



REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE MINUTES

Tuesday, October 18, 2011
11:47 a.m.
Regional Council Chamber
150 Frederick Street, Kitchener, Ontario

Present were: Chair T. Galloway, L. Armstrong, J. Brewer, 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

MOTION TO RECONVENE INTO OPEN SESSION

MOVED by J. Brewer
SECONDED by L. Armstrong

THAT the meeting reconvene into Open Session.

CARRIED

DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

None declared.

REPORTS – Corporate Resources

a) CR-FM-11-022/ P-11-085, Integrated Community Environmental Funding Program

Gary Sosnoski, Commissioner, Corporate Resources, provided an overview of the report and elaborated on the report's recommended actions, the establishment of the funding programs, the sources of funding for the program, and the proposed launch of the composite funding in November 2011.

The Committee clarified that the approved financial support for the fund is \$50,000 annually, and that an issue paper will be coming in the 2012 Budget proposing additional funding.

*C. Zehr entered the meeting at 11:50 a.m.

The Committee suggested inviting *rare* Charitable Research Reserve to a future meeting, and Rob Horne, Commissioner, Planning, Housing and Community Services, responded that *rare* has been a beneficiary of the program and could be invited to a future meeting.

The Committee asked what follow-up activity occurs to ensure the completion and success of the approved projects. R. Horne responded that the environmental stewardship fund projects are reported to Council annually, and in the most recent report it was observed that \$340,000 in Council investment has leveraged over \$1 million in funding from other entities, which highlights the positive impacts of the fund's projects and the partnerships forged as a result.

The Committee congratulated Chris Gosselin, Manager, Environmental Planning, with respect to the posting of roadside signs on the borders of the Laurel Creek Headwaters Environmentally Sensitive Landscape, noting that the signs were fabricated at a secondary school in Listowel.

The Committee spoke to the fund's present level of funding, noting that the remaining allocation could be expected to last one more funding cycle and that no significant or sustainable sources of funding are established at the present time. It was recalled that in recent years the annual budget issue papers to provide additional funding have been reduced in the budget process.

MOVED by J. Wideman
SECONDED by J. Brewer

THAT the Regional Municipality of Waterloo take the following actions with respect to the Community Environmental Fund, as described in Report CR-FM-11-022/P-11-085, dated October 18, 2011:

- a) establish the *Community Environmental Fund* by integrating the existing Environmental Stewardship Fund with the previously approved in-principle Community Sustainability Fund; and
- b) approve the Terms of Reference of the new Community Environmental Fund as described in the *Guidelines and Application Package* within Appendix B of Report CR-FM-11-022/P-11-085, dated October 18, 2011.

CARRIED

b) CR-RS-11-065, Proposed Updated Real Property Acquisition By-law

G. Sosnoski provided an overview of the report, observing that the current by-law dates back to 1992 and caps property acquisitions delegated to staff to purchase prices of \$5000 or less. With changes since that time in the volumes and sizes of land acquisitions, staff recommends increasing the limit to \$100,000. The Committee obtained clarification from Debra Arnold, Director, Legal Services/Regional Solicitor, that property acquisition require the approval of both the department's commissioner and Regional Solicitor, that sufficient funds are provided in the Council-approved budget, and the requirement for a current market valuation or appraisal of the property prior to acquisition.

The Committee affirmed that it would be appropriate for Council to receive quarterly reports on acquisitions under the proposed by-law. A member of the Committee expressed apprehension at the magnitude of the increase in the proposed delegated approval amount.

MOVED by J. Wideman
SECONDED by T. Cowan

THAT the proposed Real Property Acquisition By-law substantially in the form attached as Appendix "A" to Report CR-RS-11-065 be placed on an upcoming agenda of Regional Council for its consideration following public notice of the said proposed By-law being provided in accordance with the Region's Notice Policy 07-02, as amended;

AND THAT the proposed by-law include a requirement for quarterly reporting to Regional Council.

CARRIED

REPORTS - Finance

- c) F-11-068, Quarterly Summary of Tenders/Proposals Approved by the Chief Administrative Officer

Received for information.

Angela Hinchberger, Acting Chief Financial Officer, observed that the report contains six months of transactions owing to the timing of the end of the second quarter with respect to the committee meeting schedule.

The Committee inquired as to the absence in the report of the consultant selection for the Bridge Street improvements, and Thomas Schmidt, Commissioner, Transportation and Environmental Services, indicated that staff are bringing forward a separate report for those consultant selections in the near future.

OTHER BUSINESS

- a) Council Enquiries and Requests for Information Tracking Sheet was received for information.
- b) Chair T. Galloway explained that after some discussion, the start time of the Budget Committee meeting on October 26th would be moved from 3:00 p.m. to 4:00 p.m., retaining the anticipated end time of 6:00 p.m.
- c) Chair T. Galloway mentioned the upcoming opening of the Waterloo Region Museum on Saturday November 12, with a ribbon-cutting ceremony at 10:30 a.m. and a weekend of celebrations and activities.
- d) K. Seiling indicated that Council will need to make appointments to the Well Interference Advisory Committee, noting the traditional members of the Committee and soliciting interested Councillors to contact him.

NEXT MEETING – November 8, 2011**ADJOURN**

MOVED by T. Cowan
SECONDED by L. Armstrong

THAT the meeting adjourn at 12:05 p.m.

CARRIED

COMMITTEE CHAIR, T. Galloway

COMMITTEE CLERK, M. Grivicic