



REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE AGENDA

Tuesday, November 8, 2011
Immediately following Closed Session
(Time is Approximate – 10:15 a.m.)
Regional Council Chamber
150 Frederick Street, Kitchener, Ontario

-
1. **MOTION TO RECONVENE INTO OPEN SESSION**
 2. **DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
 3. **DELEGATIONS**
 4. **REPORTS – Regional Chair and Committee Chairs**
 - a) [CC-11-002](#), Members of Council – Information Technology and Community Events 1

REPORTS – Corporate Resources

 - b) [CR-RS-11-073/CR-FM-11-025](#), Surplus Declaration and Sale – 168 Benton Street, Kitchener 11
 - c) [CR-IT-11-003/CR-CLK-11-015](#), Webcasting of Regional Council and Standing Committee Meetings 14

REPORTS - Finance

 - d) [F-11-074](#), Grant Application to Fund Regional Development Charges – Hespeler (ONT 272) Branch of the Royal Canadian Legion 17
 5. **INFORMATION/CORRESPONDENCE**
 6. **OTHER BUSINESS**
 - a) Council Enquiries and Requests for Information Tracking Sheet 20
 7. **NEXT MEETING – December 6, 2011**
 8. **MOTION TO GO INTO CLOSED SESSION**

THAT a closed meeting of the Planning & Works Committee be held on Tuesday, November 8, 2011, immediately following the Administration & 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 properties of the municipality
- b) potential litigation and receiving of legal advice and opinion that is subject to solicitor-client privilege related to a proceeding before an administrative

tribunal

- c) proposed or pending acquisition of land in the Township of Wilmot
- d) proposed or pending disposition of land in the Township of Woolwich
- e) proposed or pending acquisition of land in the City of Kitchener
- f) receiving of legal advice and opinion that is subject to solicitor-client privilege related to a legal matter
- g) the security of the property of the municipality

9. ADJOURN



REGION OF WATERLOO

Regional Chair and Council

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

DATE: November 8, 2011 **FILE CODE:** F09-00

SUBJECT: MEMBERS OF COUNCIL – INFORMATION TECHNOLOGY AND COMMUNITY EVENTS

RECOMMENDATION:

THAT the Regional Municipality of Waterloo approve the establishment of Information Technology and Community Events expenditure allowances for Members of Council as outlined in Report CC-011-002 effective January 1, 2012;

AND THAT a Regional Council Information Technology Reserve be established to be funded by an annual contribution of \$2,500 per Regional Councillor;

AND FURTHER THAT surplus operating funds in the Members of Council budget for 2011 be transferred to the Regional Council Information Technology Reserve.

SUMMARY:

Following the last municipal election, questions about technology, communications, and public participation by Regional Councillors pointed out a need to consolidate many past practices and to update expense policies to better support and reflect the work of Councillors and the rapidly changing technology used in today's municipal political world.

Greater use of technology by Councillors and the ever expanding programs and options available have resulted in Members of Council looking for greater flexibility in tailoring their BlackBerry Service Plans and in choosing the information technology and hardware best suited to their individual needs and working styles. At the same time, there has been a growing demand for Councillors to attend community events where they have greater opportunities to meet directly with residents and stay in touch with the broader community.

It is recommended that existing expenditure lines be reorganized within the Members of Council budget and funds be added to provide Members of Council with greater flexibility and choice in their technology use and to provide for greater participation in community events. Further, it is recommended that rather than global budgets for all expenditures, separate provisions be established for each Councillor to allow for individual accounting.

Accordingly, Members of Council would be provided with an expenditure allowance of up to \$2,500 per Councillor per year to be used for information technology expenses including BlackBerries (purchase cost and service plan/operating costs) and the purchase of other information technology devices, and an expenditure allowance of up to \$1,200 per councillor per year to be used for attendance at community events.

This policy would be implemented effective January 1, 2012.

REPORT:**Current Practices for Councillor Expenses**

Region of Waterloo councillors are currently reimbursed for eligible travel, meeting, mileage, telephone, BlackBerry and internet expenses in accordance with the Council Conference Policy and corporate expense reimbursement policies and practices. Certain expenses such as airfare, conference registrations, and BlackBerry Service Plan are billed and paid directly by the Region on the Councillor's behalf. Other expenses such as mileage, hotel costs, home telephone and internet and other minor expenses are paid for by councillors who then submit individual monthly expense claims - with receipts attached - for reimbursement.

There are currently no designated expense allowances/accounts per councillor. The Regional Council budget is a shared budget and Councillor expenses are billed to the appropriate shared budget line.

Information technology devices are currently provided to each member of Council as follows:

- a corporate standard blackberry (2 upgrades generally over the life of the service plan, typically 3 years). The service plan for Councillors is based on the corporate standard plan for staff plus any add-ons (e.g. internet browsing, long distance options, etc.) to suit the needs of individual councillors.
- laptop or desktop computer (1 per council term).
- a Multi-function Printer unit - printer/fax/copier/scanner (1 per council term – replaced on an “as needed” basis).
- other minor information technology devices (as requested) for home offices (e.g. wireless router, external memory, etc.).

Recommended Approach – Information Technology Expenditure Allowance

Under the recommended approach, Councillors would each continue to be provided with one computer (laptop or desk top) per term of Council and one Multi-function Printer per Council term. The Region would also continue to reimburse Councillors for the operating costs of a second telephone line at their home and high speed internet. These costs would not be deducted from a Councillor's Information Technology Expenditure Allowance and would continue to be absorbed in the appropriate shared budget line in the Council budget.

Items proposed to be covered under a Councillor's Information Technology Expenditure Allowance of up to \$2,500 per year include:

- BlackBerry – purchase cost, upgrades, accessories, and service plan. Councillors would continue to be included in the terms of the Region's BlackBerry service contract and their monthly bills would continue to be paid directly by the Region, however they would have more options to tailor their plans and their individual BlackBerry costs would be deducted from their Information Technology Expenditure Allowance.
- Replacement Printer(s) and/or additional Multifunction Printer(s).
- Other information technology devices (as requested and as compatible, interoperable and secure with Regional Information Systems) e.g. wireless router, external memory, tablets, Playbook, etc.
- Any service plans required for information technology devices purchased under the allowance.

The Regional Council budget will be adjusted appropriately for the Information Technology

Expenditure Allowance. Area Mayors would usually first access the resources available to them through their area municipality prior to accessing their Regional Information Technology Expenditure Allowance.

Any unused funds in a councillor's Information Technology Expenditure Allowance may be carried forward and used in a subsequent year during the Council term.

Recommended Approach - Community Events Expenditure Allowance

At present Councillors either cover the costs of their attendance at community events themselves and then submit the receipt for reimbursement or, they ask the Research Administrative Assistant to Council (RAAC) to make the arrangements for their attendance.

Under the recommended approach, all Members of Regional Council would have an expenditure allowance of up to \$1,200 per councillor per year to cover the costs of their attendance at Community events. They would further have the discretion to use their Community Events Expenditure Allowance to cover the costs of attendance by their spouse and/or partner for events where there is a reasonable expectation that they accompany the councillor. Any unused funds in the Community Events Expenditure Allowance at year-end would not carry forward to a subsequent year.

The \$1,200 annual expenditure allowance for Community Events should provide for more choice and flexibility for Members of Council in attending and participating in a greater number and variety of community functions.

CORPORATE STRATEGIC PLAN:

These changes support Focus Area 5 of the 2011-2014 Strategic Plan: "Service Excellence – Deliver excellent and responsive services that inspire public trust." Technology is a tool that can greatly assist and enhance public access to elected officials. The provision of expenditure allowances for information technology and community events will give Members of Council more options and greater flexibility in selecting and using technology, and in participating in community events to stay connected and engaged with citizens and community groups. It also provides for transparency and accountability in the expenditure of public funds for these purposes.

FINANCIAL IMPLICATIONS:

Within the current Council base budget, reductions have been identified in budget lines that would be redundant due to the introduction of expenditure allowances. An adjustment of \$23,000 to the base budget will be made in 2012 to fund the annual transfer to the Council Information Technology Reserve and support the community events budget.

Expenditures will continue to be monitored carefully during 2012 to see whether additional adjustments need to be made to the Council base budget in 2013


OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Finance and Information Technology services staff were consulted in the development of this report and the Regional Council Policy 2011-001.

ATTACHMENTS:

Regional Council Policy 1.2: Information Technology and Community Events Expenditure Allowances

Respectfully Submitted: *Committee Chairs - Councillor Tom Galloway, Councillor Sean Strickland, Councillor Jim Wideman, and, Regional Chair Ken Seiling*

 Regional Council Policy	Section #	Policy #
	1	2
	Approval Date:	Revision Date:
Title:	Information Technology and Community Events Expenditure Allowances	
Responsibility:	Elected Offices	Approval Level: Regional Council
Applies to:	Regional Councillors	

POLICY STATEMENT: This policy provides for the provision of a separate **Information Technology Expenditure Allowance** and a separate **Community Events Expenditure Allowance** for each Member of Regional Council, effective January 1, 2012. The policy further defines the permitted uses for these funds.

The provision of the Information Technology Expenditure Allowance for Members of Regional Council is intended to provide greater flexibility to Councillors in setting up their home offices and in determining the technology devices and BlackBerry service plan configurations that will best meet their individual needs and working styles and, to allow greater access to them by their constituents while continuing to safeguard the security of the Region’s Information Technology systems and/or Information.

The provision of the Community Events Expenditure Allowance is intended to provide Regional Councillors with more opportunities to meet with their constituents and community groups and organizations through attendance and participation at a greater number and variety of community events and functions.

The area Mayors would usually first access the resources available to them through their area municipality prior to accessing their Regional Information Technology and Community Events expenditure allowances.

EXEMPTIONS: This policy does not apply to the following Council Expenses:

Council Conference & Other Travel Expenses

These will continue to be approved and reimbursed in accordance with the Council Conference Policy (Regional Council Policy 1.1) and Region of Waterloo Expense Reimbursement policies.

Basic Corporate-Standard Information Technology Devices

At the start of each term of Regional Council, the Region will continue to supply Members of Regional Council with the following corporate standard information technology devices (unless they are otherwise provided to a councillor by their area municipality):

- 1 Computer – either a laptop or a desk top (as preferred by the Councillor).
- 1 multifunction Printer/Copier/Fax/Scanner.

- The licences required for operation of the above devices and other Regional applications and software.

Home Telephone/Fax Line

The Region will continue to reimburse Councillors for the monthly costs of one additional phone/fax line in their homes.

High Speed Internet

The Region will continue to reimburse Councillors for the monthly costs of one high speed internet connection in their homes.

OPERATING PRINCIPLES:

Each Member of Regional Council will have access to a cumulative Information Technology Expenditure Allowance of up to \$2,500 per year and an annual Community Events Expenditure Allowance of up to \$1,200 per year.

This policy takes effect January 1, 2012.

Information Technology Expenditure Allowance

Reimbursable items under this discretionary allowance include corporately supported, secure, compatible and reasonably interoperable information technology devices such as:

- BlackBerry unit purchases and upgrades
- BlackBerry accessories
- BlackBerry operating (service plan) costs
- other smart phones, operating costs, and accessories
- an additional laptop or desktop computer
- tablet computer
- an additional printer/fax/copier/scanner
- external memory
- routers
- wireless headsets
- any service plans required for the operation of any information technology devices purchased using this expenditure allowance
- other technology devices a Councillor would deem necessary to establish and maintain a home office and/or conduct Regional business effectively and efficiently.

Community Events Expenditure Allowance

Reimbursable expenses under this allowance include the costs of attending and participation in community events.

OPERATING DETAILS:

Information Technology Expenditure Allowance

Each Regional Councillor will have access to an Information Technology Expenditure Allowance of up to \$2,500 per year to be used for the purchase of technology devices and any associated operating costs.

Any unused funds at year-end will carry over and may be used by the councillor in subsequent years during the Council term.

Any unused funds in the Information Technology Expenditure Allowance at the end of a council term would expire and be absorbed into the Region's surplus at year-end.

No councillor may exceed \$10,000.00 during the Council term (term limit) for purchases made under the Information Technology Expenditure Allowance.

Any device(s) for which a Councillor has received full reimbursement for the purchase price from the Region of Waterloo, or which has been purchased for a Councillor by the Region of Waterloo – under this policy or any other policy – is/are deemed to be the property of the Regional Municipality of Waterloo and must be returned to staff on or before the date a Councillor ceases to be a member of Regional Council. The returned items will be dealt with in accordance with the "Disposal of Surplus" provisions of the Region of Waterloo Purchasing By-law #04-093.

Prior to making any information technology device purchases, Councillors should reference the guidelines below and further consult with staff to ensure that the device can be corporately supported, that it is secure, compatible and reasonably interoperable with Regional Information Technology systems.

BlackBerry Smart Phones

Generally all BlackBerry products should be acceptable.

Compatible Laptop, Desktop computers

Those that use a Windows based operating system are preferred.

If a Councillor wishes to purchase a computer that uses a different operating system, it is recommended that they consult first with Information Technology staff to ensure it will be supported and reasonably compatible with Region of Waterloo Information systems.

Regionally Supported/Compatible Tablets

Those that are compatible and reasonably interoperable with Regional Information systems and that are secure such that they would not pose a threat to or unduly compromise the security of Regional Information systems and/or Information.

Printer/Fax/Copier/Scanner

Generally all available models should be acceptable but it is recommended that Councillors check with Information Technology staff who can provide advice on the models that are most cost effective, easy to install and configure, and that perform all functions reasonably well.

Community Events Expenditure Allowance

Each Councillor will also have access to a Community Events Expenditure Allowance of up to \$1,200 per year to cover the costs of attending community events. Any unused funds at year-end (December 31) will not be carried over but will expire and be absorbed into the Region's surplus at year-end.

No Councillor may exceed the \$1,200 annual limit for purchases made under the Community Events Expenditure Allowance.

Approved Community Events

Councillors may access their Community Events Expenditure Allowance to cover the costs of attendance at:

- community charity events
- business, technology and education sector events, seminars
- community organization forums, seminars, workshops and events
- community appreciation events
- community recognition events
- local festivals
- neighbourhood events
- attendance by the spouse and/or partner of a Councillor at events where there is a reasonable expectation that they would accompany the councillor.

PROCEDURES:

Information Technology Device Purchases

If possible in advance of making any purchases, Councillors should contact the Research/Administrative Assistant to Council (RAAC) and provide the following information:

- The device the Councillor would like to purchase including the proposed make, model and cost; and,
- The intended uses of the device.

The RAAC will then follow-up with Information Technology staff to determine/confirm the following:

- the proposed technology device is compatible and reasonably interoperable with Region of Waterloo Information Technology systems and can be reasonably supported by Regional Information Technology staff; and,
- the device has adequate security and will not unduly compromise or undermine the security of the Region's Information Technology systems and/or Information.

The RAAC will report the findings back to the Councillor. If the Councillor wishes to proceed, the RAAC will make the necessary arrangements to obtain the item for the Councillor if it can be obtained at a lower cost through the Region's purchasing program or, the Councillor may make the purchase and submit the receipt for reimbursement.

If a device is found to not have adequate security encryption and may pose a threat to or undermine the Region's Information Technology systems and/or Information, the device may not be used to connect with Regional Information Technology systems.

In accordance with Regional Expense Reimbursement Policies, expenses will not be reimbursed without submission of a receipt.

Community Events

- The costs of attending Community events may be covered directly by the Councillor who will submit receipts for such costs to the RAAC for reimbursement through payroll expense.
- A Councillor may ask the RAAC to arrange for attendance at a community event for them. The cost will be deducted from their Community Events Expenditure Allowance balance.
- In accordance with Regional Expense Reimbursement Policies, expenses will not be reimbursed without submission of a receipt.

