



# REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE MINUTES

Tuesday, November 8, 2011  
10:21 a.m.  
Regional Council Chamber  
150 Frederick Street, Kitchener, Ontario

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

Members absent: R. Deutschmann, T. Galloway, S. Strickland

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

MOVED by J. Haalboom  
SECONDED by J. Brewer

THAT the meeting reconvene into Open Session.

CARRIED

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

None declared.

## **REPORTS – Regional Chair and Committee Chairs**

### a) CC-11-002, Members of Council – Information Technology and Community Events

The Committee discussed the provision for Councillors to be supplied with personal computers as well as being able to obtain tablets through the proposed Information Technology Expenditure Allowance, and the flexibility for Councillors to make or forgo technology purchases according to their preferences.

The Committee highlighted that the draft policy contains a provision for attendance by spouses/partners of Councillors at community events where there is a reasonable expectation that they would accompany the Councillor. The Committee clarified that the reasonableness of the expectation will have to be assessed by the Councillor, and that annual publication of Councillors' expenses on these items would occur.

The Committee observed that funds are not made available for the care for dependent family members to facilitate Councillors' in the policy. The Committee noted that any expansion of Councillors' expenditures to include such expenses would require a future decision of Council.

The Committee clarified the annual carryover provisions and expenditure limits per Council term as described in the draft policy.

MOVED by J. Wideman  
SECONDED by T. Cowan

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.

CARRIED  
(C. Millar opposed)

### **REPORTS – Corporate Resources**

b) CR-RS-11-073/CR-FM-11-025, Surplus Declaration and Sale – 168 Benton Street, Kitchener

MOVED by L. Armstrong  
SECONDED by J. Brewer

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.

CARRIED

c) CR-IT-11-003/CR-CLK-11-015, Webcasting of Regional Council and Standing Committee Meetings

Received for information.

A member of the Committee observed that a third party will be responsible for providing access to and managing webcasts, and asked if this arrangement could result in some level of censorship or some adjustment otherwise of the original broadcast. The Committee emphasized that the relationship between the vendor and the Region is intended to be related only to storage and maintenance of the webcast, with no censorship or other exercise of control over the content of broadcasts.

The Committee remarked as to the absence of local broadcasting of Regional Council meetings by Rogers. Kris Fletcher, Director, Council and Administrative Services/Regional Clerk, noted that staff have pursued discussions with Rogers on a number of occasions in the past and that

the main barrier is the Region's scheduling of Council meetings on Wednesday nights, whereas Rogers broadcasts Monday evenings; scheduling conflicts with area municipalities would arise if the Region were to adjust its meetings schedule to suit Rogers. She noted that this lack of alignment is one driver for bringing about webcasting. Bryan Stortz, Director, Communications, observed that Rogers has been largely unwilling to change its present Wednesday programming schedule to facilitate live broadcast of Regional Council meetings.

The Committee asked whether a webcast Council meeting could be replayed on Rogers at a later date. K. Fletcher responded that the flexibility of webcasting could allow this, and that the webcast is envisioned to eventually be aligned with the meeting's posted agenda such that a view would be able to reference a Council agenda item and then see the webcast activity associated with that item. B. Stortz remarked that streaming of Council meetings could also occur through the websites of local media outlets, and that options are being examined in that regard. The Committee noted that rebroadcast of a webcast onto television may necessitate a higher-quality camera than might be used for regular webcasting. The Committee noted the technical and financial arrangements made to install permanent cameras for City of Kitchener's Council. K. Fletcher observed that at present the Region does not have staff to operate cameras and to do more sophisticated production and editing functions, and that this would have to be examined going forward. The Committee directed staff to contact the City of Kitchener to gain their insights with regard to technical matters.

## **REPORTS - Finance**

- d) F-11-074, Grant Application to Fund Regional Development Charges – Hespeler (ONT 272) Branch of the Royal Canadian Legion

The Committee remarked that the Region must remain cognizant of establishing precedents in considering such applications. It was observed by the Committee that the granting of property tax exemptions to veterans' organizations provides a basis to consider a development charges grant to this Branch of the Royal Canadian Legion.

MOVED by K. Seiling  
SECONDED by J. Brewer

THAT the Regional Municipality of Waterloo provide a grant in the amount of \$4281.00 for Regional development charges to the Hespeler (ONT 272) Branch of the Royal Canadian Legion, with the grant to be funded from the 2011 operating budget contingency.

CARRIED

## **OTHER BUSINESS**

- a) Council Enquiries and Requests for Information Tracking Sheet

Received for information.

The Committee obtained information as to the expected responses dates for items on the Committee's tracking list. Angela Hinchberger, Acting Chief Financial Officer, noted that the items related to the Grand River Conservation Authority levy as well as options for long-term user rate models will be brought forward to the next Budget Committee meeting; that the tax increment grant financing options will be examined in conjunction with the Region's upcoming

review of development charges; and that best value bidding is being looked into. Gary Sosnoski, Commissioner, Corporate Resources, noted that staff plan to bring a report on the solar photovoltaic installations to the December 6<sup>th</sup> Committee meetings, and that the analysis of consulting fees on Regional capital projects is in progress and may also be brought forward on December 6<sup>th</sup>.

#### **NEXT MEETING – December 6, 2011**

#### **MOTION TO GO INTO CLOSED SESSION**

MOVED by T. Cowan

SECONDED by C. Millar

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
- h) labour relations and personal matters about identifiable individuals

CARRIED

#### **MOTION TO ADJOURN**

MOVED by K. Seiling

SECONDED by G. Lorentz

THAT the meeting adjourn at 10:46 a.m.

CARRIED

**COMMITTEE VICE-CHAIR, C. Zehr**

**COMMITTEE CLERK, M. Grivicic**