



**REPORT OF THE
CORPORATE AFFAIRS COMMITTEE
Minutes No. COR-08-16**

Minutes of the Corporate Affairs Committee held on 13th day of September, 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: A.B. Marshall, Chief Administrative Officer; E. DeSousa, Commissioner of Finance and Treasurer; C. Mills, Commissioner of Planning and Infrastructure; W. Harris, Commissioner of Recreation and Parks; L. Lancaster, Manager of Human Resources; M. Leighton; Manager of Accounting; D. Penrice, Economic Development Officer; T. Iavarone, Manager of Communications; S. Silver, Project Manager of SPIRIT; A. Lee, Senior Financial Accountant; S. Jones, Clerk and Director of Legislative Services; R. Brown, Committee Clerk

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:

Additions to Item No. 3 - Committee Delegations/Presentations

- A. Amy Sykes of the Cultural Roundtable - Presentation to the Committee regarding Tourism Update.
- B. Susan Silver, SPIRIT Project Manager - Presentation to the Committee regarding SPIRIT Project Update.

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

NIL

3. COMMITTEE DELEGATIONS/PRESENTATION

- A. Amy Sykes of the Halton Hills Chamber of Commerce Presentation to the Committee regarding Tourism Update – Student Events Team 2016.

A. Sykes explained how the Halton Hills Chamber of Commerce in partnership with the Halton Hills Cultural Round Table applied for grant money to fund students to assist with tourism services in Halton Hills. The grant was successful and six (6) students were hired for the summer ranging from 15-22 years of age.

These students attended and assisted in numerous local events and increased the visibility and awareness of tourism in Halton Hills and the tourism website VisitHaltonHills.ca .

(Refer to Item No. 4D of these Minutes, MEM-ADMIN-2016-0011)

(PowerPoint on file in the Clerks Office)

- B. Susan Silver, SPIRIT Project Manager Presentation to the Committee regarding SPIRIT Project Update.

S. Silver provided the committee with an overview of the SPIRIT Project highlighting the objectives, managing change, implementation, project status and plans and next steps.

(Refer to Item No. 4C of these Minutes, MEM-FIN-2016-0005)

(PowerPoint on file in the Clerks Office)

<h2>4. REPORTS & MEMORANDUMS FROM OFFICIALS – FOUR (4) ITEMS FOR RECOMMENDATION</h2>

- A. REPORT NO. FIN-2016-0023 dated August 11, 2016 regarding Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at June 30, 2016. **(Recommendation No. COR-2016-0054)**

THAT Report No. FIN-2016-0023 dated August 11, 2016 regarding Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at June 30, 2016 be received as information;

AND FURTHER THAT Council approve an interim loan of \$428,462 from the Fire Services Reserve to the Fire Protection DC;

AND FURTHER THAT Council approves the use of the Special Infrastructure Levy Reserve (SILR) to interim finance the Recreation & Parks DC in a series of loans as outlined in the comments section below.

CARRIED

- B. REPORT NO. FIN-2016-0030 dated August 10, 2016 regarding June 30, 2016 Operating Budget Status. **(Recommendation No. COR-2016-0055)**

That Report No. FIN-2016-0030 dated August 10, 2016 regarding June 30, 2016 Operating Budget Status be received.

CARRIED

- C. MEMORANDUM NO. MEM-FIN-2016-0005 dated August 24, 2016 regarding SPIRIT (Systems, Processes and Information – Redesigning It Together) Update. **(Recommendation No. COR-2016-0056)**

THAT MEMORANDUM NO. MEM-FIN-2016-0005 dated August 24, 2016 regarding SPIRIT (Systems, Processes and Information – Redesigning It Together) Update be received for information.

CARRIED

- D. MEMORANDUM No. MEM-ADMIN-2016-0011 dated August 17, 2016 regarding Tourism Update. **(Recommendation No. COR-2016-0057)**

THAT MEMORANDUM No. MEM-ADMIN-2016-0011 dated August 17, 2016 regarding Tourism Update be received for information.

CARRIED

5. CLOSED SESSION

NIL

6. RECONVENE INTO OPEN SESSION

NIL

7. ADJOURNMENT

The meeting adjourned at 3:41 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK