



**REPORT OF THE
CORPORATE AFFAIRS COMMITTEE
Minutes No. COR-05-16**

Minutes of the Corporate Affairs Committee meeting held on Tuesday, June 7, 2016, at 3:03 p.m., in the Council Chambers, Halton Hills Civic Centre.

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

Staff Present: B. Marshall, CAO & Fire Chief; E. DeSousa, Commissioner of Finance and Town Treasurer; C. Mills, Commissioner of Planning and Infrastructure; W. Harris, Commissioner of Recreation and Parks; J. Martin, Deputy Fire Chief; S. Gourlay, Manager of Purchasing; S. Collie, Purchasing Analyst; L. Lancaster, Manager of Human Resources; S. Hamilton, Manager of Facilities; D. Kudo, Town Engineer; D. Edwards, Economic Development Coordinator; S. Jones, Town Clerk and Director of Legislative Services; R. Brown, Committee Clerk

1. CALL TO ORDER

The Chair called the meeting to order at 3:03 p.m. in the Council Chambers.

2. DISCLOSURE OF PECUNIARY INTEREST

NIL

3. COMMITTEE DELEGATIONS/PRESENTATIONS

NIL

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

- A. REPORT NO. ADMIN-2016-0027 dated May 19, 2016 regarding 2016 Personnel Policy Manual. **(Recommendation No. COR-2016-0039)**

THAT Report No. ADMIN-2016-0027 dated May 11, 2016, regarding the 2016 Personnel Policy Manual be received;

AND FURTHER THAT the 2016 Personnel Policy Manual (under separate cover) be recommended by the Committee of Corporate Affairs for approval by Council;

AND FURTHER THAT the 2016 Personnel Policy Manual is immediately effective upon Council approval;

AND FURTHER THAT By-law No. 2012-0049 relating to the 2012 Personnel Policy be repealed.

CARRIED

- B. REPORT NO. FIN-2016-0026 dated May 20, 2016 regarding Telephone Business Line Contract with Bell Canada Long Distance Contract with Metcom Canada Inc. **(Recommendation No. COR-2016-0040)**

THAT Report No. FIN-2016-0026, dated May 20, 2016, regarding Telephone Business Line Contract with Bell Canada and Long Distance Contract with Metcom Canada Inc. be received;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the Master Communications Agreement Tariffed and Non-Tariffed and any ancillary documents with Bell Canada for Telephone Business Line Service for \$100,000 total for five years;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the Client –Supplier Agreement with Metcom Canada Inc. for Long Distance Services for \$3,000 total for two years.

CARRIED

- C. REPORT NO. FIN-2016-0021 dated May 18, 2016 regarding Annual Purchasing Policy Reporting – By-law No. 2014-0044.
(Recommendation No. COR-2016-0041)

THAT Report FIN-2016-0021, dated May 18, 2016, regarding the Annual Purchasing Policy Reporting – By-law No. 2014-0044 be received for information.

CARRIED

- D. REPORT NO. FIN-2016-0022 dated May 16, 2016 regarding Semi-Annual Single Source 2016 Awards. **(Recommendation No. COR-2016-0042)**

THAT Report No. FIN-2016-0022 dated May 16, 2016 regarding Semi-annual Single Source 2016 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2016 requests be awarded as per the list of suppliers in the body of this report and attached as Schedule A;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders in the amounts indicated to the list of suppliers as outlined in Schedule A.

CARRIED

- E. MEMORANDUM NO. MEM-ADMIN-2016-0009 dated April 26, 2016 regarding Acton Economic Development Update.
(Recommendation No. COR-2016-0043)

THAT MEMORANDUM NO. MEM-ADMIN-2016-0009 dated April 26, 2016 regarding Acton Economic Development Update be received for information.

CARRIED

5. CLOSED SESSION

Recommendation No. COR-2016-0044

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

- A. REPORT NO. ADMIN-2016-0028 dated May 19, 2016 regarding labour relations or employee negotiations.
- B. REPORT NO. FIN-2016-0025 dated May 19, 2016 regarding a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

Convened into Closed Session at 3:18 p.m.

6. RECONVENE INTO OPEN SESSION

Recommendation No. COR-2016-0045

THAT the Corporate Affairs Committee reconvene into open session.

CARRIED

Reconvened into Open Session at 3:32 p.m.

CONFIDENTIAL REPORTS & MEMORANDUMS FROM OFFICIALS – TWO (2) ITEMS FOR RECOMMENDATION

- A. REPORT NO. ADMIN-2016-0028 dated May 19, 2016 regarding labour relations or employee negotiations. **(Recommendation No. COR-2016-0046)**

THAT REPORT NO. ADMIN-2016-0028 dated May 19, 2016 regarding labour relations or employee negotiations be received;

AND FURTHER THAT Staff carry out Committees direction.

CARRIED

- B. REPORT NO. FIN-2016-0025 dated May 19, 2016 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. **(Recommendation No. COR-2016-0047)**

THAT REPORT NO. FIN-2016-0025 dated May 19, 2016 regarding a proposed or pending acquisition or disposition of land by the municipality or local board be received;

AND FURTHER THAT Staff carry out Committees direction.

CARRIED

7. ADJOURNMENT

The meeting adjourned at 3:36 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK