



**REPORT OF THE  
CORPORATE AFFAIRS COMMITTEE  
Minutes No. COR-02-16**

**As Amended by Council at the February 29, 2016 Council Meeting**

Minutes of the Corporate Affairs Committee meeting held on Tuesday, February 9, 2016, at 3:03 p.m., in the Council Chambers, Halton Hills Civic Centre.

**Members Present:** Councillors B. Inglis (Chair); Mayor R. Bonnette; Councillors M. Albano (Vice Chair), J. Fogal, B. Lewis, M. Johnson

**Regrets:** Councillor C. Somerville

**Staff Present:** B. Marshall, CAO & Fire Chief; E. DeSousa, Commissioner of Finance and Town Treasurer; C. Mills, Commissioner of Planning and Infrastructure; J. Linhardt, Executive Director of Planning and Chief Planning Official; L. Lancaster, Interim Manager of Human Resources; M. Leighton, Manager of Accounting; S. Jones, Town Clerk; R. Brown, Committee Clerk

**1. CALL TO ORDER**

The Chair called the meeting to order at 3:00 p.m. in the Council Chambers.

**2. DISCLOSURE OF PECUNIARY INTEREST**

NIL

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

A. Zac Sharp, Audit Manager at KPMG was present and made a presentation to Committee regarding KPMG 2015 Audit Planning Report.

Z. Sharp provided an overview of the KPMG Audit Planning Report attached as Appendix A to Report No. FIN-2016-0004.

(Refer to Item No. 4A of these Minutes, Report No. FIN-2016-0004)

**4. REPORTS & MEMORANDUMS FROM OFFICIALS – FIVE (5) ITEMS FOR RECOMMENDATION**

- A. REPORT NO. FIN-2016-0004 dated January 19, 2016 regarding KPMG 2015 Audit Planning Report. **(Recommendation No. COR-2016-0007)**

THAT Report No. FIN-2016-0004 dated January 19, 2016 regarding KPMG 2015 Audit Planning Report be received as information.

CARRIED

- B. REPORT NO. FIN-2016-0003 dated January 19, 2016 regarding Ministry of Municipal Affairs and Housing Financial Indicator Review (Based on 2014 Financial Information). **(Recommendation No. COR-2016-0008)**

THAT Report No. FIN-2016-0003 dated January 19, 2016 regarding the Ministry of Municipal Affairs and Housing 2014 Financial Indicator Review be received.

CARRIED

- C. REPORT NO. ADMIN-2016-0011 dated January 28, 2016 regarding Appointment to the Committee of Adjustment. **(Recommendation No. COR-2016-0009)**

THAT Report No. ADMIN-2016-0011 dated January 28, 2016 regarding Appointment to the Committee of Adjustment be received;

AND FURTHER THAT Council endorse the appointment as listed in Confidential Appendix A.

CARRIED

- D. REPORT NO. ADMIN-2016-0012 dated January 28, 2016 regarding Award of Request for Proposal P-113-15 for Executive Recruitment Roster. **(Recommendation No. COR-2016-0013)**

THAT Report No. ADMIN-2016-0012 dated January 28, 2016, regarding Award of Request for Proposal P-113-15 for Executive Recruitment Roster be received;

AND FURTHER THAT the Council for the Town of Halton Hills authorize the award of the Request for Proposal for Executive Recruitment Services to the following roster of firms for a five-year contract:

1. Feldman Daxon Partners Inc., 45 St. Clair Avenue West, Suite 700, Toronto, ON M4V 1K9

2. Organization Consulting Limited, 251 Consumers Road, 12<sup>th</sup> Floor, Toronto, ON M2J 4R3
3. Waterhouse Executive Search Ltd., 151 Yonge Street, 11<sup>th</sup> Floor, Toronto, ON M5C 2W7

AND FURTHER THAT Council authorize the Manager of Purchasing to issue the necessary purchase orders as required.

**CARRIED AS AMENDED by Council on February 29, 2016  
(Resolution No. 2016-0030)**

- E. MEMORANDUM NO. MEM-FIN-2016-0001 dated January 22, 2016 regarding SPIRIT (Systems Processes and Information Redesign). **(Recommendation No. COR-2016-0010)**

THAT MEMORANDUM NO. MEM-FIN-2016-0001 dated January 22, 2016 regarding SPIRIT (Systems Processes and Information Redesign) be received for information.

CARRIED

## 5. CLOSED SESSION

### Recommendation No. COR-2016-0011

THAT the Corporate Affairs Committee convene into closed session to address the following matter:

Item No. 4D

REPORT NO. ADMIN-2016-0012 dated January 28, 2016 regarding Award of Request for Proposal P-113-15 for Executive Recruitment Roster.

Personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Convened into Closed Session at 3:40 p.m.

**6. RECONVENE INTO OPEN SESSION**

Recommendation No. COR-2016-0012

THAT the Corporate Affairs Committee reconvene into open session.

CARRIED

Reconvened into Open Session at 3:55 p.m.

<b>STAFF DIRECTIONS – ONE (1) ITEM FOR RECOMMENDATION</b>
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**Staff Direction**

Moved by: Mayor R. Bonnette

THAT Staff (Town Clerk) review the Town's Proclamation Policy and report back to the Corporate Affairs Committee on options to update the policy.

CARRIED

**7. ADJOURNMENT**

The meeting adjourned at 4:00 p.m.

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Rick Bonnette

MAYOR

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Suzanne Jones

CLERK