



**REPORT OF THE
CORPORATE AFFAIRS COMMITTEE
Minutes No. COR-04-16**

Minutes of the Corporate Affairs Committee meeting held on Tuesday, April 18, 2016, at 3:00 p.m., in the Council Chambers, Halton Hills Civic Centre.

Members Present: Councillors B. Inglis (Chair), M. Albano (Vice Chair); Councillors M. Johnson, B. Lewis, C. Somerville

Regrets: Mayor R. Bonnette; Councillor J. Fogal

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/Chief Planning Official; W. Harris, Commissioner of Recreation and Parks; J. Martin, Deputy Fire Chief; W. O'Donnell, Manager of Finance; M. Leighton, Manager of Accounting; M. Van Ravens, Manager of Transportation and Development Engineering; S. Grace, Program Manager, Water Resources; S. Gourlay, Manager of Purchasing; D. Szybalski, Manager of Sustainability & Corporate Policy Advisor; A. Lee, Senior Financial Accountant; S. Silver, Consultant- Project Manager for SPIRIT; A. Prueter, Financial Analyst; D. Penrice, Economic Development Officer; D. Edwards, Economic Development Coordinator; S. Jones, Town Clerk; R. Brown, Committee Clerk

Others Present: Councillors T. Brown, A. Lawlor

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. Susan Silver, Project Manager SPIRIT was present and made a presentation to Corporate Affairs Committee regarding SPIRIT (System Processes and Information – Redesigning it Together)

E. DeSousa provided a brief introduction of S. Silver and the project.

S. Silver stated that SPIRIT is a result of a study that made recommendations to address processes, systems and information flow to support the town's financial management on a day to day basis. One of the first steps in determining how to move the recommendations on paper to an actionable plan was to evaluate the foundation (i.e. Great Plains, the Town's Financial System) and ensure that we could leverage all of the capabilities that are available to us via Microsoft Great Plains.

So the approach was first and foremost to ensure that the system was not lagging behind and that any future process changes could be evaluated in the context of having the latest and greatest functionality at our disposal.

The system was upgraded from Version 2010 to Version 2015. Then the project team worked with end users/staff to catalogue what transactions they perform day to day and to Capture those in the form of what are called test scripts. Then, creating an ecosystem whereby staff would come into our 'lab' and perform the same transactions they would in a live system, but verify along the way that things 'check out' and flow through properly.

Once the testing step was completed the project moved to an implementation ready step that includes communication, training and documentation for the April 4 Go Live date.

S. Silver provided the committee with an overview of the budget to date noting that the hours from Deloitte are their "high" estimates, which formed the basis for the budget and that the project is actually well within budget and actually on the "low" side right now. This is primarily due to redistribution of tasks related to for example documentation of system changes and the lead role in working with technology vendor. These were done by the dedicated Project Manager and Implementation Specialist as opposed to end users working within the business.

(PowerPoint on file in the Clerks Office)

(Refer to Item No. 4A of these Minutes, Memorandum No. MEM-FIN-2016-0003)

4. REPORTS & MEMORANDUMS FROM OFFICIALS – THIRTEEN (13) ITEMS FOR RECOMMENDATION

- A. MEMORANDUM NO. MEM-FIN-2016-0003 dated April 4, 2016 regarding SPIRIT (Systems Processes and Information - Redesigning it Together) Update. **(Recommendation No. COR-2016-0026)**

THAT MEMORANDUM NO. MEM-FIN-2016-0003 dated April 4, 2016 regarding SPIRIT (Systems Processes and Information - Redesigning it Together) Update be received for information.

CARRIED

- B. REPORT NO. ADMIN-2016-0017 dated March 16, 2016 regarding Community Improvement Plan (CIP) and BIA Façade Program Update 2015. **(Recommendation No. COR-2016-0027)**

THAT REPORT ADMIN-2016-0017 regarding the Community Improvement Plan (CIP) and the Business Improvement Association (BIA) Façade Program be received as information only.

CARRIED

- C. REPORT NO. ADMIN-2016-0021 dated April 6, 2016 regarding Appointment to the Library Board. **(Recommendation No. COR-2016-0028)**

That Report No. ADMIN-2016-0021, dated April 6, 2016 regarding Appointment to the Library Board be received;

AND FURTHER THAT the appointment as listed in Confidential Appendix A (under separate cover) be endorsed.

CARRIED

- D. REPORT NO. ADMIN-2016-0020 dated April 12, 2016 regarding Climate Change Mitigation and Low-Carbon Economy Act. **(Recommendation No. COR-2016-0029)**

THAT Report No. ADMIN-2016-0020, dated April 12, 2016 regarding the Town's comments on the Climate Change Mitigation and Low-Carbon Economy Act, be received;

AND FURTHER THAT the comments contained in Appendix 1 to Report No. ADMIN-2016-0020 be approved as the Town's comments on the Climate Change Mitigation and Low-Carbon Economy Act, and associated Regulatory framework;

AND FURTHER THAT a copy of this report be forwarded to the Ministry of the Environment and Climate Change, Association of Municipalities of Ontario, and the GTA-Clean Air Council.

CARRIED

E. REPORT NO. FIN-2016-0010 dated April 1, 2016 regarding December 31, 2015 Operating Budget Status. **(Recommendation No. COR-2016-0030)**

THAT Report No. FIN-2016-0010 dated April 1, 2016 regarding December 31, 2015 Operating Budget Status be received;

AND FURTHER THAT the Committee recommend that Council approve the 2015 operating surplus of approximately \$772,447 be distributed to the Library Capital Reserve \$11,043, the Severe Weather Event Reserve \$131,135, the OMB Hearing Reserve \$100,000, the Tax Rate Stabilization Reserve \$162,506 and the Building Repair and Maintenance Reserve \$367,763;

AND FURTHER THAT the Committee recommend that Council approve the adjustment to the Building Repair and Maintenance Reserve distribution amount, should there be any further changes to the operating surplus as a result of the annual year end audit.

CARRIED

F. REPORT NO. FIN-2016-0013 dated March 10, 2016 regarding Renewal of the Contract with Suncor Energy Products Inc. for Fuel at Retail Pumping Stations. **(Recommendation No. COR-2016-0031)**

THAT Report Number FIN-2016-0013, dated March 10, 2016, regarding the Renewal of the Contract with Suncor Energy Products Inc. for Fuel at Retail Pumping Stations, be received;

AND FURTHER THAT the contract with Suncor Energy Products Inc., 2489 North Sheridan Way, Mississauga ON L5K 1A8 for Fuel at the Retail Pumping Stations be renewed;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Suncor Energy Products Inc., in the annual upset amount of \$500,000 plus applicable taxes for each of (4) four years.

CARRIED

- G. REPORT NO. FIN-2016-0014 dated April 1, 2016 regarding Older Adults Property Tax Deferral Program. **(Recommendation No. COR-2016-0032)**

THAT Report No. FIN-2016-0014 dated April 1, 2016 regarding Older Adults Property Tax Deferral Program be received;

AND FURTHER THAT the Committee advise the Region of Halton that it will participate in the Older Adults Property Tax Deferral Program;

AND FURTHER THAT the Committee recommend that Council approve funding from the Technology Replacement Reserve for system upgrades to an upset limit of \$20,000.

CARRIED

- H. REPORT NO. FIN-2016-0015 dated March 14, 2016 regarding Award of Insurance Adjusting Services. **(Recommendation No. COR-2016-0033)**

THAT Report No. FIN-2016-0015 dated March 14, 2016 regarding the Award of Proposal P-004-16 for Insurance Adjusting Services be received;

AND FURTHER THAT the Insurance Adjusting Services contract be awarded to Crawford & Company (Canada) Inc., 300 – 123 Front St. W., Toronto, ON M5J 2M2 in the total upset amount of \$150,000, plus applicable taxes, for a two (2) year contract, with three (3), one (1) year options to renew;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Crawford & Company (Canada) Inc. in the amount of \$60,000 for the first two (2) year term and as required for subsequent renewals, if exercised.

CARRIED

- I. REPORT NO. FIN-2016-0016 dated April 1, 2016 regarding 2015 Completed Capital Projects. **(Recommendation No. COR-2016-0034)**

THAT Report No. FIN-2016-0016 dated April 1, 2016 regarding the 2015 Completed Capital Projects be received as information;

AND FURTHER THAT the total amount of \$949,872 in capital project savings be returned to the original funding sources as outlined in this report.

CARRIED

- J. REPORT NO. FIN-2016-0017 dated March 22, 2016 regarding Award of Request for Proposal P-024-16 Armoured Car and Bonded Courier Services.
(Recommendation No. COR-2016-0035)

THAT Report No. FIN-2016-0017 dated March 22, 2016, regarding Award of Request for Proposal P-024-16 for Armoured Car and Bonded Courier Services be received;

AND FURTHER THAT Committee approves the service contract award to ValGuard Security Inc., 30 Pennsylvania Ave, Unit 13, Concord, ON L4K 4A5 in the annual upset amount of \$20,000 plus applicable taxes for a one (1) year period with four (4) one (1) year options to renew commencing May 1, 2016.

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to ValGuard Security Inc. in the annual upset amount of \$20,000 plus applicable taxes.

CARRIED

- K. REPORT NO. FIN-2016-0018 dated April 1, 2016 regarding Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at December 31, 2015.
(Recommendation No. COR-2016-0036)

THAT Report No. FIN-2016-0018 dated April 1, 2016 regarding Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at December 31, 2015 be received as information.

CARRIED

- L. REPORT NO. FIN-2016-0019 dated April 1, 2016 regarding 2015 Capital Budget Status. **(Recommendation No. COR-2016-0037)**

THAT Report No. FIN-2016-0019 dated April 1, 2016 regarding the 2015 Capital Budget Status be received as information.

CARRIED

- M. REPORT NO. P&I-2016-0023 dated March 24, 2016 regarding Drainage Area 10 Stormwater Management Facility Funding Requirements. **(Recommendation No. COR-2016-0038)**

THAT Report No. PI-2016-0023, dated March 24, 2016, regarding Drainage Area 10 Stormwater Management Facility Funding Requirements, be received;

AND FURTHER THAT Council approves the increase cost of Drainage Area 10 Stormwater Management Facility and the Town's portion to be paid to Menkes Georgetown Estates Inc. as part of the 2017 Capital budget;

AND FURTHER THAT Council approves the cost escalation of \$1,341,892 including a \$45,027 contingency and the nonrefundable portion of H.S.T. be funded through the Storm Water Development Charge;

AND FURTHER THAT Council approves the reallocation of funding in the amount of \$189,583 from the Gas Tax Reserve Fund to the Storm Water Development Charge Reserve Fund;

AND FURTHER THAT Council approves the interim financing of the Storm Water Development Charge from the Special Infrastructure Levy reserve in the amount of \$1,189,874.

CARRIED

5. CLOSED SESSION

NIL

6. RECONVENE INTO OPEN SESSION

NIL

7. ADJOURNMENT

The meeting adjourned at 4:25 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK