



REGIONAL MUNICIPALITY OF WATERLOO ADMINISTRATION AND FINANCE COMMITTEE MINUTES

Tuesday, September 25, 2012
10:26 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, R. Kelterborn, *J. Mitchell, K. Seiling, *S. Strickland, and C. Zehr

Members absent: B. Halloran, G. Lorentz, C. Millar, J. Wideman

DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

None declared.

DELEGATIONS

- a) Mary Misner, Director, Cambridge Galleries re: P-12-105/F-12-075 and update on galleries' marketing project

M. Misner provided an update to the Committee on the joint marketing project of the Canadian Clay & Glass Gallery, Cambridge Galleries, and the Kitchener-Waterloo Art Gallery, noting a 25% increase in attendance following the marketing activity as well as the various outreach activities and advertising done under the project. She disclosed that the galleries have hired a local marketing group to develop an awareness campaign for Fall 2012, and that the project has revitalized the communications between the art institutions on issues of mutual concern.

M. Misner expressed the galleries' strong endorsement of the report's recommendation.

The Committee expressed satisfaction at the positive effect from the marketing project, and clarified the process by which additional funding for the galleries could be provided. M. Misner provided detail on future marketing actions, and observed that the project has shown the operations of the galleries to have complementary aspects with little overlap.

INTERDEPARTMENTAL REPORTS

- a) P-12-105/F-12-075, Ongoing Regional Investment in Community Arts and Culture Organizations

The Committee obtained clarification from Mike Murray, Chief Administrative Officer, as to the process by which the report's recommendation would be endorsed in principle and then put into effect via the budget process later this year, as well as the level of staff involvement in administering the funding for core arts and culture organizations.

*S. Strickland left the meeting at 10:39 a.m.

The Committee asked for details on the finances of the Creative Enterprise Initiative (CEI), previously the Creative Enterprise Enabling Organization, such as operating budgets and funds raised from the community. M. Murray noted that the CEI provided an update on its activities and fundraising at the All Council meeting in December 2011, and that a report back to municipal funders is expected in Fall 2012. He noted that the CEI has attracted significant funding from the community, and pointed to the accomplishments of the organization listed in the report.

*R. Deutschmann left the meeting at 10:42 a.m.

A member of the Committee emphasized the importance of ascertaining the funds raised by the CEI through the various sources, to gauge the level of complementary funding from community stakeholders. The member also spoke to the importance of ensuring galleries have adequate storage facilities to maintain their collections.

A member of the Committee observed that the marketing project is an example of collaboration to avoid duplication of effort and to reduce costs and magnify successes. The member asserted that the funding should not become a part of the Region's core funding without seeing specific and substantive results.

MOVED by K. Seiling
SECONDED by J. Haalboom

THAT the Regional Municipality of Waterloo approve the following approach to ongoing investment in community arts and culture organizations, as described in Report P-12-105/F-12-075, dated September 25, 2012:

- a) Provide funding for core arts and culture organizations as recommended in Report P-12-105/F-12-075 for the period 2013 through 2015, conditional on the receipt of an annual report including audited financial statements from the organization, with the total funding amount each year subject to annual budget approval;
- b) Subject to approval of funding through the 2013 budget process, and subsequent annual budget approvals, provide funding for collaborative initiatives proposed by at least three art galleries, conditional on receipt of a work plan and final report approved by Regional staff;
- c) Subject to annual budget approval, provide annual funding in the amount of the previous year's allocation plus \$1 per capita of population increase to flow through the Creative Enterprise Initiative (CEI) on the condition that this amount be matched by funding from other sources and used to support local arts and culture organizations; and
- d) Amend the Region's policy on grants to arts, culture and community organizations accordingly, and advise new applicants for arts and culture grants that the Region's annual grant application process for arts and culture organizations has been discontinued, and refer these organizations to the Waterloo Regional Arts Fund or the Creative Enterprise Initiative.

CARRIED

REPORTS - Finance

b) F-12-076, Municipal Performance Measurement Program 2011 Results Received for Information.

Craig Dyer, Chief Financial Officer, provided an overview of the report, noting the establishment of the performance measurement program by the province and that the Region provided its input for 9 of 13 possible data sets.

*J. Mitchell left the meeting at 10:48 a.m.

C. Dyer observed that a number of factors can affect the data submitted and thus confound comparison between municipalities, adding that efforts are made to mitigate those factors to make results comparable. He highlighted certain cost trends seen across municipalities.

*R. Deutschmann and S. Strickland entered the meeting at 10:51 a.m.

The Committee and C. Dyer pointed out the peculiarity of a reporting deadline of September for the previous year's data, noting that the relative lateness of the deadline does not promote a timely assessment and comparison between municipalities.

c) F-12-077, 150 Frederick Street Fire Panel Replacement Emergency Purchase

C. Dyer explained that the report has been brought forward in accordance with the Region's purchasing by-law, and that the emergency purchase has no impact upon the Region's budget.

Received for information.

d) F-12-078, Waterloo Landfill Site – South Workshop Heavy Bay Doors Emergency Replacement

MOVED by K. Seiling

SECONDED by J. Brewer

THAT the Regional Municipality of Waterloo transfer \$172,987.92 from capital project 01154 (New Landfill Cells Design & Construction) to capital project 01010 (Facilities Maintenance-Waterloo Landfill) to finance the costs of the emergency replacement of four overhead doors at the Waterloo Waste Management Centre – South Workshop.

CARRIED

REPORTS – Corporate Resources

e) CR-CLK-12-010, Approval of Consent Agendas

Chair T. Galloway recalled the Committee's direction to staff to bring forward a report on the implementation of consent agendas.

*J. Mitchell entered the meeting at 10:53 a.m.

Gary Sosnoski, Commissioner, Corporate Resources, noted that staff had consulted with the Regional Chair and Committee Chairs in developing a process for including items on consent agendas. He detailed that the recommended course of action would be to implement a consent agenda process for a one year trial period starting January 2013.

The Committee discussed the method by which items would be placed on the consent agenda, noting that any Councillor would be able to pull items from the consent agenda for discussion. The Committee questioned why the proposed process does not implement a consent agenda for meetings of Regional Council, and K. Seiling observed that the function of the Council agenda in its current form is already very similar to a consent agenda.

Members of the Committee expressed various opinions on the proposed consent agenda process, with members remarking on transparency concerns, the quantity of reports that consent agendas could be expected to capture, and the merit to piloting the process as presented with subsequent re-evaluation. It was noted that the consent agenda process would offer an avenue for staff to streamline the flow of information to Councillors, and that consideration should be made for limiting staff presentations to avoid unnecessarily repeating information that is laid out in reports.

J. Haalboom requested a recorded vote.

MOVED by S. Strickland

SECONDED by L. Armstrong

THAT the Regional Municipality of Waterloo amend Procedural By-law 00-031, as amended, for the implementation of the consent agenda process for Regional Administration and Finance, Community Services and Planning and Works Standing Committee meetings, effective January 1, 2013 for a one year trial period;

AND FURTHER THAT appropriate notice be given in advance of the amendment to the Procedural By-law.

CARRIED

Yeas: L. Armstrong, T. Cowan, D. Craig, R. Deutschmann, T. Galloway, R. Kelterborn, K. Seiling, S. Strickland, C. Zehr

Nays: J. Brewer, J. Haalboom, J. Mitchell

f) CR-CLK-12-017, Response to Integrated Accessibility Standards Regulation (Built Environment)

MOVED by J. Mitchell

SECONDED by J. Haalboom

THAT the Regional Municipality of Waterloo forward "Appendix A: Region of Waterloo Response to the Integrated Accessibility Regulation (Built Environment)" attached to report CR-CLK-12-017 dated September 25, 2012, as the Region's official response to the Ministry of Community and Social Services.

CARRIED

g) CR-CLK-12-018, Legal Hold Policy

G. Sosnoski introduced the report and observed that the report's recommendation would allow the Region to formally fulfill its corporate responsibilities of maintaining the integrity of its corporate records when required to do so.

Members of the Committee questioned how the approval of the policy would affect Councillors' use of email and text messages. Oriana Sharp, Manager, Information Management & Archives, explained that Regional records are retained and disposed of according to the Records Retention By-law, and how a legal hold would see certain records retained beyond their scheduled disposal when they may be relevant to litigation or similar matters. O. Sharp emphasized that the policy would apply only to records specific to Regional business. M. Murray stressed that the policy would not apply to casual exchanges of emails and text messages, and Kris Fletcher, Director, Council and Administrative Services/Regional Clerk differentiated between records of Regional business and constituency records. K. Fletcher expressed that staff shall prioritize the briefing of Councillors on records retention policies and practices.

Some Councillors expressed uncertainty with regard to the overall impact of the legal hold policy, and inquired as to the treatment of deleted emails with respect to freedom of information matters or legal matters. Geoff Bell, Information Access & Privacy Advisor, clarified that deleted emails would not be considered records available for release under freedom of information requests.

Chair T. Galloway suggested that consideration of the policy be deferred to allow staff to provide clarification on the issues noted in the Committee's discussion, including the treatment of deleted email as well as what records/information is to be retained.

MOVED by C. Zehr
SECONDED by S. Strickland

THAT consideration of Report CR-CLK-12-018, Legal Hold Policy, be deferred to an upcoming meeting of Regional Council.

CARRIED

h) CR-FM-12-014, Pre-Budget Approval for 2013 Vehicle Procurement

The Committee obtained clarification from Rick Ellig, Manager, Fleet Services, as to the benefit of providing pre-budget approval for some purchases which could be more than one year away from delivery. R. Ellig explained that providing pre-budget approval well in advance of the procurement allows staff to best arrange the timing of vehicle delivery to different parts of the Regional organization. He affirmed that the vehicles listed in the report would be all the vehicles purchased by the Region for the year, unless additional vehicle purchases were proposed in a budget issue paper.

The Committee questioned the appropriateness of approving purchases of standard vehicles that could be up to one year away from actual delivery. The Committee directed staff to provide additional information on pre-budget approval for vehicle procurement at the upcoming meeting of Regional Council, specifically with regard to standard vehicles in the pre-budget approval, benefits of bulk purchasing, as well as the timing of the approving pre-budget expenditures in relation to the actual delivery of vehicles.

MOVED by J. Haalboom
SECONDED by L. Armstrong

THAT the Regional Municipality of Waterloo approve the pre-budget expenditure not to exceed \$6,069,000 for the purchase of 37 vehicles and equipment to replace those listed in Appendix A of report CR-FM-12-014 dated September 25, 2012, which were scheduled for replacement in 2013 in the Ten Year Capital Plans of various departments, to be funded from the appropriate vehicle/equipment reserve funds.

CARRIED

OTHER BUSINESS

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

NEXT MEETING – October 16, 2012

ADJOURN

MOVED by L. Armstrong
SECONDED by S. Strickland

THAT the meeting adjourn at 11:21 a.m.

CARRIED

COMMITTEE CHAIR, *T. Galloway*

COMMITTEE CLERK, *M. Grivicic*