



**REPORT OF THE
CORPORATE AFFAIRS COMMITTEE
Minutes No. COR-09-16**

Minutes of the Corporate Affairs Committee held on 4th day of October, 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; J. Diamanti, Commissioner of Community Services; J. Linhardt, Executive Director of Planning and Chief Planning Official; J. Smith, Cultural Centre Supervisor; S. Kleinschmidt, Manager of Recreation Services; T. Buonpensiero, Senior Policy Planner; M. Leighton, Manager of Accounting; D. Spear, Superintendent of Public Works; C. Nicolucci, Senior Public Works Supervisor; A. Lee, Senior Financial Accountant; T. Iavarone, Manager of Communications; K. Brott, Financial Analyst; L. Lancaster, Manager of Human Resources; C. Fulton, Human Resources Business Partner; J. Ison, Human Resources Business Partner; S. Collie, Purchasing Analyst; D. Edwards, Economic Development Coordinator; T. Forbes, Seniors Coordinator; A. Fritz, Acton Arena Facilities Staff; S. Jones, Clerk and Director of Legislative Services; R. Brown, Committee Clerk

Others Present: Councillors T. Brown, J. Hurst, A. Lawlor

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

NIL

3. COMMITTEE DELEGATIONS/PRESENTATIONS

- A. Tara Buonpensiero, Senior Planner – Policy & Samantha Kleinschmidt, Manager of Recreation Services made a presentation to the Committee regarding Corporate Employee Recognition Performance Points Program.

(Refer to Item No. 4A of these Minutes, Report No. COMMSERV-2016-0001)

(PowerPoint on file in the Clerks Office)

W. Harris introduced S. Kleinschmidt and T. Buonpensiero Co-chairs of the Recognition Steering Committee and thanked the committee for their hard work in developing the new recognition framework and the Recognition Performance Points Program.

S. Kleinschmidt and T. Buonpensiero provided a brief explanation of the work the committee did to arrive at the Points Program and how the Points Program will work.

<h3>4. REPORTS & MEMORANDUMS FROM OFFICIALS – FOUR (4) ITEMS FOR RECOMMENDATION</h3>

- A. REPORT NO. COMMSERV-2016-0001 dated August 23, 2016 regarding Award of Proposal P-091-15 for a Corporate Employee Recognition Performance Points Program. **(Recommendation No. COR-2016-0058)**

THAT Report No. COMMSERV-2016-0001 dated August 23, 2016, regarding Award of Proposal P-091-15 for a Corporate Employee Recognition Performance Points Program be received;

AND FURTHER THAT Council approves the Employee Performance Points Program contract award to Fraser & Hoyt Incentives Ltd, 1809 Barrington Street, Suite 901, Halifax, Nova Scotia, B3J 3K8 in the amount of \$7,500 (excluding HST) for the program set up fee as well as \$9,000 (excluding HST) annually for the software subscription fee plus \$11,000 (excluding HST) for the employee recognition awards for a three (3) year term, with two (2), two (2) year options to renew;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Fraser & Hoyt for a total upset limit of \$67,500 (excluding HST) for the three year term and additional purchase orders for subsequent years if the renewal options are exercised.

CARRIED

- B. REPORT NO. FIN-2016-0033 dated September 8, 2016 regarding Award of Proposal P-16-015 for Industrial, Corporate and Hi-Visibility Clothing. **(Recommendation No. COR-2016-0059)**

THAT Report No. FIN-2016-0033 dated September 8, 2016, regarding award of proposal P-16-015 for industrial, corporate and hi-visibility clothing be received;

AND FURTHER THAT the contract for industrial and corporate clothing be awarded to Mark's Commercial, a division of Mark's 14 – 6325 11th Street SE, Calgary, AB T2H 2L6 for a one (1) year term, with four (4), one (1) year options to renew;

AND FURTHER THAT the contract for hi-visibility clothing be awarded to Ago Industries Inc. P.O. Box 7132, London ON, N5Y 4J9 for a one (1) year term, with four (4), one (1) year options to renew;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Mark's Commercial, a division of Mark's in the annual amount of \$55,000 (excluding HST) for the one year term and subsequent renewals if exercised;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Ago Industries Inc., in the annual amount of \$7,500 (excluding HST) for the one year term and subsequent renewals if exercised.

- C. REPORT NO. FIN-2016-0031 dated August 16, 2016 regarding Q2 2016 Capital Budget Status. **(Recommendation No. COR-2016-0060)**

THAT Report No. FIN-2016-0031 dated August 16, 2016 regarding the Q2 2016 Capital Budget Status is received as information;

AND FURTHER THAT staff be authorized to transfer \$29,332 of Ontario Community Infrastructure Funding (OCIF) funds from the Pedestrian Facilities Crosswalks – Main & Mill Acton project to the Churchill Road Resurfacing project;

AND FURTHER THAT staff be authorized to transfer \$29,332 of Capital Replacement Reserve funds from the Culvert #37/C Replacement project to the Pedestrian Facilities Crosswalks – Main & Mill Acton project;

AND FURTHER THAT staff be authorized to transfer \$300,000 of Ontario Community Infrastructure Funding (OCIF) funds from the Culvert #37/C project to the Churchill Road Resurfacing project;

AND FURTHER THAT staff be authorized to transfer \$162,500 of Pavement Management funds, and \$162,500 of Gas Tax funds from the Churchill Road Resurfacing project back to the respective reserves.

CARRIED

- D. REPORT NO. P&I-2016-0072 dated September 23, 2016 regarding Completion of the R. C. Austin Operations Centre and Final Funding Requirements. **(Recommendation No. COR-2016-0061)**

THAT Report No. PI-2016-0072, dated September 23, 2016, regarding the Completion of the R.C. Austin Operations Centre and Final Funding Requirements be received;

AND FURTHER THAT Council authorize staff to transfer \$500,000 from the Federal Gas Tax Reserve as per report INF-2014-0022;

AND FURTHER THAT Council authorize staff to transfer \$187,045.05 from the Federal Gas Tax Reserve as per report INF-2015-0025;

AND FURTHER THAT Council authorize staff to transfer \$419,000 from the Capital Replacement Reserve;

AND FURTHER THAT Council authorize staff to transfer \$68,400 from the Special Infrastructure Levy;

AND FURTHER THAT Council authorize staff to transfer \$294,146 from the Federal Gas Tax Reserve.

CARRIED

5. CLOSED SESSION

Recommendation No. COR-2016-0062

THAT the Corporate Affairs Committee hereby convene into Closed Session for the following purposes:

- A. Report No. COMMSERV-2016-0003 dated September 14, 2016 regarding labour relations or employee negotiations. (CUPE Negotiations)

CARRIED

Committee moved into Closed Session at 3:55 p.m.

6. RECONVENE INTO OPEN SESSION

Recommendation No. COR-2016-0063

THAT the Corporate Affairs Committee hereby reconvene into Open Session.

CARRIED

Committee reconvened into Open Session at 3:59 p.m.

CONFIDENTIAL REPORTS & MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION

- A. Report No. COMMSERV-2016-0003 dated September 14, 2016 regarding labour relations or employee negotiations. (CUPE Negotiations)
(Recommendation No. COR-2016-0064)

THAT Report No. COMMSERV-2016-0003, dated September 14, 2016 regarding labour relations or employee negotiations. (CUPE Negotiations) be received;

AND FURTHER THAT Staff carry out Committee's direction.

CARRIED

7. ADJOURNMENT

The meeting adjourned at 4:00 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK