



REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE MINUTES

Tuesday, June 19, 2012
11:41 a.m.
Regional Council Chamber
150 Frederick Street, Kitchener, Ontario

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

Members absent: R. Deutschmann, C. Zehr

DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

None declared.

REPORTS – Chief Administrative Officer

a) CA-12-008, Diversity and Inclusion Strategy for the Region of Waterloo

Mike Murray, Chief Administrative Officer, recognized the efforts of staff in the development of the strategy, specifically Lorie Fioze, Manager, Strategic Planning and Strategic Initiatives, Charlotte Gravlev, Interim Manager, Citizen Service, and Bev Aikenhead, Manager, Organizational Development. He provided an overview of the report to the Committee, noting the large volume of input received from staff and the public on the strategy, and providing detail on the goals and actions specified within the strategy. He noted the success of the recent Dialogue on Diversity events.

MOVED by B. Halloran
SECONDED by J. Mitchell

THAT the Regional Municipality of Waterloo endorse the Diversity and Inclusion Strategy as presented in Attachment #1 to report CA-12-008, dated June 19, 2012.

CARRIED

J. Mitchell applauded the recently-held Dialogue on Diversity on “Fostering Inclusivity for Lesbian, Gay, Bisexual, Transgendered and Queer Communities”.

REPORTS – Human Resources

b) CA-HR-12-003, Additions to Human Resources Policy Manual

Glenn Roach, Director, Employee Relations, provided a short overview of the report, noting how the new policy outlines responsibilities for staff, the permit system, and employee safeguards.

MOVED by S. Strickland
SECONDED by G. Lorentz

THAT the Regional Municipality of Waterloo approve the policy statement for the following Human Resources policy:

Hot Work and Permit System (HR IV-29) (#1067295v7)

CARRIED

REPORTS - Finance

c) F-12-041, Periodic Financial Report – Four Months Ended April 30, 2012

Received for Information.

Craig Dyer, Chief Financial Officer, commented on the Region's breakeven operating position and on notable variances of actual program expenditures vs. budgeted amounts. He observed that the appendix to the report contains detail on rapid transit funding and expenditures, and the Committee remarked on the rapid transit project development costs funded through 2018 from a property tax commitment. The Committee clarified with C. Dyer that this commitment is not listed as a line item on tax bills, though inserts explaining the commitment could be enclosed with tax bills.

d) F-12-042, 2013 Budget Timetable

C. Dyer explained that the proposed budget timetable closely resembles that of the most recent budget cycle, noting various reviews which will be undertaken in the preparation of the budget.

MOVED by J. Wideman
SECONDED by J. Brewer

THAT the Regional Municipality of Waterloo approve the 2013 Budget timetable as set out in Schedule "A" to Report F-12-042, dated June 19, 2012.

CARRIED

e) F-12-043, P2012-09 Professional Banking Services

C. Dyer provided an overview of the responses received for the issued request for proposals, noting details of the bid from the recommended vendor. A transition plan will be put into place to facilitate transition between banking providers.

MOVED by J. Wideman
SECONDED by L. Armstrong

THAT the Regional Municipality of Waterloo accept the proposal of Bank of Nova Scotia for Banking Services at a cost of \$0 per year and for Credit and Debit Card Merchant Services at an estimated cost of \$134,000 per year (based on recent volume and total dollar transactions) for a five (5) year term with an option to renew for one additional three (3) year term and one additional two (2) year term.

CARRIED

f) F-12-044, Employee Parking

M. Murray recalled the direction from Council to bring forward implementation options for employee-paid parking, and that options be assessed irrespective of Canada Revenue Agency (CRA) Fair Market Value assessments. He described staff considerations in formulating the recommendation, including lessons from other municipalities' experiences in similar matters.

The Committee expressed concern at the length of the report's recommended phase-in period, suggesting that it could be shortened without negative impact. S. Strickland proposed an amendment to the report's recommendation to shorten the phase-in period to two years with 50% of the rate effective July 1, 2013 and 100% of the rate effective July 1, 2014. The Committee generally agreed with the suggested amendment.

The Committee ascertained from Angela Hinchberger, Director, Treasury and Tax Policy, that Regional employees are encouraged to use transit with a discounted transit pass, the discount for which is considered a taxable benefit by the CRA. M. Murray cited multiple initiatives listed in the report for transportation demand management which encourage Regional employees toward alternative modes of travel and which are reinforced by employee-paid parking.

Chair T. Galloway thanked staff for developing the report's recommendation. He expressed concern at reimbursing parking costs for staff required to use their personal vehicles to travel on Regional business, which may disproportionately benefit more higher-paid staff and would be an atypical provision in comparison with other employee-paid parking arrangements.

The Committee clarified that employee-paid parking will apply to all Regional staff but not Councillors, and it was observed that Councillors' parking could be reasonably expected to be paid through the third clause of the report's recommendation.

The Committee requested that the fourth clause of the motion be voted on separately.

MOVED by S. Strickland
SECONDED by J. Wideman

THAT the Regional Municipality of Waterloo approve the following actions regarding Employee Parking as outlined in Report F-12-044, dated June 19, 2012:

1. Require employees to pay to use employer provided parking at work sites located in the Urban Growth Centres or within 500 meters of the Urban Growth Centres in Kitchener, Waterloo and Cambridge and sites outside the Urban Growth Centres where there is a fair market value for parking;
2. Charge such employees a rate sufficient to cover the Region's costs to provide employee parking at such locations;
3. Reimburse employee parking costs for those days on which such employees are required to use their personal vehicles to travel on Regional business;

CARRIED

MOVED by S. Strickland
SECONDED by J. Wideman

4. Provide a notice period and implement a phase-in approach with 50% of the rate effective July 1, 2013; and 100% of the rate effective July 1, 2014.

CARRIED, as amended.

REPORTS – Corporate Resources

- g) CR-RS-12-034, Community Policing Partnerships Program (Ministry of Community Safety and Correctional Services) – Renewal Agreement

Gary Sosnoski, Commissioner, Corporate Resources, provided an overview of the report as well as for report CR-RS-12-036, Safer Communities – 1,000 Officers Partnership Programme (Ministry of Community Safety and Correctional Services) – Renewal Agreement. He observed that the recommendations in each report would renew agreements for an additional two years.

Chair T. Galloway noted that these partnership programs have been ongoing and that a significant number of the Region's police officers are funded through the programs. He observed that any reductions to, or removal of, these programs would create a funding liability for the Region.

MOVED by K. Seiling
SECONDED by J. Mitchell

THAT the Regional Municipality of Waterloo enter into a renewal agreement for the Community Policing Partnerships Program with Her Majesty the Queen in Right of Ontario by its Ministry of Community Safety and Correctional Services effective April 1, 2012 to March 31, 2014 as described in Report CR-RS-12-034, dated June 19, 2012.

CARRIED

- h) CR-RS-12-036, Safer Communities – 1,000 Officers Partnership Programme (Ministry of Community Safety and Correctional Services) – Renewal Agreement

MOVED by K. Seiling
SECONDED by J. Mitchell

THAT the Regional Municipality of Waterloo enter into a renewal agreement for the "Safer Communities – 1,000 Officers Partnership Programme" with Her Majesty the Queen in Right of Ontario by the Minister of Community Safety and Correctional Services effective April 1, 2012 to March 31, 2014 as described in Report CR-RS-12-036, dated June 19, 2012.

CARRIED

- i) CR-ITS-12-001, Information Technology Services Program Review – Close Out Report

Received for Information

G. Sosnoski provided an outline of the report, noting that staff has substantially completed the actions identified in the results of the program review and thanking Arlene McDonald, Director, Information Technology, for her efforts in implementing those actions.

The Committee clarified with G. Sosnoski and A. McDonald how the Region has been developing linkages within the community to leverage its considerable high-tech expertise,

specifically through interactions via Communitel which in turn fulfills that organization's mandate.

REPORT OF THE AUDIT COMMITTEE

j) Minutes of the Audit Committee – June 6, 2012

MOVED by J. Wideman
SECONDED by S. Strickland

THAT the Administration and Finance Committee approve the minutes of the Audit Committee dated June 6, 2012.

CARRIED

k) Consolidated Financial Statements of the Regional Municipality of Waterloo - December 31, 2011

MOVED by J. Wideman
SECONDED by J. Brewer

THAT the Consolidated Financial Statements for the Regional Municipality of Waterloo for the fiscal year ending December 31, 2011 be approved.

CARRIED

OTHER BUSINESS

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

NEXT MEETING – August 14, 2012

MOTION TO GO INTO CLOSED SESSION

MOVED by T. Cowan
SECONDED by B. Halloran

THAT a closed meeting of the Planning and Works and Community Services Committees be held on Tuesday, June 19, 2012, immediately following the Administration and 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) proposed or pending acquisition of land in the City of Kitchener
- b) receiving of legal advice and opinion that is subject to solicitor-client privilege related to a contract

CARRIED

MOTION TO ADJOURN

MOVED by G. Lorentz
SECONDED by J. Mitchell

THAT the meeting adjourn at 12:11 p.m.

CARRIED

COMMITTEE CHAIR, *T. Galloway*

COMMITTEE CLERK, *M. Grivicic*