



**REPORT OF THE  
CORPORATE AFFAIRS COMMITTEE  
Minutes No. COR-08-17**

Minutes of the Corporate Affairs Committee meeting held on August 22, 2017, at 3:02 p.m., in the Council Chambers Halton Hills Civic Centre.

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

**Staff Present:  
(Open Session)** 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; W. Harris, Commissioner of Recreation and Parks; J. de Hooge, Commissioner of Fire Services & Fire Chief; M. Leighton, Manager of Accounting & Treasurer; K. Brott, ; D. Robertson, ; T. Claessens, ; M. Booton, Supervisor of Enforcement; D. Szybalski, Economic Development and Corporate Policy Advisor; G. Cannon, Chief Librarian; V. Petryniak, Business Licensing; L. Lancaster, Manager of Human Resources; S. Jones, Clerk and Director of Legislative Services; R. Brown, Committee Clerk

**Staff Present:  
(Closed Session)** A.B. Marshall, Chief Administrative Officer (5A, 5B, 5C, 5D); J. Diamanti, Commissioner of Corporate Services (5A, 5B, 5C, 5D, 5F); C. Mills, Commissioner of Transportation & Public Works (5A, 5B, 5C, 5D); J. Linhardt, Commissioner of Planning and Sustainability(5A, 5B, 5C, 5D, 5F); W. Harris, Commissioner of Recreation and Parks (5A, 5B, 5C, 5D); J. de Hooge, Commissioner of Fire Services & Fire Chief (5A, 5B, 5C, 5D) L. Lancaster, Manager of Human Resources(5D, 5E, 5F); S. Jones, Clerk and Director of Legislative Services(5A, 5B, 5C, 5D, 5F); M. Booton, Supervisor of Enforcement (5A, 5B); V. Petryniak, Business Licensing (5A, 5B); D. Szybalski, Economic Development and Corporate Policy Advisor (5C); R. Brown, Committee Clerk (5A, 5B, 5C, 5D)

**Others Present:** Councillors T. Brown, J. Hurst (arrived 3:12 p.m.), B. Inglis, M. Johnson, A. Skidmore, HHCEC

**1. CALL TO ORDER**

Chair M. Albano called the meeting to order.

M. Albano noted the addition of an Item to Item No. 5 – Closed Session – Confidential Verbal Update regarding a Recruitment Matter.

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

NIL

**3. COMMITTEE DELEGATIONS/PRESENTATION**

NIL

<b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – THREE (3) ITEMS FOR RECOMMENDATION</b>
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- A. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0003 dated July 31, 2017 regarding Operating Budget Status as at June 30, 2017. **(Recommendation No. COR-2017-0065)**

THAT Report No. CORPSERV-2017-0003 dated July 31, 2017 regarding Operating Budget Status as at June 30, 2017 be received as information.

CARRIED

- B. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0004 dated July 31, 2017 regarding Capital Budget Status as at June 30, 2017. **(Recommendation No. COR-2017-0066)**

THAT Report No. CORPSERV-2017-0004 dated July 31, 2017 regarding Capital Budget Status as at June 30, 2017 be received as information;

AND FURTHER THAT staff be authorized to transfer \$30,000 of Technology Replacement Reserve funds from the SharePoint Employee Communication project to the Redevelopment of Town Website project;

AND FURTHER THAT staff be authorized to re-open the Replacement of the Maple Ave Heavy Rescue Unit project with \$44,937 of Fire Capital Reserve funds;

AND FURTHER THAT staff be authorized to transfer \$150,000 of Public Works DC funds from the New Equipment 2017 project to the New Equipment 2016 project.

CARRIED

- C. OFFICE OF THE CAO, REPORT NO. ADMIN-2017-0028 dated August 2, 2017 regarding Award of Request for Proposal P-062-17 Prosecutorial Services Contract. **(Recommendation No. COR-2017-0067)**

That Report No. ADMIN-2017-0028 dated August 2, 2017 regarding the Award of Request for Proposal P-062-17, Prosecutorial Services Contract, be received;

AND FURTHER THAT the contract for Prosecutorial Services be awarded to O'Connor, MacLeod, Hanna LLP , 700 Kerr Street, Suite 300, Oakville, Ontario, L6K 3W5 for a three (3) year fixed term, commencing September 1, 2017, with the option to renew for an additional two (2) year term subject to satisfactory performance and price negotiation;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to O'Connor, MacLeod, Hanna LLP in the annual upset amount of \$150,000 (excluding HST) for the contract term and any possible extensions for Prosecutorial Services for the Town of Halton Hills.

