



**REPORT OF THE  
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE  
Minutes No. CCA-05-18**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday April 9, 2018, at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

**MEMBERS PRESENT:** Mayor R. Bonnette, (Ex-Officio); Councillor D. Kentner, Chair; Councillors J. Fogal, J. Hurst, A. Lawlor, T. Brown, C. Somerville

**STAFF PRESENT:** A.B. Marshall, CAO; J. Linhardt, Commissioner of Planning & Sustainability; J. Diamanti, Commissioner of Corporate 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; B. Marshall, Acting Deputy Fire Chief; D. Spear, Superintendent of Public Works; R. Cockfield, Senior Policy Intergovernmental Affairs Advisor; L. Lancaster, Manager of Human Resources; W. O'Donnell, Manager of Finance; D. Robertson, Senior Financial Analyst; J. Ison, Human Resources Business Partner; A. Fuller, Manager of Corporate Communications; S. Gourlay, Manager of Purchasing; S. Collie, Purchasing Analyst; B. Morrison, Deputy Fire Chief; H. Hennessey, Firefighter; V. Petryniak, Deputy Clerk

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

**1. CALL TO ORDER**

Councillor D. Kentner called the meeting to order at 3:00 p.m.

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

There were no disclosures of pecuniary/conflict of interest.

**3. COMMITTEE DELEGATIONS/PRESENTATION**

A. Hugh Hennessey, Firefighter presentation to Committee regarding Large Animal Rescue. (Refer to Item 4L of this agenda)

H. Hennessey gave a presentation to the Committee on the techniques used by the Fire Department in the rescuing of large animals that may have been involved in accidents, barn fires or trapped in mud and ice. (PowerPoint on file in the Clerks' office.)

**4. REPORTS & MEMORANDUMS FROM OFFICIALS – TWELVE (12) ITEMS FOR RECOMMENDATION**

- A. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0011 dated March 5, 2018 regarding 2017 Annual Report on Investment and Cash Management. (Recommendation No. CCA-2018-0032)**

THAT Report No. CORPSERV-2018-0011 dated March 5, 2018 regarding the 2017 Annual Report on Investment and Cash Management be received as information.

CARRIED

- B. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0012 dated March 19, 2018 regarding Remuneration and Expenses Paid to Members of Council and Others during the Year 2017.**

Deferred to Council meeting May 7, 2018

- C. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0013 dated March 21, 2018 regarding Single Source Report Recommendations. (Recommendation No. CCA-2018-0033)**

THAT Report No. CORPSERV-2018-0013 dated March 21, 2018 regarding Single Source Report Recommendations be received;

AND FURTHER THAT Council approve future single source reports that only include vendors with expenditures including HST over \$25,000.00.

CARRIED

- D. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0014 dated March 12, 2018 regarding 2017 Insurance Claim Activity. (Recommendation No. CCA-2018-0034)**

THAT Report No. CORPSERV-2018-0014 dated March 12, 2018 regarding 2017 Insurance Claim Activity be received as information.

CARRIED

- E. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0015 dated March 19, 2018 regarding 2018 Tax Policy. (Recommendation No. CCA-2018-0035)**

THAT Report No. CORPSERV-2018-0015 dated March 19, 2018 regarding 2018 Tax Policy be received.

CARRIED

- F. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0016 dated March 23, 2018 regarding Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at December 31, 2017. (Recommendation No. CCA-2018-0036)**

THAT Report No. CORPSERV-2018-0016 dated March 23, 2018 regarding Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at December 31, 2017 be received.

CARRIED

- G. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0022 dated March 13, 2018 regarding Capital Budget Status as at December 31, 2017. (Recommendation No. CCA-2018-0037)**

THAT Report No. CORPSERV-2018-0022 dated March 13, 2018 regarding the Capital Budget Status as at December 31, 2017 be received as information;

AND FURTHER THAT staff be authorized to transfer \$316,312 of Canada Gas Tax Reserve funds to the Wildwood Rd. Oakridge Ph. 1 project;

AND FURTHER THAT staff be authorized to transfer \$7,254 of unused Capital Replacement Reserve funds from the Mill St. Acton – Wellington to Young Resurfacing project to the Mill St. W. Acton – Cobblehill to Dublin Resurfacing project;

AND FURTHER THAT staff be authorized to transfer \$167,150 of unused Capital Replacement Reserve funds from the Mill St. E. Acton Resurfacing project to the Mill St. W. Acton – Cobblehill to Dublin project;

AND FURTHER THAT staff be authorized to transfer \$9,192 of unused Capital Replacement Reserve funds from the Mill St. Acton – Sidewalk Replacement Phase 1 project to the Mill St. Acton – Sidewalk Replacement Phase 2 project.

CARRIED

- H. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0023 dated March 13, 2018 regarding Operating Budget Status as at December 31, 2017. (Recommendation No. CCA-2018-0038)**

THAT Report No. CORPSERV-2018-0023 dated March 13, 2018 regarding the Operating Budget Status as at December 31, 2017 be received;

AND FURTHER THAT Council authorize staff to distribute \$125,000 of the 2017 operating surplus to the Special Infrastructure Reserve, \$100,000 to the Tax Rate Stabilization Reserve, \$100,000 to the Building Repairs & Maintenance Reserve and \$100,000 to the Pavement Management Reserve, as per the recommended contribution in the Long Range Financial Plan;

AND FURTHER THAT Council approve the distribution of the remaining 2017 operating surplus be distributed to the Library Capital Reserve in the amount of \$165,097 and the Tax Rate Stabilization Reserve in the amount of \$896,573;

AND FURTHER THAT the Committee recommend Council approve the adjustment of the amount distributed to the Tax Rate Stabilization Reserve, should there be any further changes to the operating surplus as a result of the annual year-end audit.

CARRIED

I. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0024 dated March 13, 2018 regarding 2017 Completed Capital Projects. (Recommendation No. CCA-2018-0039)**

THAT Report No. CORPSERV-2018-0024 dated March 13, 2018 regarding 2017 Completed Capital Projects be received as information.

CARRIED

J. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0025 dated March 14, 2018 regarding 2018 Final Property Tax Rates. (Recommendation No. CCA-2018-0040)**

THAT Report No. CORPSERV-2018-0025 dated March 14, 2018 regarding the 2018 Final Property Tax Rates, be received;

AND FURTHER THAT staff bring forward a By-law at the May 7 Council meeting authorizing Council to provide for Final Property Tax Rates for the 2018 taxation year;

AND FURTHER THAT installment due dates for the Final Property Tax Rate be set as June 27, 2018 and September 26, 2018;

AND FURTHER THAT installment due dates for those on the Monthly Pre-Authorized Tax Payment Plan for 2018 be set as June 27, July 27, August 29, September 26, October 29, 2018 and for 2019 be set as January 29, February 26, March 27, April 26 and May 29;

AND FURTHER THAT the payment of property taxes for (portions of) properties classed as farmland (FT) shall be due in full on September 26, 2018.

CARRIED

- K. **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0026** dated March 28, 2018 regarding Single Source Award for Non-union Benefits Review Services. (Recommendation No. CCA-2018-0041)

THAT Report No. CORPSERV-2018-0026, dated March 28, 2018 regarding Single Source Award for Non-union Benefits Review Services, be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a single source purchase order to Mercer Canada Limited, 120 Bremner Boulevard, Suite 800, Toronto, ON M5J 0A8, to an upset limit of \$40,000 plus HST.

CARRIED

- L. **FIRE SERVICES MEMORANDUM NO. FIRE-2018-0003** dated March 1, 2018 regarding Large Animal Rescue. (Recommendation No. CCA-2018-0042)

THAT MEM-FIRE-2018-0003 dated March 1, 2018 regarding Large Animal Rescue be received for information.

CARRIED

## 5. **CLOSED SESSION**

Recommendation No. CCA-2018-0043

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

- A. Verbal update from B. Marshall, CAO regarding the security of the property of the municipality or local board.

CARRIED

Committee moved into Closed Session at 3:55 p.m.

## 6. **RECONVENE INTO OPEN SESSION**

Recommendation No. CCA-2018-0044

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

CARRIED

Committee reconvened into Open Session at 4:23 p.m.

**CONFIDENTIAL REPORTS & MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION**

- A. **Verbal update from B. Marshall, CAO regarding the security of the property of the municipality or local board. (Recommendation No. CCA-2018-0045)**

THAT the verbal update from B. Marshall regarding the security of the property of the municipality or local board be received for information.

CARRIED

**7. ADJOURNMENT**

The meeting adjourned at 4:24 p.m.

\_\_\_\_\_MAYOR  
Rick Bonnette

\_\_\_\_\_CLERK  
Suzanne Jones