



**REPORT OF THE  
CORPORATE AFFAIRS COMMITTEE  
Minutes No. COR-03-16**

Minutes of the Corporate Affairs Committee meeting held on Tuesday, March 8, 2016, at 3:00 p.m., in the Council Chambers, Halton Hills Civic Centre.

**Members Present:** Councillors M. Albano (Vice Chair); Mayor R. Bonnette (arrived 3:05 p.m.); Councillors J. Fogal, B. Lewis, C. Somerville

**Regrets:** Councillor B. Inglis (Chair), M. Johnson

**Staff Present:** B. Marshall, CAO & Fire Chief; E. DeSousa, Commissioner of Finance and Town Treasurer; C. Mills, Commissioner of Planning and Infrastructure; J. Diamanti, Executive Director of Library Services and Culture; W. Harris, Interim Commissioner of Community and Corporate Services; M. Colquhoun, Manager of Information Services; W. O'Donnell, Manager of Finance; M. Leighton, Manager of Accounting; S. Hamilton, Manager of Facilities; D. Penrice, Economic Development Officer; R. Cockfield, Senior Policy and Intergovernmental Affairs Advisory; D. Szybalski, Manager of Sustainability and Corporate Policy Advisor; M. Holder, Accounting Consultant; D. Edwards, Economic Development Coordinator; N. Surette, Executive Assistant; F. Das Neves, Executive Assistant; S. Jones, Town Clerk; R. Brown, Committee Clerk

**Others Present:** Councillors T. Brown, A. Lawlor

1.

**A. CALL TO ORDER**

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

## **B. ADDENDUM AGENDA ITEMS**

Addition/Changes:

- Addition to Item No. 4 Reports & Memorandums - L. Memorandum No. MEM-ADMIN-2016-0006 dated March 3, 2016 regarding Trade Mission to Chengdu China – Status Update.
- Change to Item 3 Committee Delegations/Presentations - A. Danielle Edwards, Economic Development Coordinator Presentation to Corporate Affairs Committee regarding Trade Mission to Chengdu China – Status Update.

## **2. DISCLOSURE OF PECUNIARY INTEREST**

NIL

## **3. COMMITTEE DELEGATIONS/PRESENTATIONS**

A. Danielle Edwards, Economic Development Coordinator was present and made a presentation to Corporate Affairs Committee regarding Trade Mission to Chengdu China – Status Update. (PowerPoint on file in the Clerks Office)

D. Edwards provided the Committee with a status update on the Halton Hills to China 2016 Mission. The intent of the mission is to leverage opportunities that support business growth, raise local employment, support our local business interests by attracting foreign investment, facilitating access to each others markets, fostering education opportunities and knowledge sharing.

The mission will be to explore entering into a twinning relationship as both communities are interested in exploring opportunities related to tourism, agri-tourism, outdoor recreation, sustainability, renewable energy and culture and arts.

The Mission's focus areas all tie back to the strategic plan and the priorities of Council. China wants to learn about our quality of life, and how all of our focus areas touch on the areas that make Halton Hills a Great Place to Live and work. Both communities are interested in exchanging best practices and identifying investment opportunities.

Wenjiang has been identified by the Chengdu Foreign Affairs Office as a good community for Halton Hills to consider a twinning relationship with. There are many similarities between the 2 communities albeit on a larger scale than Halton Hills as Wenjiang has a population of approx. 380,000. Wenjiang is a suburb of Chengdu similar to Halton Hills position in Halton Region. D Edwards played an introductory video that highlights Wenjiang.

(Refer to Item No. 4L of these Minutes, Memorandum No. MEM-ADMIN-2016-0006)

- B. Murray Colquhoun, Manager of Information Services was present and made a presentation to Corporate Affairs Committee regarding Cyber Security Report. (PowerPoint on file in the Clerks Office)

M. Colquhoun provided the Committee with information about cyber attack's that have occurred at the Town as well as information about measures that the Town currently has in place to protect against these attacks and measures that will be implemented in the near future.

(Refer to Item No. 4H of these Minutes, Report No. FIN-2016-0011)

<b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – TWELVE (12) ITEMS FOR RECOMMENDATION</b>
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- A. MEMORANDUM NO. MEM-ADMIN-2016-0001 dated February 17, 2016 regarding Smart Grid Implementation and Vision Georgetown. **(Recommendation No. COR-2016-0014)**

THAT MEMORANDUM NO. MEM-ADMIN-2016-0001 dated February 17, 2016 regarding Smart Grid Implementation and Vision Georgetown be received for information.

CARRIED

- B. REPORT NO. ADMIN-2016-0006 dated February 5, 2016 regarding Compact of Mayors. **(Recommendation No. COR-2016-0015)**

THAT Report No. ADMIN-2016-0006, dated February 5, 2016, regarding the Compact of Mayors, be received;

AND FURTHER THAT the Corporate Affairs Committee endorse the Town joining the Compact of Mayors, including the Mayor registering the Town's commitment via letter to the Compact of Mayors;

AND FURTHER THAT Town staff be directed to report back with an implementation plan to achieve full compliance with the Compact of Mayors.

