



**REPORT OF THE
CORPORATE AFFAIRS COMMITTEE
Minutes No. COR-12-17**

Minutes of the Corporate Affairs Committee meeting held on November 21, 2017, at 3:03 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

Regrets: Councillors C. Somerville, B. Lewis

Staff Present: J. Diamanti, Commissioner of Corporate Services;
C. Mills, Commissioner of Transportation & Public Works;
W. Harris, Commissioner of Recreation and Parks;
J. Linhardt, Commissioner of Planning and Sustainability;
J. de Hooge, Commissioner of Fire Services & Fire Chief;
M. Leighton, Manager of Accounting & Treasurer;
S. Jones, Clerk and Director of Legislative Services;
S. Silver, Senior Advisor Continuous Improvement;
L. Lancaster, Manager of Human Resources;
R. Cockfield, Manager of Strategic Planning and Continuous Improvement; A. Prueter, Senior Financial Analyst;
W. O'Donnell, Deputy Treasurer and Manager of Revenue & Taxation; D. Robertson, Senior Financial Analyst;
T. Buonpensiero, Senior Policy Planner; D. Dhaliah, Corporate Asset Manager; D. Stanescu, Accounting Supervisor;
R. Brown, Committee Clerk

Others Present: Councillor T. Brown, B. Inglis

1. CALL TO ORDER

Chair M. Albano called the meeting to order.

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

NIL

3. COMMITTEE DELEGATIONS/PRESENTATIONS

- A. Susan Silver, SPIRIT Project Manager Presentation to Committee regarding Final Report and Closure of SPIRIT (Systems, Processes and Information-Redesigning it Together)

(Refer to Item No. 4A of these Minutes, Report No. CORPSERV-2017-0014)

J. Diamanti provided opening remarks noting that S. Silver is here today in her capacity as the SPIRIT Project Manager which will soon be coming to an end as she transitions to her new role in Strategic Planning and Continuous Improvement. The purpose of S. Silvers presentation is to provide an overview of the SPIRIT project.

S. Silver provided an overview of the original goals of the SPIRIT project, the significant accomplishments to date that have resulted in more efficient workflows, greater accuracy in salary planning, better reporting and an improved budget process. S. Silver also noted some of the work that is outstanding along with recommendations on how this work will be addressed going forward.

<h3>4. REPORTS & MEMORANDUMS FROM OFFICIALS – EIGHT (8) ITEMS FOR RECOMMENDATION</h3>

- A. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0014
Dated November 3, 2017 regarding Final Report of SPIRIT (Systems, Processes and Information-Redesigning It Together) (**Recommendation No. COR-2017-0087**)

THAT Report No. CORPSERV-2017-0014 dated November 3, 2017, regarding the Final Report and Closure of the SPIRIT Project be received;

AND FURTHER THAT the recommendations itemized in the SPIRIT Project Transition and Closure Plan outlined in this report be approved;

AND FURTHER THAT a review of the financial software in terms of lifecycle expectations and prioritization be undertaken as part of the Corporate Technology Strategic Plan Update;

AND FURTHER THAT funds remaining in the SPIRIT project, amounting to \$108,858 be allocated as per the Project Financials section in this report, in conjunction with the approved transition and closure;

AND FURTHER THAT the recommended General Accountant contract position, funded through the SPIRIT project, be referred to the Budget Committee for final approval.

CARRIED

- B. PLANNING & SUSTAINABILITY, REPORT NO. PLS-2017-0024 dated October 31, 2017 regarding Amendment 2 to the Town of Halton Hills Community Improvement Plan – Recommendation Report. **(Recommendation No. COR-2017-00)**

THAT Report No. PLS-2017-0024, Amendment 2 to the Town of Halton Hills Community Improvement Plan – Recommendation Report, dated October 31, 2017 be received;

AND FURTHER THAT Council pass the By-law to approve the Amendment 2 to the Town of Halton Hills Community Improvement Plan (attached as Schedule A) pursuant to Section 28(4) of the Planning Act.

CARRIED

- C. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0026 dated November 7, 2017 regarding Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at September 30, 2017. **(Recommendation No. COR-2017-0088)**

THAT Report No. CORPSERV-2017-0026 dated November 7, 2017 regarding Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at September 30, 2017 be received.

CARRIED

- D. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0017 dated November 6, 2017 regarding Temporary Borrowing of Funds to meet 2018 Current Operating Expenditures. **(Recommendation No. COR-2017-0089)**

THAT Report No. CORPSERV-2017-0017 dated November 6, 2017 regarding the Temporary Borrowing of Funds to meet 2018 Current Operating Expenditures be received;

AND FURTHER THAT a by-law be passed, authorizing the temporary borrowing of up to \$10,000,000 to meet the current operating expenditures of the municipality for the year 2018;

AND FURTHER THAT any costs of borrowing are applied against any operating budget interest income prior to distribution of surplus investment income to the Technology Replacement Reserve;

AND FURTHER THAT an amount for borrowing costs be referred to Budget Committee to be included in the 2019 operating budget;

AND FURTHER THAT the contribution to the Technology Replacement Reserve be reviewed as part of the Long Range Financial Plan in 2018.

CARRIED

- E. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0027 dated November 7, 2017 regarding 2018 Interim Property Tax Levy.
(Recommendation No. COR-2017-0090)

THAT Report No. CORPSERV-2017-0027 dated November 7, 2017, regarding the 2018 Interim Property Tax Levy be received;

AND FURTHER THAT a by-law be enacted authorizing Council to provide for an Interim Tax Levy for 2018;

AND FURTHER THAT taxes be due and payable on February 26 and April 26, 2018;

AND FURTHER THAT the payment of taxes for (portions of) properties having a farm designation (FT) as identified by the Municipal Property Assessment Corporation be deferred until September 26, 2018.

CARRIED

- F. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0019 dated October 24, 2017 regarding Human Capital Management Solution Including Payroll, Time and Attendance and Human Resources Award of Contract.
(Recommendation No. COR-2017-0091)

THAT Report No. CORPSERV-2017-0019, dated October 24, 2017, regarding the Human Capital Management Solution Including Payroll, Time and Attendance and Human Resources Award of Contract be received;

AND FURTHER THAT Council awards the proposal P-044-17 for the Human Capital Management Solution including Payroll, Time and Attendance and Human Resources to Ceridian Canada Ltd., 675 Cochrane Drive, Markham, Ontario L3R 0B8

AND FURTHER THAT Council awards the maintenance service contract to Ceridian Canada Ltd., 675 Cochrane Drive, Markham, Ontario, L3R 0B8;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Ceridian Canada Ltd. to an upset limit amount of \$102,529 (excluding HST) to cover one-time fees to include implementation and hardware costs;

AND FURTHER THAT, the Manager of Purchasing be authorized to issue a purchase order to Ceridian Canada Ltd., 675 Cochrane Drive, Markham, Ontario L3R 0B8 to an upset limit of approximately \$140,000 (excluding HST) on an annual basis to cover ongoing payroll processing services dependent on the staff complement each year.

CARRIED

- G. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0030 dated November 8, 2017 regarding Operating Budget Status as at September 30, 2017. **(Recommendation No. COR-2017-0092)**

THAT Report No. CORPSERV-2017-0030 dated November 8, 2017 regarding Operating Budget Status as at September 30, 2017 be received as information.

CARRIED

- H. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0028 dated November 7, 2017 regarding Capital Budget Status as at September 30, 2017. **(Recommendation No. COR-2017-0093)**

THAT Report No. CORPSERV-2017-0028 dated September 30, 2017 regarding Capital Budget Status as at September 30, 2017 be received as information;

AND FURTHER THAT staff be authorized to transfer \$30,542 from the Capital Replacement Reserve to the Lake Based Regional Surfacing project;

AND FURTHER THAT staff be authorized to transfer \$6,903 from the Capital Replacement Reserve to the Glen Williams Land Acquisition project;

AND FURTHER THAT staff be authorized to transfer \$158,906 of Canada Gas Tax Obligatory Reserve funds and \$28,042 of Capital Replacement Reserve funds to the 27 Sd Rd Bridge Reconstruction project;

AND FURTHER THAT staff be authorized to transfer \$19,565 of unused Capital Replacement Reserve funds from the Park Pathway Lighting Replacement project to the Sportsfield Lighting Replacement project;

AND FURTHER THAT staff be authorized to transfer the remaining \$41,801 of funds from the New Financials project to the Capital Replacement Reserve.

CARRIED

5. CLOSED SESSION

Recommendation No. COR-2017-0094

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

- A. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0024
dated October 30, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Legal Services for Human Resource Matters)

CARRIED

Committee moved into Closed Session at 3:30 p.m.

6. RECONVENE INTO OPEN SESSION

Recommendation No. COR-2017-0095

THAT the Corporate Affairs Committee hereby reconvene into Open Session.

CARRIED

Committee reconvened into Open Session at 3:34 p.m.

CONFIDENTIAL REPORTS & MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION
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- 5A. CORPORATE SERVICES, REPORT NO. CORPSERV-2017-0024
Dated October 30, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Legal Services for Human Resource Matters) **(Recommendation No. COR-2017-0096)**

THAT Report No. CORPSERV-2017-0024, dated October 30, 2017 regarding personal matters about an identifiable individual, including municipal or local board employees. (Legal Services for Human Resource Matters) be received;

AND FURTHER THAT Staff carry out the Committees direction.

CARRIED

7. ADJOURNMENT

The meeting adjourned at 3:35 p.m.

Rick Bonnette

MAYOR

Suzanne Jones

CLERK