



**REPORT OF THE  
CORPORATE AFFAIRS  
Minutes No. COR-03-17  
As Amended By Council at the Meeting on March 20, 2017**

Minutes of the Corporate Affairs Committee held on 7<sup>th</sup> day of March, 2017, at 1:30 p.m., in the Council Chambers Halton Hills Civic Centre.

**Members Present:** Mayor R. Bonnette, Councillors M. Albano (Chair); J. Fogal, D. Kentner, A. Lawlor, 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; S. Jones, Clerk and Director of Legislative Services; S. Silver, SPIRIT Project Manager; D. Robertson, Senior Financial Analyst; D. Szybalski, Economic Development and Corporate Policy Advisor; A. Fuller, Manager of Communications; M. Leighton, Manager of Accounting; W. O'Donnell, Manager of Finance; A. Prueter, Financial Analyst; A. Lee, Senior Financial Accountant; D. Penrice, Economic Development Officer; R. Brown, Committee Clerk

**Others Present:** Councillors T. Brown, J. Hurst

**1. CALL TO ORDER**

Councillor M. Albano (Chair) called the meeting to order.

**2. DISCLOSURE OF PECUNIARY INTEREST/CONFLICT OF INTEREST**

None were declared.

### 3. COMMITTEE DELEGATIONS/PRESENTATION

- A. Susan Silver, SPIRIT Project Manager presentation to Committee regarding SPIRIT Project Update.

(PowerPoint on file in the Clerks Office)

(Refer to Item 4A of these Minutes)

S. Silver explained that the end goal of the project is to have accurate, complete and timely financial information which facilitates effective financial decision making which leads to efficient use of staff time, improved service delivery, long term financial stability, effective financial management and citizen satisfaction.

S. Silver reviewed the project accomplishments so far including; purchase order approval workflow implementation, implementation of salary planning module for budgeting and financial reporting application fully integrated with Great Plains System to produce Public Sector Accounting Board compliant Financial Statements and audit working papers.

S. Silver explained budget and resources for the project and the plans and next steps to have the project completed.

<h3>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – THREE (3) ITEMS FOR RECOMMENDATION</h3>
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- A. MEMORANDUM NO. MEM-FIN-2017-0004 dated February 13, 2017 regarding SPIRIT (Systems, Processes and Information-Redesigning it Together).  
**(Recommendation No. COR-2017-0022)**

THAT MEMORANDUM NO. MEM-FIN-2017-0004 dated February 13, 2017 regarding SPIRIT (Systems, Processes and Information-Redesigning it Together) be received for information.

CARRIED

- B. REPORT NO. FIN-2017-0006 dated February 17, 2017 regarding 2016 Annual Report on Investment and Cash Management. **(Recommendation No. COR-2017-0023)**

THAT Report No. FIN-2017-0006 dated February 17, 2017 regarding the 2016 Annual Report on Investment and Cash Management be received as information.

CARRIED

- C. MEMORANDUM NO. MEM-FIN-2017-0002 dated February 2, 2017 regarding Older Adult Tax Deferral Program (OATDP) and Senior Rebate Programs.  
**(Recommendation No. COR-2017-0024)**

THAT MEMORANDUM NO. MEM-FIN-2017-0002 dated February 2, 2017 regarding Older Adult Tax Deferral Program (OATDP) and Senior Rebate Programs be received for information.

CARRIED

<b>STAFF DIRECTION (As Amended)</b>
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THAT Staff review the dollar amount for the Seniors Rebate Program as part of the 2018 Budget Process deliberations;

**AND FURTHER THAT Staff prepare a media release regarding the Older Adult Tax Deferral Program (OATDP).** (Moved by: Councillor A. Lawlor)

CARRIED

**5. CLOSED SESSION**

Recommendation No. COR-2017-0025

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

- A. MEMORANDUM NO. MEM-ADMIN-2017-0008 dated February 28, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Wenjiang (China) Sister-City Action Plan Implementation Status Update #2)

CARRIED

Committee moved into Closed Session at 2:02 p.m.

**6. RECONVENE INTO OPEN SESSION**

Recommendation No. COR-2017-0026

THAT the Corporate Affairs Committee hereby reconvene into Open Session.

CARRIED

Committee reconvened into Open Session at 2:21 p.m.

<b>CONFIDENTIAL REPORTS &amp; MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION</b>
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- 5A. MEMORANDUM NO. MEM-ADMIN-2017-0008 dated February 28, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Wenjiang (China) Sister-City Action Plan Implementation Status Update #2). **(Recommendation No. COR-2017-0027)**

THAT MEMORANDUM NO. MEM-ADMIN-2017-0008 dated February 28, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Wenjiang (China) Sister-City Action Plan Implementation Status Update #2) be received for information.

CARRIED

**7. ADJOURNMENT**

The meeting adjourned at 2:22 p.m.

\_\_\_\_\_MAYOR  
Rick Bonnette

\_\_\_\_\_CLERK  
Suzanne Jones