



REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE AGENDA

Tuesday, February 28, 2012

10:45 a.m.

(Time is approximate; meeting follows Planning and Works Committee)

Regional Council Chamber
150 Frederick Street, Kitchener, Ontario

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

2. DELEGATIONS

- a) David Marskell, Chief Executive Officer, THEMUSEUM, re: activities, priorities and programming for 2012
- b) Jennifer Voss, Activa Holdings re: development charges for Grey Silo condominium project

3. REPORTS – Finance

- a) [F-12-015](#), Quarterly Summary of Tenders, Request for Proposals and Consultant Proposals Approved by the Chief Administrative Officer 1

INTERDEPARTMENTAL REPORTS

- b) [CR-FM-12-005/P-12-032](#), 2012 Community Environmental Fund Allocation – Environmental Stewardship Stream 6

4. INFORMATION/CORRESPONDENCE

5. OTHER BUSINESS

- a) [Council Enquiries and Requests for Information Tracking List](#) 16

6. NEXT MEETING – March 20, 2012

7. MOTION TO GO INTO CLOSED SESSION

THAT a closed meeting of the Planning and Works, Administration and Finance and Community Services Committees be held on Tuesday, February 28, 2012 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 disposition of land in the City of Cambridge
- b) potential litigation and receiving of legal advice and opinion that is subject to solicitor-client privilege related to a contract
- c) personal matters about identifiable individuals – committee appointments
- d) personal matters about identifiable individuals – committee appointments

- e) personal matters about identifiable individuals
- f) potential litigation and receiving of legal advice and opinion that is subject to solicitor-client privilege related to a proceeding before an administrative tribunal
- g) receiving of legal advice and opinion that is subject to solicitor-client privilege related to a project
- h) proposed or pending disposition of land in the City of Waterloo
- i) labour relations
- j) personal matters about identifiable individuals – committee appointments

8. ADJOURN



REGION OF WATERLOO

**FINANCE DEPARTMENT
Procurement & Supply Services Division**

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

DATE: February 28, 2012 **FILE CODE:** F18-30

**SUBJECT: QUARTERLY SUMMARY OF TENDERS, REQUEST FOR PROPOSALS AND
CONSULTANT PROPOSALS APPROVED BY THE CHIEF ADMINISTRATIVE
OFFICER**

RECOMMENDATION:

For Information

SUMMARY: Nil

REPORT:

The updated Purchasing By-law, which came into effect July 2010, requires that administrative awards for Tenders and Request for Proposals (RFP's) between \$100,000 and \$500,000 and administrative awards for Consultant Proposals between \$100,000 and \$300,000 be reported to Administration and Finance Committee.

Tenders are competitive sealed bids which specify the scope of the work and the terms under which the Region will contract for the goods and services. Common law principles of procurement and contract law play a large roll relative to Tenders. Administrative awards for Tenders between \$100,000 and \$500,000 can occur if three criteria are met. These criteria include a minimum of three bids received, award to the lowest bidder and bid amount within budget.

Request for Proposals are a formal document that seeks best value through competition. The RFP specifies in general terms what the Region wants but provides flexibility for respondents to propose a solution. RFP's include an evaluation criteria and scoring matrix. Price is part of the evaluation criteria and scoring but award is made to the vendor with the highest overall score. Consultant Proposals are the same as RFP's with the commodity being consultant services. For RFP's between \$100,000 and \$500,000 and Consultant Proposals between \$100,000 and \$300,000, the three criteria to enable an administrative award are a minimum of three bids received, award to the highest score and bid within budget.

As required by the by-law, a quarterly summary report will be submitted to Administration and Finance Committee outlining all Tenders, RFP's and Consultant Proposals awarded by the CAO. This revised Tender/RFP/Consultant Proposal award process has resulted in a more efficient and timely procurement process. Appendix 1 provides the details of the Tender awards made by the CAO from September 30, 2011 through December 31, 2011. Appendix 2 provides the details of the RFP's awarded by the CAO from September 30, 2011 to December 31, 2011. Appendix 3 provides the details of the Consultant Proposal awards made by the CAO from November 1, 2011 to December 31, 2011.

CORPORATE STRATEGIC PLAN:

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

FINANCIAL IMPLICATIONS: Nil

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS:

Appendix 1 – CAO Tender Awards (September 30, 2011 to December 31, 2011)

Appendix 2 – CAO Request for Proposal Awards (September 30, 2011 to December 31, 2011)

Appendix 3 – CAO Consultant Awards (November 1, 2011 to December 31, 2011)

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

APPROVED BY: *A. Hinchberger*, Acting Chief Financial Officer

Appendix 1 - CAO TENDER AWARDS (September 30, 2011 to December 31, 2011)

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
T2011-139 Innovation Exhibit Fabrication and Installation Waterloo Region Museum	For exhibit fabrication services, building and installation of exhibits.	Expographiq	\$183,869.01 *Project #42012	Expographiq Kubik Inc. Taylor Manufacturing Industries Inc.	\$203,869.01 \$266,730.48 \$389,047.69	Capital Budget \$50,000; Balance from Operating Budget	Approved Sept. 30, 2011
T2011-126 Flat Roof Replacement WRPS Headquarters- 200 Maple Grove Rd. Cambridge, ON	To replace the original 20 year old membrane roof ovetop of the gymnasium and stores/evidence holding area locations.	Flynn Canada Ltd.	\$196,498.56 *Project #50020	Flynn Canada Ltd. Nedlaw Roofing Limited Triumph Roofing & Sheet Metal Inc. Semple Gooder Roofing Corp. Trio Roofing Systems Inc. Alliance Roofing & Sheet Metal Ltd. Eileen Roofing Inc. Roque Roofing Inc. Watertight Roofing Services Limited Nortex Roofing Ltd. Conestoga Roofing & Sheet Metal Ltd. Dufferin Roofing Atlas-Apex Roofing Inc.	\$218,203.00 \$219,091.18 \$220,752.28 \$235,090.85 \$238,091.00 \$239,560.00 \$239,560.00 \$242,724.00 \$255,391.30 \$257,640.00 \$262,170.85 \$278,997.00 \$282,773.56	Total WRPS Capital Budget of \$791,864	Approved Oct. 11, 2011
Q2011-1139 Electrical Hook Up GRT Transit Shelters	Supply and installation of wiring and Electrical Hook Up at 35 GRT Transit Shelters for now iXpress route.	Langley Utilities Contracting Ltd.	\$97,925.00	Langley Utilities Contracting Ltd. Enasco Ltd. AGI Traffic Technology Inc.	\$110,655.25 \$119,290.00 \$119,343.00	Total GRT Capital Budget \$1,548,000	Approved Oct. 19 2011
T2011-146 Rapid Transit Office Renovation at 50 Queen St. N., 8 th Floor, Kitchener, ON	To renovate office space for facilitation of office requirements of the Rapid Transit Group.	Greyhound Contracting Inc.	\$163,833.60 *Project #67001	Greyhound Contracting Inc. GEN-PRO Reids Heritage Construction Ltd. (RHC) Caird-Hall Construction Inc. Arguson Projects Inc. Dakon Construction Ltd. Al Langman Construction 1998 Inc. Nith Valley Construction 2008 Ltd. Stahle Construction Inc.	\$181,930.00 \$183,243.06 \$197,486.71 \$201,517.42 \$212,285.19 \$223,175.00 \$225,124.25 \$225,499.41 \$225,699.42	Rapid Transit Capital Budget \$220,000	Approved Dec. 13 2011

Appendix 2 - CAO REQUEST FOR PROPOSAL AWARDS (September 30, 2011 to December 31, 2011)

TENDER NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	LIST OF BIDDERS	BID PRICE (Includes HST)	BUDGET (1)	COMMENTS
P2011-33 Homemakers and Nurses Services (HNSA) Program	To provide homemaking and nursing services to individuals considered to be in need and whose financial circumstances do not permit them to pay the full fee for these services over a 3 (three) year period.	Bayshore Healthcare Ltd. We Care Health Services LP Paramed Home Health Care	\$19.95/HR \$21.70/HR \$27.90/HR	Bayshore HealthCare Ltd. We Care Health Services LP The Canadian Red Cross Society Paramed Home Health Care Revera Health Services Inc.	\$19.95/HR \$21.70/HR \$27.80/HR \$27.90/HR \$28.23/HR Taxes not applicable on this program	Total Budget \$475,000	Approved Oct. 17 2011
P2011-22 Supply of two (2) cab and chassis	For the supply of two (2) cab and chassis units for Transportation Operations.	Expressway Truck Waterloo	\$214,856.49 *Project #6054	Team Truck Centers Expressway Truck Waterloo Highway Sterling Western Star	\$231,085.00 \$238,588.20 \$254,566.40	Transportation Equipment Reserve \$580,000; Pre-budget approval Report CR-FM-11-019	Approved Oct. 19 2011
P2011-52 Mobility Plus Vehicle Repairs	To repair Mobility Plus vehicles on an hourly basis.	City of Kitchener	\$88.11/hr	City of Kitchener Altruck International Truck Centres Cambridge Mac	\$88.11/HR \$90.00/HR \$99.00/HR	2011 Budget \$438,333 2012 Budget \$445,000	Approved Dec. 8 2011

Appendix 3 - CAO CONSULTANT AWARDS (November 1, 2011 to December 31, 2011)

CONSULTANT AWARD NUMBER & NAME	DESCRIPTION	AWARDED	NET COST OF AWARD (Net of HST Rebate)	BUDGET (1)	COMMENTS
C2011-19 Consulting Services Agreement	For construction of Municipal Supply Wells	Stantec Consulting Ltd.	\$293,154.00	Water Services Capital Budget \$2,574,000 in 2011; \$1,800,000 in 2012	Approved Sept. 14, 2011 (Omitted from previous report F-11-082)
C2011-26 Consulting Services Agreement	For winter de-icing salt assessment for higher priority well fields	WESA Inc.	\$ 234,090.32	Water Services Capital Budget \$999,000 for Source Protection	Approved Dec. 13, 2011
C2011-06 Safety Management Implementation	To assist the Region with the implementation stage of a safety management system across the organization	Golder Associates	\$117,002.38 *Project #99037	Total Capital Budget (2011-2013) \$1,105,000	Approved Dec. 20, 2011
C2011-27 Citizen Service Call Centre Process Mapping and Knowledge Build	Call centre process mapping and knowledge build in order to implement a consolidated call centre	AtFocus Inc.	\$138,758.92 *Project #90150	Total 2011 Capital Budget \$690,000	Approved Dec. 30, 2011



REGION OF WATERLOO

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

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

DATE: February 28, 2012

FILE CODE: D03-80/ESF, D06-80

**SUBJECT: 2012 COMMUNITY ENVIRONMENTAL FUND ALLOCATION -
ENVIRONMENTAL STEWARDSHIP STREAM**

RECOMMENDATION:

THAT the Regional Municipality of Waterloo approve project funding allocations of \$170,080 for the Environmental Stewardship Grant stream of the Community Environmental Fund, as described in Appendix A of Report P-12-032/CR-FM-12-005, dated February 28, 2012.

SUMMARY:

The Community Environmental Fund was established by Regional Council in October 2011 (CR-FM-11-022/P-11-085) in fulfillment of one of the actions within the Region of Waterloo's 2011-2014 Strategic Plan. The Fund consists of a Stewardship Grant stream (formerly the Environmental Stewardship Fund which operated in 2010 and 2011) administered by Community Planning, and a Sustainability Grant stream administered by Facilities Management.

The Community Environmental Fund was widely advertised for proposal submissions in the fall of 2011, and the application package was made available on the Regional website in mid-November 2011. By the January 16, 2012 deadline, 44 diverse proposals were received from a wide variety of local applicants. Nineteen applications were received by the Environmental Stewardship stream and 25 applications for the Sustainability stream. Staff has reviewed the applications based on defined evaluation criteria, and where necessary, followed up with applicants to clarify that component cost items are appropriate and consistent with the established criteria. Staff is recommending that the 18 projects listed in Appendix A be funded from the Stewardship Grant stream at this time, all in accordance with eligibility criteria previously established by Regional Council. The recommendations for the Sustainability Grants will be submitted to the Administration and Finance Committee at the next meeting scheduled for March 20, 2012.

The projects cover a range of environmental activities, and are anticipated to involve many community stakeholders such as local schools from elementary to university level, Area Municipalities, individual researchers, charitable and non-profit organizations, the GRCA, and the Waterloo Stewardship Network. Together, it is anticipated that hundreds of the Region's citizens of all ages will be involved in implementing the projects which will not only foster a culture of sustainability and environmental stewardship, but also nurture new skills and develop community capacity. The projects recommended for funding will provide a variety of benefits such as significant tree planting, environmental studies and research, and environmentally-sustainable and socially-inclusive food production in innovative community gardens.

A brief summary of individual projects and the respective grant allocations recommended for approval is included within Appendix A. It is recommended that \$170,080 be allocated to projects in the Environmental Stewardship stream for projects having a total leveraged value of

\$515,939. It is calculated that every dollar recommended as a Community Environmental Fund Stewardship Stream grant is anticipated to result in the investment of \$2.03 in cash or in-kind by community organizations and individual citizens.

REPORT:

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

Stewardship projects:

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

Sustainability projects:

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

The Community Environmental Fund was widely advertised for proposal submissions in the fall of 2011, and the application package made available on the Regional website in mid-November 2011. By the January 16, 2012 deadline, 44 diverse proposals were received from a wide variety of local applicants. The projects cover a range of environmental activities, and are anticipated to involve many community stakeholders such as local schools from elementary to university level, Area Municipalities, individual researchers, charitable and non-profit organizations, the GRCA, and the Waterloo Stewardship Network. Together, it is anticipated that hundreds of the Region's citizens of all ages will be involved in implementing the projects which will not only foster a culture of sustainability and environmental stewardship, but also nurture new skills and develop community capacity.

Funding Allocation

Sustainability Grants

Because this is the inaugural year of the Sustainability Grants, applications are going through further staff review. In order to avoid any undue delay to the Stewardship projects which tend to be time-sensitive at this time of year, staff recommendations on the proposals are being separated into two reports. Recommendations for Sustainability Grants will be submitted to the next Administration and Finance Committee meeting scheduled for March 20, 2012. The remainder of this report refers only to the Stewardship Grants.

Stewardship Grants

The recommended funding levels for the 18 stewardship projects range from \$1,100 to \$47,000. They have been grouped by size category in Table 1. It will be seen that most of the projects were for \$15,000 or under. There is a concentration of projects in the \$2,501 to \$5,000 category due to eight schoolyard greening projects, where the maximum allowable request is \$3,000. There were three larger grants of \$23,000 to the Township of Woolwich for the Trees for Woolwich project; \$31,290 to the City of Waterloo for the initial phase of the naturalisation of the Laurel Creek Corridor; and \$47,000 to the Grand River Conservation Authority for its Trees for Rural Non-farm Landowners programme. Thirteen of the eighteen recommended stewardship stream projects comprising 79.4% of the recommended dollar allocations are intended to fund in whole or in part the planting of native trees in the rural and urban areas of the Region.

Table 1. Recommended Environmental Stewardship Stream Grants by Size Class

Amount Requested	
≤ \$1,000	0
\$1,001 - \$2,500	4
\$2,501 - \$5,000	8
\$5,001 - \$10,000	1
\$10,001 - \$20,000	2
\$20,001 - \$35,000	2
\$35,001 - \$50,000	1

The recommended allocations will significantly assist with a variety of environmental projects some of which may not have been undertaken or which would have been initiated at a smaller scale without the assistance of the Community Environmental Fund. The recommended Regional grants will be leveraged by financial and/or in-kind contributions from the applicants. Staff has calculated that for every dollar of the recommended stewardship stream grants, \$2.03 will be invested in the projects by the proponents. Therefore the recommended grants from the Region's Community Environmental Fund will yield an additional investment of approximately \$345,859.

In reviewing the applications, staff have followed up with applicants to further clarify details of their proposals, and ensure they are in the appropriate granting stream and that individual component items in the proposed project budgets are appropriate and comply with the guidelines. Staff is now recommending that the 18 projects listed in summary form in Appendix A be funded at this time. One application is not recommended for funding for reasons specified in the summary.

As with the previous Environmental Stewardship Fund grants, successful recipients will receive formal letters specifying the total amount of the grant and the items for which it may be used. The letter will be accompanied by an agreement, prepared with the assistance of Legal Services staff, by which the recipients commit to abide by the terms and conditions of the grant. Before payments are authorised, staff will continue to verify that the agreed upon works have been accomplished by reviewing brief reports completed by the recipients, conducting a site inspection where necessary, or receiving copies of studies or research.

Area Municipal Consultation/Coordination:

The application package was circulated to all Area Municipalities. The City of Waterloo and Township of Woolwich have submitted applications. In previous years, applications from the City of Kitchener and City of Cambridge were approved.

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 recommended allocations in the Environmental Stewardship stream will be funded from the approved 2012 Planning, Housing and Community Services Department Capital Program (Project 22027).

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

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

ATTACHMENTS:

Attachment A - Summary of Stewardship Projects Recommended for Approval

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

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

APPENDIX A**Summary of Community Environmental Fund Projects
Recommended for Approval: Stewardship Grants – February 28, 2012****Project Number****2012-04 Sir Adam Beck Public School: Footprints – Schoolyard Greening & Naturalization Project (Category 2) \$3,000**

Sir Adam Beck Public School is a new school located in Baden opened in 2011. Currently the school has only a paved playing area and an open soccer field. The Footprints project is intended to create a healthy playing space as well as outdoor teaching space through the provision of a windbreak and shaded areas with suitable seating. The current phase of the greening project is intended to begin the greening project through the creation of a windbreak on the upwind side of the property. Twelve large conifer trees will be planted on top of a berm. Subsequent phases will add deciduous trees for shade and armoustone seating areas. While the cost of the entire project is expected to be near \$50,000, the cost of the current phase is \$10,300. It is recommended that up to \$ 3,000 be allocated to Sir Adam Beck Public School for the purchase and installation of the windbreak of native conifer trees.

2012-05 St. Agnes School GreenLeaf Schoolyard Greening Project (Category 2): \$3,000

The St. Agnes School Greening Committee has planned an ambitious multi-phase three-to-five year schoolyard greening programme. The project emphasises parent and community involvement in designing, planting, and maintaining the plantings. The Parent Council is planning to sustain the project with an \$800 per year maintenance fund. The first trees were planted in November, 2011. The committee has now applied to the Region to assist with funding phase 3A which is planned for implementation in the fall of 2012. It is proposed to consist of eleven trees of various sizes. In addition, it is planned to install some native plants along the school fence to attract native pollinators. The estimated cost of this phase of the larger project is \$3,629. It is recommended that up to \$3,000 be allocated to St. Agnes School for the purchase of native trees, native herbaceous pollinator plants and seed, and soil amendments.

2012-06 City of Waterloo Environmental Reserve Community Planting Project (Categories 1 , 4): \$ 31,290

The City of Waterloo is co-ordinating a major project to enhance and restore an area of over 30 acres within the Laurel Creek corridor between the creek and Westmount Road North. The project will increase and improve naturalised habitat, and provide buffer areas to protect wildlife habitat and mitigate stormwater impacts to this reach of the creek. The land is within the Environmental Reserve established through the planning process for the University of Waterloo North Campus. The creek corridor links the Laurel Creek Reservoir (ESPA 18) with Columbia Lake. It is proposed to involve substantial numbers of citizens in the planting and stewardship of the area. Some of the land will be dedicated to outdoor recreation, and interpretive signage is to be installed to inform members of the public visiting the property. The project is a large one, and the present initiative is only the first phase. It is estimated that this phase will cost about \$64,993 with about half in the form of cash and in-kind contributions from the City. It is recommended that up to \$ 31,290 be allocated to the City of Waterloo for the purchase of planting materials and equipment, interpretive signage, costs associated with facilitating student and public participation, and half the estimated cost of purchasing and equipping an Enviro-mobile trailer to be used throughout this project.

2012-07 St. Peter Catholic School Green Panther Schoolground Greening Initiative (Category 2): \$ 3,000

The Green Panthers Eco-team is a club consisting of grades 3 to 8 students who are learning about environmental issues and sharing this knowledge with the St. Peter School community in Cambridge. They hope to see St. Peter become an Ontario Eco-school. One of the team's current goals is to add shade to the schoolyard in the form of trees and rocks for outdoor seating. They will be raising funds for the project by holding a "Toonies for Trees" event. In addition, a local horticultural technician has volunteered her expert services to plant and plan the greening project. The estimated total value of the project is \$5,805. It is recommended that up to \$3,000 be allocated to St. Peter Catholic School for the purchase of native trees, armourstone rocks for seating, and soil amendments.

2012-08 Ryerson Public School – Raptor Greening Initiative Part 1. Outdoor Classroom (Category 2): \$2,100

Ryerson Public School in Cambridge is undertaking a multi-part initiative to improve and augment an existing outdoor classroom that was installed when the school was built in 2010. At present there is some armour stone seating and several small trees, however, the trees are still not large enough to create sufficient shade. As result, the area is currently underused. The current request for funding is to provide additional shade through planting of larger calliper trees. Additional trees will also provide some screening from adjoining industrial facilities. The total estimated value of this phase of the project is \$3,000, and it is recommended that up to \$2,100 be allocated to the Ryerson Public School for the purchase of native trees and soil amendments.

2012-10 Shade for Schools Co-ordinator (Category 4): \$ 3,200

The Waterloo Region District School Board has applied for assistance in funding a part time contract position in partnership with both school boards, the Evergreen Foundation, and other organizations. This position, which falls outside the legislated mandate of the school boards, has existed for several years and has been funded by a partnership of agencies that has changed from year to year. This year, the WRDSB has applied to the Community Environmental Fund for assistance. The Shade for Schools Co-ordinator works with about a dozen schools each year to provide expert assistance to school staff and parents working on schoolyard greening projects. Several of the schoolyard applications addressed in this report and the two previous Environmental Stewardship Fund allocations have benefited from his involvement. In addition, the co-ordinator has collaborated closely with Regional staff in shaping the shade policy initiative now referenced in the Strategic Plan. The total value of the project is \$9,200. It is recommended that up to \$ 3,200.00 be granted to the Waterloo Region District School Board to assist with funding this contract position for 2012.

2012-12 rare Charitable Research Reserve Rehabilitation of Unauthorised Trails (Category 1): \$12,100

The *rare* Charitable Research Reserve has an extensive trail network which allows members of the public to explore the site's special environmental features. Unfortunately, over the course of years, many unauthorised trails have been created through the significant alvar habitat out to the limestone cliffs. It is proposed that a total of two to three kilometres of these unauthorised trails be formally closed and rehabilitated to natural habitat. It is anticipate that this will enhance the cliff and alvar habitat, minimise further damage from human use, and help control the spread of invasive non-indigenous plant species along trails. In addition, it is proposed to install way-finding and interpretive signage to guide and inform visitors. A significant part of the work is to be carried out by community volunteers working under the supervision of *rare's* staff. The established value of the this project is \$32,025. It is recommended that up to \$12,100 be allocated to the *rare*

Charitable Research Reserve for the purchase of plants and seeds, soil amendments, materials for the construction and installation of way-finding and interpretive signage and trail-head kiosks, and the printing of trail maps and pamphlets.

2012-14 The Working Centre – Hacienda Sarria Market Garden (Category 4,5): \$15,000

The Working Centre's Urban Agriculture Project at Hacienda Sarria is a volunteer-driven initiative that will develop an inclusive, hands-on learning environment for a range of community members, especially youth, and other stakeholders to demonstrate, promote and exchange ideas on environmentally sustainable local food production in an urban milieu. The Hacienda Sarria Garden will also provide a demonstration on sustainable land use, growing methods, and innovative ways of addressing issues of hunger and food security within the community. The total project cost estimated at \$113, 553 includes substantial in-kind contributions from Ron Doyle of Hacienda Sarria who has prepared the land base and is making it available to the Working Centre for this project, as well as substantial amounts of volunteer time. It is recommended that \$15,000 be allocated to the Working Centre to hire a temporary Coordinator to help establish the community garden in 2012 and assist with acquiring start-up seedlings. It is anticipated that the project will become self-sustaining through the sale of fresh produce.

2012-15 Trees for Woolwich (Categories 2, 4): \$ 23,000

Trees for Woolwich is an initiative of the Township of Woolwich Environmental Enhancement Committee (TWEEC). Its goal is to plant 23,000 trees, (one per inhabitant) in the Township by 2016. The rural character of the Township will be enhanced by the planting of native trees and shrubs along roads and within settlement areas. Trees for Woolwich is intended to involve many Township residents who will share costs, and the work of planting, tending, and maintaining the trees. Public involvement will comprise area businesses, youth, faith communities, as well as the Waterloo Stewardship Network, and Woolwich Healthy Communities (Clean Waterways and Trails Groups). The initiative will be co-ordinated by Township staff, GRCA staff, the Waterloo Stewardship Network, and community volunteers. The total value of this project is estimated to be \$74,805. It is recommended that up to \$23,000 be allocated to the Township of Woolwich on behalf of Trees for Woolwich for the purchase of native trees and shrubs, planting supplies, the printing of mailbox flyers, and the production of site identification signage.

**2012-16 Buckthorn Removal from Southeastern Elmira Woodland (Category 1):
\$ 10,000**

In 2003, the Township of Woolwich acquired a sugarbush as a dedication through the approval of an industrial subdivision. The woodland has since been designated a Core Environmental Feature in the ROP. Like many a woodland near our urban areas, this one is infested with Common Buckthorn, an invasive non-native shrub or small tree, which spreads prolifically and soon crowds out more desirable native species from the woodland understorey. The Township of Woolwich Environmental Enhancement Committee (TWEEC) is proposing to enhance the woodland by removing the Buckthorn. As Buckthorn sprouts readily from the stump after cutting, effective treatment involves either applying herbicide to mature specimens or pulling smaller plants by hand or with a "tree-wrench." Applying pesticides is now regulated by the **Pesticides Act** and so the Township will have to retain the services of a licensed applicator to treat the larger trees. The total value of the project is estimated to be \$ 27,000. It is recommended that up to \$ 10,000 be allocated to the Township of Woolwich on behalf of TWEEC to assist with the cost of retaining a licensed applicator to apply herbicide to the Buckthorn and also to purchase a tree-wrench for the removal of smaller Buckthorn trees.

2012-18 St. Timothy School Greening Project (Category 2): \$ 3,000

The St. Timothy School Greening Committee is now planning the next phase of its schoolyard greening project with input from the students who will most benefit from enhanced shade and seating areas. Students are also involved in fund-raising efforts through a Danceathon on March 8 and a Plant Sale on May 17, 2012. This phase calls for the planting of two native Red Maples and two Common Hackberries near play areas on the east side of the school property. It is recommended that up to \$ 3,000 be allocated to St. Timothy School on behalf of the Greening Committee for the purchase of two Red Maple and two Common Hackberry trees as well as three pieces of armourstone and soil amendments for the greening project.

2012-19 Grand River Conservation Authority Trees for Rural Non-farm Landowners (Category 1): \$47,000

For several years, the Grand River Conservation Authority has collaborated with the Region in the delivery of the Rural Water Quality Programme (RWQP). This programme has resulted in the planting of many trees and other native vegetation along waterways. In addition, the GRCA has assisted farm landowners to plant trees on marginal farmland. To date, however, such programmes have not greatly benefited the many non-farm landowners in our rural areas. The Trees for Rural Non-farm Landowners programme proposes to use social marketing to assist rural non-farm landowners naturalise riparian corridors, create landscape linkages, plant windbreaks and shelterbelts on properties of at least one hectare (2.5 acres). This will be accomplished through workshops, tours, and demonstration projects as well as subsidising the purchase and, if requested, planting of trees in approved projects. It is proposed to provide a 75% grant up to a maximum of \$3,000 per non-farm landowner. (This is half the total currently available to farm landowners through the RWQP.) The total value of the project is estimated to be \$135,485. It is recommended that up to \$47,000 be allocated to the GRCA for project grants (\$40,000) and providing workshops and publicity (\$7,000).

2012-27 Global Youth Volunteer Network - Patchwork Gardens (Categories 4,5): \$4,540

This community engagement project will involve members of the diverse Waterloo Region community (including immigrants, youth, and families experiencing food insecurity) in environmentally sustainable urban agricultural practices. A number of stakeholders including local schools and universities, media, social service provider organizations, community-based groups and neighbourhood associations will be engaged to help develop and deliver relevant environmental information, resources, or services to increase the accessibility of this region's local community gardens. Total costs for the project are \$12,200 which will be partially covered by a grant from the TD Friends of the Environment Fund. It is recommended that a Stewardship Grant of \$4,540 be provided to help establish the garden and for community outreach.

2012-29 Biodiversity in Urban Woodlands Research Project (Category 5): \$1,400

William Van Hemessen is a master's student at the University of Waterloo School of Planning. He is proposing to carry out research for his thesis in natural areas contiguous to previously approved development in the Region's urban centres. The goal of the research is to develop a clearer understanding of changes to native biodiversity in such natural areas. Typically, current subdivision approvals mandate a period of pre-, during-, and post-development monitoring, but such monitoring usually ends with the build-out of the development. Mr. Van Hemessen proposes to assess longer-term change. The research will be made available to the Region and other interested bodies. Mr. Van Hemessen's research is to be carried out under the supervision of Dr. Michael Drescher at the university. It is estimated that the total project costs will be about \$2,000. It is recommended that up to \$1,400 be allocated to Mr. Van Hemessen for the purchase of

equipment required for this project with half to be disbursed upon acceptance of his research proposal in consultation with Regional staff, and the other half on completion of the fieldwork.

2012-38 William G. Davis School Yard Greening Project (Category 2) \$3,000

The William G. Davis Public School project is located on a major urban greenspace in the Preston area of Cambridge. Currently there is a ball diamond and backstop on the site which will be removed by the school board in order that the area can be naturalized. After school hours, the area also serves the neighbourhood as a pedestrian shortcut. The project will involve the creation of a passive play area through the placement of armour stone seating locations and tree planting. When completed, the area will also serve as an outdoor classroom area for occasional teaching, particularly for various aspects of the science curriculum. The plantings will be added to over successive years by the addition of trees and shrubs on behalf of each graduating class. The estimated total value of the project is \$7,514.50. It is recommended that up to \$3,000 be allocated to William G. Davis School for the purchase of native trees, armourstone rocks for seating, and soil amendments.

2012-40 Healthy Food/Healthy Planet Community Garden at Eastwood Collegiate (Category 5): \$ 1,100

The Eastwood Collegiate IMPACT environmental club has a “Healthy Food/Healthy Planet“ initiative to promote healthy eating habits, home gardening, and food preservation as a means of promoting good health practices and reducing the impact of our food choices on the natural environment. The group is now planning to construct a community vegetable garden at Eastwood Collegiate as a learning opportunity for the students involved. It is also expected that the garden will draw in staff, parents, and members of the wider community, and help build community capacity in the process. The project differs from the schoolyard greening projects funded to date in that it is located at a secondary school and does not involve the usual tree planting. Nevertheless, it is consistent with policies in the Regional Official Plan expressing support for community gardens, the technical support for community gardens provided by Public Health staff, and the anticipated Urban Greenland Strategy. The total value of the project is \$2,050. It is recommended that up to \$1,100 be allocated to Eastwood Collegiate on behalf of the IMPACT environmental club for compost delivery, the purchase of lumber to construct raised beds and trellises, and necessary garden tools.

2012-43 St. Bernadette Schoolyard Greening Project (Category 2): \$1,350

The greening committee at St. Bernadette School is planning to build on the initial phase of their schoolyard greening project which has planted a grove of ten trees as well as a few armourstone rocks for seating. The greening committee is now applying for assistance to install additional seating and trees. The total value of the project is estimated at approximately \$2,000 It is recommended that up to \$1,350 be allocated to St. Bernadette School for the purchase and installation of armourstone rocks for seating, soil amendments, and native species of trees.

2012-45 Monastery Creek Rehabilitation (Category 1): \$3,000

In 2010, funds were allocated to the preparation of a technical report to examine the causes of severe channel erosion occurring in the upper reaches of Monastery Creek in the Laurel Creek Headwaters Environmentally Sensitive Landscape (ESL). The report prepared by Parish Geomorphic prescribed a potential course of action to rehabilitate this reach of the creek, and presented rough cost estimates for carrying out the work. John Parish presented the findings of his study to the January 16, 2012 meeting of the Laurel Creek Headwaters E.S.L. Public Liaison Committee. Based on the presentation and ensuing discussion, committee members supported pursuing the next phase of the project, a detailed design for the rehabilitation in consultation with

the three most affected landowners. It is estimated that the detailed design study will cost approximately \$5,000. The Waterloo Stewardship Network is prepared to assist with funding the project, and it is recommended that \$3,000.00 be allocated from the Environmental Stewardship Fund. Following acceptance of the detailed design by the affected landowners, it is anticipated that a further recommendation will be made for a more substantial amount to carry out the rehabilitation work.

Application Not Recommended for Funding

2012-37 River Ridge Community Park Enhancement

The River Ridge Neighbourhood group is working with the City of Kitchener to enhance a park in their new community in the north-eastern part of the City. The park infrastructure is rudimentary at this time, and the neighbours are trying to increase shade, provide seating, and increase the number of swings because there are now waiting lines for children wishing to use them. The estimated cost of the park improvements is \$39,765.43, an amount which is to be raised from a variety of sources. The applicants have requested \$10,000 from the Community Environmental Fund. While applauding the initiative of the neighbourhood group, staff is of the opinion that the application is not consistent with the categories or criteria of either funding stream of the Community Environmental Fund. The park is not associated with a designated natural area; it is not part of the shade initiative being undertaken on area schools, and development of park recreational infrastructure is properly an Area Municipal responsibility. It is therefore recommended that this application not be funded.

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

Meeting date	Requestor	Request	Assigned Department	Anticipated Response Date
04-Mar-08	P&W	Best Value Bidding	Finance/Purchasing	2012
26-Jan-10	Committee	Report on a policy related to development charge grants, exemptions and deferral requests, to include past history/practice, implications, and options.	Finance	2012
08-Jun-10	A&F	Review current funding for the tax increment grant program, with full range of funding options.	Finance	2012
23-Nov-10	A&F	Assess the application of the prequalification guidelines (both generals and sub contractors) and report back to A & F after one years experience	Finance	2012
10-Jan-12	A&F	Consent agendas	Council Services	Spring 2012