



**REPORT OF THE
CORPORATE AFFAIRS
Minutes No. COR-04-17**

Minutes of the Corporate Affairs Committee held on 28th day of March, 2017, at 3:00 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; G. Cannon, Director of Library Services; D. Penrice, Economic Development Officer; D. Kudo, Director of Engineering; M. Johnson, Manager of Accounting; D. Robertson, Senior Financial Analyst; A. Lee, Senior Financial Accountant; K. Brott, Financial Analyst; D. Szybalski, Economic Development and Corporate Policy Advisor; D. Dhaliah, Corporate Asset Manager; S. Jones, Clerk and Director of Legislative Services; R. Brown, Committee Clerk

Others Present: Councillors T. Brown, B. Inglis

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/PRESENTATIONS

NIL

4. REPORTS & MEMORANDUMS FROM OFFICIALS – SIX (6) ITEMS FOR RECOMMENDATION
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- A. REPORT NO. ADMIN-2017-0012 dated February 24, 2017 regarding Acton BIA Marketing and Streetscaping Plan. **(Recommendation No. COR-2017-0028)**

THAT Report No. ADMIN-2017-0012 regarding the Acton Business Improvement Area (BIA), Marketing, Branding and Streetscaping Plan be received;

AND FURTHER THAT Council approve the development and implementation of a Marketing, Branding and Streetscaping Plan (Phases 1 and 2) in partnership with the Acton BIA, to a maximum Town contribution of \$50,000.00;

AND FURTHER THAT the Town use funding from the Community Improvement Plan (CIP) and that this be considered a Municipal Leadership initiative under the CIP;

AND FURTHER THAT the Town's contribution be contingent on the Board of Directors of the Acton BIA approving the final Request for Proposal;

AND FURTHER THAT the Town shall be a co-applicant on any grant application for funding that the project may be eligible for;

- * **AND FURTHER THAT the Mayor be requested to send out letters to all of the vacant business owners to encourage them to lease out their vacant properties and that the letter include information about the CIP program;**

AND FURTHER THAT staff be directed to provide before and after photos of successful projects.

CARRIED

- B. REPORT NO. FIN-2017-0007 dated March 6, 2017 regarding Q4 2016 Capital Budget Status. **(Recommendation No. COR-2017-0029)**

THAT Report No. FIN-2017-0007 dated March 06, 2017 regarding the Q4 2016 Capital Budget Status be received as information.

CARRIED

- C. REPORT NO. FIN-2017-0008 dated March 7, 2017 regarding 2016 Completed Capital Projects. **(Recommendation No. COR-2017-0030)**

THAT Report No. FIN-2017-0008 dated March 07, 2017 regarding the 2016 Completed Capital Projects be received as information;

AND FURTHER THAT the total amount of \$745,108 in capital project savings be returned to the original funding sources as outlined in this report.

CARRIED

- D. REPORT NO. FIN-2017-0009 dated March 6, 2017 regarding December 31, 2016 Operating Budget Status. **(Recommendation No. COR-2017-0031)**

THAT Report No, FIN-2017-0009 dated March 6, 2017 regarding December 31, 2016 Operating Budget Status be received;

AND FURTHER THAT the Committee recommend that Council approve the 2016 operating surplus of approximately \$858,430 be distributed to the Library Capital Reserve \$32,582, the Severe Weather Event Reserve \$50,000, the OMB Hearing Reserve \$50,000, the Tax Rate Stabilization Reserve \$200,000, the Capital Replacement Reserve \$240,000, the Public Art Reserve \$50,000 and the Building Repair and Maintenance Reserve \$235,848;

AND FURTHER THAT the Committee recommend that Council approve the adjustment to the Building Repair and Maintenance Reserve distribution amount, should there be any further changes to the operating surplus as a result of the annual year end audit.

CARRIED

- E. REPORT NO. FIN-2017-0010 dated March 7, 2017 regarding 2016 Insurance Claim Activity. **(Recommendation No. COR-2017-0032)**

THAT Report No. FIN-2017-0010 dated March 7, 2017, regarding 2016 Insurance Claim Activity be received as information.

CARRIED

- F. MEMORANDUM NO. MEM-FIN-2017-0005 dated February 28, 2017 regarding Annual Development Charges Indexing. **(Recommendation No. COR-2017-0033)**

THAT MEMORANDUM NO. MEM-FIN-2017-0005 dated February 28, 2017 regarding Annual Development Charges Indexing be received for information.

CARRIED

5. CLOSED SESSION

NIL

6. RECONVENE INTO OPEN SESSION

NIL

7. ADJOURNMENT

The meeting adjourned at 3:37 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK