



# REGIONAL MUNICIPALITY OF WATERLOO CONSOLIDATED COUNCIL AGENDA

Wednesday, September 14, 2011  
**Closed Session 6:30 p.m.**  
**WATERLOO COUNTY ROOM**  
Regular Meeting 7:00 p.m.  
REGIONAL COUNCIL CHAMBER  
150 Frederick Street, Kitchener, ON

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\*Denotes Item(s) Not Part of Original Agenda

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1. **MOMENT OF SILENCE**

2. **ROLL CALL**

3. **MOTION TO GO INTO CLOSED SESSION**

THAT a closed meeting of Council be held on Wednesday, September 14, 2011 at 6:30 p.m. 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 and the Township of Wilmot
- b) receiving of legal advice subject to solicitor client privilege related to the terms and conditions of proposed legal agreements
- c) litigation or potential litigation related to a legal matter

4. **MOTION TO RECONVENE IN OPEN SESSION**

5. **DECLARATION OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

6. **PRESENTATIONS**

7. **PETITIONS**

8. **DELEGATIONS**

9. **MINUTES OF PREVIOUS MEETINGS**

- a) Closed Audit – August 25, 2011
- b) Council – August 25, 2011
- c) Planning & Works – September 6, 2011
- d) Administration & Finance – September 6, 2011
- e) Closed Committee – September 6, 2011

10. **COMMUNICATIONS**

11. **MOTION TO GO INTO COMMITTEE OF THE WHOLE TO CONSIDER REPORTS**

**12. REPORTS****Finance Reports**

- a) [F-11-061](#), T2011-116 Window Replacement at 150 Main Street, City of Cambridge 1

**Committee Reports**

- \* a) Planning & Works - attached & marked [PS-110906](#) 3  
Closed Planning & Works – attached & marked [CPS-110906](#) 4A
- b) Administration & Finance - attached & marked [FS-110906](#) 5

**Chief Administrative Officer**

- \* a) [CA-11-007](#), By-law to Appoint an Acting Chief Financial Officer and Treasurer 6A

**Regional Chair****Regional Clerk**

- a) [CR-CLK-11-011.1](#), 2012 Schedule of Council/Committee Meetings – Revised 7

**13. OTHER MATTERS UNDER COMMITTEE OF THE WHOLE**

- \* a) [Memo](#): Ontario Works Caseload: August 2011 9

**14. MOTION FOR COMMITTEE OF THE WHOLE TO RISE AND COUNCIL RESUME****15. MOTION TO ADOPT PROCEEDINGS OF COMMITTEE OF THE WHOLE****16. MOTIONS****17. NOTICE OF MOTION****18. UNFINISHED BUSINESS****19. OTHER BUSINESS****20. QUESTIONS****21. ENACTMENT OF BY-LAWS – FIRST, SECOND & THIRD READINGS**

- \* a) A By-law to Appoint an Acting Chief Financial Officer
- b) A By-law to Confirm the Actions of Council – September 14, 2011

**22. ADJOURN**

**REGION OF WATERLOO****FINANCE DEPARTMENT  
Procurement & Supply Services Division**

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**TO:** Regional Chair Ken Seiling and Members of Regional Council

**DATE:** September 14, 2011                      **FILE CODE:** F18-30

**SUBJECT:** T2011-116 WINDOW REPLACEMENT AT 150 MAIN STREET, CITY OF CAMBRIDGE

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**RECOMMENDATION:**

THAT the Regional Municipality of Waterloo accept the tender of PM Contracting for Window Replacement at 150 Main Street, City of Cambridge in the amount of \$233,633.15 including all applicable taxes.

**SUMMARY:** Nil

**REPORT:**

Tenders were called for Window Replacements at 150 Main St., City of Cambridge and were advertised in the Record, OPBA website and the Region's website. The tenders were opened in the presence of T. Lee, N. Muir, and T. Lumgair.

The following bids were received:

PM Contracting	Kitchener, ON	\$233,633.15
Brick & Co. Restoration Ltd	Kitchener, ON	\$242,046.00

\* One other bid was disqualified.

The window replacement at 150 Main St. will complete the entire facility with upgraded windows, as the existing windows have exceeded their life expectancy. The new windows provide greater prevention of heat loss and reduce operational costs.

The work is expected to be completed by the end of November 2011.

**CORPORATE STRATEGIC PLAN:**

The window replacement will support the Growth Management and Prosperity Focus Area of the Corporate Strategic Plan and the strategic objective to develop, optimize and maintain infrastructure to meet current and projected needs.

**FINANCIAL IMPLICATIONS:**

T2011-116		\$233,633.15
Consulting		<u>11,226.10</u>
	Sub-total	\$244,859.25
Less: Municipal Rebate of 86.46% of HST (11.24%)		<u>(24,355.91)</u>
	Total	<u>\$220,503.34</u>

The approved 2011 Capital Budget includes \$596,000 for 150 Main St. building maintenance (Project 90048), to be funded from debentures for various building maintenance including window replacement. To-date, \$216,643 of the total project budget has been spent or committed, leaving a balance of \$379,357. The cost of the window replacement can be accommodated within the approved budget for the project and is comparable in unit pricing to work completed in previous years.

The final date of acceptance for this tender is September 28, 2011.

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:** Nil

**ATTACHMENTS:** Nil

**PREPARED BY:** *C. Whitlock*, Director Procurement & Supply Services

**APPROVED BY:** *L. Ryan*, Chief Financial Officer

**THE REGIONAL MUNICIPALITY OF WATERLOO  
PLANNING AND WORKS COMMITTEE**

**Summary of Recommendations to Council**

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The Planning and Works Committee recommends as follows:

1. THAT the Region of Waterloo accept P-11-070, Monthly Report of Development Activity for July 2011, dated September 6, 2011.
2. THAT the Regional Municipality of Waterloo approve the acquisition and installation of advanced technology, including automated audible and visual stop announcements, from INIT Innovations in Technology, Inc. for installation on Grand River Transit buses at a cost not to exceed \$855,000 plus applicable taxes, as described in Report No. P-11-071, dated September 6, 2011;

AND THAT the Commissioner of Planning, Housing and Community Services be authorized to enter into such agreements with INIT Innovations in Technology, Inc. as may be required to facilitate the implementation of the recommendations in Report No. P-11-071, dated September 6, 2011, with such agreements to be to the satisfaction of the Regional Solicitor;

AND THAT the Regional Municipality of Waterloo approve the transfer of \$325,000 from Project 66056 – On Board Security Surveillance (P2010-16; Report F-10-065) to Project 66071 - AVL / APC Technology Implementation.

3. THAT The Regional Municipality of Waterloo direct and authorize the Regional Solicitor to take the following actions with respect to the expropriation of lands for the road improvements to Bridge Street, in the City of Kitchener as detailed in report CR-RS-11-033 dated September 6, 2011:
  1. Complete application(s) to the Council of the Regional Municipality of Waterloo, as may be required from time to time, for approval to expropriate land, which is required for the road improvements to Bridge Street and described as follows:

**Fee Simple Partial Taking:**

1. Part of Lots 3 and 4, South Side of Bridge Street, Peter N. Tagge Survey, Registered Plan Number 577, being Part 4, on Reference Plan 58R-17148, PIN 22712-0191(LT) (14 Bridge Street)
2. Part of Lot 1, South Side of Bridge Street, Peter N. Tagge Survey, Registered Plan Number 577, being Part 5, on Reference Plan 58R-17148, PIN 22712-0189(LT) (26 Bridge Street, East)
3. Part of Lot 10, Shoemaker's Survey, Registered Plan Number 577, being Part 7, on Reference Plan 58R-17148, PIN 22712-0185(LT) (42 Bridge Street)
4. Part of Lot 10, Shoemaker's Survey, Registered Plan Number 577, being Part 9, on Reference Plan 58R-17148, PIN 22712-0184(LT) (44 Bridge Street)
5. Part of Lot 10, Shoemaker's Survey, Registered Plan Number 577, being Part 10, on Reference Plan 58R-17148, PIN 22712-0183(LT) (46 Bridge Street)

6. Part of Peter Horning's Tract, being Part 1, on Reference Plan 58R-17155, PIN 22712-0181 (LT) (no municipal address)

**Permanent Hydro Easement:**

1. Part of Lot 1, South Side of Bridge Street, Peter N. Tagge Survey, Registered Plan Number 577, being Part 6, on Reference Plan 58R-17148, PIN 22712-0189(LT) (26 Bridge Street)
  2. Part of Lot 10, Shoemaker's Survey, Registered Plan Number 577, being Part 8, on Reference Plan 58R-17148, PIN 22712-0185(LT) (42 Bridge Street)
  2. Serve notices of the above application(s) required by the Expropriations Act;
  3. Forward to the Chief Inquiry Office any requests for a hearing that may be received;
  4. Attend, with appropriate Regional staff, at any hearing that may be scheduled;
  5. Discontinue expropriation proceedings or any part thereof, in respect of the above described lands, or any part thereof, upon the registration on title of the required documentation to complete a transaction whereby the required interests in the lands are conveyed; and
  6. Do all things necessary and proper to be done, and report thereon to Regional Council in due course.
4. THAT the Regional Municipality of Waterloo take the following actions with respect to proposed improvements on George Street (Regional Road No. 42) from St. Andrews Street to Park Hill Road in the City of Cambridge:
    - a) approve the proposed improvements for George Street as outlined in Report E-11-077; and
    - b) amend Traffic and Parking By-law 06-072, as amended, to provide Reserved Lanes for bicycles on both sides of George Street from Park Hill Road to Blair Road.
  5. THAT the Regional Municipality of Waterloo enter into a Consulting Services Agreement with Stantec Consulting Ltd. to provide consulting engineering services for Detailed Design, Contract Administration and Construction Inspection Services associated with the Reconstruction and Widening of Weber Street from College Street to Union Street for an upset limit fee of \$1,885,900.00 plus applicable taxes for the design phase, with construction administration services to be paid on a time basis. [E-11-092]
  6. THAT the Regional Municipality of Waterloo approve the purchase of the Transit Signal Priority module from Fortran Traffic Systems Limited at a cost of \$440,000 plus HST as outlined in Report E-11-070, dated September 6, 2011.

AND THAT the existing Traffic Signal Control System Upgrade agreement with Fortran Traffic Systems Limited as approved by Regional Council May 26, 2010, be amended as required to the satisfaction of the Director, Procurement and Supply Services, to include the purchase of this Transit Signal Priority module.

September 6, 2011

**THE REGIONAL MUNICIPALITY OF WATERLOO  
PLANNING AND WORKS COMMITTEE**

**Summary of Closed Recommendations to Council**

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The Planning and Works Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo approve, enter into an Agreement for, and execute all documentation related to, the acquisition of lands for improvements to Bridge Street East described as Part Lot 1, Plan 577, being Part 5, on Reference Plan 58R-17148, in the City of Kitchener, Regional Municipality of Waterloo from Donald Neal Baker and Susan Ruth Baker for the sum of \$30,000.00, plus associated costs to the satisfaction of the Regional Solicitor;

September 6, 2011

**THE REGIONAL MUNICIPALITY OF WATERLOO  
ADMINISTRATION AND FINANCE COMMITTEE**

**Summary of Recommendations to Council**

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The Administration and Finance Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo approve an increase in consulting fees to an upset limit of \$230,000, to a total of \$950,000 plus applicable taxes to Rebanks Pepper Littlewood Architects Inc. (RPLA) for design and construction administration of the WRPS North Division construction project due to design scope increases as detailed in report CR-FM-11-018.
2. THAT the Regional Municipality of Waterloo approve the pre-budget expenditure not to exceed \$2,526,000 for the purchase of 24 vehicles and equipment to replace those listed in Appendix A of report CR-FM-11-019 dated September 6, 2011, which were scheduled for replacement in 2012 in the Ten Year Capital Plans of various departments, to be funded from the appropriate vehicle/equipment reserve funds.
3. THAT the Administration and Finance Committee approve the minutes of the Audit Committee dated August 25, 2011.

September 6, 2011





**REGION OF WATERLOO**

**OFFICE OF THE CHIEF ADMINISTRATOR**

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**TO:** Regional Chair Ken Seiling and Members of Regional Council

**DATE:** September 14, 2011 **FILE CODE:** A22-30, C13-20, F04-00, H03-40

**SUBJECT: BY-LAW TO APPOINT AN ACTING CHIEF FINANCIAL OFFICER AND TREASURER**

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**RECOMMENDATION:**

THAT The Regional Municipality of Waterloo, pursuant to Report CA-11-007, dated September 14, 2011,

- a) Repeal By-law No. 96-073, a By-law to Appoint a Chief Financial Officer, effective on September 28, 2011; and
- b) Appoint Ms. Angela Hinchberger as Acting Chief Financial Officer and Treasurer, effective on September 28, 2011, in accordance with the By-law attached as Appendix A;

**SUMMARY:** Nil

**REPORT:**

The Region of Waterloo's Chief Financial Officer and Treasurer (Mr. Larry Ryan) will be leaving the Region, effective on September 27, 2011, for employment in the private sector. The position of Treasurer is a statutory requirement under the *Municipal Act, 2001*. A recruitment process will be initiated shortly to fill that position, however a Treasurer is required in the interim to ensure continuity of financial functions, and compliance with the *Municipal Act, 2001*. The Chief Administrative Officer has the authority to recommend to Council the appointment of Department Heads reporting directly to the CAO while Regional Council has the responsibility and authority under the *Municipal Act, 2001* to appoint a Treasurer. Consequently, it is recommended that The Regional Municipality of Waterloo repeal the by-law naming Mr. Ryan as Chief Financial Officer and Treasurer and pass a new by-law to appoint Ms. Angela Hinchberger as Acting Chief Financial Officer and Treasurer until the time that a permanent Chief Financial Officer and Treasurer are appointed. Ms. Hinchberger is currently the Region's Director of Financial Services, Treasury / Tax Policy. This interim appointment will ensure continuity and continuation of finance functions and meet the Region's statutory obligations under the *Municipal Act, 2001*.

The draft by-law to appoint the Acting Chief Financial Officer and Treasurer is attached as Appendix A and listed in the Consolidated Council Agenda for first, second and third reading. It is necessary to approve the by-law at this time to enable appropriate signing authorities to be in place by September 28, 2011.

**CORPORATE STRATEGIC PLAN:**

This report aligns with Strategic Objective 5.3 which is to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.

**FINANCIAL IMPLICATIONS:** Nil

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:**

Legal Services staff has been consulted in the preparation of this report.

**ATTACHMENTS:**

Appendix A – By-law to Appoint An Acting Chief Financial Officer

**RESPECTFULLY SUBMITTED:** *Michael L. Murray*, Chief Administrative Officer

BY-LAW NUMBER 11-XXXX  
OF  
THE REGIONAL MUNICIPALITY OF WATERLOO  
A By-law to Appoint an Acting Chief Financial Officer

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The Council of The Regional Municipality of Waterloo enacts as follows:

1. Angela Hinchberger is appointed Acting Chief Financial Officer for The Regional Municipality of Waterloo and shall as such be ex officio the Treasurer thereof.
2. The said Officer shall have the rights, powers and duties conferred on that office and on the office of the Treasurer by statute and shall, without limiting the generality of the foregoing, under the general direction of the Chief Administrative Officer and such lawful directions as are from time to time given by this Council:
  - (a) be responsible for the management of all finance related duties including the preparation of budgets, borrowing, investment, statements of account and other financial services as are required from time to time; and
  - (b) perform such other duties as are lawfully assigned to her from time to time.
3. Any reference in any by-law, resolution or other Regional document to the "Commissioner of Finance" shall be deemed to be a reference to the Acting Chief Financial Officer as appointed hereunder.
4. By-Law Number 96-073 of The Regional Municipality of Waterloo shall be repealed effective on September 28, 2011 and this By-law shall come into force and effect immediately thereafter.

By-law read a first, second and third time and finally passed in the Council Chamber in The Regional Municipality of Waterloo this 14<sup>th</sup> day of September, A.D., 2011.

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DEPUTY REGIONAL CLERK

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REGIONAL CHAIR



**REGION OF WATERLOO**  
**CORPORATE RESOURCES**  
**Council and Administrative Services**

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**TO:** Chair Ken Seiling and Members of Regional Council  
**DATE:** September 14, 2011 **FILE CODE:** C05-01  
**SUBJECT:** 2012 SCHEDULE OF COUNCIL/COMMITTEE MEETINGS - REVISED

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**RECOMMENDATION:**

THAT the Regional Municipality of Waterloo adopt the 2012 Council and Committee Meeting Schedule attached to Report CR-CLK-11-011.1 dated September 14, 2011.

**REPORT:**

Each fall, the following year's Meeting Calendar is brought forward for adoption. This allows Members of Council and Regional Staff to plan appropriately by taking Regional Council and Committee meeting dates into consideration. The legend explains the coding on the calendar and is self-explanatory. Dates for the Federation of Canadian Municipalities and the Association of Municipalities of Ontario conferences have been included.

As directed at the August 25, 2011 Council meeting, the proposed schedule has been reviewed by Chair Seiling and Councillors Galloway, Halloran and Zehr. The proposed schedule has Committees resuming on Tuesday, January 10, 2012 with Final Budget approval scheduled for Wednesday, January 18, 2012. The mid winter break coincides with the School Board March Break for 2012. There is a six week summer break in 2012.

**CORPORATE STRATEGIC PLAN:**

Establishing meeting dates annually meets Focus Area 6, Service Excellence in the Corporate Strategic Plan.

**FINANCIAL IMPLICATIONS:**

NIL

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:**

The Regional Chair has been consulted in the preparation of this schedule.

**PREPARED BY:** *Lee Ann Wetzel*, Manager, Council & Administrative Services/Deputy Clerk

**APPROVED BY:** *Mike Murray*, Chief Administrative Officer



# 2012 MEETING CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
BW 1	2	3	4	5	6	7				1	2	3	4					1	2	3
CW 8	9	10	11	12	13	14	C 5	6	7	8	9	10	11	C 4	5	6	7	8	9	10
C 15	16	17	18	19	20	21	BW 12	13	14	15	16	17	18	BW 11	12	13	14	15	16	17
BW 22	23	24	25	26	27	28	BW 19	20	21	22	23	24	25	CW 18	19	20	21	22	23	24
CW 29	30	31					CW 26	27	28	29				C 25	26	27	28	29	30	31

  

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
BW 1	2	3	4	5	6	7			1	2	3	4	5						1	2
BW 8	9	10	11	12	13	14	CW 6	7	8	9	10	11	12	BW 3	4	5	6	7	8	9
CW 15	16	17	18	19	20	21	C 13	14	15	16	17	18	19	C 10	11	12	13	14	15	16
C 22	23	24	25	26	27	28	BW 20	21	22	23	24	25	26	CW 17	18	19	20	21	22	23
BW 29	30						CW 27	28	29	30	31			C 24	25	26	27	28	29	30

  

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
BW 1	2	3	4	5	6	7				1	2	3	4							1
BW 5	9	10	11	12	13	14	BW 5	6	7	8	9	10	11	BW 2	3	4	5	6	7	8
BW 15	16	17	18	19	20	21	CW 12	13	14	15	16	17	18	CW 9	10	11	12	13	14	15
BW 22	23	24	25	26	27	28	BW 19	20	21	22	23	24	25	C 16	17	18	19	20	21	22
BW 29	30	31					C 26	27	28	29	30	31		CW 23	24	25	26	27	28	29

  

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3							1	
BW 7	8	9	10	11	12	13	CW 4	5	6	7	8	9	10	C 2	3	4	5	6	7	8
CW 14	15	16	17	18	19	20	BW 11	12	13	14	15	16	17	CW 9	10	11	12	13	14	15
C 21	22	23	24	25	26	27	C 18	19	20	21	22	23	24	C 16	17	18	19	20	21	22
BW 28	29	30	31				CW 25	26	27	28	29	30		BW 23	24	25	26	27	28	29
														BW 30	31					

LEGEND: ○ Holiday    C Council Week    CW Committee Week    BW Blank Week  
 ■ FCM Conference (June 1 - 4 Saskatoon)    ✕ AMO Conference (Aug 19-22 Ottawa)    ❄ Mid Winter Break (March 12-16)  
 ▲ Final Budget Approval: January 18, 2012

● Council    ● Committee Week    \* If Required

1028256 v1



**MEMORANDUM**

To: Regional Chair Ken Seiling and Members of the Regional Council  
 From: David Dirks, Director, Employment and Income Support  
 Copies: Michael Schuster, Commissioner, Social Services  
 File No.: S09-80  
 Subject: **ONTARIO WORKS CASELOAD: AUGUST 2011**

This memorandum is provided as information for members of Council. Employment & Income Support, Social Services with Finance monitors the Ontario Works (OW) caseload and expenditures on a monthly basis. Below is a chart summarizing the caseload at the end of August 2011 with comparisons to the months of July 2011, August 2010, and September 2008.

Very briefly,

- The OW caseload at August 2011 was: 8,775
- The **decrease** from July 2011 was: 288 (-3.2%)
- The increase from August 2010 was: 219 ( 2.6%)
- The increase from September 2008 was: 2,483 (39%)
  
- Waterloo Region unemployment rate for August 2011 was: 6.2%
- Waterloo Region unemployment rate for August 2010 was: 7.0%

Ontario Works Caseload and Unemployment Rate

August 2011  
Ontario Works Caseload

August 2011	July 2011	August 2010	% Change July to August	% Change Year to Year
8,775	9,063	8,556	(3.2%)	2.6%

Unemployment Rates – Seasonally Adjusted\*

	<b>August 2011</b>	<b>July 2011</b>	<b>August 2010</b>	<b>% Change July to August</b>	<b>% Change Year to Year</b>
Province	7.5	7.5	8.8	0	(15%)
Waterloo Region	6.2	6.4	7.0	(3.1%)	(11%)

\*As revised by Statistics Canada.

As suspected the July caseload numbers were most likely inflated as a result of strategies to mitigate the effect upon services of the postal disruption. If we compare August to June, the caseload declined 20 cases (less than 1%). The caseload however, remains 39% higher than at the outset of the recession. It is near the level for which additional staff have been approved. If we consider actual workload within the month (interviews, approvals, terminations) staff managed 9,300 cases. The division will monitor the September experience in terms of potential resource requirements.

The provision of social assistance supports Focus Area 4 of the 2011-2014 Corporate Strategic Plan: Healthy and Inclusive Communities; Strategic Objective 4.1 (to) work collaboratively to reduce poverty.

If you have any questions or comments or for further information, please contact David Dirks at 519-883-2179 or [ddirks@regionofwaterloo.ca](mailto:ddirks@regionofwaterloo.ca) .