



**REPORT OF THE
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE
Minutes No. CCA-02-2019**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday February 4, 2019, at 3:00 p.m., in the Council Chambers, Town Hall.

Members Present: Mayor R. Bonnette, (ex-Officio); Councillor J. Fogal, Chair;
Councillors C. Somerville, T. Brown, W. Farrow-Reed, A. Lawlor
Regrets: Councillor J. Hurst
Staff Present: S. Jones, Clerk & Director of Legislative Services,
C. Mills, Commissioner of Transportation & Public Works,
J. Linhardt, Commissioner of Planning & Sustainability,
W. Harris, Commissioner of Recreation & Parks,
J. Diamanti, Commissioner of Corporate Services,
Harry Olivieri, Chief & Commissioner of Fire Services,
M.J. Leighton, Manager of Accounting and Town Treasurer,
G. Cannon, Chief Librarian, V. Petryniak, Deputy Clerk
Others Present: Councillor M. Albano, Councillor B. Lewis, Councillor M.
Johnson, Councillor B. Inglis,

1. CALL TO ORDER

Councillor J. Fogal called the meeting to order at 3:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

Councillor C. Somerville declared a pecuniary interest with respect to Report No. RP-2019-0006 (Item 4f) regarding Municipal Assistance Program requests, as his spouse is a member on the executive of the Acton Agricultural Society. He did not partake in any discussion or voting on the matter.

3. COMMITTEE DELEGATIONS/PRESENTATIONS

a. Lois Ouellette, Senior Manager - Audit, KPMG

Lois Ouellette, KPMB gave a presentation to Committee regarding the 2018 Audit Planning Report. (Refer to Item 4a)

b. Damian Szybalski, Manager of Economic Development, Innovation and Culture

Damian Szybalski, Manager of Economic Development, Innovation and Culture gave a presentation to Committee regarding State of Economy Snapshot - Q4 2018. (Refer to Item 4g)

c. Dharmen Dhaliah, Corporate Asset Manager

Dharmen Dhaliah, Corporate Asset Manager and Hans Arisz, RV Anderson gave a presentation to Committee regarding State of Infrastructure. (Refer to Item 4b)

4. REPORTS & MEMORANDUMS FROM OFFICIALS – SEVEN (7) ITEMS FOR RECOMMENDATION

a. CORPORATE SERVICES REPORT NO. CORPSERV-2019-0013 dated January 31, 2019 regarding KPMG 2018 Audit Planning Report. (Recommendation No. CCA-2019-0001)

THAT Report CORPSERV-2019-0013 dated January 31, 2019 regarding the KPMG 2018 Audit Planning Report be received as information.

CARRIED

b. RECREATION AND PARKS REPORT NO. RP-2019-0001 dated February 4, 2019 regarding the Town's CAM Program update and State of Infrastructure Report. (Recommendation No. CCA-2019-0002)

That Report No. RP-2019-0001 dated February 4, 2019 regarding the Town's CAM Program update and State of Infrastructure Report be received;

AND FURTHER THAT staff report back to Council with progress on the Town Strategic Asset Management Plan (SAMP) in the third quarter of 2019.

CARRIED

c. RECREATION AND PARKS REPORT NO. RP-2019-0002 dated December 19, 2019 regarding Proposal Award P-026-18 for Playground Equipment – Blanket Order. (Recommendation No. CCA-2019-0003)

THAT Report RP-2019-0002, dated December 19, 2018, regarding the Proposal Award P-026-18 for Playground Equipment - Blanket Order be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order in the amount of \$750,000 plus applicable taxes to PlayPower LT Canada Inc. PO Box 125, Paris Ontario N3L 3E7, as the play equipment supplier for a one year period (commencing in February 2019) with an option to renew for four one-year terms.

AND FURTHER THAT the Manager of Purchasing be authorized to issue a phased purchase order to an upset limit of \$1,250,000 plus applicable taxes to PlayPower LT Canada Inc., for additional playground projects approved by Council as part of future annual capital budgets.

CARRIED

d. RECREATION AND PARKS REPORT NO. RP-2019-0003 dated January 3, 2019 regarding Award of Request for Proposal P-18-160 for Property Appraisal Services. (Recommendation No. CCA-2019-0004)

THAT Report RP-2019-0003, dated January 3, 2019, regarding Award of Request for Proposal P-18-160 for Property Appraisal Services, be received;

AND FURTHER THAT the contract for Property Appraisal Services be awarded to the following roster at a total estimated amount of \$40,000.00 (plus HST) per year for a two (2) year contract with two (2) one (1) year options to renew based on satisfactory service and price negotiations:

1. Antec Appraisal Group Inc. 1022 Waterdown Road, Burlington, ON L7T 1N3
2. Cushman & Wakefield Ltd. 161 Bay Street, Suite 1500, PO Box 602, Toronto, ON M5J 2S1
3. Jacob Ellen & Associates Inc., 25 Main Street West, Suite 920, Hamilton ON, L8P 1H1
4. Stephen P. Saxe Ltd., 10319 15 Side Road, Halton Hills, ON L7G 4S6

AND FURTHER THAT Council authorize the Manager of Purchasing to issue the necessary purchase orders as required for the two (2) year period and additional renewals if exercised.

CARRIED

- e. **RECREATION AND PARKS REPORT NO. RP-2019-0005 dated February 4, 2019 regarding Capital Investment Planning Optimized Decision Making Tool Implementation – Award of Single Source contract. (Recommendation No. CCA-2019-0005)**

THAT Report No. RP-2019-0005 dated February 4, 2019 regarding the Town's Capital Investment Planning Optimized Decision Making Tool Implementation – Award of Single Source Contract be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a single source purchase order to GM BluePlan Engineering, 410 Lewis Road, Unit 18, Stoney Creek, ON. L8E 5Y7, to an upset limit of \$61,570 plus HST.

CARRIED

- f. **RECREATION AND PARKS REPORT NO. RP-2019-0006 dated January 11, 2019 regarding Municipal Assistance Program Request. (Recommendation No. CCA-2019-0006)**

THAT Report RP-2019-0006 dated January 11, 2019 regarding requests for Municipal Assistance Program be received;

AND FURTHER THAT funding in the amount of \$536.30 for the Georgetown Bread Basket Coldest Night of the Year 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-2019-0006.

CARRIED as AMENDED

- g. **OFFICE OF THE CAO MEMORANDUM NO. MEM-ADMIN-2019-0002 dated January 23, 2019 regarding State of Economy Snapshot – Q4 2018. (Recommendation No. CCA-2019-0007)**

THAT MEM-ADMIN-2019-0002 dated January 23, 2019 regarding State of Economy Snapshot - Q4 2018 be received for information.

CARRIED

5. CLOSED SESSION

Recommendation No. CCA-2019-0008

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

- a. RECREATION AND PARKS REPORT NO. RP-2019-0004 dated January 4, 2019 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Trail Connection)

Committee moved into Closed Session at 4:44 p.m.

CARRIED

6. RECONVENE INTO OPEN SESSION

Recommendation No. CCA-2019-0009

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

Committee reconvened into Open Session at 5:30 p.m.

CARRIED

CONFIDENTIAL REPORTS & MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION
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- a. **RECREATION AND PARKS REPORT NO. RP-2019-0004 dated January 4, 2019 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Trail Connection) (Recommendation No. CCA-2019-0010)**

THAT REPORT NO. RP-2019-0004 dated January 4, 2019 regarding a proposed or pending acquisition or disposition of land by the municipality or local board, be received;

AND FURTHER THAT staff follow the recommendations as set out in the Confidential Minutes of the Community and Corporate Affairs Committee meeting dated February 4, 2019.

CARRIED

7. ADJOURNMENT

The meeting adjourned at 5:31 p.m.

Rick Bonnette, MAYOR

Suzanne Jones, CLERK