MEDIA RELEASE: Friday, August 10, 2012, 4:30 p.m.

REGIONAL MUNICIPALITY OF WATERLOO
ADMINISTRATION AND FINANCE COMMITTEE
AGENDA

Tuesday, August 14, 2012
10:30 a.m.
(Time is approximate; meeting follows Community Services Committee)
Regional Council Chamber
150 Frederick Street, Kitchener, Ontario

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

2. DELEGATIONS
   a) Mary Jane Patterson – Executive Director, REEP Green Solutions re: presentation of Annual Report 2011

3. REPORTS - Finance
   a) F-12-055, Quarterly Summary of Tenders, Request for Proposals and Consultant Proposals Approved by the Chief Administrative Officer
   b) F-12-056, Investment Position at June 30, 2012

4. REPORTS – Corporate Resources
   c) CR-CLK-12-013, 2013 Schedule of Council/Committee Meetings
   d) CR-CLK-12-014, Approval of the Accessibility Policy

5. INFORMATION/CORRESPONDENCE
   a) Council Enquiries and Requests for Information Tracking List

6. NEXT MEETING – September 11, 2012

7. MOTION TO GO INTO CLOSED SESSION

    THAT a closed meeting of the Community Services, Administration and Finance and Planning and Works Committees be held on Tuesday, August 14, 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) receiving of legal advice and opinion that is subject to solicitor-client privilege related to an agreement
   b) personal matters about identifiable individuals – committee appointments
   c) litigation or potential litigation and receiving of legal advice and opinion that is subject to solicitor-client privilege
d) proposed or pending acquisition of land in the City of Kitchener

e) proposed or pending acquisition of land in the City of Kitchener

f) proposed or pending acquisition of land in the City of Kitchener

g) proposed or pending acquisition of land in the City of Kitchener

h) proposed or pending acquisition of land in the City of Kitchener

i) proposed or pending acquisition of land in the City of Kitchener

j) receiving of legal advice and opinion that is subject to solicitor-client
   privilege related to an agreement

8. ADJOURN
Volunteers at our interfaith landscaping event at REEP House for Sustainable Living, 20 Mill Street, Kitchener. Photo courtesy of Ken Ogasaowara, Mennonite Central Committee Ontario.

Certified Energy Advisor Chris Albrecht speaks with a visitor at REEP House for Sustainable Living.

Working together for healthier homes and sustainable communities

2011 ANNUAL REPORT

Minister’s Award for Environmental Excellence

2011 Award Winner
2011 Highlights

■ REEP receives **2011 Minister’s Award for Environmental Excellence** for the REEP House for Sustainable Living.

■ Rainwater education and action becomes a primary focus at REEP as **RAIN: an ecological approach to stormwater management** is funded by the City of Kitchener’s Local Environmental Action Fund (LEAF).

■ REEP Kitchener Home Energy Grants launch in July with funding from Kitchener’s LEAF, spurring owners of pre-1970s Kitchener homes to insulate and draft-proof.

■ REEP House for Sustainable Living hosts weekly Saturday Green Renovation Open Houses and Wednesday Night Tours.

■ ecoENERGY Retrofit – Homes incentives end in March 2011 after four years and 16,780,000 tonnes of greenhouse gas reductions. In June/July the program returns for a limited eight-month run.

■ Home Assistance Program launched by Local Distribution Companies to provide free energy efficiency measures to income-eligible homes.

Thanks to Our Local Partners!

REEP’s programs and services are made possible thanks to our core funders:

■ Region of Waterloo
■ Waterloo North Hydro
■ City of Kitchener
■ City of Cambridge

REEP partnered with these organizations to deliver home energy evaluations in 2011:

■ Kitchener Utilities
■ Kitchener-Wilmot Hydro

**Minister’s Award for Environmental Excellence** presented by Ontario Minister of the Environment Jim Bradley to REEP Green Solutions Executive Director Mary Jane Patterson

**RAIN Stakeholder Meeting**: REEP staff meet with City of Kitchener and City of Waterloo staff to discuss the RAIN program

**REEP Green Home Workshop**: Steve Gombos of the Region of Waterloo speaks about Water Softening and Conditioning Options

**Home Assistance Program Launch**: Staff of Waterloo North Hydro, Kitchener-Wilmot Hydro, Cambridge and North Dumfries Hydro, GreenSaver, and REEP
Greetings Friends of REEP,

I often think back to a conversation that Grant Murphy and I had five years ago. Grant was the new Director of Engineering at the City of Kitchener, and we swapped stories about our upcoming projects. For REEP, it was the REEP House for Sustainable Living - just a twinkle in our eye at that point. For Grant, it was the stormwater utility that the City was planning to launch - something brand new that could be a little controversial. We talked about the potential for the REEP House to demonstrate not only energy efficiency, but also water stewardship and rainwater management.

We’ve all come a long way since then. The REEP House is now a reality. The cities of Kitchener and Waterloo have made it through the long process of researching and creating their stormwater utilities. Along the way, Green Communities Canada and its members, including REEP, worked together to develop a public education and action program that helps people address the impacts of rainwater on our creeks and rivers. The result is RAIN: an ecological approach to stormwater management.

Reflecting back on 2011, we see a year when local action and leadership came to the fore and were leveraged to great effect. This process is rooted first and foremost in the core support that we receive from the cities of Cambridge and Kitchener, the Region of Waterloo, and Waterloo North Hydro. Without these local champions, our community projects including the REEP House for Sustainable Living, RAIN, and Well Aware would not be possible. The process continues with contributions from Kitchener Utilities and Kitchener-Wilmot Hydro that lower the cost of our energy services for their customers, helping to make home energy evaluations as accessible as possible. And then we move to a whole new level as we consider the City of Kitchener’s Local Environmental Action Fund (LEAF).

With LEAF funding, we rolled out our newly developed RAIN program in Kitchener in the spring of 2011. The REEP House for Sustainable Living was, and continues to be, a focal point for the program, featuring on-site demonstrations of practical actions that homeowners can take and hands-on workshops throughout the year.

By 2012, the LEAF funding was leveraged to bring a $1 million expanded multi-sector RAIN program to the cities of Kitchener and Waterloo over the next two years. The Showcasing Water Innovations grant from the Ontario Ministry of the Environment brings in $6 to our community for every $1 invested by the City of Kitchener in our LEAF grant – a great value for the city’s investment in REEP. And a lot accomplished since that first conversation with Grant Murphy five years ago.

Also in 2011, and with the support of a second LEAF grant from the City of Kitchener, REEP launched a local incentive program for home energy retrofits, focused on insulating and draftproofing older homes. As federal ecoENERGY grants ended and then reappeared for a short time, Kitchener residents had a homegrown alternative to spur them to action. Over 300 homes took advantage of the local program in 2011 and early 2012, receiving an average of $1,400 in incentives each, and collectively reducing 545 tonnes of greenhouse gas emissions this year and for each year into the future.

For extraordinary leadership on environmental stewardship, we congratulate and thank the City of Kitchener for championing local action through the LEAF grants.

On a personal note, I had the rewarding experience of being part of the inaugural cohort of a new certificate program at Conestoga College: Senior Leadership and Management in the Not-for-Profit Sector. Close to 20 executive directors and senior managers journeyed together through ten courses developing critical skills and knowledge to better lead our organizations. On our breaks, I explored downtown Cambridge and gained a greater appreciation for the beauty of the city with the Grand River running through its heart.

Finally, we offer special thanks to the local funders that created the innovative Resiliency Initiative to help Waterloo Region non-profits learn from and weather the economic downturn. It’s been a pleasure working with funders and recipients alike as we reflect on our challenges and progress together.

In 2012 we look forward to leveraging the collective resources of all of our local partners to bring greater benefits to Waterloo Region. With strong local leadership, we will provide lasting solutions to our local environmental issues.

Mary Jane Patterson
Executive Director, REEP Green Solutions
REEP Kitchener Home Energy Grants

The City of Kitchener’s Local Environmental Action Fund (LEAF) supported REEP Kitchener Home Energy Grants, which not only brought about documented energy savings and carbon reductions, but also stimulated jobs in the local home retrofit industry.

Our program worked alongside REEP’s energy evaluation service to provide additional incentives for insulation and draftproofing as well as payback estimates to owners of pre-1970 Kitchener homes. Insulation and draftproofing are essential measures for reducing home energy consumption and are the least likely to be done without financial encouragement. As a package, the REEP Kitchener Home Energy Grants made a strong case for upgrading the building envelope. Results will be published on our website and in our 2012 Annual Report.

Green Home Planner

When homeowners look at renovation options, one common question is “what’s the payback?” In September of 2011, REEP launched our online payback analysis tool, the Green Home Planner, and introduced the tool to 349 homeowners at their pre-retrofit energy evaluations.

We were delighted to have local design organization uxWaterloo tackle the Green Home Planner in a workshop during their October 2011 meeting, where participants offered professional advice for improving the “user experience”. Several uxWaterloo members now volunteer with REEP, helping to improve the functionality and design of the tool.

2011 Funders: Ontario Power Authority, City of Kitchener’s Local Environmental Action Fund (LEAF)

The Climate Collaborative

An example of collective leadership, the Climate Collaborative is a partnership between REEP Green Solutions, Sustainable Waterloo Region, and the Region of Waterloo, as well as area municipalities and local electric and natural gas utilities.

With initial funding in 2011 from the Ontario Trillium Foundation and The Kitchener and Waterloo Community Foundation, the Climate Collaborative embarked on the first step: a community greenhouse gas emissions inventory.

By June of 2012, we will complete the inventory and a ten year forecast of emissions produced in Waterloo Region. Next step: working with the community to create an ambitious but achievable action plan for our region.

New for 2012: Home Assistance Program

We are pleased to be working with our Local Distribution Companies and GreenSaver on the Home Assistance program in 2012.

The program will help homeowners and tenants make their homes more energy efficient with free energy-efficiency upgrades and advice.

Partners: Kitchener-Wilmot Hydro, Waterloo North Hydro, Cambridge and North Dumfries Hydro, Kitchener Utilities, GreenSaver
Well Aware

Our Well Aware team provides practical and trusted information for homeowners about caring for their well and septic systems, and our shared groundwater resources.

In 2011, REEP Water Guides carried out 35 on-site well assessments, inspired two feature articles in local papers, presented in community libraries, and engaged 250 grade five students in water protection activities at the New Hamburg Fall Fair. The Region of Waterloo and Grand River Conservation Authority continued to help spread the word.

2011 Funders: Ontario Ministry of the Environment, Green Communities Canada, Region of Waterloo

REEP Water Guide Susan Bryant is a dedicated water protection advocate who has been active in Waterloo Region for over 20 years.

Greening Sacred Spaces

In April of 2011, 30 Mennonite and Muslim volunteers planted native species, built a rain garden, and got to know each other better at REEP House for Sustainable Living. The event was organized in partnership with REEP’s RAIN program and Mennonite Central Committee’s Interfaith Bridge Building project.

Ten places of worship participated in the 2011 Commuter Challenge.

The Greening Sacred Spaces Walk to Worship initiative helped Waterloo Region break local Commuter Challenge records and bring the Region to second place nationally! Amongst local places of worship, Waterloo Christian Reformed Church and Highland Baptist Church tied for first place and Forest Hill United Church took second.

The 2011 Greening Sacred Spaces Awards celebrating leadership in environmental stewardship went to two faith communities: St. John the Evangelist Anglican Church and Stirling Avenue Mennonite Church.

2011 Funders: Ontario Trillium Foundation, Faith and the Common Good
REEP House for Sustainable Living

REEP Green Solutions is proud to be among the winners of the 2011 Ontario Minister’s Award for Environmental Excellence, for the REEP House for Sustainable Living.

REEP House gives residents of Waterloo Region (and beyond) have access to free third-party advice on improving home comfort, being smart about energy use, and creating beautiful and water-wise landscaping.

We hosted 80 events and received 1,022 visitors in 2011, our second year open to the public. Saturday drop-ins and Wednesday evening tours, as well as other special events and workshops throughout the year, gave the public many opportunities to visit REEP House and speak with a Certified Energy Advisor.

2011 Funders and Donors: Ontario Trillium Foundation, Ontario Power Authority, City of Kitchener’s Local Environmental Action Fund (LEAF), Region of Waterloo, Canada Mortgage and Housing Corporation, Your Neighbourhood Credit Union, Blinds are Us at Manitou, Menno S. Martin Contractor, Moen

<table>
<thead>
<tr>
<th>2011 REEP House Results</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of REEP House visitors</td>
<td>1,022</td>
</tr>
<tr>
<td>Number of events held at REEP House</td>
<td>80</td>
</tr>
<tr>
<td>Number of unique visitors to REEP House web pages</td>
<td>3,116</td>
</tr>
<tr>
<td>Waterloo Region media appearances</td>
<td>14</td>
</tr>
<tr>
<td>Inches of polyurethane foam in REEP House walls</td>
<td>6</td>
</tr>
</tbody>
</table>

“REEP House was exactly what I was looking for while upgrading the insulation and energy efficiency of our home. It’s rare to find a presentation which far exceeds one’s expectations so greatly.”

- Visiting Homeowner
RAIN: an ecological approach to stormwater management

Five hundred community members attended RAIN events through 2011, including 96 at our Green Home Workshops and 250 at local fall fairs. Eight articles by local media such as the Record blanketed the community with RAIN's stormwater messages.

Thirty volunteers rolled up their sleeves to install a rain garden at REEP House for Sustainable Living during our April Interfaith Landscaping Event. A rain garden allows water to infiltrate quickly into the ground and provides habitat for birds and butterflies. This event was organized with Greening Sacred Spaces and Mennonite Central Committee’s Interfaith Bridge Building project.

New in 2012: Building on the success of our residential program, RAIN will expand to all sectors, to help commercial and institutional property owners adopt best practices, reduce runoff volumes, and qualify for stormwater credits on their utility bills.

2011 Funders: Ontario Trillium Foundation, City of Kitchener’s Local Environmental Action Fund (LEAF), Sobeys-Earth Day Canada Community Environment Fund, Green Communities Canada, Walmart-Evergreen

2011 RAIN Results

<table>
<thead>
<tr>
<th>Event</th>
<th>Results</th>
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</thead>
<tbody>
<tr>
<td>Event participants</td>
<td>500</td>
</tr>
<tr>
<td>Media appearances</td>
<td>8</td>
</tr>
<tr>
<td>Stormwater diverted annually from REEP House property via permeable pavement, rain garden, and cisterns</td>
<td>73 M³</td>
</tr>
<tr>
<td>Cars washed during our Fish-Friendly Car Wash</td>
<td>79</td>
</tr>
<tr>
<td>Suspended solids kept out of Grand River due to Fish-Friendly Car Wash</td>
<td>11 Kg</td>
</tr>
<tr>
<td>Potential fecal coliform displaced annually from rivers</td>
<td>584 Kg</td>
</tr>
</tbody>
</table>
Community Events and Presentations

- City of Kitchener Wellness Fair
- Wilmot Healthy Living Fair
- Galt Collegiate Envirofair
- Mennonite Central Committee Solar 101 Forum
- The Working Centre’s Green Careers Now
- Kitchener-Waterloo Chamber of Commerce Energy and Environment Forum
- Coldwell Banker Peter Benninger Realty Concierge Trade Show
- Eastforest Homes Ladies Renovation Night
- Presentation at Waterloo Region District School Board Department Head meeting
- Presentation to Prudential Grand Valley Realty
- Presentation to KW Association of Realtors
- Presentation to Laurier undergraduate Psychology students

REEP Special Events

- Green Living and Tech Fair (in partnership with Woolwich Healthy Communities)
- Retrofit Retro Dance Party
- REEP House Stormwater Walk
- Interfaith Landscaping event
- Fish Friendly Car Wash

REEP House Tours

- Doors Open Waterloo Region tour
- Kitchener City Councillor tour
- Woolwich Green Living and Tech Fair bus tour
- Ontario Green Spec tour
- Conestoga College Building Science student tour
- U. of Waterloo Heritage Planning student tour
- U. of Waterloo Heritage Resource Centre tour
- Hearthmakers tour
- 7 Generations tour
- Reduce the Juice partner tour

REEP Workshops

- Introduction to Green Home Planner
- Insulation and Air Sealing
- Home Heating and Cooling Solutions
- Home Electricity Savings Now!
- Water Conservation Inside and Out
- How to Build a Rain Garden
- Water-Friendly Patios, Garden Paths, Driveways
- Build a Backyard Pet Waste Composter
- Comparing Water Softeners and Conditioners
- Children’s Water Protection Workshop
- Fresh, Clean Well Water for Your Family
The ecoENERGY Retrofit - Homes service provides third-party advice to homeowners for improving the comfort and energy efficiency of their homes. The federal incentives for home energy upgrades ended on March 31, 2011, but weeks later it was announced that the program was renewed until March 31, 2012.

REEP continues to provide home energy evaluations as an energy and cost-saving service for homeowners in our community.

2011 Partners: Kitchener Utilities, Kitchener-Wilmot Hydro, Green Communities Canada

“Gas bills had previously been $300 every month, and they are now under $100, so this has definitely been a beneficial program. The upgrades will quickly pay for themselves.”

Certified Energy Advisor Chris Albrecht cycles to an energy evaluation during the 2011 Commuter Challenge.

2011 ecoENERGY Results

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
<th>1999-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial evaluations</td>
<td>737</td>
<td>1,217</td>
<td>13,972</td>
</tr>
<tr>
<td>Follow-up evaluations</td>
<td>1,165</td>
<td>2,057</td>
<td>7,255</td>
</tr>
<tr>
<td>Total</td>
<td>1902</td>
<td>3,274</td>
<td>21,227</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants received</td>
<td>$2,621,253</td>
<td>$5,167,015</td>
<td>$13,724,014</td>
</tr>
<tr>
<td>Energy savings per year*</td>
<td>$864,750</td>
<td>$1,542,750</td>
<td>$5,396,250</td>
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<tr>
<td>Local spending on retrofits*</td>
<td>$6,918,000</td>
<td>$12,342,000</td>
<td>$37,542,000</td>
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</table>

<table>
<thead>
<tr>
<th>Environmental Benefit</th>
<th>2011</th>
<th>2010</th>
<th>1999-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon emissions reduced*</td>
<td>3,782 tonnes</td>
<td>6,747 tonnes</td>
<td>21,924 tonnes</td>
</tr>
</tbody>
</table>

*based on estimates by Natural Resources Canada.
## Financial Report

### Statement of Revenue and Expenses

<table>
<thead>
<tr>
<th>Source</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client fees</td>
<td>$503,872</td>
<td>$799,024</td>
</tr>
<tr>
<td>Grants</td>
<td>$432,136</td>
<td>$649,377</td>
</tr>
<tr>
<td>Contracts</td>
<td>$13,479</td>
<td>$14,115</td>
</tr>
<tr>
<td>Donations and fundraising</td>
<td>$9,517</td>
<td>$75,228</td>
</tr>
<tr>
<td>Other income</td>
<td>$5,741</td>
<td>$7,454</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$964,745</strong></td>
<td><strong>$1,545,198</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and benefits</td>
<td>$700,590</td>
<td>$867,327</td>
</tr>
<tr>
<td>REEP House demonstration properties:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction (demolition, renovation)</td>
<td>$11,792</td>
<td>$170,183</td>
</tr>
<tr>
<td>Energy and water demonstration features</td>
<td>$ -</td>
<td>$98,825</td>
</tr>
<tr>
<td>Site work and skills development</td>
<td>$ -</td>
<td>$53,647</td>
</tr>
<tr>
<td>Architectural design and project management</td>
<td>$4,158</td>
<td>$48,111</td>
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<tr>
<td>Software and technical displays</td>
<td>$22,640</td>
<td>$44,384</td>
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<tr>
<td>Contracted services</td>
<td>$43,887</td>
<td>$43,314</td>
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<tr>
<td>Green Communities Canada quality assurance fees</td>
<td>$39,165</td>
<td>$70,394</td>
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<tr>
<td>Occupancy</td>
<td>$22,023</td>
<td>$38,604</td>
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<td>Outreach</td>
<td>$19,497</td>
<td>$46,332</td>
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<tr>
<td>Communications</td>
<td>$8,909</td>
<td>$10,258</td>
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<tr>
<td>Office</td>
<td>$8,463</td>
<td>$10,706</td>
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<tr>
<td>Insurance</td>
<td>$8,439</td>
<td>$8,665</td>
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<tr>
<td>Training and development</td>
<td>$7,730</td>
<td>$2,736</td>
</tr>
<tr>
<td>Amortization</td>
<td>$6,015</td>
<td>$8,930</td>
</tr>
<tr>
<td>Travel</td>
<td>$3,720</td>
<td>$1,680</td>
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<tr>
<td>Interest and bank charges</td>
<td>$2,740</td>
<td>$3,210</td>
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<tr>
<td>Organizational development</td>
<td>$2,388</td>
<td>$2,297</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$912,156</strong></td>
<td><strong>$1,529,603</strong></td>
</tr>
<tr>
<td><strong>Excess of Revenue Over Expenses</strong></td>
<td><strong>$52,589</strong></td>
<td><strong>$15,595</strong></td>
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</tbody>
</table>

### Revenue Breakdown

- **Earned Revenue**
  - 2011
  - 2010
  - 2009

- **Local Funding**
  - 2011
  - 2010
  - 2009

- **Provincial Funding**
  - 2011
  - 2010
  - 2009

- **Federal Funding**
  - 2011
  - 2010
  - 2009

- **Foundations**
  - 2011
  - 2010
  - 2009

- **Donations**
  - 2011
  - 2010
  - 2009
2011 REEP Staff and Board

Program Staff and Administration (full-time)
Ben Barclay, REEP House Manager
Rachel D’Aguilar, ecoENERGY Coordinator
Cheryl Evans, Water Education and Events Coordinator
Rommy Ibañez, Customer Service Coordinator
Mary Jane Patterson, Executive Director
Julian van Mossel-Forrester, Communications Manager
Rita Weigel, Director of Marketing and Operations

Joint Project Staff
Sarah Brown, Climate Collaborative Program Manager
Jane Snyder, Greening Sacred Spaces Coordinator

Support Staff (part-time or occasional)
Joanne Davis
Joseph Lance
Roxanne Luxton
Rachel McQuail
Brendan Schaefer
Tammy Sommerville

Certified Energy Advisors, Water Guides (full- or part-time)
Chris Albrecht
Susan Bryant
James Carnegie
Dave Klassen
Bruce Mitchell
Cheong Ng
Shawn Powell
Joern Roehl
Kate Taylor
Colin Umbach
Matt Vermeulen

Interns
Caitlin Port

Board of Directors
Mary-Louise Byrne, Wilfrid Laurier University
Michael Duschenes, Perimeter Institute for Theoretical Physics
Don Eaton (Secretary), Elora Environment Centre
Jennifer Lynes, University of Waterloo
Geoffrey Malleck (Treasurer), University of Waterloo
Kate Neff, Your Neighbourhood Credit Union
Paul Parker (Chair), University of Waterloo
Thanks to the many volunteers, friends, and mentors who worked with us in 2011 for their enthusiasm, dedication, and time.

Nikola Barsoum
Karen Buschert
Rachel Davidson-Evans
Katie Gammie
Zach Goetz
Jennifer Harvey
Darrell Hawreliak, Kay Law Professional Corporation
Geoff Jones
Sheri Keffer
Derek Lippert

James Malvern, Kay Law Professional Corporation
Anna Maste
rych mills
Craig Mutch
Donna Piggott
Paul Puopolo, IBI Group
Aaron Wilhelm
Kate Wills, IBI Group
Hong Ying Yu
TO: Chair T. Galloway and Members of the Administration and Finance Committee

DATE: August 14, 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 Region’s updated Purchasing By-law came into effect in July of 2010. The by-law allows for the Chief Administrative Officer to award certain tenders, requests for proposals and consultant proposals that meet certain specific conditions.

Tenders are competitive bids which specify the scope of the work and the terms under which the Region will contract for the goods and services. Administrative awards for tenders between $100,000 and $500,000 can occur if the following three criteria are met: a minimum of three bids received, award to the lowest bidder, and bid amount within budget.

Request for Proposals (RFP) 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. While price is part of the evaluation criteria and scoring, 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.

The by-law provides that a quarterly summary report be submitted to the 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. Appendices 1-3 provide the details of the tender/proposal and consultant awards made by the CAO from April 1, 2012 through June 30, 2012.

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 (April 1, 2012 through June 30, 2012)
Appendix 2 – CAO Request for Proposal Awards (April 1, 2012 through June 30, 2012)
Appendix 3 – CAO Consultant Awards (April 1, 2012 through June 30, 2012)

PREPARED BY: L. Buitenhuis, Manager, Procurement

APPROVED BY: C. Dyer, Chief Financial Officer
## Appendix 1 - CAO TENDER AWARDS (April 1, 2012 to June 30, 2012)

<table>
<thead>
<tr>
<th>TENDER NUMBER &amp; NAME</th>
<th>DESCRIPTION</th>
<th>LIST OF BIDDERS</th>
<th>BID PRICE (Includes HST)</th>
<th>AWARDED</th>
<th>BUDGET</th>
<th>NET COST OF AWARD (Net of HST Rebate)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2012-111 Parking Garage P2 Slab on Grade Repair at AHQ – 150 Frederick Street</td>
<td>To install a modified epoxy overlay system on the P2 parking garage slab at 150 Frederick Street</td>
<td>Decora Building Restorations Ltd. TACS Construction Ltd. Brook Restoration Ltd. J. Di iorio Construction Ltd.</td>
<td>$229,768.55 $232,794.01 $254,815.00 $432,166.24</td>
<td>Decora Building Restorations Ltd.</td>
<td>2012 Capital Budget of $1,387,000</td>
<td>$206,913.69</td>
<td>Approved April 5, 2012</td>
</tr>
<tr>
<td>T2012-113 Flat Roof Replacement Phase 3 at Waterloo Regional Police Headquarters – 200 Maple Grove Road, Cambridge</td>
<td>To remove and replace the existing roofing materials of the 20 year old membrane roof over a portion of the building</td>
<td>Flynn Canada Ltd. Conestoga Roofing Trio Roofing Systems Inc. Atlas-Apex Roofing Alliance Roofing &amp; Sheet Metal Ltd. Nedlaw Roofing Triumph Roofing &amp; Sheet Metal Inc. Crawford Roofing Corporation Semple Gooder Roofing Inc. Roque Roofing Inc.</td>
<td>$397,082.00 $397,703.50 $411,907.60 $432,352.69 $436,180.00 $438,138.29 $443,214.25 $448,610.00 $456,520.00 $490,420.00</td>
<td>Flynn Canada Ltd.</td>
<td>2012 WRPS Capital Budget of $1,787,000</td>
<td>$357,584.64</td>
<td>Approved April 23, 2012</td>
</tr>
<tr>
<td>T2012-104 Carpet Replacement at AHQ – 150 Frederick Street</td>
<td>To remove existing carpet, and replace with new on the 4th and 7th floors at 150 Frederick Street</td>
<td>Commercial Sustainable Flooring Inc. Cookville Interiors (Miss.) Ltd. Mayhew &amp; Associates Inc.</td>
<td>$140,081.66 $157,992.19 $172,122.65</td>
<td>Commercial Sustainable Flooring Inc.</td>
<td>2012 Capital Budget of $1,387,000</td>
<td>$126,147.87</td>
<td>Approved May 24, 2012</td>
</tr>
<tr>
<td>T2012-109 Flat Roof Replacement at 150 Main Street, Cambridge, ON</td>
<td>To replace the existing roof system in various locations (areas on the 2nd and 4th stories and front canopy) as these areas are nearing the end of their expected lifespan</td>
<td>Flynn Canada Ltd. Nortex Roofing Ltd. Conestoga Roofing Roque Roofing Inc. Atlas-Apex Roofing Nedlaw Roofing</td>
<td>$401,263.00 $415,444.50 $429,355.93 $435,050.00 $437,650.13 $451,451.95</td>
<td>Flynn Canada Ltd.</td>
<td>2012 Capital Budget of $1,409,000</td>
<td>$361,349.76</td>
<td>Approved May 29, 2012</td>
</tr>
</tbody>
</table>
## Appendix 2 - CAO REQUEST FOR PROPOSAL AWARDS (April 1, 2012 to June 30, 2012)

<table>
<thead>
<tr>
<th>PROPOSAL NUMBER &amp; NAME</th>
<th>DESCRIPTION</th>
<th>LIST OF BIDDERS</th>
<th>BID PRICE (Includes HST)</th>
<th>AWARDED</th>
<th>BUDGET</th>
<th>NET COST OF AWARD (Net of HST Rebate)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2012-07 Airport Loader Mounted Snow Blower</td>
<td>Supply of an Airport Loader Mounted Snow Blower, replacing a 1996 unit which has reached the end of its life cycle</td>
<td>J.A. Larue Inc.  R.P.M. Tech Inc.  Gin-Cor Industries Inc.  Team Eagle Ltd.</td>
<td>$121,981.24  $122,121.10  $123,565.50  $146,448.00</td>
<td>J.A. Larue Inc.</td>
<td>2012 Airport Capital Budget includes $1,098,000</td>
<td>$109,847.88</td>
<td>Approved April 3, 2012</td>
</tr>
<tr>
<td>P2012-11 Integrated Supply Contract for the Supply and Delivery of Janitorial Products</td>
<td>For the supply of janitorial chemicals, cleaning supplies and paper products. Note: This bid was called on behalf of the Co-operative Purchasing Group of Waterloo Region</td>
<td>Swish Maintenance Ltd.  Superior Solutions Ltd.  Wood Wyant Canada Inc.</td>
<td>$196,750.31  $221,917.33  $244,023.59</td>
<td>Wood Wyant Canada Inc.</td>
<td>2012 Facilities, Airport &amp; WRPS budget includes $218,864</td>
<td>$219,750.79 (over 3 years)</td>
<td>Approved April 23, 2012 Note: Wood Wyant was the second lowest bid overall for the co-operative group, and received the highest overall score.</td>
</tr>
<tr>
<td>P2012-13 Collection of Digital Images on Regional Roads</td>
<td>For the collection of digital images on Regional Roads, and provide the necessary software solution for playback of digital images</td>
<td>Fugro Roadware Inc.  Stantec Consulting Ltd</td>
<td>$109,382.04  $91,518.70</td>
<td>Fugro Roadware Inc.</td>
<td>2012 &amp; 2013 Transportation Capital Program includes $240,000</td>
<td>$96,798.27 (over 2 years)</td>
<td>Approved April 25, 2012 Note: 4 bids received however only 2 were shortlisted. Fugro received the highest overall score.</td>
</tr>
<tr>
<td>P2012-32 Real Estate Appraisal Services for the Light Rail Transit Corridor</td>
<td>For the provision of independent draft summary appraisal reports which involves approx. 43 properties</td>
<td>Antec Appraisal Group Inc.  Cushman Wakefield  gsi Real Estate</td>
<td>$145,770.00  $238,091.00  $242,950.00</td>
<td>Antec Appraisal Group Inc.</td>
<td>Rapid Transit Capital Budget of $818 million</td>
<td>$131,270.40</td>
<td>Approved May 11, 2012</td>
</tr>
<tr>
<td>P2012-12 Janitorial Cleaning at Waterloo Region Museum and Curatorial Centre</td>
<td>For the provision of janitorial cleaning at Waterloo Region Museum and Curatorial Centre</td>
<td>Clean-up! Precise Janitorial Services  Domclean Ltd.</td>
<td>$447,150.60  $525,461.40  $550,728.00</td>
<td>Clean-up!</td>
<td>Waterloo Region Museum budget of $137,826 annually</td>
<td>$402,672.97 (over 3 years)</td>
<td>Approved May 29, 2012</td>
</tr>
<tr>
<td>PROPOSAL NUMBER &amp; NAME</td>
<td>DESCRIPTION</td>
<td>LIST OF BIDDERS</td>
<td>BID PRICE (Includes HST)</td>
<td>AWARDED</td>
<td>BUDGET</td>
<td>NET COST OF AWARD (Net of HST Rebate)</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>------------------------</td>
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</tr>
<tr>
<td>P2012-35 Traffic Control – Video Display System</td>
<td>The supply, installation, integration and testing for Video Display Equipment at 150 Frederick St., Kitchener</td>
<td>Design Electronics Limited, Applied Electronics Limited, Solotech</td>
<td>$110,650.72 $124,184.74 $138,280.36</td>
<td>Applied Electronics Limited</td>
<td>The 2012 Transportation Capital Program includes $152,000. The Ministry of Transportation will cost share 50% of the cost of this project.</td>
<td>$110,226.38</td>
<td>Approved June 21, 2012 Note: Applied Electronics received the highest overall score.</td>
</tr>
</tbody>
</table>
## Appendix 3 - CAO CONSULTANT AWARDS (April 1, 2012 to June 30, 2012)

<table>
<thead>
<tr>
<th>CONSULTANT AWARD NUMBER &amp; NAME</th>
<th>DESCRIPTION</th>
<th>LIST OF BIDDERS</th>
<th>AWARDED</th>
<th>BUDGET</th>
<th>NET COST OF AWARD (Net of HST Rebate)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2012-03 Kitchener Wastewater Treatment Plant Upgrades – Value Engineering</td>
<td>Preparation and 5 day value engineering workshop</td>
<td>Arcadis Canada Inc. Hatch Mott MacDonald Hazen &amp; Sawyer P.C. NCE Value Engineers Inc. Stantec Consulting Ltd.</td>
<td>Arcadis Canada Inc.</td>
<td>Overall 2012 Kitchener Wastewater Treatment Plant Budget of $24,455,000 includes this activity.</td>
<td>$128,300</td>
<td>Approved April 25, 2012 Note: Arcadis received the highest overall score.</td>
</tr>
</tbody>
</table>
TO: Chair T. Galloway and Members of the Administration and Finance Committee

DATE: August 14, 2012 FILE CODE: F12-20

SUBJECT: INVESTMENT POSITION AT JUNE 30, 2012

RECOMMENDATION:
For Information

SUMMARY:
This report describes the Region’s investment position at June 30, 2012 for the General Portfolio and the Sinking Fund. Both investment portfolios held eligible investments of various terms. The General Portfolio had a value of $199.8 million at that date while the Sinking Fund portfolio had a value of $26.5 million. The annualized average yield to June 30th was 4.43% for the General Portfolio and 6.60% for the Sinking Fund. Both portfolios were verified to comply with the Region’s Consolidated Investment Policy at the time of each investment purchase.

REPORT:
General Investment Portfolio
The Region’s General Portfolio is comprised of reserves, reserve funds and operating funds. Provincial regulations establish the type of investments the Region can hold while the Region’s Consolidated Investment Policy establishes limits for the allowable investments. The Region’s General Portfolio is currently comprised of holdings ranging from daily money market instruments to long term bonds and debentures. The total book value of the holdings at June 30, 2012 was $199.8 million while the annualized average yield to that date is 4.43%. This compares to a book value of $250.1 million at June 30, 2011 and $301.6 million as December 31, 2011 and an annualized average yield of 4.94% to June 30, 2011 and 4.07% to December 31, 2011. The lower annualized yield for 2012 to date is due to calls on bonds with higher interest rates.

The General Portfolio investments at June 30, 2012 are summarized by term (based on earliest applicable call dates) as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Book Value</th>
<th>% of Portfolio</th>
<th>Yields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short term (&lt; 1 year, including cash)</td>
<td>$ 41.6 m</td>
<td>20.8 %</td>
<td>0.76% - 5.88%</td>
</tr>
<tr>
<td>Medium term (1 to 5 years)</td>
<td>95.9 m</td>
<td>48.0 %</td>
<td>2.40% - 6.70%</td>
</tr>
<tr>
<td>Long term (&gt; 5 years)</td>
<td>62.3 m</td>
<td>31.2 %</td>
<td>2.60% - 6.73%</td>
</tr>
<tr>
<td>Total</td>
<td>$199.8 m</td>
<td>100.0 %</td>
<td>4.43% **</td>
</tr>
</tbody>
</table>

* Yields for individual holdings vary based on the timing of purchase and the issuer.
** Annualized average yield to June 30, 2012.
The largest cumulative general investment holdings at June 30th were with the Province of Ontario for $26.7 million or 13.4% of the portfolio. Other significant holdings include:

- TD Bank for $19.3 million (9.7% of the portfolio);
- CIBC for $18.7 million (9.3% of the portfolio);
- Region of Waterloo for $17.8 million (8.9% of the portfolio);
- Royal Bank for $17.5 million (8.8% of the portfolio);
- Region of York for $16.6 million (8.3% of the portfolio);
- Bank of Montreal for $13.1 million (6.6% of the portfolio);

Sinking Fund Portfolio

The Sinking Fund portfolio had a balance of $26.5 million at June 30, 2012 as shown on Appendix 2 and the annualized average yield to date is 6.60%. This compares to a book value of $33 million at June 30, 2011 and $35.9 million as December 31, 2011 and an annualized average yield of 4.20% to June 30, 2011 and 4.42% to December 31, 2011. The higher annualized yield for 2012 to date is due to gains on the sale of bonds required to meet Sinking Fund maturities as noted below. The Sinking Fund portfolio is comprised of contributions from the sinking fund participants pertaining to these specific debentures and investment income earned on the contributions. A significant portion of the portfolio is held in long term investments as the longer term investments provided higher overall rates of return while still aligning with the principles of the Region’s Consolidated Investment Policy for the Sinking Fund of minimizing risk, achieving yield and maintaining liquidity.

Debentures totalling $30.2 million will be retired through repayment from the Sinking Fund portfolio in 2012. In early June, two Sinking Fund investments were liquidated to fund the retirement of $11.8 million of debentures on June 18th. The sale of the investments resulted in a gain of $361,178 for the Sinking Fund portfolio. The gain on these investments will assist the Sinking Fund in meeting its debt retirement obligations during a sustained period of low interest rates. Further liquidations are occurring over the summer months to fund the retirement of $18.4 million of Sinking Fund debentures in September.

The debt retirement in June and the subsequent reduction in the Sinking Fund portfolio balance results in some portfolio components appearing to exceed the policy limits. However, under the Region’s Investment Policy, compliance is required at the time of purchase. Bonds were verified to comply with the Sinking Fund Investment Policy at the time of purchase.

CORPORATE STRATEGIC PLAN:

One of the objectives within the Service Excellence Focus Area is to ensure all Regional programs and services are efficient, effective and demonstrate accountability to the public.

FINANCIAL IMPLICATIONS:

The Bank of Canada target rate has remained at 1.00% since September 8, 2010 through its most recent rate setting on July 17th and is expected to remain at this level for some time. A pattern of increased expenditures through the first half of 2012 has resulted in no new long term investments being purchased so far this year. Staff monitor cash balances daily and will continue to assess cash requirements and market conditions in order to maximize interest revenue in a period of sustained low interest rates.
OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS:

Appendix 1 – General Investment Portfolio at June 30, 2012
Appendix 2 – Sinking Fund Investment Portfolio at June 30, 2012

PREPARED BY:  T. Alpaugh, Manager, Treasury Services

APPROVED BY:  C. Dyer, Chief Financial Officer
### Regional Municipality of Waterloo

#### General Investment Portfolio at June 30, 2012

<table>
<thead>
<tr>
<th>Security Description</th>
<th>Portfolio Amount</th>
<th>%</th>
<th>Policy Limitation Per Issuer</th>
<th>Maximum Per Issuer</th>
<th>Policy Limitation Per Category</th>
<th>Maximum Per Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provincial</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ontario</td>
<td>$ 26,752,172</td>
<td>13.4%</td>
<td>$ 99,895,539</td>
<td>50.0%</td>
<td>$ 99,895,539</td>
<td>50.0%</td>
</tr>
<tr>
<td>British Columbia</td>
<td>$ 4,256,350</td>
<td>2.1%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>Alberta Cap Fin Auth</td>
<td>$ 3,091,282</td>
<td>1.5%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td><strong>Other Provincials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>$ 4,218,999</td>
<td>2.1%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>Manitoba</td>
<td>$ 3,911,327</td>
<td>3.0%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>$ 6,018,168</td>
<td>3.0%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td><strong>Total Other Provincials</strong></td>
<td>$ 16,148,495</td>
<td>6.0%</td>
<td></td>
<td>$ 49,947,770</td>
<td>25.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Schedule I Banks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TD/Canada Trust</td>
<td>$ 14,936,816</td>
<td>7.5%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 69,926,877</td>
<td>35.0%</td>
</tr>
<tr>
<td>CIBC</td>
<td>$ 18,675,079</td>
<td>9.3%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 69,926,877</td>
<td>35.0%</td>
</tr>
<tr>
<td>Bank of Nova Scotia</td>
<td>$ 11,052,504</td>
<td>5.5%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 69,926,877</td>
<td>35.0%</td>
</tr>
<tr>
<td>Bank of Montreal</td>
<td>$ 13,104,571</td>
<td>6.6%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 69,926,877</td>
<td>35.0%</td>
</tr>
<tr>
<td>Royal Bank</td>
<td>$ 17,507,398</td>
<td>8.8%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 69,926,877</td>
<td>35.0%</td>
</tr>
<tr>
<td><strong>Total Schedule I Banks</strong></td>
<td>$ 75,276,369</td>
<td>37.7%</td>
<td></td>
<td>$ 69,926,877</td>
<td>35.0%</td>
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<tr>
<td><strong>Municipal</strong></td>
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<td></td>
</tr>
<tr>
<td>Regional Municipality of Waterloo</td>
<td>$ 17,757,441</td>
<td>8.9%</td>
<td>$ 99,895,539</td>
<td>50.0%</td>
<td>$ 99,895,539</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Other Municipalities</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Municipality of Niagara</td>
<td>$ 3,431,212</td>
<td>1.7%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>City of Toronto</td>
<td>$ 9,007,911</td>
<td>4.5%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>$ 2,986,902</td>
<td>1.5%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>City of Windsor</td>
<td>$ 1,999,548</td>
<td>1.0%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>City of Guelph</td>
<td>$ 2,349,695</td>
<td>1.2%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>Region of Durham</td>
<td>$ 3,233,493</td>
<td>1.6%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>Region of Halton</td>
<td>$ 1,574,399</td>
<td>0.8%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>Region of York</td>
<td>$ 16,605,749</td>
<td>8.3%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>City of London</td>
<td>$ 2,995,888</td>
<td>1.5%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>City of Regina</td>
<td>$ 500,000</td>
<td>0.3%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>BC Mun Finance Authority</td>
<td>$ 5,506,271</td>
<td>2.8%</td>
<td>$ 19,979,108</td>
<td>10.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td><strong>Total Other Municipalities</strong></td>
<td>$ 50,191,067</td>
<td>25.1%</td>
<td></td>
<td>$ 49,947,770</td>
<td>25.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Investment Funds</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Investment Fund</td>
<td>$ 1,170,039</td>
<td>0.6%</td>
<td>$ 99,895,539</td>
<td>50.0%</td>
<td>$ 99,895,539</td>
<td>50.0%</td>
</tr>
<tr>
<td>UBS - Cash Management Fund</td>
<td>$ 384,840</td>
<td>0.2%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
<td>$ 49,947,770</td>
<td>25.0%</td>
</tr>
<tr>
<td>PH&amp;N - Social Housing Investments</td>
<td>$ 344,034</td>
<td>0.2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Bank Funds (TD)</td>
<td>$ 4,418,989</td>
<td>2.2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Portfolio</strong></td>
<td>$ 199,791,078</td>
<td>100.0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Each bond has been verified to comply with the Region's Consolidated Investment Policy at the time of purchase.
3. Phillips Hagar & North - Social Housing Fund transferred from ROWCHI in 2012. Currently seeking approval from Ministry of Municipal Affairs and Housing to invest funds in accordance with the Region's Consolidated Investment Policy.

Document Number: 1204104
<table>
<thead>
<tr>
<th>SECURITY DESCRIPTION</th>
<th>Portfolio Amount</th>
<th>%</th>
<th>Policy Limitation Per Issuer</th>
<th>Maximum Per Issuer</th>
<th>Policy Limitation Per Category</th>
<th>Maximum Per Category</th>
</tr>
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<tbody>
<tr>
<td><strong>PROVINCIAL</strong></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ontario</td>
<td>$13,628,406</td>
<td>51.4%</td>
<td>$13,265,041</td>
<td>50.0%</td>
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**Notes:**
1. Each bond has been verified to comply with the Region's Consolidated Investment Policy at the time of purchase.
TO: Chair Tom Galloway and Members of the Administration and Finance Committee  
DATE: August 14, 2012  
FILE CODE: C05-01  
SUBJECT: 2013 SCHEDULE OF COUNCIL/COMMITTEE MEETINGS

RECOMMENDATION:


REPORT:

Each year, the following year's Meeting Calendar is brought forward for adoption. This allows Members of Council and Regional Staff to plan appropriately by taking Regional Council and Committee meeting dates into consideration. The legend explains the coding on the calendar and is self-explanatory. Dates for the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario conferences have been included.

The proposed schedule maintains the three week cycle as started in 2007. The rules of the Procedural By-law were amended in 2007 to accommodate the new Committee cycle.

The attached proposal establishes Committee and Council weeks and is provided for discussion purposes. The proposed schedule has Committees resuming on Tuesday, January 8, 2013 with Final Budget approval scheduled for Wednesday, January 16, 2013. The mid winter break coincides with the School Board March Break for 2013. There is a six week summer break in 2013.

An option to consider is to move the May 28th/June 5th meeting cycle up one week to hold Committees on May 21st and Council on May 29th. This would allow for an open week following the FCM conference being held in Vancouver in 2013. Holding Committees on May 21st would mean having a meeting the day after Victoria Day. Moving only the June 5th Council meeting to June 12th may be problematic as that results in five weeks between Council meetings, especially at a busy time of year for approval of contracts, etc.

CORPORATE STRATEGIC PLAN:

Establishing meeting dates annually meets Focus Area 6, Service Excellence in the Corporate Strategic Plan.

FINANCIAL IMPLICATIONS:

NIL

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

The Regional Chair has been consulted in the preparation of this schedule. The draft schedule has been circulated to the Area Municipal Clerks.

PREPARED BY: Lee Ann Wetzel, Manager, Council & Administrative Services/Deputy Clerk

APPROVED BY: Kris Fletcher, Director, Council & Administrative Services/Clerk
TO: Chair Tom Galloway and Members of the Administration and Finance Committee

DATE: August 14, 2012

FILE CODE: A34-41

SUBJECT: APPROVAL OF THE ACCESSIBILITY POLICY

RECOMMENDATION:

THAT the Regional Municipality of Waterloo approve the Standards for Accessibility Policy Statement, attached as Appendix A in report CR-CLK-12-014, dated August 14, 2012.

SUMMARY:

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Integrated Accessibility Standard Regulation (IASR), the Region of Waterloo is required to meet a number of provisions with respect to ensuring the accessibility for people with disabilities in the areas of information and communication, employment, and transportation. Under the IASR the Region of Waterloo must develop, implement, and maintain policies outlining how the requirements of the regulation will be met. The following report provides an overview of the Accessibility Policy which, once approved, will meet the policy requirement of the IASR.

REPORT:

Background

Inclusion is integral to the organizational culture at the Region of Waterloo, and composes part of the Region’s vision statement of “creating an inclusive, thriving and sustainable community”. In order to realize the vision of an inclusive community the Region of Waterloo must value people because of, not in spite of, differences so that everyone can participate and thrive. This will ensure Region services and programs are inclusive of diverse communities.

The Region of Waterloo is committed to inclusion and promoting diversity in Regional programs and services, and strives to understand and meet the needs of all residents in order to deliver excellent public service. As identified in the Region’s Diversity and Inclusion Strategy, disabilities are one of the many dimensions of diversity, and the Region of Waterloo has identified steps within the Diversity and Inclusion Strategy and in the annual Accessibility Plan to ensure inclusive and accessible services for people with disabilities.

About 15.5 percent of people in Ontario have a disability. This number is expected to increase to 20 percent by 2036. Part of the reason for this expected increase is the demographic shift toward a more aged population. By 2017 there will be more seniors 65 years and older than children aged 14 and under in Ontario, and seniors could more than double to 4.1 million by 2036. As people age, they experience more limitations in daily living, and require more accessible services, programs, and facilities. Ensuring Regional services are accessible now is insightful planning for the future, and provides good value for taxpayer dollars.

Provincial standards in accessibility have been developed under the Accessibility for Ontarians with
Disabilities Act, 2005\(^1\) (AODA). These standards, in the areas of customer service, information and communication, employment, and transportation provide guidance for organizations when making improvements in accessibility\(^2\). The Province recently passed standards in information and communication, employment, and transportation into Regulation with the Integrated Accessibility Regulation\(^3\) (IASR), complementing the existing Accessibility Standards for Customer Service\(^4\). The IASR requires large public sector organizations to develop policies outlining how the standards will be met, creating documented expectations for the inclusion of people with disabilities. The policies must be in place by January 1, 2013.

The AODA Standards

The standards developed under the AODA provide concrete actions for organizations to take to ensure programs, services, and facilities are inclusive of people with disabilities. Under the IASR, these actions include:

- Develop a statement outlining the Region’s commitment to meeting the accessibility needs of persons with disabilities in a timely manner.
- Integrate accessibility in procurement processes, including self-service kiosks.
- Train employees, volunteers, and relevant third parties.
- Provide accessible formats and communication supports, including emergency plans and public safety information and when seeking citizen feedback, upon request.
- Ensure website accessibility.
- Establish accessible employment processes throughout the employment cycle, including recruitment, selection, individual accommodation plans, workplace emergency information, return to work process, performance management, career development, and redeployment.
- Provide accessible transportation including requirements for conventional and specialized transit services and taxi licensing.

Many of the above actions are currently in practice at the Region of Waterloo; however establishing clear expectations of service through the proposed Standards for Accessibility Policy will provide a consistent framework for the accessibility of Regional programs and services.

The Standards for Accessibility Policy

The Region of Waterloo currently operates under the Accessibility Standards for Customer Service Policy, approved by Regional Council in June, 2009, in response to the AODA Customer Service Regulation, which provided a framework for accessible customer service practices. In 2009 it was recognized that this policy will require updating when the Province releases new AODA standards. As such, the proposed Standards for Accessibility Policy integrates the requirements of the IASR with the existing Accessibility Standards for Customer Service Policy, creating an umbrella policy for accessibility that meets the needs of all current AODA Standards. The proposed Standards for Accessibility Policy will supersede the existing Accessibility Standards for Customer Service Policy. The proposed Standards for Accessibility Policy will similarly require revisions once the Province releases the fifth AODA standard in on the accessible built environment. The timeline for this final AODA standard is currently unknown.

The policy statement in the Standards for Accessibility Policy outlines the Region’s commitment to providing services to members of the public in an accessible manner, emphasizing the principles of independence, dignity, integration, and equal opportunity, as required by the IASR and the Customer Service Regulation. The policy statement further outlines the Region’s commitment to providing leadership and training for staff in accessibility, which ensures staff have the necessary

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1 Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11.
2 A fifth accessibility standard for the Built Environment is currently under development with the Province. It is unknown when this standard will be released into regulation.
3 Ontario Regulation 191/11.
4 Ontario Regulation 429/07.
information in order to provide services in an inclusive manner. The Operating Principles in the proposed Standards for Accessibility Policy, each of which directly addresses a requirement of the AODA, provide specific processes to follow in order to make the Policy Statement a reality.

Through implementing the proposed Standards for Accessibility Policy, the Region of Waterloo will meet the policy requirements of the IASR and the Customer Service Standard, and it places the Region of Waterloo closer to realizing the vision of an inclusive, thriving, and sustainable community.

Review Process

The proposed Standards for Accessibility Policy was developed in collaboration with all departments at the Region through the following process:

- Citizen Service initially consulted with staff in Legal who evaluated the policy requirements of both the IASR and the Customer Service Regulation, and made the recommended that an umbrella policy be created to meet the requirements of both regulations.
- A best practices review was conducted to research how other municipalities across Ontario were approaching the policy requirements of the IASR.
- The draft policy was developed based on the existing Accessibility Standards for Customer Service policy, the requirements of the IASR, and the best practices research.
- The draft policy was reviewed by the AODA/ODA Steering Team, by members of the Integrated Standards Working Groups responsible for implementing the requirements of the IASR, and by Legal.
- The policy statement and related operating procedures were endorsed by Corporate Leadership Team on June 25, 2012.
- The draft Accessibility Policy was reviewed by the Grand River Accessibility Advisory Committee (GRAAC) on June 28, 2012. The members of GRAAC did not identify any areas of concern with the policy.
- The policy was further reviewed by senior management for additional feedback.

Next Steps

Once the Standards for Accessibility Policy has been approved by Regional Council, the Policy will be communicated to Region staff and the public through a number of channels. The policy will be:

- Provided to all staff to sign off on, acknowledging that they have reviewed the policy.
- Posted to the Region’s internal Portal website.
- Posted to the Region’s external website.
- Integrated into new employee orientation.
- Integrated into future accessibility training for all employees, volunteers, and third parties, as required by the IASR.

The Standards for Accessibility Policy will reviewed in the event of any new standards are released under the AODA.

CORPORATE STRATEGIC PLAN:

The proposed Standards for Accessibility Policy is grounded in the Region’s Vision and Values, both of which acknowledge the Region’s commitment to diversity and inclusion. The Region of Waterloo will be demonstrating the values of Service, Respect, Innovation, Collaboration, and Integrity through creating, implementing, and maintaining the proposed Standards for Accessibility Policy. Ensuring Region of Waterloo programs, services, and facilities are inclusive, accessible, and meet the needs of people with disabilities is a key element towards providing excellent public service.
The related objective and actions in the Strategic Plan that are specific to the proposed AODA Policy include:

**Focus Area:** Service Excellence

**Strategic Objective 5.1:** Improve the accessibility of Regional programs and services to support our diverse community.

**Actions:**
- 5.1.1 Develop and implement an action plan to make the Region’s programs, services, and workforce more accessible and responsive to our diverse community.
- 5.1.3 Implement the standards under the Accessibility for Ontarians with Disabilities Act (AODA) to comply with Provincial regulations.

**FINANCIAL IMPLICATIONS:**

There are several components of the Standards for Accessibility Policy that, when actioned, will have a cost associated with them. However, many of processes have been in place for several years, including processes from the Accessibility Standards for Customer Service Policy which has been in place since June, 2009. These processes include providing alternate formats upon request, and workplace accommodations for employees with disabilities. Any costs associated with the implementation of these current practices do not reflect a new cost for the Region and are currently covered within existing program budgets.

There are some components of the Standards for Accessibility Policy that are expected to have a new cost for the Region. These include the sections related to Employee Development or Training and some of the requirements under Accessible Workplace and Accessible Transportation. Some of the costs for these activities will be accommodated within the existing ODA Capital budget, containing approximately $85,000 as of June, 2012. A comprehensive budget for fully implementing the IASR is currently being creating and any necessary budget issue papers will be submitted to support implementation.

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:**

All Departments have participated in the development of the Standards for Accessibility Policy. The Standards for Accessibility Policy was directed and approved by the AODA/ODA Steering Team, a cross-departmental team with representatives from all Departments. The Standards for Accessibility Policy was provided to all senior management for review and feedback, and on June 25, 2012, Corporate Leadership Team endorsed the Standards for Accessibility Policy.

**ATTACHMENTS:**

Appendix A: Accessibility Policy 10.3: Standards for Accessibility Policy

**PREPARED BY:**  
Vanessa Lopak, Social Planning Associate  
Kris Fletcher, Director, Council and Administrative Services

**APPROVED BY:**  
Gary Sosnoski, Commissioner, Corporate Resources
POLICY STATEMENT:
The Regional Municipality of Waterloo (the “Region”) is committed to inclusion, promoting diversity in Regional programs and services, and understanding and meeting the needs of all those we serve. The Region will meet the needs of people with disabilities in a manner that:
- Is free from discrimination;
- Provides an opportunity equitable in relation to the broader public with respect to the use and benefit of goods, services, programs, and facilities;
- Protects the dignity and independence of all people, and;
- Strives to provide responsive and integrated services.

