



# REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE MINUTES

Tuesday, May 3, 2011  
11:49 a.m.  
Regional Council Chamber  
150 Frederick Street, Kitchener, Ontario

---

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

Members absent: J. Brewer

## **MOTION TO RECONVENE INTO OPEN SESSION**

MOVED by J. Haalboom  
SECONDED by T. Cowan

THAT the meeting reconvene into Open Session.

CARRIED

## **DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

None declared.

## **REPORTS – Finance**

a) F-11-029, 2011 Average Residential Property Value

Received for information.

Angela Hinchberger, Director, Treasury & Tax Policy, provided an overview of the report including the calculation of the average residential property value for the Region, the way in which reassessments have been reflected, and the agreement among area treasurers to adopt a new methodology in the calculation. A value of \$254,000, based on assessment data, will be used for the average residential property value in 2011 and a restatement to \$242,000 will be required for 2010; area treasurers intend to update the value annually.

\*C. Millar left the meeting at 11:52 a.m.

The Committee asked whether it would be possible to review the assessment rolls for properties that are inaccurately assessed, both high and low. A. Hinchberger responded that it would be possible to review the data, and to work with area municipalities to do so.

\*B. Halloran and G. Lorentz entered the meeting at 11:54 a.m.

\*T. Cowan left the meeting at 11:55 am

The Committee requested that staff provide a breakdown of average residential property value in each area municipality at the start of Budget 2012 deliberations, for information purposes.

- b) F-11-030, Quarterly Summary of Tenders/Proposals Approved by the Chief Administrative Officer

Received for information.

Larry Ryan, Chief Financial Officer, provided an introduction to the report and corrected a misprint in the appendix whereby the tender P2011-01, Rain Barrels, was actually awarded to Shirlon Plastics with the net cost of award being \$106,207.00.

L. Ryan clarified for the Committee the figures listed for tender T2011-105, Waste Removal, Various Regional Buildings.

### **REPORTS – Human Resources**

- c) CA-HR-11-004, Health and Safety Policy

Penny Smiley, Commissioner, Human Resources, provided an overview of the report, recalling that health and safety was the subject of a past internal audit which recommended the implementation of a safety management system. Staff has completed phase one of the project and are beginning phase two, particularly focusing on risk assessments and due diligence training. The policy is being updated to more clearly reflect roles and responsibilities, to improve commitment to health and safety, and to approach health and safety from a risk management perspective.

\*C. Millar re-entered the meeting at 11:58 a.m.

MOVED by J. Wideman  
SECONDED by J. Mitchell

THAT the Regional Municipality of Waterloo approve the attached revised Health and Safety Policy, as required under the Occupational Health and Safety Act.

CARRIED

\*T. Cowan re-entered the meeting at 12:00 p.m.

### **REPORTS – Corporate Resources**

- d) CR-FM-11-010, Temporary Use Agreement for 60 Victoria Street North, Kitchener by J.M. Drama Alumni

Gary Sosnoski, Commissioner, Corporate Resources, confirmed for the Committee that the necessary indemnifications would be put in place within the agreement. He noted that staff is finalizing discussions with the City of Kitchener's building division and fire department to ensure that their staff are satisfied that the respective requirements have been met.

MOVED by K. Seiling  
SECONDED by J. Mitchell

THAT the Regional Municipality of Waterloo authorize the Commissioner of Corporate Resources to enter into a one-time temporary facility use agreement with J.M. Drama Alumni, a non-profit registered charitable corporation, to facilitate the use of 60 Victoria Street North – the “Rumpel Building” – for the purpose of a charitable art show and sale as described in Report CR-FM-11-010 dated May 3<sup>rd</sup>, 2011 which such agreement to be to the satisfaction of the Regional Solicitor.

CARRIED

e) CR-FM-11-011, Region of Waterloo’s Corporate Greenhouse Gas Action Plan

G. Sosnoski provided an overview of the report, including:

- Reduction targets are considered by staff to be ambitious but feasible;
- Staff is seeking endorsement from Council of a corporate greenhouse gas action plan, and to adopt the specified reduction targets;
- There exists a 30% gap between reduction targets and the proposed actions, the bridging of which will be a staff initiative for which Council can expect future reports;
- Staff will report regularly on progress toward reduction targets;
- Potential difficulties in meeting targets, owing to projected growth in the Region, to the inclusion of transit in the targets, as well as the Region having undertaken past successful reduction initiatives prior to the adoption of the new targets; and
- Many projects are already approved and are currently funded; an additional \$6-8 million is anticipated to be required over the period of 2013-19.

The Committee confirmed that the Region would be free to achieve reductions beyond the targets listed, and G. Sosnoski indicated that future reporting on the plan would allow for modulation of the targets.

MOVED by G. Lorentz

SECONDED by L. Armstrong

THAT Regional Council receive and endorse the summary report entitled: *Corporate Greenhouse Gas (GHG) Inventory and Action Plan for Region of Waterloo Operations* dated May 3<sup>rd</sup>, 2011 as attached to report CR-FM-11-011, and that staff forward the full detailed technical report to the Federation of Canadian Municipalities and Sustainable Waterloo.

THAT the Regional Municipality of Waterloo adopt the following GHG reduction targets for Region of Waterloo operations and these be communicated to the appropriate agencies:

- a) FCM Partners for Climate Protection – to stabilize the Region’s total corporate GHG emission at 2009 levels through to the year 2019.
- b) Sustainable Waterloo Regional Carbon Initiative –to reduce the intensity of GHG emissions by 14% per capita by the year 2019 based on population forecasts (as a result of stabilizing the Region’s corporate emissions at 2009 levels).

THAT staff report back to Council by 2014 with a complete assessment of the actions to make-up the gap between the current action plan and the recommended target and identify any associated costs and potential sources of funding.

THAT Regional staff measure progress achieved and re-evaluate these targets every three years recommending any appropriate revisions for Council’s consideration.

CARRIED

f) CR-FM-11-012, The Climate Collaborative: A Community-Wide GHG Action Plan

G. Sosnoski indicated that the report and recommendation seeks Council authorization to execute operating agreements with the partnering community organizations. He provided an overview of the objectives of the community greenhouse gas action plan, and related the interest expressed and involvement of area municipalities in the plan, as well solicitations to local utilities and Union Gas for their involvement.

MOVED by L. Armstrong  
SECONDED by B. Halloran

THAT the Regional Municipality of Waterloo authorize the Commissioner of Corporate Resources to enter into a Collaborative Agreement with both Sustainable Waterloo and Waterloo Region Green Solutions (REEP) for the purposes of developing a *community scale GHG emissions inventory and action plan in Waterloo Region* further described in report CR-FM-11-012 dated May 3rd, 2011 with such agreement and documentation to be to the satisfaction of the Regional Solicitor.

CARRIED

**OTHER BUSINESS**

- a) Council Enquiries and Requests for Information Tracking Sheet was received for information.

**NEXT MEETING – May 24, 2011**

**ADJOURN**

MOVED by J. Mitchell  
SECONDED by T. Cowan

THAT the meeting adjourn at 12:08 p.m.

CARRIED

**COMMITTEE CHAIR, T. Galloway**

**COMMITTEE CLERK, M. Grivicic**