CARRIED

## 5. CLOSED SESSION

Recommendation No. COR-2017-0068

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

- A. OFFICE OF THE CAO REPORT NO. ADMIN-2017-0029 dated August 9, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Taxicab Driver)
- B. OFFICE OF THE CAO REPORT NO. ADMIN-2017-0030 dated August 11, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Taxicab Driver)
- C. OFFICE OF THE CAO REPORT NO. ADMIN-2017-0011 dated August 2, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Wenjiang)

- D. FIRE REPORT NO. 2017-0008 dated August 3, 2017 regarding labour relations or employee negotiations. (Collective Agreement)
- E. CORPORATE SERVICES REPORT NO. CORPSERV-2017-0001 dated August 1, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees (2016 CAO Performance Assessment).
- F. VERBAL UPDATE by J. Linhardt, Commissioner of Planning & Sustainability and L. Lancaster, Manager of Human Resources regarding personal matters about an identifiable individual, including municipal or local board employees. (Recruitment Matter)

CARRIED

Committee moved into Closed Session at 3:12 p.m.

## 6. RECONVENE INTO OPEN SESSION

Recommendation No. COR-2017-0069

THAT the Corporate Affairs Committee hereby reconvene into Open Session.

CARRIED

Committee reconvened into Open Session at 5:02 p.m.

<b>CONFIDENTIAL REPORTS &amp; MEMORANDUMS FROM OFFICIALS – SIX (6) ITEMS FOR RECOMMENDATION</b>
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- A. OFFICE OF THE CAO REPORT NO. ADMIN-2017-0029 dated August 9, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Taxicab Driver) (**Recommendation No. COR-2017-0070**)

THAT Confidential Report No. ADMIN-2017-0029 dated August 4, 2017 regarding an application for the renewal of a taxicab driver's licence be received;

AND FURTHER THAT the Committee make a recommendation to Council to refuse to issue the taxicab drivers' licence.

CARRIED

- B. OFFICE OF THE CAO REPORT NO. ADMIN-2017-0030 dated August 11, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Taxicab Driver) **(Recommendation No. COR-2017-0071)**

THAT Confidential Report No. ADMIN-2017-0030 dated August 11, 2017 regarding an application for the renewal of a taxicab driver's licence be received;

AND FURTHER THAT the Committee make a recommendation to Council to refuse to issue the taxicab drivers' licence.

CARRIED

- C. OFFICE OF THE CAO MEMORANDUM NO. MEM-ADMIN-2017-0011 dated August 2, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Wenjiang) **(Recommendation No. COR-2017-0072)**

THAT MEMORANDUM NO. MEM-ADMIN-2017-0011 dated August 2, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees (Wenjiang) be received for information.

CARRIED

- D. FIRE REPORT NO. 2017-0008 dated August 3, 2017 regarding labour relations or employee negotiations. (Collective Agreement) **(Recommendation No. COR-2017-0073)**

That Report No. FIRE-2017-0008 dated August 3, 2017 regarding labour relations or employee negotiations (Collective Agreement), be received;

AND FURTHER THAT Staff carry out the Committees direction as set out in the Confidential Minutes.

CARRIED

- E. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0001 dated August 1, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (2016 CAO Performance Assessment) **(Recommendation No. COR-2017-0074)**

THAT REPORT NO. CORPSERV-2017-0001 dated August 1, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees (2016 CAO Performance Assessment) be received;

AND FURTHER THAT Staff carry out the Committees direction as set out in the Confidential Minutes.

CARRIED

- F. VERBAL UPDATE by J. Linhardt, Commissioner of Planning & Sustainability and L. Lancaster, Manager of Human Resources regarding personal matters about an identifiable individual, including municipal or local board employees. (Recruitment Matter) **(Recommendation No. COR-2017-0075)**

THAT the VERBAL UPDATE by J. Linhardt, Commissioner of Planning & Sustainability and L. Lancaster, Manager of Human Resources regarding personal matters about an identifiable individual, including municipal or local board employees (Recruitment Matter) be received for information.

CARRIED

## 7. ADJOURNMENT

The meeting adjourned at 5:04 p.m.

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Rick Bonnette

MAYOR

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Suzanne Jones

CLERK