



**REPORT OF THE
CORPORATE AFFAIRS
Minutes No. COR-06-17**

Minutes of the Corporate Affairs Committee held on 13th day of June, 2017, at 3:02 p.m., in the Council Chambers Halton Hills Civic Centre.

Members Present: Mayor R. Bonnette, Councillors J. Fogal, D. Kentner (Vice Chair), A. Lawlor, B. Lewis, C. Somerville

Regrets: Councillor M. Albano (Chair)

Staff Present: A.B. Marshall, Chief Administrative Officer; J. Diamanti, Commissioner of Corporate Services; C. Mills, Commissioner of Transportation & Public Works; J. Linhardt, Commissioner of Planning and Sustainability; M. Leighton, Manager of Accounting & Treasurer; A. Lee, Senior Financial Accountant; W. O'Donnell, Manager of Finance; S. Gourlay, Manager of Purchasing; D. Robertson, Senior Financial Analyst; K. Brott, Financial Analyst; S. Collie, Purchasing Analyst; D. Kudo, Director of Engineering; M. Booton, Supervisor of Enforcement; M. Colquhoun, Manager of Information Services; S. Eremita, Business Analyst; D. Spear, Superintendent of Public Works; C. Nicolucci, Public Works Supervisor; M. Van Ravens, Manager of Transportation and Development Engineering; T. Hoey, Supervisor of Construction; B. Marshall, Assistant Deputy Chief; S. Silver, Project Manager - SPIRIT; M. Lynch, Public Works Coordinator; R. Cockfield, Manager of Strategic Planning and Continuous Improvement; L. Lancaster, Manager of Human Resources; B. King, Adult Services Librarian; M. Querques, Financial Analyst- Library; R. Brown, Committee Clerk

Others Present: Councillor B. Inglis

1. CALL TO ORDER

Councillor D. Kentner (Vice Chair) called the meeting to order.

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

Councillor B. Lewis declared a pecuniary interest with respect to Item No. 4E – Report No. FIN-2017-0019 Appendix B Page 13 Vendor: Aecon Construction & Materials as he has a family member that works for the company. He did not partake in any discussions or voting related to this item.

3. COMMITTEE DELEGATIONS/PRESENTATION

- A. M. Leighton, Manager of Accounting & Treasurer to provide an Introduction Lois Ouellette and Zac Sharpe of KPMG LLP Auditors and M. Leighton, Manager of Accounting & Treasurer Presentation to Committee regarding 2016 financial Report & FIR Update.

(PowerPoint on file in the Clerks Office)

(Refer to Item No. 4A of these Minutes, Report No. FIN-2017-0021)

M. Leighton introduced L. Ouellette and Z. Sharpe of KPMG LLP Auditors. L. Ouellette and Z. Sharpe provided a brief presentation to Committee regarding the Audit Findings Report and noted that there were no differences identified that remain uncorrected.

M. Leighton provided the Committee with a review of the 2016 Financial Statement providing a snapshot of the Town's financial position in terms of assets, debt, development charges and reserve funds.

- B. Moya Leighton, Manager of Accounting & Treasurer Presentation to Committee regarding 2018 Budget Improvements.

(PowerPoint on file in the Clerks Office)

(Refer to Item No. 4B of these Minutes, Memorandum No. MEM-FIN-2017-0008)

M. Leighton provided the Committee with an overview of some of the changes being made to the budget process for 2018 to align with Council's strategic priorities.

4. REPORTS & MEMORANDUMS FROM OFFICIALS – NINE (9) ITEMS FOR RECOMMENDATION

- A. **CORPORATE SERVICES, REPORT NO. FIN-2017-0021 dated May 30, 2017 regarding 2016 Financial Statements and Financial Information Return (FIR). (Recommendation No. COR-2017-0046)**

THAT Report No. FIN-2017-0021 dated May 30, 2017 regarding the 2016 Financial Statements and Financial Information Return be received;

AND FURTHER THAT the 2016 audited draft Financial Statements and Financial Information Return be approved as presented and be forwarded to Council for approval.

CARRIED

- B. **CORPORATE SERVICES, MEMORANDUM NO. MEM-FIN-2017-0008 dated May 31, 2017 regarding Continuous Improvements and Efficiencies for the 2018 Budget Process. (Recommendation No. COR-2017-0047)**

THAT MEMORANDUM NO. MEM-FIN-2017-0008 dated May 31, 2017 regarding Continuous Improvements and Efficiencies for the 2018 Budget Process be received for information.

CARRIED

- C. **OFFICE OF THE CAO, REPORT NO. ADMIN-2017-0011 dated April 25, 2017 regarding 2016 Enforcement Year End Report. (Recommendation No. COR-2017-0048)**

THAT Report No. ADMIN-2017-0011 dated April 25, 2017 regarding enforcement activities for the year end of 2016, be received for information.

CARRIED

STAFF DIRECTION

THAT Staff review the current parking controls and report back to Committee.
(Moved by: Councillor J. Fogal)

CARRIED

D. **CORPORATE SERVICES, REPORT NO. FIN-2017-0018 dated May 29, 2017 regarding Annual Purchasing Policy Reporting – By-law No. 2014-0044. (Recommendation No. COR-2017-0049)**

THAT Report No. FIN-2017-0018, dated May 29, 2017, regarding the Annual Purchasing Policy Reporting – By-law No. 2014-0044 be received for information.

CARRIED

E. **CORPORATE SERVICES, REPORT NO. FIN-2017-0019 dated May 25, 2017 regarding Semi-annual Single Source 2017 Awards. (Recommendation No. COR-2017-0050)**

THAT Report No. FIN-2017-0019 dated May 25, 2017 regarding Semi-annual Single Source 2017 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2017 requests be awarded as per the list of suppliers in the body of this report and attached as Schedule A;

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

CARRIED

F. **CORPORATE SERVICES, REPORT NO. FIN-2017-0020 dated May 30, 2017 regarding General Operating Surplus 2016. (Recommendation No. COR-2017-0051)**

THAT Report No. FIN-2017-0020 dated May 30, 2017 regarding 2016 General Operating Surplus be received as information;

AND FURTHER THAT in accordance with Council-approved report FIN-2017-009 dated March 6, 2017, the final operating surplus of \$850,478 be distributed as follows: the Library Capital Reserve \$32,582, Severe Weather Reserve \$50,000, OMB Hearing Reserve \$50,000, Tax Rate Stabilization Reserve \$200,000, Capital Replacement Reserve \$240,000, Public Art Reserve \$50,000 and Building Repair and Maintenance Reserve \$227,896.

CARRIED

- G. **CORPORATE SERVICES, REPORT NO. FIN-2017-0023 dated May 23, 2017 regarding Award of Single Source Contract of Cellular Phone Services. (Recommendation No. COR-2017-0052)**

THAT Report No. FIN-2017-0023, dated May 23, 2017, regarding Award of Single Source Contract of Cellar Phone Services, be received;

AND FURTHER THAT Bell Mobility Inc., 5099 Creekbank Road, Building C, Floor 2, Mississauga, ON L4W 5N2 be awarded the single source contract for Cellular Phone Services for a three (3) year term in the amount of \$240,000.00 plus HST for a three (3) year contract;

AND FURTHER THAT the Mayor and Clerk be authorized to execute a contract and any ancillary documents with Bell Mobility Inc. for cellular services for \$240,000 plus HST for a three (3) year term.

CARRIED

- H. **CORPORATE SERVICES, REPORT NO. COMMSERV-2017-0009 dated May 29, 2017 regarding Corporate Advertising Policy 2017-0002.**

DEFERRED

- I. **CORPORATE SERVICES, MEMORANDUM NO. MEM-FIN-2017-0007 dated April 25, 2017 regarding Halton Co-operative Purchasing Group 2016 Results. (Recommendation No. COR-2017-0053)**

THAT MEMORANDUM NO. MEM-FIN-2017-0007 dated April 25, 2017 regarding Halton Co-operative Purchasing Group 2016 Results be received for information.

CARRIED

- J. **CORPORATE SERVICES, REPORT NO. FIN-2017-0024 dated May 31, 2017 regarding 2016 Development Charges – Treasurer’s Annual Statement. (Recommendation No. COR-2017-0054)**

THAT Report No. FIN-2017-0024 dated May 31, 2017 regarding the 2016 Development Charges Treasurer’s Annual Statement be received for information.

CARRIED

5. CLOSED SESSION

Committee did not convene into Closed Session.

6. RECONVENE INTO OPEN SESSION

NIL

CONFIDENTIAL REPORTS & MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION
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- A. **CORPORATE SERVICES, REPORT NO. FIN-2017-0026 dated June 1, 2017 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Settlement of Claim) (Recommendation No. COR-2017-0055)**

THAT Report No. FIN-2017-0026 dated June 1, 2017 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Settlement of Claim) be received;

AND FURTHER THAT staff carry out the recommendation as contained within Confidential Report No. FIN-2017-0026.

CARRIED

7. ADJOURNMENT

The meeting adjourned at 5:15 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK