



**REPORT OF THE  
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE  
Minutes No. CCA-09-2018**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday June 25, 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 C. Somerville, J. Fogal, T. Brown, A. Lawlor, J. Hurst

Staff Present: A.B. Marshall, CAO; C. Mills, Commissioner of Transportation & Public Works; J. Linhardt, Commissioner of Planning & Sustainability; J. Diamanti, Commissioner of Corporate Services; K. Okimi, Manager of Parks and Open Spaces; H. Olivieri, Deputy Chief; G. Cannon, Chief Librarian; M.J. Leighton, Manager of Accounting and Town Treasurer; S. Jones, Clerk & Director of Legislative Services; V. Petryniak, Deputy Clerk

Others Present Councillor B. Lewis

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**1. CALL TO ORDER**

The Chair called the meeting to order at 3:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None were declared.

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

**3.a Rick Chambers & Sylvia Mitchell, Hillsview Board of Directors**

R. Chambers and S. Mitchell provided updates regarding the Active Living Centres.

<b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – TEN (10) ITEMS FOR RECOMMENDATION</b>
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- 4.a FIRE SERVICES MEMORANDUM NO. FIRE-2018-0011** dated June 4, 2018 regarding Car Seat Clinic. **(Recommendation No. CCA-2018-0069)**

THAT FIRE SERVICES MEMORANDUM NO. FIRE-2018-011 dated June 4, 2018 regarding Car Seat Clinic, be received.

CARRIED

- 4.b CORPORATE SERVICES REPORT NO. CORPSERV-2018-0028** dated May 28, 2018, regarding the Annual Purchasing Policy Reporting – By-law No. 2017-0061. **(Recommendation No. CCA-2018-0070)**

THAT Report CORPSERV-2018-0028, dated May 28, 2018, regarding the Annual Purchasing Policy Reporting – By-law No. 2017-0061 be received for information.

CARRIED

- 4.c CORPORATE SERVICES REPORT NO. CORPSERV-2018-0029** dated June 7, 2018 regarding Semi-annual Single Source 2018 Awards. **(Recommendation No. CCA-2018-0071)**

THAT Report No. CORPSERV-2018-0029 dated June 7, 2018 regarding Semi-annual Single Source 2018 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2018 requests be awarded as per the list of suppliers in the body of this report and attached as Schedule A;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders in the amounts indicated on the list of suppliers as outlined in Schedule A.

CARRIED

- 4.d CORPORATE SERVICES REPORT NO. CORPSERV-2018-0033** dated May 22, 2018 regarding the Contract for the US Bank Canada Purchasing Card Program. **(Recommendation No. CCA-2018-0072)**

THAT Report CORPSERV-2018-0033, dated May 22, 2018 regarding the Contract for the US Bank Canada Purchasing Card Program be received;

AND FURTHER THAT the contract with US Bank Canada be extended for five (5) years for the Purchasing Card Program;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the necessary contract documents with US Bank Canada.

CARRIED

- 4.e CORPORATE SERVICES REPORT NO. CORPSERV-2018-0034** dated June 6, 2018, regarding Award of Proposal P-060-18 for external auditing services. **(Recommendation No. CCA-2018-0073)**

THAT Report No. CORPSERV-2018-0034 dated June 6, 2018, regarding Award of Proposal P-060-18 for external auditing services be received;

AND FURTHER THAT Council approves the external auditing service contract award to KPMG LLP, 115 King Street South,, 2nd Floor, Waterloo, ON, N2J 1P2 for a two (2) year term in the amount of \$102,009 (plus HST) for the fiscal 2018 and 2019 audits with the option to renew for an additional three (3), one(1) year terms for the fiscal 2020 to 2022 audits subject to satisfactory performance and price negotiations;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to KPMG LLP, 115 King Street South, 2nd Floor, Waterloo, ON, N2J 1P2 in the amount of \$102,009 (plus HST) for the first two (2) year term and subsequent renewals, if exercised.

CARRIED

- 4.f CORPORATE SERVICES REPORT NO. CORPSERV-2018-0035** dated June 18, 2018 regarding the Delegation of Authority Relating to Assessment and Taxation Appeal Matters. **(Recommendation No. CCA-2018-0074)**

THAT Report No. CORPSERV-2018-0035 dated June 18, 2018 regarding the Delegation of Authority Relating to Assessment and Taxation Appeal Matters be received;

AND FURTHER THAT staff bring forward a by-law to establish the Delegation of Authority Relating to Assessment and Taxation Appeal Matters and repeal By-law 2012-0040

CARRIED

- 4.g OFFICE OF THE CAO REPORT NO. ADMIN-2018-0022** dated June 18, 2018 regarding the appointment of an Integrity Commissioner. **(Recommendation No. CCA-2018-0075)**

THAT Report No. ADMIN-2018-0022 dated June 18, 2018 regarding the appointment of an Integrity Commissioner, be received;

AND FURTHER THAT the Community & Corporate Affairs Committee recommend Council authorize the award for the provision of an Integrity

Commissioner to Principles Integrity for a term to commence September 1, 2018 and conclude December 31, 2022;

AND FURTHER THAT the CAO and Clerk be authorized to execute an agreement and all associated documents with Principles Integrity;

AND FURTHER THAT the CAO approve the issuance of a Purchase Order for an upset limit of \$15,000 (excluding taxes) to Principles Integrity;

AND FURTHER THAT the Clerk prepare the necessary by-law to appoint Principles Integrity as Integrity Commissioner for the Town of Halton Hills;

AND FURTHER THAT the Clerk forward a copy of this report to the Region of Halton, City of Burlington, the Town of Milton and the Town of Oakville for their information.

CARRIED

**4.h RECREATION AND PARKS REPORT NO. RP-2018-0018** dated June 25, 2018, regarding the Town of Halton Hills Corporate Asset Management Policy. **(Recommendation No. CCA-2018-0076)**

THAT Report No. RP-2018-0018 dated June 25, 2018, regarding the Town of Halton Hills Corporate Asset Management Policy be received;

AND FURTHER THAT Council endorse the Town of Halton Hills Corporate Asset Management Policy as contained within Report RP-2018-0018.

CARRIED

**4.i RECREATION AND PARKS REPORT NO. RP-2018-0019** dated May 23, 2018 regarding Senior Services Update – Hillsvie Active Living Centres. **(Recommendation No. CCA-2018-0077)**

THAT Report No. RP-2018-0019 dated May 23, 2018 regarding Senior Services Update – Hillsvie Active Living Centres be received;

AND FURTHER THAT staff be directed to proceed with a service delivery review of the Hillsvie Active Living Centres in partnership with the Board of Directors;

AND FURTHER THAT staff be directed to proceed with a financial review of the Hillsvie Active Living Centres and explore funding and revenue generation opportunities in partnership with the Joint Executive of the Board of Directors;

AND FURTHER THAT ongoing funding and operating budget impacts to support continued operations be referred to future Budget Committee for consideration;

AND FURTHER THAT staff be directed to report back on future updates to advise of further changes in the provision of services at the Hillview Active Living Centre.

CARRIED

**4.j RECREATION AND PARKS REPORT NO. RP-2018-0020** dated June 6, 2018 regarding a request for Municipal Assistance.  
**(Recommendation No. CCA-2018-0078)**

THAT Report RP-2018-0020 dated June 6, 2018 regarding a request for Municipal Assistance be received;

AND FURTHER THAT funding in the amount of \$4,071.91 for the Movie Under the Stars Event be derived from the Municipal Assistance Program as the proposal meets the eligibility criteria as outlined in Report RP-2018-0020;

AND FURTHER THAT funding for Municipal Assistance Program requests outlined in Report RP-2018-0020, totaling \$4,511.78, that are in excess of the Council approved Municipal Assistance Program budget be funded through the Tax Rate Stabilization Reserve.

CARRIED

**5. CLOSED SESSION**

NIL

**6. RECONVENE INTO OPEN SESSION**

NIL

**7. ADJOURNMENT**

The meeting adjourned at 4:14 p.m.

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK