



**REPORT OF THE
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE
Minutes No. CCA-08-2018**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday May 28, 2018, at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

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| Members Present: | Mayor R. Bonnette, (Ex-Officio), Councillor D. Kentner, Chair; Councillors C. Somerville, J. Fogal, T. Brown, A. Lawlor |
| Staff Present: | A.B. Marshall, CAO; 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; J. deHooze, Commissioner & Chief of Fire Services; M.J. Leighton, Manager of Accounting and Town Treasurer; G. Cannon, Chief Librarian; S. Jones, Clerk & Director of Legislative Services; V. Petryniak, Deputy Clerk |
| Others Present | Councillor M. Albano, Councillor B. Lewis, Councillor M. Johnson |

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. COMMITTEE DELEGATIONS/PRESENTATIONS**

3.a Richard Cockfield, Manager of Strategic Planning & Continuous Improvement

Richard Cockfield, Manager of Strategic Planning & Continuous Improvement/Susan Silver, Senior Advisor gave a presentation to the Committee regarding the Strategic Plan Update.

(PowerPoint on file in the clerk's office)

3.b Margaret Taylor, Recreation Coordinator, Active Living

Margaret Taylor, Recreation Coordinator, Active Living gave a presentation to the Committee regarding the Active Living Strategy Update.

(PowerPoint on file in the clerk's office)

3.c KPMG Presentation

Zac Sharp, Senior Manager, Audit/Lois Ouellette, Audit Engagement Partner, KPMG gave a presentation to the Committee regarding the 2017 Financial Statements, Management Discussion and Analysis, and Financial Information Return.

(PowerPoint on file in the clerk's office)

3.d Moya Jane Leighton, Manager of Accounting and Town Treasurer

Moya Jane Leighton, Manager of Accounting and Town Treasurer gave a presentation to the Committee regarding the 2017 Financial Statements, Management Discussion and Analysis, and Financial Information Return.

(PowerPoint on file in the clerk's office)

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| 4. REPORTS & MEMORANDUMS FROM OFFICIALS – ELEVEN (11) ITEMS FOR RECOMMENDATION |
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4.a LIBRARY SERVICES MEMORANDUM NO. LIB-2018-0004 dated May 1, 2018 regarding Halton Hills Public Library's Seed Library Program.
(Recommendation No. CCA-2018-0058)

THAT Library Services Memorandum No. LIB-2018-0004 dated May 1, 2018 regarding Halton Hills Public Library's Seed Library Program, be received.

CARRIED

4.b FIRE SERVICES MEMORANDUM NO. FIRE-2018-0008 dated March 27, 2018 regarding Comments on Ministry of Health and Long Term Care (MOHLTC) Firefighter – Paramedic Pilot Projects
(Recommendation No. CCA-2018-0059)

THAT Fire Services Memorandum No. FIRE-2018-0008 dated March 27, 2018 regarding Comments on Ministry of Health and Long Term Care (MOHLTC) Firefighter – Paramedic Pilot Projects, be received.

CARRIED

4.c CORPORATE SERVICES REPORT NO. CORPSERV-2018-0017 dated May 9, 2018 regarding the 2017 Development Charges Treasurer's Annual Statement. (Recommendation No. CCA-2018-0060)

THAT report no. CORPSERV-2018-0017 dated May 9, 2018 regarding the 2017 Development Charges Treasurer's Annual Statement be received;

AND FURTHER THAT Council approve an interim loan of \$100,000 from the Transportation DC Reserve to the Library Services DC Reserve.

CARRIED

4.d CORPORATE SERVICES REPORT NO. CORPSERV-2018-0018 dated May 8, 2018 regarding the 2017 Financial Statements, Management Discussion and Analysis, and Financial Information Return. (Recommendation No. CCA-2018-0061)

THAT Report no. CORPSERV-2018-0018 dated May 8, 2018 regarding the 2017 Financial Statements, Management Discussion and Analysis, and Financial Information Return be received;

AND FURTHER THAT the 2017 audited draft Financial Statements, and Financial Information Return be approved as presented and forwarded to Council for approval;

AND FURTHER THAT the 2017 Management Discussion and Analysis be received as information;

AND FURTHER THAT the 2017 audit findings report (Appendix C) be received as information and forwarded to Council as information.

CARRIED

4.e CORPORATE SERVICES REPORT NO. CORPSERV-2018-0021 dated May 9, 2018 regarding 2017 Town General Surplus. (Recommendation No. CCA-2018-0062)

THAT Report No. CORPSERV-2018-0021 dated May 9, 2018 regarding 2017 Town General Surplus be received as information;

AND FURTHER THAT \$137,624 of funding previously approved in the 2017 operating budget for contracted labour positions be held in general surplus and carried forward to 2018;

AND FURTHER THAT the final operating surplus of \$1,486,670, as approved through Report CORPSERV-2018-0023, be distributed as follows, the Special Infrastructure Reserve \$125,000, Tax Rate Stabilization Reserve \$100,000, Building Repairs & Maintenance Reserve \$100,000 and Pavement Management Reserve \$100,000, as per the recommended contributions specified in the Long Range Financial Plan. The remaining 2017 operating surplus be distributed to the Library Capital Reserve \$165,097 and Tax Rate Stabilization Reserve \$896,573.

CARRIED

4.f CORPORATE SERVICES REPORT NO. CORPSERV-2018-0027 dated April, 30, 2018, regarding the Award of the Request for Proposal for an Electricity and Natural Gas consultant. (Recommendation No. CCA-2018-0063)

THAT Report No. CORPSERV-2018-0027 dated April, 30, 2018, regarding the Award of the Request for Proposal for an Electricity and Natural Gas consultant, be received;

AND FURTHER THAT Council approve the award of Request for Proposal for an Electricity and Natural Gas Consultant to E2 Energy Inc., 6711 Mississauga Road, Mississauga, ON L5N 2W3 for a three (3) year term with three (3) one (1) year options to renew at a cost of \$5,441.00 plus applicable taxes per year;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the Natural Gas Management Services and Agency Agreement with E2 Energy Inc., Union Gas Agency Appointment Agreement, Union Gas' Unionline Access Agreement, Tri-Party Agency Acknowledgement Agreement with our existing suppliers, New Supplier Agreements and any other necessary agreements for the strategy and procurement of the supply of electricity and natural gas.

CARRIED

4.g CORPORATE SERVICES REPORT NO. CORPSERV-2018-0032 dated May 11, 2018 regarding Ontario's Main Street Revitalization Initiative Grant. (Recommendation No. CCA-2018-0064)

THAT Report No. CORPSERV-2018-0032 dated May 11, 2018 regarding Ontario's Main Street Revitalization Initiative Grant be received;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the "Municipal Funding Agreement Ontario's Main Street Revitalization Initiative" on behalf of the Town of Halton Hills;

AND FURTHER THAT staff be authorized to bring forward a by-law to Council in order to execute the Municipal Funding Agreement between the Association of Municipalities of Ontario and the Town of Halton Hills, and all subsequent agreements or amendments with respect to Ontario's Main Street Revitalization Initiative Funds with the Association of Municipalities of Ontario;

AND FURTHER THAT funding received under Ontario's Main Street Revitalization Initiative be directed to support the Town of Halton Hills' Community Improvement Plan.

CARRIED

4.h OFFICE OF THE CAO REPORT NO. ADMIN-2018-0016 dated March 28, 2018 regarding Council's Strategic Plan (Recommendation No. CCA-2018-0065)

THAT report No. ADMIN-2018-0016 dated March 28, 2018 regarding Council's Strategic Plan be received;

AND FURTHER THAT, in response to Council's direction contained in Report no. PDS-2015-0035 to conduct an internal review of actions contained in the 2010-2014 Strategic Action Plan, Council receive and refer to Appendix A;

AND FURTHER THAT, Council sunset the 2010-2014 Strategic Action Plan;

AND FURTHER THAT, Council receive the status update for the 2014-2018 Strategic Action Plan Top Eight Priorities and refer to Appendix B.

CARRIED

4.i OFFICE OF THE CAO REPORT NO. ADMIN-2018-0018 dated May 14, 2018 regarding approval of the Terms of Reference –Joint Compliance Audit Committee. (Recommendation No. CCA-2018-0066)

THAT Report No. ADMIN-2018-0018, dated May 14, 2018 regarding approval of the Terms of Reference –Joint Compliance Audit Committee, be received;

AND FURTHER THAT the attached Terms of Reference for the Joint Compliance Audit Committee, be approved.

CARRIED

4.j RECREATION AND PARKS REPORT NO. RP-2018-0016 dated April 9, 2018 regarding requests for Municipal Assistance. (Recommendation No. CCA-2018-0067)

THAT Report RP-2018-0016 dated April 9, 2018 regarding requests for Municipal Assistance be received;

AND FURTHER THAT funding in the amount of \$3,285.59 for the Lion's Club of Georgetown Head for the Hills Craft Beer Festival 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- 0016;

AND FURTHER THAT funding in the amount of \$886.36 for the Lion's Club of Georgetown Santa Claus Parade 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- 0016;

AND FURTHER THAT funding in the amount of \$4,575.00 for the Willow Park Ecology Centre – 20th Anniversary Celebration be derived from the Municipal Assistance program as outlined in Report RP-2018-0016.

CARRIED as AMENDED

4.k RECREATION AND PARKS REPORT NO. RP-2018-0017 dated April 27, 2018 regarding Active Living Strategy Update. (Recommendation No. CCA-2018-0068)

THAT Report No. RP-2018-0017 dated April 27, 2018 regarding Active Living Strategy Update be received for information;

AND FURTHER THAT staff be directed to pursue potential funding such as the Ontario Sport and Recreation Communities Fund through the Ministry of Tourism, Culture and Sport to continue implementation of the Active Living Strategy;

AND FURTHER THAT ongoing funding and operating budget impacts to support the work plan be referred to 2019 Budget Committee for consideration.

CARRIED

5. CLOSED SESSION

There were no items for closed session.

6. ADJOURNMENT

The meeting adjourned at 4:52 p.m.

Rick Bonnette, MAYOR

Suzanne Jones, CLERK