodland. The total value of the project including in-kind contributions is \$41,393. It is recommended that up to \$10,622 be allocated to the City of Kitchener to help defray the cost of trees, shrubs, and wetland plants and to hire a consultant to suppress invasive non-indigenous species within the park.

**2015-04 Restoration and Management of Doon Regional Forest – (Categories 2, 4) - \$5,950**

The Waterloo Stewardship Council initiated the Doon Regional Forest Demonstration Forest Project in 2000 to restore a forest in declining health and also to serve as a demonstration project to other forest landowners. Working collaboratively with staff of the Community Planning Division who have responsibility for the forest as well as the Ministry of Natural Resources and Forestry and the local neighbourhood, the Waterloo Stewardship Council has overseen the thinning of declining conifer plantations and removing European Buckthorn, an invasive non-native tree species. The proposed phase of the work will continue to reduce the buckthorn population and then involve students in planting the areas cleared of buckthorn with native trees and shrubs to prevent re-colonisation by buckthorn and move the forest toward a native hardwood composition. The total value of the project including in-kind contributions is \$10,115. It is recommended that up to \$5,950 be allocated to the Project for the purchase of native trees and shrubs, and other expenses associated with the tree planting and for a licensed contractor to treat and cut European Buckthorn.

**2015-05 Deer Wintering Area Survey update in the City of Kitchener – (Categories 1,5) - \$ 12,063**

White-tailed Deer are relatively common in the Region of Waterloo, and may be found even within our urban areas. In winter, deer use densely forested conifer stands for protection from deep snow. The location of deer wintering areas is of interest in the completion of watershed studies and the review of development applications because they are often considered “significant wildlife habitat.” City of Kitchener staff has compiled information on the use of natural areas by deer over the summer, but no survey of deer wintering areas has been completed since 1986. Over the past three decades, deer populations have approximately doubled and development has extended into once-rural parts of the City. Thus, data on deer wintering activity in the City’s natural areas is out-of-date. It is proposed that the City hire a consultant to identify and assess deer wintering habitat in the winter of 2015-16. The information will assist City staff in the stewardship of its natural areas, identification of natural corridors, and also help inform decisions on

development approvals. The total value of the project including in-kind contributions is \$24,829. It is recommended that up to \$12,063 be allocated to the Project for the purchase of consulting services to carry out the deer wintering survey in 2015-16.

**2015-06 Forest Glen Public School Greening Project – (Category 2) - \$3,000**

The Greening Committee of the Forest Glen Public School in New Hamburg is embarking on a plan to enhance the natural features of the school playground. It is proposed to plant additional trees to provide more extensive shade and also to install active play structures. The improved schoolyard will also lend itself to being used as an outdoor classroom. The total value of the project, including in-kind contributions, is \$20,785. It is recommended that up to \$3,000 be allocated to the Forest Glen Public School Greening Project for the purchase of native trees, armourstone rocks, and mulch materials.

**2015-07 Phragmites Control in the Laurel Creek Headwaters Environmentally Sensitive Landscape – (Category 1) - \$8,146**

Common Reed (*Phragmites australis*) is a particularly invasive non-native species that is invading roadside ditches and wetlands. In 2014, a survey of Phragmites infestations in the Laurel Creek Headwaters Environmentally Sensitive Landscape (ESL) was carried out under the auspices of the Laurel Creek Headwaters Environmentally Sensitive Landscape Public Liaison Committee (Community Environmental Fund Project 2014-35). The survey mapped Phragmites occurrences within the ESL and also investigated means of controlling it as is being done in other localities. The second phase of the Phragmites control project will extend over the two and possibly three seasons it will take to eliminate Phragmites from readily accessible areas of the ESL. This will serve as a pilot study for eliminating Phragmites from other ESLs and natural areas within the Region. Committee members have contacted a professional pesticide applicator who has successfully controlled Phragmites in Lambton County. Committee members will work with Area Municipal and Regional roads staff as most of the occurrences are on roadsides. The total value of the project including in-kind contributions is \$10,995. It is recommended that up to \$8,146 be allocated to the Project for the purchase of professional weed control services and supplies for volunteers participating in the project.

**2015-08 Shade training Video for Education and Awareness of Shade Principles – (Category 4) - \$11,074**

The Shade Working Group of Waterloo Region is a collaboration of Regional and Area Municipal staff and representatives of NGOs such as the Evergreen Foundation. Since 2010, it has been working to promote shade in order to prevent skin cancer. In the process, shade promotion will also contribute to the greening of urban areas and reducing the “heat island effect.” Policies promoting shade have now been included in newly approved Area Municipal Official Plans. The Shade Working Group is now proposing to develop a video that illustrates the guiding principles of creating and enhancing shade in public spaces such as parks, streets, and public squares. In addition to helping educate

about preventing skin cancer, the video will be a tool in the future Urban Greenlands Strategy and will guide schoolyard greening projects. The total value of the project including in-kind contributions is \$16,174. It is recommended that up to \$11,074 be allocated to the Project to hire a marketing and communications firm to prepare the video and associated graphics.

**2015-09 Dog-strangling Vine Control on the Kissing Bridge Trailway – (Category 2) - \$510**

Listed as a noxious weed, Dog-strangling Vine (*Vincetoxicum rossicum*) is an aggressive and persistent invasive non-native species that has become established in many natural areas. There is a large population along the Kissing Bridge Trailway on the west bank of the Grand River. There is concern that it could spread by airborne seed to agricultural lands in the vicinity. On February 26, 2015, the Kissing Bridge Trailway Advisory Board adopted a motion to submit an application to the Community Environmental Fund to fund the control of the population along the Trailway. The total value of the project including in-kind contributions is \$1,109. It is recommended that up to \$510 be allocated to the Project for the purchase of materials required for a qualified pesticide applicator to spray the Dog-strangling Vine population on the Kissing Bridge Trailway.

**2015-10 Trees for Woolwich Initiative Phase 2 – (Category 2) - \$ 21,800**

In 2011, the Township of Woolwich embarked upon an ambitious multi-year plan to increase forest cover in the Township by planting 23,000 trees, one for each resident. It is planned to plant 5,000 trees in 2015 along trails and in wildlife habitat areas. Along with increasing tree cover, the tree planting initiative will increase public awareness of the value of trees and of environmental stewardship in general. The planting events also help build community in that they involve a wide cross-section of Township citizens. The current initiative follows on the planting of new trees along the Trans Canada Trail in 2014. The total value of the project including in-kind contributions is \$49,137. It is recommended that up to \$21,800 be allocated to the Trees for Woolwich Project for the purchase of trees, mulch, weed control and signage.

**2015-11 Township of Woolwich Environmental Enhancement Committee (TWEEC) Community Tree Nursery and Environmental Education Project – (Category 4) - \$3,220**

The Township of Woolwich Environmental Enhancement Committee is proposing to build upon a successful initiative to involve students in producing tree seedlings for planting in the Township's ongoing tree planting program. Starting with 500 tree seeds in the Elmira District Secondary School greenhouse in 2012, it grew to almost 1500 seedlings in 2014. The project will involve students at the Elmira District Secondary School who will prepare kits to be used by elementary students who will later pot out the tree seedlings at the outdoor nursery on Township land on the east side of Elmira. The project will teach

students about the benefits of trees to the environment in general, and the role they play in moderating Greenhouse gases in the atmosphere. Students will also learn about native versus non-native tree species and the biology of tree growth. The total value of the project including in-kind contributions is \$20,597. It is recommended that up to \$3,220 be allocated to the Community Tree Nursery and Environmental Education Project for the purchase of materials and services required to produce the kits, prepare the ground at the nursery, and care for the seedlings over the summer months. In addition, some of the funds will be required to transport students from their schools to the nursery site. The project will be overseen by Township staff.

**2015-12      Improving Edge Habitat around the Cruickston Creek Headwaters Environmentally Sensitive Policy Area on the *rare* Charitable Research Reserve Property – (Category 1) - \$7,755**

The eastern edge of the *rare* Charitable Research Reserve property is marked by a mature deciduous swamp forest known as the Hogsback wetland. The feature was evaluated through the recently completed Cambridge West Master Environmental Servicing Plan as warranting designation as a new Environmentally Sensitive Policy Area (ESPA) to be known as Cruickston Creek Headwaters. While the area is of high ecological quality and contains populations of Regionally significant species as well as some Species at Risk, its edge is infested with invasive non-indigenous species such as Common and Smooth Buckthorn, exotic barberry and honeysuckle species, and Lily-of-the-Valley. **Rare** is now proposing to eliminate the invasive species around the perimeter of the feature and plant about 800 native trees and shrubs. It is expected that in time as the trees mature, this will increase the “forest interior habitat” of the ESPA. The total value of the project including in-kind contributions is \$29,276. It is recommended that up to \$7,755 be allocated to the *rare* Charitable Research Reserve Edge Habitat Improvement Project for the hiring of a consultant to carry out a comprehensive vegetation survey in the feature and to purchase native planting stock and materials for the volunteer planting events.

**2015-13      Grand River Conservation Authority “Stream of Dreams™” Program – (Category 4) - \$2,360**

The “Stream of Dreams™” Program was developed in the Vancouver area in 2000, and is now being adapted to other areas. It provides education to elementary students about watersheds through in-class workshops and a community art installation. The program helps students discover their connection to their local watershed in terms of drinking water, stormwater and fish habitat. It teaches students how to be responsible residents of their watershed. It will conclude with the preparation and installation of a mural at the participating school. The program seeks to change attitudes and behaviours in the school community, and develop an appreciation for water as the basis for all life. The delivery of the program involves parent volunteers along with their children. The program will also complement the Region’s RAIN Stormwater Education program and the Smart about Salt



campaign. The total value of the project including in-kind contributions is \$14,550. It is recommended that up to \$2,360 be allocated to the Project for the purchase of supplies required to start up the program within the Region and also to purchase a Stream of Dreams Mural Society licence.

**2015-14 City of Waterloo Earth Day, 2015 – (Category 4) - \$4,385**

The City of Waterloo has organized Earth Day events for several years centred on the Environmental Reserve at 440 Westmount Road North. A significant part of the celebration is the planting of native trees and shrubs with mulch and protective tree guards within the 30 metre buffer along Laurel Creek. In addition, there are other exhibits and activities such as building birdhouses from pre-cut kits. The May 2, 2015 event will involve a broad cross-section of citizens, City advisory bodies, the GRCA, in the planning and carrying out the event. The total value of the project including in-kind contributions is \$18,770. It is recommended that up to \$4,385 be allocated to the Project for the purchase and rental of materials required to hold the event as well as for activities with live animals.

**2015-15 Shading Our Kindies at OLOL – (Category 2) - \$2,000**

Our Lady of Lourdes Catholic School has been carrying out an extensive greening of its schoolyard for a number of years. The school received a grant from the Region's Environmental Stewardship Fund in 2010 (Project 2010-15) for the earlier stage of this work. The school's greening committee is now proposing to create shade for the fenced outdoor play area in front of the school used by the Junior and Senior Kindergarten classes. This 6,000 ft<sup>2</sup> area is currently devoid of trees. Providing tree cover would be in line with the skin cancer shade promotion initiative of the regional Shade Working Group. The total value of the project including in-kind contributions is \$5,972. As Our Lady of Lourdes School received funding for the first phase of its schoolyard greening project (Project 2010-15), the Regional funding Guidelines limits the second request to \$2,000. It is recommended that up to \$2,000 be allocated to the Project for the purchase and installation of trees.

**2015-16 Our Farm Soil Restoration Project – David Fisher Residence Site of KW Habilitation. – (Categories 2,5) - \$14,379**

KW Habilitation operates the David Fisher Residence in the southwestern corner of Woolwich Township within the Laurel Creek Headwaters Environmentally Sensitive Landscape (ESL). A large open area adjacent to the residence building is described as being dry, sandy, infertile, and erosion-prone. The "Our Farm" program is seeking to transform this area into a garden and orchard using "Permaculture" principles to restore the structure and fertility of the soil, improve drainage to reduce soil erosion and run-off, and enhance part of the area adjacent to a Significant Woodland by planting native trees characteristic of locality. In the process, the land will be used by the KW Habilitation community for recreation, programming, and learning through the hands-on production of

food. Apart from the social value to the KW Habilitation community, the restoration and enhancement of this land as a Permaculture demonstration project is an excellent addition to the ESL. The total value of the project including KW Habilitation staff and other in-kind contributions is \$35,129. It is recommended that up to \$14,379 be allocated to the Project for the purchase of planting materials, and expert services to amend the soil and lay out the site.

**2015-17 Keatsway Public School Schoolyard Greening Project – (Category 1,2) - \$3,000**

The Keatsway Playground Committee of the School Council is proposing to create an outdoor learning environment for junior and senior kindergarten students. In addition to play equipment, it will feature water, sand, plants, gardens, forts and so forth for children to play in. The plan will also include trees to provide shade consistent with Regional guidelines for schoolyard greening projects. The total value of the project including in-kind contributions is \$22,900. It is recommended that up to \$3,000 be allocated to the Project for the purchase of shade trees of native species and soil amendments to prepare the ground for the trees.

**2015-18 Sandhills Public School Naturalisation Project – (Category 2) - \$3,000**

The Sandhills Public School Parent Council Greening Committee is planning to develop the schoolyard to provide students the opportunity to explore, roam, or sit quietly. In part this will involve the creation of a tranquility garden featuring a natural-looking environment in proximity to an existing woodland. The total value of the project including in-kind contributions is \$10,166. It is recommended that up to \$3,000 be allocated to the Sandhills Public School Naturalisation Project for the purchase of native trees, armourstone rocks, and soil amendments required for the trees to be planted.

**2015-19 Launch of Waterloo Region Environmental Network (WREN) – (Category 4) - \$9,885**

The Waterloo Region Environmental Network (WREN) is a new community-based organization that is now in the process of applying for charitable status. It has held a number of events over the past couple of years which have brought together a wide array of over 130 professionals, entrepreneurs, researchers, and non-profits to share the work they are doing in the environmental field. WREN is working as a catalyst to track individual actions and encourage collaborations that will help achieve a more sustainable society. It is proposing to further research and the development of business strategies through the creation of a “physical hub” (shared meeting and event space), “digital hub” (shared space to host knowledge and track the results of collaborations), and periodic events to bring participants together to foster community connections. Comprising technical workshops and community “hackathons” that advance collaborative projects, these events have been very well attended by representatives of environmental organizations, academics,

municipal councillors, and other community members. The total value of the WREN Launch project including in-kind contributions is \$231,465. It is recommended that up to \$9,885, be allocated to the project for the production of publicity materials, development of a website and video, supplies, and costs associated with holding future events.

**2015-20 House of Friendship Community Garden Project – (Category 4) - \$11,780**

The House of Friendship provides supportive, permanent housing for about 94 citizens living on low income, many of whom are also living with various physical and mental challenges. Staff run programming to build skills, improve quality of life, and build a stronger sense of community. In the past, the House of Friendship received two Community Environmental Fund grants (2013-12, 2014-20) to hire a temporary co-ordinator to work with residents and community volunteers to establish community garden projects around the House of Friendship sites in Downtown Kitchener. Those projects have not only made a noticeable improvement in the appearance of the site, but perhaps more importantly have helped foster a greater sense of community among residents as they learned to work together on planning and implementing the projects. The current application seeks funding to hire a Project Leader for a seven-month period in the third phase of the project to build upon the success of the first two phases. The Project leader will design and implement educational workshops around food security, growing food in an urban context, and the benefits of gardening and being stewards of the earth. While overseeing the program, the leader will also organise field trips to other community gardens and natural areas to emphasise other aspects of gardening and stewardship. The position will also seek to make the program more sustainable by designing a gardening program that can be implemented in future years and also in recruiting a volunteer base to work with residents in the program. The total value of the project including substantial volunteer in-kind contributions is \$77,953. It is recommended that up to \$11,780 be allocated to the House of Friendship Community Garden Project (Phase 3) to hire a temporary Project Leader for seven months.

**2015-21 The Working Centre Hacienda Sarria Native Fruit Tree Project – (Category 4) - \$4,367**

The Working Centre has been working in partnership with Hacienda Sarria to establish a market garden on Hacienda Sarria's extensive property in Kitchener. A previous contribution from the Community Environmental Fund (Project 2012-14) facilitated the establishment of the market garden which, in addition to producing fresh produce for sale to Hacienda Sarria and the public, is involving unemployed youth and teaching them urban gardening and food-production, environmental stewardship, and marketing skills. The market garden is now well established and the Working Centre is planning to diversify the garden to produce fruit. The current proposal is to produce fruit and nuts from native trees and shrubs. This will increase local knowledge of utilising these species for food

production and perhaps popularising their use elsewhere. The total value of the project including in-kind contributions is \$13,781. It is recommended that up to \$4,367 be allocated to The Working Centre for the Hacienda Sarria Market Garden Project for the purchase of native species of fruit and nut trees and shrubs.

**2015-22 Forest Management at the Branchton Village Land Trust – (Category 1,4) - \$1,130**

The Branchton Village Land Trust was established in 1995 to own and steward an upland woodland forming part of the Branchton Swamp and forest Environmentally Sensitive Policy Area (ESPA 67). The ice storm of December, 2013 damaged a number of trees to the point that they have become hazardous. The land trust now wishes to hire a contractor to cut down the leaning and broken hazardous trees, some of which are rather large. The land trust is trying to discourage use of the woodland due to the danger. Felled trees would be permitted to decompose naturally on the forest floor. It is recommended that up to \$1,130 be allocated to the Branchton Village Land Trust to hire a professional arborist to cut the hazardous trees.

**Attachment 2 - Stewardship Projects Not Recommended For Approval****North Dumfries Township Badger Project**

Mammals Ontario has proposed to conduct field reconnaissance to verify apparent sightings of American Badgers in North Dumfries Township. An Endangered Species, the Badger was long thought to be confined to Norfolk County in Ontario. Recently, reports of badger sightings and roadkill have been reported in North Dumfries Township. The proposed fieldwork could potentially confirm the presence of this species in the Township and identify areas where habitat could be protected through planning approvals or through voluntary stewardship initiatives by private landowners. While the project has merit, Mammals Ontario is not considered to be a suitable recipient of the grant. It has been suggested to the applicant that he consider a partnership with an established eligible organization for a future proposal.

**Northlake Woods Public School Woodlot Restoration**

This is the third application submitted by Northlake Woods Public School. The school has received two previous grants (2010-14, 2011-15). While the application has merit, the Guideline for applicants stipulates that schoolground projects may only receive two Community Environmental Fund grants.

| <b>Council Enquiries and Requests for Information</b> |                  |  |                               |                                  |
|---|------------------|--|-------------------------------|----------------------------------|
| <b>Administration and Finance Committee</b>           |                  |  |                               |                                  |
| <b>Meeting date</b>                                   | <b>Requestor</b> | <b>Request</b>   | <b>Assigned Department(s)</b> | <b>Anticipated Response Date</b> |
| 24-Mar-15   | T. Galloway      | Report on options and impacts regarding blending Multi-Residential and New Multi-Residential property classes. | PDLS/COR<br>(Finance)         | Oct-2015                         |
|   |                  |  |                               |                                  |
|   |                  |  |                               |                                  |