



**REPORT OF THE
CORPORATE AFFAIRS COMMITTEE
Minutes No. COR-06-16**

Minutes of the Corporate Affairs Committee meeting held on Tuesday, June 28, 2016, at 3:00 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

Regrets: Councillor C. Somerville

Staff Present: B. Marshall, CAO & Fire Chief; C. Mills, Commissioner of Planning and Infrastructure; W. Harris, Commissioner of Recreation and Parks; M. Leighton, Manager of Accounting; A. Lee, Senior Financial Accountant; 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. Vicki Leakey from KPMG, Auditors was present and made a presentation to Committee regarding Financial Report and Financial Return

(Refer to Item No. 4A of these Minutes, Report No. FIN-2016-0027)

V. Leakey provided the Committee with a brief overview of the audit findings. V. Leakey stated that it is a clean audit report, fair in all material respects. There were no changes from the audit plan that was approved by committee back in February 2016. Ms. Leakey noted that there are no significant changes in auditing standards that will affect the Town's audit processes for 2016 and 2017.

- B. Moya Leighton, Manager of Accounting was present and made a presentation to Committee regarding Financial Report and Financial Return

(PowerPoint on file in the Clerks Office)

(Refer to Item No. 4A of these Minutes, Report No. FIN-2016-0027)

M. Leighton provided the Committee with a brief overview of the 2015 Financial Statements and Financial Information Return. She highlighted the changes in assets and liabilities and outlined the projected outstanding debt by 2020. M. Leighton explained the various indicators used to determine how the Town is performing and the Town's performance in 2015 as compared to previous years.

4. REPORTS & MEMORANDUMS FROM OFFICIALS – THREE (3) ITEMS FOR RECOMMENDATION

- A. REPORT NO. FIN-2016-0027 dated June 9, 2016 regarding 2015 Financial Statements and Financial Information Return. **(Recommendation No. COR-2016-0048)**

THAT Report No. FIN-2016-0027 dated June 9, 2016 regarding 2015 Financial Statements and Financial Information Return be received;

AND FURTHER THAT the 2015 audited draft Financial Statements and Financial Information Return be approved as presented and be forwarded to Council for approval.

CARRIED

- B. REPORT NO. FIN-2016-0024 dated June 16, 2016 regarding Town General Surplus 2015. **(Recommendation No. COR-2016-0049)**

THAT Report No. FIN-2016-0024 dated June 16, 2016 regarding 2015 Town General Surplus be received as information;

AND FURTHER THAT the final operating surplus of \$771,281 has been distributed as follows: the Tax Rate Stabilization Reserve \$162,506, OMB Reserve \$100,000, Building Repair and Maintenance Reserve \$366,597, Severe Weather Reserve \$131,135 and Library Capital Reserve \$11,043.

CARRIED

- C. REPORT NO. FIN-2016-0029 dated June 16, 2016 regarding Consulting Services for Corporate Asset Management Program – Award of Single Source Contract and Additional Funding for Contract Position.
(Recommendation No. COR-2016-0050)

THAT Report No. FIN-2016-0029 dated June 16, 2016 regarding Consulting Services for the Corporate Asset Management Program - Award of Single Source Contract and Additional Funding for Contract Position be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a single source purchase order to CH2M Hill, 245 Consumers Road, Suite 400, Toronto, Ontario M2J 1R3, to an upset limit of \$95,000 plus applicable taxes;

AND FURTHER THAT Council approves funding of CH2M Hill's contract to an upset limit of \$95,000 from the Asset Management Capital Project #2400-05-0101;

AND FURTHER THAT Council approves the transfer of \$70,500 from the Tax Rate Stabilization Reserve to fund the work of the contract position to coordinate and oversee the final phases of the asset management project. This covers a period of 36 weeks (July 2016 – February 2017).

CARRIED

5. CLOSED SESSION

NIL

6. RECONVENE INTO OPEN SESSION

NIL

7. ADJOURNMENT

The meeting adjourned at 3:51 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK