Present were: Chair T. Galloway, L. Armstrong, J. Brewer, T. Cowan, D. Craig, R. Deutschmann, J. Haalboom, B. Halloran, R. Kelterborn, G. Lorentz, J. Mitchell, K. Seiling, S. Strickland, J. Wideman, and C. Zehr

Members absent: C. Millar

DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

None declared.

DELEGATIONS

a) Mary Jane Patterson – Executive Director, Residential Energy Efficiency Program (REEP) Green Solutions re: presentation of Annual Report 2011

M. Patterson introduced Andrew Marshall, RAIN Program Manager to the Committee.

M. Patterson provided a presentation to the Committee on REEP activities and achievements in 2011, including:

- Recipient of the 2011 Minister’s Award for Environmental Excellence, for the REEP House for Sustainable Living;
- REEP programs and initiatives, which include
  - Home Energy Grants;
  - Home Assistance Program;
  - Well Aware program;
  - Greening Sacred Spaces;
- Detail on events and visitors to the REEP House for Sustainable Living; and
- Acknowledgement of early and ongoing Regional support for REEP.

A. Marshall continued the presentation and provided detail on the RAIN program, including:

- Agreement with Ministry of Environment (MOE) to deliver the stormwater management initiative;
- Launch event included crowd-sourced video and garnered local media coverage; and
- Educational workshops and outreach activities.

M. Patterson resumed the presentation on REEP activities and achievements in 2011, discussing:
- Success of ecoENERGY program;
- Outline of financial statements included in annual report, noting REEP’s aim to realize small surplus annually; and
- Alignment of REEP activities with Region’s environmental sustainability strategy, and with certain focus areas of Regional strategic plan.

The presentation is attached to the original minutes.

The Committee noted REEP initiatives to educate residents on pet waste composting, and asked whether pet waste composting operations could be enlarged to a level that would involve the area cities. A. Marshall cited the popularity of that workshop and explained the process of pet waste composting; he affirmed that potential exists to involve the cities in pet waste composting.

The Committee questioned whether REEP would expect to become more involved in decommissioning abandoned wells. M. Patterson responded that REEP sees a need for proper decommissioning of wells and affirmed the effectiveness of incentives and support to bring about such positive action. She noted that REEP is facing the upcoming loss of MOE funding for the Well Ahead program, and that without similar support it would be difficult for REEP to continue to deliver those services to residents; should alternate funding sources develop for the program, REEP would aim to leverage additional funding support which has been the case in the past for other initiatives.

**REPORTS - Finance**

a)  F-12-055, Quarterly Summary of Tenders, Request for Proposals and Consultant Proposals
Approved by the Chief Administrative Officer

Received for information.

The Committee ascertained from Charles Whitlock, Director, Procurement and Supply Services, the process by which Regional staff follow up on tenders where multiple invoices are submitted under a blanket order.

The Committee noted instances where the lowest bidder was not the successful vendor when submitting requests for proposals (RFP). Mike Murray, Chief Administrative Officer, described the differences in selection criteria between tender awards and proposal awards, with the latter offering more weight for qualitative factors beyond price in the selection criteria. C. Whitlock observed that price is typically weighted at 15% in the scoring for a RFP process.

A member of the Committee questioned why all procurement is not undertaken via RFP process. A member of the Committee recalled that a previous Council directed staff to establish a procurement system where tenders would be received for clearly defined goods and services to be awarded on the basis of lowest bid, whereas proposals would be requested for procurements where selection criteria could be weighted differently.

b)  F-12-056, Investment Position at June 30, 2012

Received for information.

The Committee obtained detail from Craig Dyer, Chief Financial Officer, on specific investment holdings listed in the report.
REPORTS – Corporate Resources

c) CR-CLK-12-013, 2013 Schedule of Council/Committee Meetings

The Committee confirmed with Gary Sosnoski, Commissioner, Corporate Resources, that the draft schedule had been circulated to the area municipalities.

The Committee discussed various potential scheduling conflicts in 2013, including the proximity of the meeting to a number of municipal conferences and the alignment of the Regional meeting schedule with that of area municipalities.

MOVED by J. Wideman
SECONDED by J. Brewer


CARRIED

d) CR-CLK-12-014, Approval of the Accessibility Policy

G. Sosnoski observed that approval of the policy fulfills a legislative requirement, with the policy demonstrating the Region’s commitment to implement omnibus legislation and giving a broad outline of how the Region intends to approach the implementation. He noted that this policy will supercede the Accessibility Standards for Customer Service Policy that is presently in place.

MOVED by J. Wideman
SECONDED by L. Armstrong

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.

CARRIED

OTHER BUSINESS

a) J. Brewer inquired as to the ‘Process for calculating/appeal of development charges’ request on the Council Enquiries and Requests for Information Tracking List, given that the anticipated response date has passed. C. Dyer responded that staff would review the item and provide reporting timelines for the next Committee meeting. The Council Enquiries and Requests for Information Tracking List was received for information.

NEXT MEETING – September 11, 2012

MOTION TO GO INTO CLOSED SESSION

MOVED by L. Armstrong
SECONDED by J. Mitchell
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

CARRIED

MOTION TO ADJOURN

MOVED by G. Lorentz
SECONDED by L. Armstrong

THAT the meeting adjourn at 10:56 a.m.

CARRIED

COMMITTEE CHAIR, T. Galloway

COMMITTEE CLERK, M. Grivicic
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

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

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

Home Assistance Program Launch: Staff of Waterloo North Hydro, Kitchener-Wilmot Hydro, Cambridge and North Dumfries Hydro, GreenSaver, and REEP
COMMUNITY PROGRAMS

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
saveonenergy HOME ASSISTANCE

Supporting Partner

Kitchener Utilities
Community-Owned for over 100 Years

Delivery Agents

Green Saver

Energy Plus
Cambridge and North Dumfries Hydro Inc.

Kitchener Wilmot Hydro Inc.

Waterloo North Hydro Inc.
Installed Measures - free

Home Assessment & Basic Upgrades

- Meter refrigerator and freezer
- Based on use patterns, the energy expert may:
  - Replace lighting with energy efficient lights
  - Install a programmable power bar
  - Install tank wrap, pipe wrap, aerators & low flow shower head if client has electric hot water
- The energy expert will talk to the client about energy efficiency
## Eligibility Criteria

### 1) Income Criteria:

<table>
<thead>
<tr>
<th>Number of Permanent Members of Household</th>
<th>Household Income Cut-off (Income of Individuals 18+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td>$29,931</td>
</tr>
<tr>
<td>2 persons</td>
<td>$37,261</td>
</tr>
<tr>
<td>3 persons</td>
<td>$45,810</td>
</tr>
<tr>
<td>4 persons</td>
<td>$55,617</td>
</tr>
<tr>
<td>5 persons</td>
<td>$63,081</td>
</tr>
<tr>
<td>6 persons</td>
<td>$71,144</td>
</tr>
<tr>
<td>7 or more persons</td>
<td>$79,209</td>
</tr>
</tbody>
</table>

OR

A recipient of one or more of the following for the last 12 months:

- Ontario Works
- Ontario Disability Support Program (ODSP)
- Guaranteed Income Supplement (GIS)
- Allowance for Seniors
- Allowance for the Survivor
- National Child Benefit Supplement (NCBS)
- Utility LEAP Emergency Financial Assistance grant (*within the last 12 months*)

**Note:** Individuals need not be screened for income, if they reside in eligible social and or assisted housing. In this case the building owner/manager will provide documented proof of eligibility for the building.
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
Key Messages

• Protect the source
• Test well water regularly
• Maintain your well
• Decommission abandoned wells
• Hire only licensed well contractors

The good                                          the bad                                          the ugly
Distribution of Well Aware Visits in Waterloo Region 2007-2012

- Woolwich: 81
- Wellesley: 47
- Wilmot: 61
- Cambridge: 35
- Kitchener: 27
- North Dumfries: 30
- Out of Region: 20
- Waterloo: 4

Out of Region: 20
COMMUNITY

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

2011 REEP House Results

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</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

<table>
<thead>
<tr>
<th>2011 RAIN Results</th>
<th></th>
</tr>
</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 clatners</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>
RAIN Launch May 12, 2012

• Widespread local media coverage

• 79 entries for unique crowd-sourced video
Engaging the community

• 6 hands-on workshops attended by 95 participants

• Outreach to 100’s at Westvale and Cherry Park Festivals, on facebook and twitter
Summer RAIN

• Rain barrel sales July 7 and 21

• RAIN coming to your door in August!
ecoENERGY

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.”

<table>
<thead>
<tr>
<th>2011 ecoENERGY Results</th>
<th>2011</th>
<th>2010</th>
<th>1999-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Evaluations</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>2,087</td>
<td>7,285</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>
</tr>
<tr>
<td>Local spending on retrofits*</td>
<td>$9,918,000</td>
<td>$12,342,000</td>
<td>$37,542,000</td>
</tr>
</tbody>
</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>21,624 tonnes</td>
</tr>
</tbody>
</table>

* based on estimates by Natural Resources Canada.
## Statement of Revenue and Expenses

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Software and technical displays</td>
<td>$22,640</td>
<td>$44,384</td>
</tr>
<tr>
<td>Contracted services</td>
<td>$43,887</td>
<td>$43,314</td>
</tr>
<tr>
<td>Green Communities Canada quality assurance fees</td>
<td>$39,165</td>
<td>$70,394</td>
</tr>
<tr>
<td>Occupancy</td>
<td>$22,023</td>
<td>$38,604</td>
</tr>
<tr>
<td>Outreach</td>
<td>$19,497</td>
<td>$46,332</td>
</tr>
<tr>
<td>Communications</td>
<td>$8,909</td>
<td>$10,258</td>
</tr>
<tr>
<td>Office</td>
<td>$8,463</td>
<td>$10,706</td>
</tr>
<tr>
<td>Insurance</td>
<td>$8,439</td>
<td>$8,665</td>
</tr>
<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>
</tr>
<tr>
<td>Interest and bank charges</td>
<td>$2,740</td>
<td>$3,210</td>
</tr>
<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>
</tr>
</tbody>
</table>
REEP helps the Region of Waterloo fulfill its goals

• **Environmental Sustainability Strategy**
  • Protect the quality and quantity of our water resources
  • Effectively use and manage energy resources and reduce greenhouse gases and other air emissions

• **Regional Strategic Plan**
  • **Focus Area 1:** Protect and enhance the environment.
  • **Focus Area 2:** Manage growth to foster thriving and productive urban and rural communities.
REEP House for Sustainable Living
20 Mill Street, Kitchener

Guided Tours
Wednesdays at 6:30 pm
Registration required

Green Renovation Open House
Saturdays from 10 am – 2 pm

Group Tours
Available upon request

Seasonal workshops
Check our website