The Region will provide leadership and education to employees, volunteers, and necessary contractors through training and development in matters of accessibility.

DEFINITIONS
2) Service Animal: A ‘guide dog’, as defined in section 1 of the Blind Persons’ Rights Act, R.S.O.1990, c.B.7; or
   a. An animal used by a person with a disability, including but not limited to a dog, if:
      i. It is readily apparent that such animal is used by the person for reasons related to his or her disability; or
      ii. If the person provides a letter from a physician or nurse confirming that the person requires such animal for reasons relating to his or her disability.
3) Support Person: A person who accompanies a person with a disability in order to help with communication, mobility, personal care, medical needs, or with access to goods, services, programs, and facilities.

OPERATING PRINCIPLES:
This Accessibility Policy will function as an overarching policy for the requirements of the standards developed under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 (the “AODA”).

The Region develops policies, practices, and procedures which contribute to ensuring that goods, services, programs, and facilities are accessible for persons with disabilities. The following principles shall be met when developing such policies, practices, and procedures:

1) Accessibility Planning
The Region will establish, implement, maintain and document a multi-year accessibility plan in accordance with the AODA. The multi-year accessibility plan will outline the ways the Region will identify, prevent and
remove barriers and meet the requirements of the standards developed under the AODA. The multi-year accessibility plan will be:

- Reviewed and updated at least once every five years; and
- Established, reviewed, and updated in consultation with persons with disabilities and the municipal accessibility advisory committee.

An annual status update report on the progress of measures taken to implement the multi-year accessibility plan will be prepared. The multi-year accessibility plan and accompanying status update reports will be posted to the Region’s website and provided in accessible formats upon request.

2) Procurement

Whenever possible, Regional staff will take into account the accessibility features and criteria of goods, services, and facilities procured, purchased, or acquired. When not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, staff shall provide, upon request an explanation.

3) Alternate Formats

The Region will provide alternate formats of information that are produced or controlled by the Region to members of the public upon request, in a timely manner. When it is not practicable to provide an alternate format the Region will provide an explanation and a summary of the document in an accessible format.

4) Communication Supports

The Region will provide communication supports to members of the public upon request, in a timely manner. If Regional staff members are unable to obtain the requested communication support, they will work with the requestor to determine a practicable and appropriate method for communication.

5) Obtaining Public Feedback

The Region will provide, upon request, accessible formats and communication supports when seeking public input, feedback, and advice, when practicable. Should Regional staff be unable to provide a requested accessible format or communication support, they will work with the citizen to determine alternate means for participation in citizen feedback.

6) Fares, Fees, and Charges

Persons with disabilities will not be charged more to access Regional programs or services than that charged for the same program or service to persons without disabilities, in accordance with the Regional Fees and Charges By-Law (12-001). Should an accessible format or communication support cost more for the Region to provide to a person with a disability than a typical format or communication method to a person without a disability, the person with the disability will be charged the same price as that charged to the person without the disability and the originating Department will subsidize any additional cost. Owners and operators of taxicabs licensed by the Region are prohibited from charging additional fares or fees to persons with disabilities than those for persons without disabilities, or for the storage of mobility aids or mobility assistive devices.

7) Feedback on Regional Services

The Region has established a process for receiving and responding to feedback on the manner in which the
Region provides goods and services to persons with disabilities. Members of the public may provide feedback through the Region’s website, through the General Enquiries email address, by telephone, and in person. All feedback received from the public regarding the accessibility of services will be provided to all relevant Regional staff members who will take appropriate action.

8) Service Disruptions
If a temporary disruption of service is planned, the Region will give notice of the disruption consistent with the Region of Waterloo’s Notice Policy. Notice may be given by posting the information in a conspicuous place on the premises, through use of social media, or by posting the notice on the Region’s website.

9) Support Persons
The Region will allow people with disabilities to be accompanied by a support person in all Region-owned and operated public facilities. The Region reserves the right to request the person with a disability be accompanied by a support person, in the event that it is considered necessary to protect the health and safety of the person with a disability or others on the premises. The Region will provide notification of any applicable admission fees or fares that apply to support persons by posting such admission fee or fare where all other fees or fares are posted.

10) Service Animals
The Region welcomes service animals into all Region-owned or operated facilities where the public is allowed. Service animals will be allowed to accompany a person with a disability to allow them to access facilities and services. If a service animal is otherwise excluded from the premises by law, Regional staff members will ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the goods or services provided by the Region.

11) Use of Assistive Devices
The Region will allow people with disabilities to use their own personal assistive devices to obtain services offered by the Region. If a person with a disability is unable to access the Region’s services through the use of their own personal assistive device, Regional staff members will work with the customer to determine any alternate means for accessing services.

12) Employee Development
Regional staff members will be trained in accordance with the regulations under the AODA. The Region will log and retain records containing the details of the training provided, the number of people trained, location, and date the training was completed.

13) Accessible Workplace
The Region will meet the requirements of the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) under the AODA and, in particular, Part III Employment Standards of such Regulation by:
- Ensuring the recruitment process is inclusive of people with disabilities;
- Informing employees of supports available for employees with disabilities;
- Accommodating employees with disabilities under the AODA in the areas of:
workplace emergency response information;
- information and communications needed to perform the employee’s job or that is generally available to employees in the workplace; and
- other accommodations as required under the Accommodation of Special Needs Policy (III-17).

- Taking into account employee accommodations in:
  - Performance management;
  - Career development and advancement; and
  - Redeployment; and
  - Developing and implementing a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

This will be completed in accordance with the timelines set out in the Integrated Accessibility Standards Regulation under the AODA.

14) Accessible Transportation

   a. Conventional and Specialized Transit Services

   The Region is committed to providing accessible transit services through both conventional and specialized transit, in accordance with the Integrated Accessibility Standards (Ontario Regulation 191/11) under the AODA and, in particular, Part IV, Transportation Standards, of such Regulation. This will be accomplished through the development and implementation of policies, practices, procedures, resources, equipment, and training in the provisions outlined in the Integrated Accessibility Standards Regulation under the AODA.

   b. Regionally Licensed Transportation

   Owners and operators of taxicabs licensed by the Region will operate in accordance with the Accessibility Standards for Customer Service (Ontario Regulation 429/07) under the AODA and the Integrated Accessibility Standards (Ontario Regulation 191/11) under the AODA. Without limitation, the Region requires that taxicabs licensed by the Region make available vehicle registration and identification information in an accessible format.

REVIEW PERIOD

This policy shall be reviewed once per Council term and will be revised in light of any legislative or organizational changes. Notice for the review of this policy shall be given in accordance with the Region’s Notice Policy (Policy 07-02).

RESPONSIBILITIES

Regional Council and staff are responsible for adhering to the parameters of this policy and for ensuring the needs of people with disabilities are addressed in goods, services, programs, and facilities.

MONITORING / CONTRAVENTIONS

The Manager, Citizen Service, shall be responsible for receiving all concerns or questions related to this policy. Upon receipt of a concern or question the Manager, Citizen Service shall notify the staff member responsible and, if appropriate, the Department Head and Director responsible for the area, or in the case of Regional Council, the Regional Chair.

SEE ALSO:
Human Resources Policy: Equal Employment Opportunity (I-07)
Human Resources Policy: Emergency Workplace Response Information for Employees with Disabilities (I-39)
Human Resources Policy: Performance Management (II-02)
Human Resources Policy: Mandatory Training (II-06)
Human Resources Policy: Accommodation of Special Needs (III-17)
Human Resources Policy: Selection/Interview Process (V-04)
Council/Legislated Policy: Notice Policy (07-02)
Taxi By-Law 04-070 Amended by By-Law 08-055
Taxicab Meters By-Law 04-069 Amended by By-Law 11-060
Purchasing By-Law 04-093 Amended by By-Law 10-028
Fees and Charges By-Law 12-001 Schedules
Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005 c.11
Accessibility Standards for Customer Service Regulation Ont. Reg 429/07
Integrated Accessibility Standards Regulation Ont. Reg 191/11
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