Records/Tracking

The RAAC will keep copies of expense claims and receipts for items purchased under this policy and will track Information Technology and Community Event costs for each Councillor. At the end of each quarter, the RAAC will provide to each Councillor a personalized printout that lists the Information Technology and Community Event costs they have incurred and the remaining balances in their Information Technology Expenditure Allowance and Community Events Expenditure Allowance respectively. Note that Members of Councillors may request an update from the RAAC on the status of their individual expenditure allowances at any time.

Annual Report to Council – Council & Appointees Remuneration & Expenses

Councillor expenditures are reported annually by the Chief Financial Officer in accordance with applicable Provincial legislation.

Policy Amendments

Where an interpretation of the policy is required, a request may be made to the Standing Committee Chairs and the Regional Chair.

SEE ALSO:

**Council Conference Policy – Regional Council Policy 1.1
Region of Waterloo Purchasing By-Law # 04-093**



REGION OF WATERLOO
CORPORATE RESOURCES
Legal Services
Facilities Management & Fleet Services

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

DATE: November 8, 2011 **FILE CODE:** A19-01

SUBJECT: SURPLUS DECLARATION AND SALE – 168 BENTON STREET, KITCHENER

RECOMMENDATION:

THAT the Regional Municipality of Waterloo:

- (a) Declare surplus the lands known municipally as 168 Benton Street, Kitchener and described as Part Lot 5, Plan 397, as Part 4, Reference Plan 58R-16135, City of Kitchener, Regional Municipality of Waterloo, and provide the standard public notification as required by the Region's property disposition by-law; and
- (b) Approve a sale process by public tender, with reserve bid at appraised value, and pursuant to the Region's property disposition by-law.

SUMMARY:

168 Benton Street is one of six properties owned by the Region on Benton Street. It is no longer needed for the original purpose for which it was acquired. While other Benton Street properties will be addressed in future report(s) to Council, this property is not adjacent to any others owned by the Region and can be sold on its own.

REPORT:

After the Regional Municipality of Waterloo was created the Region assumed a number of roads in the City of Kitchener in 1975 and 1984. At that time there was a plan to connect Benton Street to Queen Street, known as the Queen/Benton Diversion Project, and a number of properties in the area had been acquired for that purpose. Part of the arrangements and adjustments between the City of Kitchener and the Region of Waterloo in connection with the assumption of roads was the transfer of several parcels of land along Mill Street, Benton Street, Queen Street and Mitchell Street that were to be used for the Queen/Benton Diversion Project. Title to these various parcels of land has been transferred to the Region. Staff will be bringing a report forward to Council in the near future dealing with the balance of the lands acquired as part of the Queen/Benton Diversion Project.

There are 6 properties on Benton Street owned by the Region. Apart from the subject property at 168 Benton Street, the remaining five properties are in two groupings of contiguous properties (see Appendix "A"). The first 'grouping' contains three adjacent properties known municipally as 31 Courtland Avenue (no building), 152 Benton Street (single family), and 156 Benton Street (upper and lower duplex). The second 'grouping' is comprised of the two adjacent single family properties at 176 and 180 Benton Street.

The properties located at 160, 164 and 172 Benton Street are not owned by the Region.

As part of the Regional Transportation Master Plan approved by Council, the Benton Road Diversion is no longer a future planned Regional road and the Region's new adopted Official Plan does not include the Benton Road Diversion.

A formal surplus circulation has been undertaken for this subject property to Regional departments and the City of Kitchener. There were no expressions of interest or concern with the disposal as a result of the circulation. Further, the residential tenant has also been advised.

An independent real estate appraiser was retained and valued the subject property. Staff is of the opinion that a well advertised, public open tender would be the best marketing method to ensure openness, clarity and an opportunity for any interested parties to participate. Further, since the property is such that it would have primarily local market appeal, employing a tender process would reduce costs by avoiding real estate listing commissions. Staff is recommending that the basic terms of the tender be a reserve bid of not less than the appraised value, property to be on an 'as is' basis, and a 30 day financing condition permitted, if required.

The outcome of the tender process, together with a staff recommendation, will be presented to Regional Council in due course.

CORPORATE STRATEGIC PLAN:

The disposal of this unneeded property supports Focus Area 2.2 of the Corporate Strategic Plan and the objective to optimize infrastructure. In this case, administrative and maintenance activities to support this property can be reduced.

FINANCIAL IMPLICATIONS:

There are no significant incremental financial costs or savings from the disposal of this property. Finance staff advises that the proceeds of the sale, if realized, will form part of the overall corporate surplus of the Region.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Finance has reviewed this report and their comments have been included where appropriate.

ATTACHMENTS:

Appendix "A": Benton Street Properties

PREPARED BY: *Tom Penwarden*, Manager of Real Estate Services
Doug Gilmore, Manager, Facility Asset Planning

APPROVED BY: *Gary Sosnoski*, Commissioner, Corporate Resources



REGION OF WATERLOO

CORPORATE RESOURCES DEPARTMENT Information Technology Services/Council and Administrative Services

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

DATE: November 8, 2011 **FILE CODE:** A20-30

SUBJECT: WEBCASTING OF REGIONAL COUNCIL AND STANDING COMMITTEE MEETINGS

RECOMMENDATION:

For information.

SUMMARY:

In keeping with the recently approved Strategic Plan objective 5.5, Improve awareness of Regional services and facilitate processes for public input and involvement, Council directed as part of the 2011 Budget deliberations that the Issue Paper with respect to the webcasting be brought forward for implementation in 2011. This project was approved by Council and \$120,000 in capital costs was allocated to the project. A report was directed to be brought back to Administration and Finance Committee outlining the operating requirements and implementation.

Council wants to improve transparency and take advantage of new technology to webcast Council meetings and Standing Committee meetings from the Council Chambers. The webcast will be in real time but will remain available on the website for viewing after the fact. This is a real time broadcast so no editing of the webcast is planned. Only Regional Council and Standing Committee meetings held in Council Chambers will be considered as part of this project. This will require the installation of two video cameras in Council Chambers, a review of the sound quality in Council Chambers and the purchase of other equipment to allow the streaming of the audio and video feed.

Webcasts will be hosted by a third party and it will be through the third party that access to the webcasts will be managed.

REPORT:

Preparation for Webcasting

Information and Technology Services (ITS) staff has been doing some preliminary work in the Council Chambers to prepare for webcasting. Part of this work has included the current sound equipment and determining the needs for compatibility with webcasting. Testing of the current system functioning was done in July and August as time permitted. It is anticipated that a webcasting system could be launched in December 2011.

Research has been done on the webcasting used in other municipalities. ITS staff has determined the webcasts will be hosted and managed by a third party. The third party will have capacity to manage bandwidth concerns if a large number of the Region's residents try to access the webcast at the same time. After a year it is proposed that a review occur to evaluate if the Region could

economically support webcasts internally. This review would consider hardware requirements, bandwidth needs and support required to provide a reliable webcast to the Region's population.

Technical Requirements

It is proposed that two video cameras be installed in Council Chambers. Each camera will have pan, tilt and zoom features. They will be able to be controlled remotely from the Audio Video booth in Council Chambers. To control the cameras a Camera Control Console will be required. This will allow the operator to select the camera and have preset camera positions from a touch screen. To stream the audio and video to the third party hosting the webcast will require the purchase of a controller. A reliable internet connection that can stream to the webcast host a 200kbps is required to ensure a quality audio and video signal is delivered. It is believed that the existing contract with the Region's internet supplier will support this streaming speed.

The audio issues in the Council Chambers are currently being reviewed and will be addressed through the budget for Council Chamber improvements. This will impact the quality of the webcast that can be produced.

Testing and Launch

A prototype has been created using existing equipment to provide an indication of the quality of video production that will be made available. The equipment required will be ordered, purchased, installed, configured and tested and the installation in Council Chambers will occur between November 17th and December 5th. Testing of the equipment will occur as well as training of staff in how to operate the video equipment. The connection to the host website will be tested as well. The proposal is to webcast the December 14th Council meeting.

Hosting

Staff is recommending that a third party host the webcast versus hosting internally. The advantage of a third party hosting the webcast is that if there are large numbers of people trying to access the webcast the bandwidth to allow access will be available. If the Region hosts it will be part of the Region's Network and these users will compete with internal users for bandwidth. If too many people try to access the webcast at the same time they may not be allowed access or could have quality issues with the webcast. In addition technical support would be provided with the third party hosting whereas this would need to be incorporated with the internal solution. It is proposed that after one year of webcasts, a review occur to determine the feasibility and economic viability of hosting the webcast internally.

Retention and Integration

Staff continues to determine the retention needs for webcasting. Discussions are currently taking place with vendors on this matter and the Region will retain rights to the ownership of the video. The amount of storage space depends on which vendor is chosen, but there will be adequate space for many years of archiving. Staff is also reviewing the integration of the agendas and minutes with the webcasting with the vendors.

Staffing Requirements

The equipment purchased will allow for preset camera positions. It is planned to have three preset camera positions on each camera that can be selected based on the touch of a screen. Additional adjustments to the camera positions will be possible however these will only be made if the operator has the time to make these adjustments. It may be possible that once staff is familiar with the operation of the video equipment existing staff may be able to operate the video equipment. In the

first few months of meetings it is suggested that an additional staff person be available in the meeting to operate the video equipment to ensure accuracy and to make refinements to how the video will be operated. There will be overtime costs incurred for this staff time. Once the staffing requirements are determined for webcasting, it will be reviewed as to whether or not the work will be done with existing staff or by contract on a go forward basis. Money was included in the budget issue paper for staffing costs.

Notification to the Public

Council Services staff will work with Corporate Communications to prepare a press release and any necessary advertising to inform the public of the launch of the webcasting initiative. Once webcasting commences, staff will monitor the usage and number of people going on the site to view the webcasts to determine if this is a viable venture.

CORPORATE STRATEGIC PLAN:

This report will implement one of the recommendations identified in the Strategic Plan per Council's request and is in keeping with the Region's corporate values, and Strategic Plan, Focus Area 5, Service Excellence.

FINANCIAL IMPLICATIONS:

The cost of the equipment required to produce a webcast of Council Meetings and Standing Committee meetings and hosted by an external party is estimated as follows. The first year would be up to \$40,000 in capital costs plus any operator requirements, installation, configuration and training. On-going the costs would be \$10,000 to host the webcasts plus any video operator costs. The total accumulated one-time costs will not exceed the approved \$120,000 budget.

Purchase of Equipment:	\$40,000
Annual Hosting of Webcasts	\$10,000 per year operating costs to be added to base budget
Video Operator	Will be required for initial meetings but may be covered by existing staff in the future

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

None.

PREPARED BY: *Dave Thompson*, Project Manager
Lee Ann Wetzel, Manager, Council & Administrative Services/Deputy Clerk

APPROVED BY: *Gary Sosnoski*, Commissioner, Corporate Resources



REGION OF WATERLOO

FINANCE DEPARTMENT

Financial Services and Development Financing

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

DATE: November 8, 2011 **FILE CODE:** F27-50

SUBJECT: GRANT APPLICATION TO FUND REGIONAL DEVELOPMENT CHARGES – HESPELER (ONT 272) BRANCH OF THE ROYAL CANADIAN LEGION

RECOMMENDATION:

For Direction

SUMMARY:

This report addresses a request from the Hespeler (ONT 272) Branch of the Royal Canadian Legion for repayment of development charges paid on their recent building addition.

REPORT:

City of Cambridge staff received a request from the Hespeler (ONT 272) Branch of the Royal Canadian Legion regarding the development charges paid on the addition to their property at 26 Schofield Street, Cambridge. In 2011, the Hespeler Branch obtained a building permit for a 480 square meter storage addition to their existing building. At the time of obtaining the building permit, the Legion was required to pay development charges to the City, Region, Waterloo Region District School Board and Waterloo Catholic District School Board. The Region's Development Charges amount to \$4,281.60. The Legion has requested that the City and the Region provide them with a repayment of the development charges paid. Neither the City nor the Region Development Charge By-law provides an exemption for facilities used as Legions. Both the City and the Region would be required to provide a grant in the amount of the development charges paid.

Region staff has discussed this with City of Cambridge staff who advise that a report will be considered by the City of Cambridge General Committee on November 7, 2011.

Since the first RDC By-law was passed in 1991, the Region has received very few grant requests to offset development charges. Grant requests have been approved for the Rotary Centre and Parents of Technologically Dependent Children of Ontario, and Central West Kids Country Club for a respite care facility continuing Council's support of health care facilities. A grant in the amount of the Regional development charge is provided to Habitat for Humanity for development charges applicable to its projects in continuance of Council's policy of supporting community housing initiatives. Grants have only been provided when there is a link to core Regional programs. The Region has not received any requests for grants from a Legion in the past.

The Region and the Area Municipalities have a history of supporting the Legions and Veterans Service Clubs by providing a property tax exemption to these facilities. In 2009, Regional Council approved the continuation of this tax exemption for the period from January 1, 2010 to December 31, 2019. Should Council wish to provide support to the Legion by providing a grant in the amount of the Regional Development Charge, the request could be funded through the 2011 Operating Budget Contingency.

CORPORATE STRATEGIC PLAN:

This report supports Focus Area 5 Service Excellence: Deliver excellent and responsive services that inspire public trust, including delivering citizen focused programs and services that are responsive to community needs.

FINANCIAL IMPLICATIONS:

The Regional Development Charge is a significant component of the Region's Capital Financing Program. Grants to offset the impact of development charges must be paid from a source other than the RDC Reserve Fund. The grant requested by the Hespeler (ONT 272) Branch of the Royal Canadian Legion is in the amount of \$4,281.60. If approved, the grant could be funded from the 2011 operating budget contingency. To-date, \$27,100 of the \$50,000 contingency has been spent leaving a balance of \$22,900.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS:

Appendix 1 - Email Request received from Bill Steel – Public Relations Officer on behalf of the Hespeler Branch of the Royal Canadian Legion

PREPARED BY: *C. Barrett*, Director, Financial Services & Development Financing

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

Steven Fairweather

From: Bill Steel [bsteel@rogers.com]
Sent: Tuesday, October 18, 2011 4:46 PM
To: Steven Fairweather
Subject: Fw: Development charges

Attention: Steven Fairweather

I am writing this letter on behalf of the President of the Hespeler Branch 272 of the Royal Canadian Legion Harold Ash. As you may be aware we have recently paid a rather hefty charge for development charges to both the City and the Region. We are a non profit organization and donate to many community places like the hospital and a seniors residence, schools, cadets, and sports. We are asking that if possible in light of what we do that these funds be returned to us so that we can continue to do what we do best help the community in every way we can

Sincerely

Bill Steel - Public Relations Officer

COUNCIL ENQUIRIES AND REQUESTS FOR INFORMATION

ADMINISTRATION AND FINANCE COMMITTEE

Meeting date	Requestor	Request	Assigned Department	Anticipated Response Date
04-Mar-08	P&W	Best Value Bidding	Finance/Purchasing	Fall 2011
26-Jan-10	Committee	Report on a policy related to development charge grants, exemptions and deferral requests, to include past history/practice, implications, and options.	Finance	Fall 2011
08-Jun-10	A&F	Review current funding for the tax increment grant program, with full range of funding options.	Finance	Fall 2011
23-Nov-10	A&F	Assess the application of the prequalification guidelines (both generals and sub contractors) and report back to A & F after one years experience	Finance	Nov-2011
23-Feb-11	Budget Committee	GRCA levy and properties not receiving water/wastewater service	Finance	Fall 2011
23-Mar-11	Budget Committee	Review of and options for long-term user rate models, for 2012 Budget process	Finance	Fall 2011 / Budget 2012 process
06-Sep-11	A&F	Analysis of consulting fees on Regional capital projects	Facilities / Transportation & Environmental Services	Fall 2011
06-Sep-11	A&F	Business model and scenario analysis for Regional solar photovoltaic installations	Facilities	Fall 2011