



Regional Municipality of Waterloo

Administration and Finance Committee

Minutes

Tuesday, August 9, 2016

10:40 a.m.

Regional Council Chamber

150 Frederick Street, Kitchener

Present were: Vice Chair K. Redman, L. Armstrong, E. Clarke, D. Craig, S. Foxton, T. Galloway, H. Jowett, D. Jaworsky, G. Lorentz, J. Mitchell, J. Nowak, K. Seiling, S. Shantz and B. Vrbanovic

Members absent: K. Kiefer and S. Strickland

Declarations of Pecuniary Interest under the “Municipal Conflict of Interest Act”

S. Foxton declared a conflict regarding agenda item 4.5, COR-TRY-16-76, Quarterly Summary of Tenders/Quotations, Requests for Proposals and Consultant Selections Approved by the Chief Administrative Officer; her son-in-law works for Hymark Mechanical.

Delegations

Dr. Stephanie Sobek-Swant, Executive Director, *rare* Charitable Research Reserve, addressed the Committee regarding PDL-CPL-16-34, Potential Collaborative Arrangement with the *rare* Charitable Research Reserve. She thanked staff and Regional Council for their continued support including the Environmental Stewardship program, and Arts Fund and Heritage Foundation project grants. She provided an overview of new partnerships and funding sources to support land acquisitions and land trust projects.

Chair Seiling commented on the Region’s previous concerns about the organization’s stability and land holdings and noted that, following the model at the University of

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Waterloo, the currently proposed arrangement with **rare** will be mutually beneficial and will be consistent with the work the Region currently undertakes.

The Committee raised the issue of dealing with future concerns similar to those being dealt with in the Huron Natural area in the City of Kitchener, where residential and commercial development near that land trust is subject to studies and environmental considerations. S. Sobek-Swant advised that **rare** is the most bio-diverse land mass in the Region and that the organization is prepared to take on more lands across the Region, if required.

Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer, responded to a Committee question regarding the impact of such a collaborative venture and how it fits into the Region's purchasing by-law; he stated that the Region would view this proposed arrangement as a grant and not as a purchase of service.

Moved by K. Seiling

Seconded by L. Armstrong

That the Regional Municipality of Waterloo take the following actions with respect to the **rare** Charitable Research Reserve as detailed in Report PDL-CPL-16-34, dated August 9, 2016:

- a) Endorse in principle, subject to Budget approval, providing financial assistance to the **rare** Charitable Research Reserve over a five year trial period to fund activities complementing Regional environmental and stewardship initiatives such as research related to the monitoring and conservation of the Greenlands Network, stewardship on its own properties, and support for the work of a multi-property conservation land trust; and
- b) Direct staff to submit a budget issue paper for this initiative as part of the 2017 Budget process.

Carried

Requests to Remove Items from Consent Agenda

There were no requests to remove items from the Consent Agenda but item 4.5 was taken separately from the Consent motion due to S. Foxton's declared conflict of interest.

In response to Committee questions about the calculations listed for option 2 of report COR-FSD-16-19 and any potential impacts of deferred vehicle procurements, specifically related to the Kiwanis transit initiative, as noted in report COR-FFM-16-10, C. Dyer advised that staff will review the available information and respond to both questions directly.

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Lucille Bish, Director, Cultural Services, responded to a Committee question about the levels of financial support from other municipalities with similar marketing programs, as related to report PDL-CUL-16-07; she commented on the typical funding formulas and the funding cycle review process.

Motion to Approve Items or Receive for Information

Moved by K. Seiling

Seconded by H. Jowett

That the following items be approved:

- That the minutes of the Audit Committee meeting held August 9, 2016 be approved.
- That the Regional Municipality of Waterloo accept the proposal of KPMG LLP for P2016-18 External Audit Services and appoint KPMG LLP as the Region's external auditor for a three (3) year term comprising the 2016, 2017 and 2018 fiscal years, with an option to renew for two additional one year terms at a total three year cost of \$412,870.00 (average annual cost \$137,623.00) plus all applicable taxes as set out in report COR-TRY-16-79 dated August 9, 2016.
- That the Regional Municipality of Waterloo approve the pre-budget procurement of 61 vehicles and pieces of equipment which are scheduled for replacement in 2017, with funding from the appropriate vehicle/equipment reserves, as set out in report COR-FFM-16-10 dated August 9, 2016.
- That the Regional Municipality of Waterloo strongly encourage the Waterloo Region Tourism Marketing Corporation and appropriate local tourism operators to develop a Destination Marketing Program for Waterloo Region in order to achieve a more sustainable and financially robust tourism program, as described in PDL-CUL-16-07, dated August 9, 2016.

And that the following items be received for information:

- **COR-TRY-16-74**, 2016 Annual Repayment Limit
- **COR-TRY-16-75**, Investment Position at June 30, 2016
- **COR-FSD-16-19**, Development Charge Background Study and By-law for Transit and Waste Management – Update

Carried

Moved by K. Seiling

Seconded by H. Jowett

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That the following item be received for information:

- **COR-TRY-16-76**, Quarterly Summary of Tenders/Quotations, Requests for Proposals and Consultant Selections Approved by the Chief Administrative Officer

Carried

Regular Agenda Resumes

Reports

COR-TRY-16-78, Proposed Purchasing By-law Amendments

Lisa Evans, Manager, Procurement/Chief Purchasing Officer, responded to a Committee question regarding the disposal methods of surplus goods

Moved by K. Seiling

Seconded by D. Jaworsky

That the Regional Municipality of Waterloo approve a By-law to provide for the Procurement of Goods and Services and the Disposal of Surplus Goods effective September 1, 2016 and to Repeal By-law Number 04-093 as set out in report COR-TRY-16-78 dated August 9, 2016.

Carried

COR-TRY-16-77, 2016 Capital Budget Amendment and Fall Debenture Issue Authority

C. Dyer provided introductory comments, noting that the Kitchener Wastewater Treatment Plant upgrading project is moving ahead of schedule.

Moved by T. Galloway

Seconded by B. Vrbanovic

That the Regional Municipality of Waterloo take the following action with respect to the proposed 2016 fall debenture issue, as set out in Report COR-TRY-16-77 dated August 9, 2016:

- a) Increase the 2016 Capital Budget for the Kitchener Wastewater Treatment Plant Process Upgrades project by \$52,362,000 with no net increase to the total project budget; and
- b) Authorize the issuance of additional debentures in an amount not to exceed \$49,229,000 for a term not to exceed 20 years for the Kitchener Wastewater

Treatment Plant project with the resulting debt servicing costs to be funded from future Wastewater user rate revenue and future Wastewater Development Charges.

Carried

Information/Correspondence

Council Enquiries and Requests for Information Tracking List was received for information. The item related to S. Strickland's request for information about a potential destination marketing program will be removed since this request was addressed during the Committee meeting.

Other Business

Motion to Change Council Meeting Date

Moved by K. Seiling

Seconded by S. Foxton

That Regional Council approve the change in meeting date for the next Regular Council meeting from August 18, 2016 to August 17, 2016.

Carried

Next Meeting – September 13, 2016

Adjourn

Moved by J. Mitchell

Seconded by S. Foxton

That the meeting adjourn at 11:09 a.m.

Carried

Committee Vice Chair, K. Redman

Committee Clerk, S. Natolochny