CARRIED

- C. REPORT NO. FIN-2016-0005 dated February 1, 2016 regarding 2015 Insurance Claim Activity. **(Recommendation No. COR-2016-0016)**

THAT Report No. FIN-2016-0005 dated February 1, 2016, regarding 2015 Insurance Claim Activity be received as information.

CARRIED

- D. REPORT NO. FIN-2016-0006 dated February 11, 2016 regarding Remuneration & Expenses Paid to Members of Council and Others During the Year 2015. **(Recommendation No. COR-2016-0017)**

THAT Report No. FIN-2016-0006 dated February 11, 2016 regarding Remuneration and Expenses paid to Members of Council and Others During the Year 2015 be received;

AND FURTHER THAT the attached Treasurer's statement on the remuneration and expenses paid to Members of Council, Local Boards and Committees in 2015 be received for information.

CARRIED

- D. REPORT NO. FIN-2016-0007 dated February 8, 2016 regarding Halton Court Services 2016 Business Plan and Budget. **(Recommendation No. COR-2016-0018)**

THAT Report No. FIN-2016-0007 dated February 8, 2016 regarding Halton Court Services 2016 Business Plan and Budget be received;

AND FURTHER THAT the Halton Court Services 2016 Business Plan and Budget as attached as Appendix A to this report be approved.

CARRIED

- F. REPORT NO. FIN-2016-0008 dated February 8, 2016 regarding 2015 Annual Report on Investment and Cash Management. **(Recommendation No. COR-2016-0019)**

THAT Report No. FIN-2016-0008 dated February 08, 2016 regarding the 2015 Annual Report on Investment and Cash Management be received as information.

CARRIED

- G. REPORT NO. FIN-2016-0009 dated February 23, 2016 regarding Request to Hire Geomatics Technician. **(Recommendation No. COR-2016-0020)**

THAT Report No. FIN-2016-0009 dated February 23, 2016 regarding the Request to Hire a Geomatics Technician be received;

AND FURTHER THAT Council approves the use of \$91,000 from the Enterprise Information Management project, Project 2400050101 to fund the 1 year contract hire of a Geomatics Technician resource.

CARRIED

- H. REPORT NO. FIN-2016-0011 dated February 22, 2016 regarding Cyber Security Report. **(Recommendation No. COR-2016-0021)**

THAT Report No. FIN-2016-0011 dated February 22, 2016 regarding Cyber Security be received for information.

CARRIED

- I. MEMORANDUM NO. MEM-FIN-2016-0002 dated February 17, 2016 regarding Annual Development Charges Indexing. **(Recommendation No. COR-2016-0022)**

THAT MEMORANDUM NO. MEM-FIN-2016-0002 dated February 17, 2016 regarding Annual Development Charges Indexing be received for information.

CARRIED

- J. REPORT NO. FIN-2016-0012 dated February 25, 2016 regarding Building Condition Assessments – Award of Single Source Contract. **(Recommendation No. COR-2016-0023)**

THAT Report No. FIN-2016-0012, dated February 25, 2016 regarding Building Condition Assessments - Award of Single Source Contract, be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order of a Single Source to Bold Engineering Inc., 2770 Dufferin Street, Unit 230 Toronto, Ontario M6B 3R7, to an upset limit of \$74,900.00 plus applicable taxes.

CARRIED

- K. REPORT NO. ADMIN-2016-0010 dated January 22, 2016 regarding Memorandum of Understanding with the Federation of Canadian Municipalities. **(Recommendation No. COR-2016-0024)**

THAT Report No. ADMIN-2016-0010 dated January 22, 2016, regarding a Memorandum of Understanding between the Town of Halton Hills and the Federation of Canadian Municipalities, be received;

AND FURTHER THAT the signing of a Memorandum of Understanding between the Town of Halton Hills and the Federation of Canadian Municipalities to establish a formal relationship to participate in the Sustainable and Inclusive Communities in Latin America Program (CISAL), attached as Appendix 1 to ADMIN-2016-0010, be approved.

CARRIED

- L. MEMORANDUM NO. MEM-ADMIN-2016-0006 dated March 3, 2016 regarding Trade Mission to Chengdu China – Status Update. **(Recommendation No. COR-2016-0025)**

THAT MEMORANDUM NO. MEM-ADMIN-2016-0006 dated March 3, 2016 regarding Trade Mission to Chengdu China – Status Update be received for information.

CARRIED

5. **CLOSED SESSION**

NIL

6. **RECONVENE INTO OPEN SESSION**

NIL

**7. ADJOURNMENT**

The meeting adjourned at 4:20 p.m.

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Rick Bonnette

MAYOR

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Suzanne Jones

CLERK