



**REPORT OF THE  
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE  
Minutes No. CCA-04-18**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday March 19, 2018, at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

**MEMBERS PRESENT:** Mayor R. Bonnette, (Ex-Officio); Councillors J. Fogal, J. Hurst, A. Lawlor, T. Brown (departed at 6:14p.m.)

**REGRETS:** Councillors D. Kentner, C. Somerville

**STAFF PRESENT:** B. Marshall, CAO; C. Mills, Commissioner of Transportation & Public Works; J. Linhardt, Commissioner of Planning & Sustainability; J. Diamanti, Commissioner of Corporate Services; J. deHooge, Commissioner & Chief of Fire Services; W. Harris, Commissioner of Recreation & Parks; MJ Leighton, Manager of Accounting and Town Treasurer; G. Cannon, Director of Library Services; S. Jones, Clerk and Director of Legislative Services; D. Szybalski, Economic Development and Corporate Policy Advisor; R. Cockfield, Senior Policy Intergovernmental Affairs Advisor; L. Lancaster, Manager of Human Resources; W. O'Donnell, Manager of Finance; D. Robertson, Senior Financial Analyst; D. Stanescu, Accounting Supervisor; J. Ison, Human Resources Business Partner; S. Silver, Senior Advisor Strategic Planning & Continuous Improvement; A. Fuller, Manager of Corporate Communications; K. Okimi, Manager of Parks & Open Space; C. McLeod, Cultural Development Coordinator; K. Withers, Enforcement Coordinator – Lead Customer Service Specialist; M. Taylor, Recreation Coordinator – Active Living; V. Petryniak, Deputy Clerk

**OTHERS PRESENT:** Councillors M. Albano, B. Inglis

**1. CALL TO ORDER**

Mayor R. Bonnette, (Acting Chair) called the meeting to order at 3:02 p.m.

## 2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

There were no disclosures of pecuniary/conflict of interest.

## 3. COMMITTEE DELEGATIONS/PRESENTATION

- A. Lois Ouellette, Partner KPMG, presentation to Committee regarding KPMG 2017 Audit Planning Report. (Refer to Item 4A of this agenda)

Lois Ouellette presented the KPMG Audit Planning Report to the Committee. She described the audit risk and how in planning the audit, KPMG took into account key areas of focus for financial reporting.

(PowerPoint on file in the Clerks' Office)

- B. Laura Lancaster, Manager of Human Resources presentation to Committee regarding Council Compensation Review. (Refer to Item 4C of this agenda)

L. Lancaster gave a presentation to Committee regarding the impact on Council Compensation from Bill C-44, the Budget Bill Implementation Act. She introduced Marianne Love, ML Consulting who provided data analysis of the comparator municipalities, detailed the findings and developed the recommendations.

(PowerPoint on file in the Clerk's Office)

- C. Susan Silver, Senior Advisor-Strategic Planning and Continuous Improvement presentation to Committee regarding 2018 Corporate Priorities. (Refer to item 4H of this agenda)

S. Silver gave a presentation to the Committee regarding the 2018 Corporate Priorities. She described how they were established and how they will be monitored and delivered going forward.

(PowerPoint on file in the Clerk's Office)

- D. Catherine McLeod, Cultural Development Coordinator presentation to Committee regarding Cultural Services Update and 2017 Successes – "State of Culture". (Refer to Item 4I of this agenda)

C. McLeod gave a presentation to the Committee regarding the State of Culture Report which outlined the 2017 accomplishments and the 2018 priorities.

(PowerPoint on file in the Clerk's Office)

- E. Dave Borgal, Georgetown Little Theatre Youth Company presentation to Committee regarding 15<sup>th</sup> Anniversary Event request for Municipal Assistance. (Refer to Item 4K of this agenda)

D. Borgal and Taylor Grist spoke to the Committee regarding the Georgetown Little Theatre Youth Company and the request for municipal assistance for the 15<sup>th</sup> Anniversary Event. They explained the history of the company and how the event would help unite current and past members and help encourage people to continue to participate in the theatre.

