



Regional Municipality of Waterloo

Audit Committee

Minutes

Tuesday, November 4, 2014

12:55 p.m.

Waterloo County Room

150 Frederick Street, Kitchener, Ontario

Present were: Chair T. Galloway, K. Seiling*, S. Strickland, J. Wideman and C. Zehr

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

None declared.

Reports

a) CA-14-010/ E-14-115, Transportation Operations - Program Review 2013-2014

Mike Murray, Chief Administrative Officer, gave opening comments about the purpose of program reviews.

David A. Young, Manager, Internal Audit, stated that overall, the program is working well. He noted that a highlight of the review was the proposal for better use of data, a common challenge with other municipalities.

* K. Seiling joined the meeting at 12:59 p.m.

Phil Bauer, Acting Director, Transportation, stated that the three key areas for the proposed implementation include improved data tracking, automation and addressing any knowledge gaps between retiring staff and new staff. He advised that the proposed actions could be implemented over the next three years and would involve one-time funding for the data tracking hardware, to be drawn from the Transportation Capital budget. He provided a summary of the proposed costs for the implementation and the anticipated benefits.

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M. Murray responded to Committee questions related to the development of a performance measures results-based culture noting that while the Ontario Municipal Benchmarking Initiative (OMBI) doesn't include operational performance measures, the use of such measurements can drive performance. He added that a Corporate Performance Office is being developed to address this issue.

Thomas Schmidt, Commissioner, Transportation and Environmental Services, responded to Committee questions regarding the cost benefit of improved technology and the intended goal of the data tracking system. He stated that while current staffing levels are sufficient, the implementation of a tracking system may prevent the need to increase staffing levels. He added that, at this point, it is difficult to calculate the direct savings of improved technology, however, the time spent working on certain assets or projects can be tracked to ensure that staff are spending appropriate amounts of time on the assets/projects. M. Murray commented that the staff report references the results of similar initiatives in other municipalities and that it's anticipated the Region can expect similar outcomes.

Staff advised that while the final investment figures aren't yet available, a report will go to Council with the proposed budget details. Staff also shared with the Committee samples of savings and improvements related to asset management in pilot projects in other Regional program areas.

The Committee discussed the merits of Regional record keeping platforms being congruent with those platforms used by the Area Municipalities. Staff also responded to Committee questions related to Transportation Operations and Region-wide annual performance reviews.

S. Strickland offered an amendment to the motion regarding the implementation plan.

Moved by S. Strickland

Seconded by J. Wideman

That the Audit Committee endorse the recommendations and proposed actions of the Transportation Operations - Program Review 2013-2014 as described in Report CA-14-010/ E-14-115, dated November 4, 2014;

And that an implementation plan be brought back to Council for review and approval.

Carried

M. Murray advised that the motion will go directly to Regional Council for approval at the November 19, 2014 meeting.

Other Business

T. Galloway thanked J. Wideman and C. Zehr for their support and participation on the Audit Committee during the past term.

Next Meeting

Date to be determined.

Adjourn

Moved by K. Seiling

Seconded by J. Wideman

That the meeting adjourn at 1:18 p.m.

Carried

Committee Chair, T. Galloway

Committee Clerk, S. Natolochny