



**REPORT OF THE  
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE  
Minutes No. CCA-10-2019**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday, August 26, 2019 at 3:00 p.m., in the Council Chambers, Halton Hills, Town Hall.

Members Present: Mayor R. Bonnette, (ex-Officio), Councillor J. Fogal, Chair, Councillor C. Somerville, Councillor T. Brown, Councillor J. Hurst, Councillor A. Lawlor, Councillor W. Farrow-Reed

Staff Present: A.B. Marshall, Chief Administrative Officer  
H. Olivieri, Chief and Commissioner of Fire Services,  
W. Harris, Commissioner of Recreation and Parks,  
M.J. Leighton, Manager of Accounting and Town Treasurer,  
G. Cannon, Chief Librarian,  
L. Lancaster, Manager of Human Resources,  
B. Andrews, Director of Engineering.  
B. Parker, Manager of Development Review,  
S. Jones, Clerk & Director of Legislative Services,  
V. Petryniak, Deputy Clerk

Others Present: Councillor B. Lewis

---

**1. CALL TO ORDER**

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary/conflict of interest.

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

**a. Catherine McLeod, Cultural Development Coordinator**

Catherine McLeod, Cultural Development Coordinator gave a presentation to Committee regarding Cultural Asset Tours - Status and Implementation Update. (Refer to Item 4a of this agenda)

**b. Catherine McLeod, Cultural Development Coordinator**

Catherine McLeod, Cultural Development Coordinator gave a presentation to Committee regarding Banner Project Update - Public Art Master Plan. (Refer to Item 4b of this agenda)

**c. Warren Harris, Commissioner of Recreation and Parks**

Warren Harris, Commissioner of Recreation and Parks gave a presentation to Committee regarding Recreation and Parks Strategic Action Plan Update. (Refer to Item 4e of this agenda)

<b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – NINE (9) ITEMS FOR RECOMMENDATION</b>
--

**a. OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0012 dated August 9, 2019 regarding Cultural Asset Tours – Status and Implementation Update. (Recommendation No. CCA-2019-0060)**

THAT OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0012 dated August 9, 2019 regarding Cultural Asset Tours – Status and Implementation Update, be received for information.

**CARRIED**

**b. OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0013 dated August 9, 2019 regarding Banner Project Update - Public Art Master Plan. (Recommendation No. CCA-2019-0061)**

THAT OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0013 dated August 9, 2019 regarding Banner Project Update - Public Art Master Plan be received for information.

**CARRIED**

**c. OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0014 dated August 8, 2019 regarding Project Status Update – Economic Development and Tourism Strategy; and Foreign Direct Investment (FDI) Strategy. (Recommendation No. CCA-2019-0062)**

THAT OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0014 dated August 8, 2019 regarding Project Status Update – Economic Development and Tourism Strategy; and Foreign Direct Investment (FDI) Strategy be received for information.

**CARRIED**

- d. **LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0004 dated July 23, 2019 regarding Drag Queen Storytime. (Recommendation No. CCA-2019-0063)**

THAT LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0004 dated July 23, 2019 regarding Drag Queen Storytime, be received for information.

**CARRIED**

- e. **RECREATION AND PARKS MEMORANDUM NO. RP-2019-0004 dated August 9, 2019 regarding Recreation and Parks Strategic Action Plan Update. (Recommendation No. CCA-2019-0064)**

THAT RECREATION AND PARKS MEMORANDUM NO. RP-2019-0004 dated August 9, 2019 regarding Recreation and Parks Strategic Action Plan Update be received for information.

**CARRIED**

- f. **RECREATION AND PARKS MEMORANDUM NO. RP-2019-0005 dated August 6, 2019 regarding Menstrual Product Dispensers. (Recommendation No. CCA-2019-0065)**

THAT RECREATION AND PARKS MEMORANDUM NO. RP-2019-0005 dated August 6, 2019 regarding Menstrual Product Dispensers be received for information.

**CARRIED**

- g. **CORPORATE SERVICES REPORT NO. CORPSERV-2019-0035 dated July 24, 2019 regarding the Delegation of Authority Relating to Assessment and Taxation Appeal Matters. (Recommendation No. CCA-2019-0066)**

THAT Report No. CORPSERV-2019-0035 dated July 24, 2019 regarding the Delegation of Authority Relating to Assessment and Taxation Appeal Matters be received;

AND FURTHER THAT staff brings forward a by-law to establish the Delegation of Authority Relating to Assessment and Taxation Appeal Matters and repeal By-law 2018-0038.

**CARRIED**

**h. CORPORATE SERVICES REPORT NO. CORPSERV-2019-0037 dated August 20, 2019 regarding Award of the Website Replacement Project Request for Proposal #P-062-19. (Recommendation No. CCA-2019-0067)**

THAT Report No. CORPSERV-2019-0037 dated August 20, 2019 regarding Award of the Website Replacement Project Request for Proposal #P-062-19 be received;

AND FURTHER THAT Council approve the award of contract for the website renewal to eSolutions Group, Ltd., 455 Phillip Street, Waterloo ON N2L 3X2 to an upset limit of \$143,150 (excluding HST) for both the Town of Halton Hills Website and the Halton Hills Tourism Website, including year-one hosting and maintenance costs;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to eSolutions Group, Ltd., 455 Phillip Street, Waterloo ON N2L 3X2 in the amount of \$143,150 (excluding HST);

AND FURTHER THAT Council approve the award of the website hosting, maintenance and support contract for both websites to eSolutions Group, Ltd., 455 Phillip Street, Waterloo ON N2L 3X2 in the amount of \$13,250 (excluding HST) per year, beginning in year two (2), for a three (3) year term with the option to renew annually thereafter, subject to satisfactory performance and price negotiations;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to CSDC, 255 Longside Drive Unit 102, Mississauga ON L5W 0G7 for the AMANDA web services module in the amount of \$42,000, including year-one support and maintenance (excluding HST);

AND FURTHER THAT Council approves the funding of this project in the amount of \$188,409 from the capital projects identified in Table A;

AND FURTHER THAT the request for annual operating costs of \$20,250 commencing in 2021 be referred to Budget Committee for consideration;

AND FURTHER THAT the Mayor and Clerk be required to authorize all necessary and ancillary documents with eSolutions Group, Ltd.;

AND FURTHER THAT the Mayor and Clerk be required to authorize all necessary and ancillary documents with CSDC.

**CARRIED**

i. **RECREATION AND PARKS REPORT NO. RP-2019-0026 dated August 9, 2019 regarding requests for municipal assistance. (Recommendation No. CCA-2019-0068)**

THAT Report RP-2019-0026 dated August 9, 2019 regarding requests for municipal assistance be received;

AND FURTHER THAT funding in the amount of \$1855.59 for the Halton Hills Chinese Association Moon Festival and Seniors Programs be derived from the Municipal Assistance program as the proposal meets the eligibility criteria;

AND FURTHER THAT funding in the amount of \$665.86 for Bruce Trail Conservancy Toronto Section Trail Hike event be derived from the Municipal Assistance program as the proposal meets the eligibility criteria;

AND FURTHER THAT funding in the amount of \$730.44 for Kinsmen Club of Georgetown Christmas Tree Sales be derived from the Municipal Assistance program as the proposal meets the eligibility criteria;

**CARRIED as AMENDED**

**5. CLOSED SESSION**

Recommendation No. CCA-2019-0069

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

- a. MEMORANDUM NO. CORPSERV-2019-0005 dated August 13, 2019 regarding the security of the property of the municipality or local board.

Committee moved into Closed Session at 3:53 p.m.

**6. RECONVENE INTO OPEN SESSION**

Recommendation No. CCA-2019-0070

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

Committee reconvened into Open Session at 3:55 p.m.

<b>CONFIDENTIAL REPORTS &amp; MEMORANDUMS FROM OFFICIALS – ONE (1) ITEM FOR RECOMMENDATION</b>
--

**CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2019-0005 dated August 13, 2019 regarding the security of the property of the municipality or local board. (Recommendation No. CCA-2019-0071)**

THAT CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2019-0005 dated August 13, 2019 regarding the security of the property of the municipality or local board be received for information;

AND FURTHER THAT staff carry out any recommendations as noted in the Confidential Minutes of the Community and Corporate Affairs Committee dated August 26, 2019.

**CARRIED**

**7. ADJOURNMENT**

The meeting adjourned at 3:56 p.m.

---

Rick Bonnette, MAYOR

---

Suzanne Jones, CLERK