



**REPORT OF THE
CORPORATE AFFAIRS
Minutes No. COR-11-16**

Minutes of the Corporate Affairs Committee held on 29th day of November, 2016, at 1:02 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 (arrived 1:06 p.m.), B. Lewis

Regrets: Councillor C. Somerville

Staff Present: A.B. Marshall, Chief Administrative Officer; E. DeSousa, Commissioner of Finance and Town Treasurer; C. Mills, Commissioner of Planning & Infrastructure; W. Harris, Commissioner of Recreation and Parks; J. Diamanti, Commissioner of Community Services; J. Linhardt, Executive Director of Planning and Chief Planning Official (arrived 1:06 p.m.); L. Lancaster, Manager of Human Resources; T. Iavarone, Manager of Communications; D. Spear, Superintendent of Public Works; M. Leighton, Manager of Accounting; D. Kudo, Town Engineer; C. Nicolucci, Senior Public Works Supervisor; S. Gourlay, Manager of Purchasing; S. Collie, Purchasing Analyst; D. Penrice, Economic Development Officer; A. Lee, Senior Financial Accountant; V. Petryniak, Licensing and Business Relations; R. Brown, Committee Clerk

Others Present: Councillor T. Brown; Councillor A. Lawlor

1. CALL TO ORDER

Chair B. Inglis called the meeting to order.

2. DISCLOSURE OF PECUNIARY INTEREST

Councillor B. Lewis declared a pecuniary interest on agenda Item No. 4H – Report No. FIN-2016-0038, only with respect to Vendor: Aecon Construction & Materials (Page 13) as his son-in-law works for the company. He did not partake in any discussions or vote on this part of the item.

3. COMMITTEE DELEGATIONS/PRESENTATIONS

NIL

<h2>4. REPORTS & MEMORANDUMS FROM OFFICIALS – TEN (10) ITEMS FOR RECOMMENDATION</h2>
--

- A. REPORT NO. ADMIN-2016-0044 dated October 4, 2016 regarding Amendments to Business Licensing By-law 2005-0067. **(Recommendation No. COR-2016-0068)**

THAT Report No. ADMIN-2016-0044 dated October 4, 2016 regarding Amendments to Business Licensing By-law 2005-0067, be received;

AND FURTHER THAT the Corporate Affairs Committee recommend that Council approve the deletion of Schedule No. 1 (Adult Entertainment) of Business Licensing By-law 2005-0067, to be replaced by new Schedule A;

AND FURTHER THAT the Corporate Affairs Committee recommend that Council approve the deletion of Schedule No. 2 (Amusement and Recreation) of Business Licensing By-law 2005-0067, to be replaced by new Schedule B;

AND FURTHER THAT the Corporate Affairs Committee recommend that Council adopt the new Schedules A and B to By-law 2005-0067.

CARRIED

- B. MEMORANDUM NO. MEM-COMMSERV-2016-0002 dated November 9, 2016 regarding Update on Canada 150 Activities. **(Recommendation No. COR-2016-0069)**

THAT MEMORANDUM NO. MEM-COMMSERV-2016-0002 dated November 9, 2016 regarding Update on Canada 150 Activities be received for information.

CARRIED

- C. REPORT NO. COMMSERV-2016-0005 dated November 4, 2016 regarding Award of Request for Proposal P-100-16 for Workers' Compensation: Excess Indemnity and Occupational Accident Insurance. **(Recommendation No. COR-2016-0070)**

THAT Report No. COMMSERV-2016-0005 dated November 4, 2016, regarding Award of Request For Proposal P-100-16 for Workers' Compensation: Excess Indemnity and Occupational Accident Insurance be received;

AND FURTHER THAT Council approves the Workers' Compensation: Excess Indemnity and Occupational Accident Insurance contract award to Jardine Lloyd Thompson Canada Inc., Suite 1200, 55 University Avenue, Toronto, ON M5J 2H7 for a one (1) year term in the amount of \$106,474 (excluding applicable taxes) with the option to renew for an additional four (4) one (1) year terms subject to satisfactory performance and price negotiations;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Jardine Lloyd Thompson Canada Inc., in the amount of \$106,474 plus applicable taxes for the first year and subsequent renewals, if exercised, based on performance and price negotiations.

CARRIED

- D. REPORT NO. COMMSERV-2016-0006 dated November 15, 2016 regarding Community Brand. **(Recommendation No. COR-2016-0071)**

THAT Report No.COMMSERV-2016-006 dated November 15, 2016, regarding the Community Brand be referred back to staff to review the Community Brand Guidelines for the Municipal Boundary signage and report back to the Corporate Affairs Committee.

CARRIED AS AMENDED

- E. REPORT NO. FIN-2016-0034 dated September 30, 2016 regarding Temporary Borrowing of Funds to meet 2017 Current Expenditures. **(Recommendation No. COR-2016-0072)**

THAT Report No. FIN-2016-0034 dated September 30, 2016 regarding the Temporary Borrowing of Funds to meet 2017 Current Expenditures be received;

AND FURTHER THAT a by-law be passed, authorizing the temporary borrowing of up to \$10,000,000 to meet current expenditures of the municipality for the year 2017.

CARRIED

- F. REPORT NO. FIN-2016-0035 dated October 24, 2016 regarding Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at September 30, 2016. **(Recommendation No. COR-2016-0073)**

THAT Report No. FIN-2016-0035 dated October 24, 2016 regarding Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at September 30, 2016 be received as information.

CARRIED

- G. REPORT NO. FIN-2016-0036 dated November 8, 2016 regarding Q3 2016 Capital Budget Status. **(Recommendation No. COR-2016-0074)**

THAT Report No. FIN-2016-0036 dated November 08, 2016 regarding the Q3 2016 Capital Budget Status be received as information.

CARRIED

- H. REPORT NO. FIN-2016-0038 dated November 10, 2016 regarding Single Source 2017 Awards. **(Recommendation No. COR-2016-0075)**

THAT Report No. FIN-2016-0038 dated November 10, 2016 regarding Single Source 2017 Awards be received;

AND FURTHER THAT the Single Source 2017 requests be awarded as per the list of suppliers attached as Schedule A;

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

CARRIED

- I. REPORT NO. FIN-2016-0042 dated October 25, 2016 regarding September 30, 2016 Operating Budget Status. **(Recommendation No. COR-2016-0076)**

THAT Report No. FIN-2016-0042 dated October 25, 2016 regarding September 30, 2016 Operating Budget Status be received.

CARRIED

- J. REPORT NO. FIN-2016-0043 dated November 1, 2016 regarding Award of Tender for Office Furniture. **(Recommendation No. COR-2016-0077)**

THAT Report No. FIN-2016-0043 dated November 1, 2016 for Award of Tender for Office Furniture T-087-16 be received;

AND FURTHER THAT Corporate Express Canada Inc., Operating as Staples Business Advantage, 550 Pendant Drive, Mississauga, ON, L5T 2W6 be awarded tender T-087-16 for an upset limit of \$250,000.00, including HST, for the first two year term and subsequent renewals if exercised;

AND FURTHER THAT Council authorize the Manager of Purchasing to issue a purchase order to Corporate Express Canada Inc., Operating as Staples Business Advantage for the two year contract as well as annual renewals of three additional one-year terms as required through the budget process, subject to price negotiations and service.

CARRIED

5. CLOSED SESSION

NIL

6. RECONVENE INTO OPEN SESSION

NIL

7. ADJOURNMENT

The meeting adjourned at 1:35 p.m.

_____MAYOR
Rick Bonnette

_____CLERK
Suzanne Jones