- F. Alison Hilborn, Our Kids Network, presentation to Committee regarding Acton Kindergarten Fun Fair request for Municipal Assistance. (Refer to Item 4K of this agenda)

A. Hilborn was not present at this meeting.

- G. Angela Tremblay, Acton Farmers Market on 7 presentation to Committee regarding Acton Farmers Market on 7 request for Municipal Assistance. (Refer to Item 4K of this agenda)

A. Tremblay spoke to the Committee regarding the Acton Farmers Market on 7. During its first season they had 19 vendors participate selling a variety of items and saw an increase in visitors to the market throughout the summer. She would like to continually improve how they do things and is requesting municipal assistance to help.

- H. Melanie Frazer, Halton Hills Chamber of Commerce presentation to Committee regarding a new strategic approach to Tourism Management. (Refer to Item 4K of this agenda)

M. Frazer spoke to the Committee regarding the new strategic approach to Tourism Management. Speaking on behalf of the Board of Directors from the Chamber, she expressed they wanted to endorse the Tourism Portfolio and they are proud of the partnership they have with the Town of Halton Hills.

<b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – 11 (ELEVEN) ITEMS FOR RECOMMENDATION</b>
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- A. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0003 dated January 31, 2018 regarding KPMG 2017 Audit Planning Report. (Recommendation No. CCA-2018-0015)**

THAT Report CORPSERV-2018-0003 dated January 31, 2018 regarding KPMG 2017 Audit Planning Report be received for information.

CARRIED

B. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0004 dated January 18, 2018 regarding MMAH Financial Indicator review (based on 2016 Financial Information) (Recommendation No. CCA-2018-0016)**

THAT Report No. CORPSERV-2018-0004 dated January 18, 2018 regarding Ministry of Municipal Affairs and Housing 2016 Financial Indicator Review be received for information.

CARRIED

C. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0010 dated March 1, 2018 regarding Council Compensation Review. (Recommendation No. CCA-2018-0017)**

THAT Report No. CORPSERV-2018-0010 dated March 1, 2018 regarding the Council Compensation Review, including car allowance and resources be received;

AND FURTHER THAT the one-third tax exempt allowance currently provided to elected officials, be removed as of December 1, 2018 as per Bill C-44-Budget Bill Implementation Act, 2017;

AND FURTHER THAT the resulting loss in net pay from the removal of the tax exemption treatment for elected official positions be offset by an increase to base salary for these positions effective December 1, 2018;

**AND FURTHER THAT the annual stipend be established for the position of Mayor at \$100,253 and for the position of Councillor at \$39,668;**

**AND FURTHER THAT the stipend for the position of Mayor be reviewed again in 2020;**

AND FURTHER THAT all adjustments to the compensation of elected officials be made effective December 1, 2018 at the start of the new term of Council;

AND FURTHER THAT the Mayor's car allowance be increased to \$820 monthly (\$9,840 annually) to align with allowances provided by the comparator group;

AND FURTHER THAT the adjustment to the car allowance for the position of Mayor be made effective December 1, 2018 at the start of the new term of Council;

AND FURTHER THAT members of Council continue to receive information technology (IT) resources at the current level.

**CARRIED AS AMENDED**

D. **LIBRARY SERVICES MEMORANDUM NO. LIB-2018-0001** dated January 26, 2018 regarding Light Therapy Lamps. (Recommendation No. CCA-2018-0018)

THAT MEM-LIB-2018-0001 dated January 26, 2018 regarding Light Therapy Lamps be received for information.

CARRIED

E. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0005** dated January 25, 2018 regarding 2017 Annual Status Report – 2013-2017 Multi-Year Accessibility Plan. (Recommendation No. CCA-2018-0019)

THAT Report No. ADMIN-2018-0005 dated January 25, 2018 regarding the 2017 Annual Status Report – 2013-2017 Multi-Year Accessibility Plan and the attached Appendix “A” be received for information.

CARRIED

F. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0007** dated February 26, 2018 regarding New Strategic Approach to the Management of the Tourism Portfolio. (Recommendation No. CCA-2018-0020)

THAT Report No. ADMIN-2018-0007, dated February 26, 2018 regarding the recommended new strategic approach to the management of the tourism portfolio be received;

AND FURTHER THAT the existing Tourism Agreement between the Town of Halton Hills and the Halton Hills Chamber of Commerce, which expired on December 31, 2017 for the delivery of tourism information services, not be renewed, including the “Amendment to Tourism Agreement Web Site” related to the Chamber’s responsibilities around the [www.visithaltonhills.ca](http://www.visithaltonhills.ca) website;

AND FURTHER THAT the \$30,000 in annual funding that had previously been allocated to the implementation of the Tourism Agreement be reallocated to supplement the already-budgeted-for part-time permanent position of “Economic Development Assistant” in order to convert this job to a part-time permanent “Economic Development and Tourism Coordinator” position within the Economic Development, Innovation and Culture division;

AND FURTHER THAT as part of the development of a comprehensive tourism workplan, Town staff give consideration to any potential opportunities for utilizing a ‘fee-for-service’ approach with the Halton Hills Chamber of Commerce and other potential partners for the purposes of delivering specific activities, provided that such activities align within the Town’s workplan, add value and fit within the available Town budget;

AND FURTHER THAT Town staff prepare and execute a mutually-beneficial Memorandum of Understanding (MOU), which identifies potential tourism roles and responsibilities to be signed by the Town of Halton Hills and the Halton Hills Chamber of Commerce;

AND FURTHER THAT the oversight and management of the "Tourism Advisory Committee", currently with the Chamber of Commerce, be reassumed by the Town of Halton Hills;

AND FURTHER THAT the "Economic Development and Tourism Coordinator", in collaboration with the Manager of Corporate Communications utilize the community brand guidelines for tourism-related initiatives, as appropriate.

CARRIED

G. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0008 dated March 6, 2018 regarding Economic Development Highlights – "State of Economy". (Recommendation No. CCA-2018-0021)**

THAT Report No. ADMIN-2018-0008, dated March 6, 2018 regarding key economic development highlights and the "State of Economy", be received for information.

CARRIED

H. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0009 dated March 1, 2018 regarding Establishment of Corporate Priorities for 2018. (Recommendation No. CCA-2018-0022)**

THAT Report No. ADMIN-2018-0009 regarding the establishment of Corporate Priorities for 2018, dated March 1, 2018 be received for information.

CARRIED

I. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0010 dated March 5, 2018 regarding Cultural Services Update and 2017 Successes – "State of Culture". (Recommendation No. CCA-2018-0023)**

THAT Report No. ADMIN-2018-0010 dated March 5, 2018 regarding the Cultural Services Update and 2017 successes – "State of Culture" be received for information;

AND FURTHER THAT the cultural successes outlined in this report be consolidated and showcased in a highly-visible marketing package.

CARRIED

J. **RECREATION AND PARKS REPORT NO. RP-2018-0005 dated February 28, 2018 regarding Town Hall Surplus Lands Strategy Update. (Recommendation No. CCA-2018-0024)**

THAT Report RP-2018-0005 dated February 28, 2018 regarding Town Hall Surplus Lands Strategy Update be received;

AND FURTHER THAT the Town Hall surplus lands shown as Parts 2, 4, 6, 7 and 9 in Appendix A of Report RP-2018-0005 be declared publically as surplus to the Town's needs per By-law 2007-0109;

AND FURTHER THAT staff be directed proceed with the Request for Proposal regarding the sale of Town Hall surplus lands as outlined in Report RP-2018-0005;

**AND FURTHER THAT the relative weighting criteria outlined in Appendix B, Sections 6-1 and 6-5 of Report RP-2018-0005 be amended as highlighted:**

<b>Section</b>	<b>Criteria</b>	<b>Weight</b>
6-1	Property purchase price and conditions (refer to 6.0, Section 1)	<b>40</b>
6-2	Compliance with Urban Design Guidelines within the CDP (refer to 6.0, Section 2)	15
	Quality, innovation and sustainability of proposal (refer to 6.0, Section 3)	10
6-4	Proponent's housing experience credentials (refer to 6.0, Section 4)	10
6-5	Community Benefit –affordability, neighbourhood compatibility, community outreach (refer to 6.0, Section 5)	<b>25</b>

AND FURTHER THAT staff be directed to report back on the results of a Request for Proposal for the sale and development of Town Hall surplus lands as outlined in Report RP-2018-0005.

**CARRIED AS AMENDED**

K. **RECREATION AND PARKS REPORT NO. RP-2018-0008 dated February 23, 2018 regarding Municipal Assistance Requests and Policy Review Update. (Recommendation No. CCA-2018-0025)**

THAT Report RP-2018-0008 dated February 23, 2018 regarding requests for municipal assistance be received;

AND FURTHER THAT funding in the amount of \$3,000 for the Farmer's Market on 7 be derived from the Municipal Assistance Program as the proposal meets the eligibility criteria in Report RP-2018-0008;

AND FURTHER THAT funding in the amount of \$1,614.54 for the Royal Canadian Legion Music in the Park event be derived from the Municipal Assistance Program as the proposal meets the eligibility criteria as outlined in Report RP-2018-0008;

**AND FURTHER THAT funding in the amount of \$2,000 for the Georgetown Little Theatre Productions Inc. Youth Company 15<sup>th</sup> Anniversary Celebration be derived from the Municipal Assistance Program based on the proposal's own merits as it does not meet the eligibility criteria as outlined in Report RP-2018-0008;**

**AND FURTHER THAT funding in the amount of \$600.00 for the Georgetown Soccer Club Opening Day be declined as the proposal does not meet the eligibility criteria as outlined in Report RP-2018-0008;**

**AND FURTHER THAT funding in the amount of \$480.69 for the Our Kids Network Fall Fun Fair be derived from the Municipal Assistance program based on the proposal's own merits as it does not meet the eligibility criteria as outlined in Report RP-2018-0008.**

**CARRIED AS AMENDED**

Motion received for the meeting to proceed beyond three (3) hours.

Recommendation No. CCA-2018-0026

THAT the Community and Corporate Affairs Committee meeting be allowed to proceed beyond three (3) hours.

**CARRIED**

## **5. CLOSED SESSION**

Recommendation No. CCA-2018-0027

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

- A. RECREATION AND PARKS REPORT NO. RP-2018-0003 dated February 26, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and a proposed or pending acquisition or disposition of land by the municipality or local board. (Land Matter)
- B. RECREATION AND PARKS REPORT NO. RP-2018-0007 dated March 2, 2018 regarding personal matters about an identifiable individual, including municipal or local board employees. (Financial Agreement)



- C. RECREATION AND PARKS REPORT NO. RP-2018-0011 dated March 7, 2018 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Partnership Proposal)

CARRIED

Committee moved into Closed Session at 5:41 p.m.

**6. RECONVENE INTO OPEN SESSION**

Recommendation No. CCA-2018-0028

THAT the Community and Corporate Affairs Committee hereby reconvene into Open Session.

CARRIED

Committee reconvened into Open Session at 6:29 p.m.

<b>CONFIDENTIAL REPORTS &amp; MEMORANDUMS FROM OFFICIALS – THREE (3) ITEMS FOR RECOMMENDATION</b>
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- A. **RECREATION AND PARKS REPORT NO. RP-2018-0003 dated February 26, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and a proposed or pending acquisition or disposition of land by the municipality or local board. (Land Matter) (Recommendation No. CCA-2018-0029)**

THAT Report No. RP-2018-0003 dated February 26, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and a proposed or pending acquisition or disposition of land by the municipality or local board, be received;

AND FURTHER THAT staff follow the recommendation as set out in the Confidential Minutes of the Community and Corporate Affairs Committee meeting dated March 19, 2018.

CARRIED

- B. **RECREATION AND PARKS REPORT NO. RP-2018-0007 dated March 2, 2018 regarding personal matters about an identifiable individual, including municipal or local board employees. (Financial Agreement) (Recommendation No. CCA-2018-0030)**

THAT Report No. RP-2018-0007 dated March 2, 2018 regarding personal matters about an identifiable individual, including municipal or local board employees, be received;

AND FURTHER THAT staff follow the recommendation as set out in the Confidential Minutes of the Community and Corporate Affairs Committee meeting dated March 19, 2018.

CARRIED

- C. **RECREATION AND PARKS REPORT NO. RP-2018-0011 dated March 7, 2018 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Partnership Proposal) (Recommendation No. CCA-2018-0031)**

THAT Report No. RP-2018-0011 dated March 7, 2018 regarding a proposed or pending acquisition or disposition of land by the municipality or local board, be received;

AND FURTHER THAT staff follow the recommendation as set out in the Confidential Minutes of the Community and Corporate Affairs Committee meeting dated March 19, 2018.

CARRIED

## 7. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

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Rick Bonnette

MAYOR

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Suzanne Jones

CLERK