

**FIRST Meeting - Regular Session**

The Administrative Services Committee met in regular session this 23<sup>rd</sup> day of January, 2017 in the Bronte and Palermo Rooms of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville, commencing at 7:00 p.m.

Present: Chairperson - Councillor Tom Adams

Mayor - Rob Burton  
Councillors - Dave Gittings  
- Jeff Knoll  
- Roger Lapworth  
- Sean O'Meara

Staff - G. Lalonde, Commissioner of Corporate Services and Treasurer  
- J. Clarke, Director of Human Resources  
- D. Lambert, Director of Development Engineering  
- P. Sauvageot, Director of Internal Audit  
- V. Tytaneck, Town Clerk  
- R. Maynard, Assistant Town Solicitor  
- P. Adamson, Manager of Development Financing and Investments  
- J. Knighton, Manager of Realty Services  
- C. McConnell, Manager of Current Planning – West District  
- S. Caeiro, Human Resources Consultant  
- L. Morgan, Council and Committee Coordinator

Regrets: Councillor - Cathy Duddeck

**Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**AGENDA ITEM(S)**

1. **Status of Internal Audit Recommendations**
  - **Report from Internal Audit Department,  
December 31, 2016**

Moved by Mayor Burton

1. That the report, *Status of Internal Audit Recommendations*, dated December 31, 2016, from the Director, Internal Audit, be received, and the recommendation and action plan reported be implemented by management; and
2. That staff be requested to report back in 12 months on the status of all the not fully implemented recommendations.

CARRIED

2. **165 Charnwood Drive (former Chisholm Public School)**
  - **Report from Legal Department, December 19, 2016**

Moved by Mayor Burton

1. That the report of the Legal department, dated December 19, 2016, regarding the results of the Request for Proposal (RFP) (Prop 22-2016) for the sale of the former Chisholm Public School site at 165 Charnwood Drive be received;
2. That a sale of the property at 165 Charnwood Drive to the recommended proponent / purchaser be approved on terms outlined in the confidential Appendix B to the report of the Legal department, dated December 19, 2016;
3. That the Town Solicitor be authorized to make minor modifications to the Agreement of Purchase and Sale and all related documentation as required, and be authorized to take all steps as necessary for the successful completion of the transaction; and
4. That all documents as required to conclude the transaction be executed in accordance with By-law 2013-057.

CARRIED

3. **By-law 2017-009 - A By-law to Authorize the Temporary Borrowing of Monies for 2017**

- **Report from Finance Department, December 6, 2016**

Moved by Mayor Burton

That By-law 2017-009 be passed authorizing the temporary borrowing of monies to meet current expenditures should the need arise until taxes are collected and other revenues are received.

CARRIED

4. **Tax Apportionments**

- **Report from Finance Department, December 15, 2016**

Moved by Mayor Burton

That the recommended apportionment of taxes in the amount of \$20,345.68 attached as Appendix A to the report of the Financial Operations department, dated December 15, 2016, be approved.

CARRIED

5. **Corporate Policy and Procedure Update Report**

- **Report from Clerk's Department, December 15, 2016**

Moved by Mayor Burton

1. That the updated Agendas, Meetings & Resolutions Policy G-GEN-007 and related procedures be approved:
  - a. Responding to Resolutions Procedure G-GEN-007-001;
  - b. Submissions and Distributions of Agenda Items for Council Meetings Procedure G-GEN-007-002; and
  - c. Public Meeting Protocol Procedure G-GEN-007-003.
2. That the updated Time At and Away From Work Policy HR-MNG-001 be approved, and the following related procedures be received:
  - a. Absence Reporting Procedure HR-MNG-001-001;
  - b. Unpaid Leave of Absence Procedure HR-MNG-001-005;
  - c. Election and Voting Leave Procedure HR-MNG-001-008; and
  - d. Jury or Witness Duty Procedure HR-MNG-001-009.

3. That the updated Occupational Health, Safety and Workplace Violence Policy HR-MNG-005 be approved and the related Workplace Violence Procedure HR-MNG-005-002 be received.
4. That the updated Recruitment Policy HR-RCT-001 be approved and the updated procedures be received:
  - a. Recruitment – Permanent Full-time Procedure HR-RCT-001-001;
  - b. Recruitment – Temporary Staffing, Part-time and Students Procedure HR-RCT-001-002;
  - c. Probationary Period Procedure HR-RCT-001-003; and
  - d. Exit Interview Procedure HR-RCT-001-005.
5. That the following Human Resources policies, having been incorporated into the Time At and Away From Work Policy and Recruitment Policy and related procedures, be rescinded:
  - a. Inclement Weather Procedure HR-MNG-001-002;
  - b. Vacation Policy HR-MNG-002;
  - c. Public Holidays Policy HR-MNG-003;
  - d. Leave of Absence Policy HR-MNG-004;
  - e. Flexible Work Arrangements Policy HR-MNG-010;
  - f. Probationary Period Policy HR-RCT-002;
  - g. Criminal Record Check Policy HR-RCT-003; and
  - h. Exit Interview Policy HR-RLS-001.

CARRIED

6. **Woodside Library & Halton Region (EMS) Proposed  
Land Exchange**  
- **Report from Legal Department, January 2, 2017**

Moved by Mayor Burton

1. That the report of the Legal department, dated January 2, 2017, entitled *Woodside Library & Halton Region (EMS) Proposed Land Exchange*, be received;
2. That Town staff be granted authority to provide consent to Halton Region to include Town lands in planning applications to facilitate an exchange of lands for the reconfiguration of the Woodside Library site and create a site for a potential EMS station on Woodside Drive;

3. That Town staff be granted authority to provide consent to Halton Region to act on the Town's behalf on related development applications and to enter agreements with the Region for the project management and completion of parking and site improvements for the Town's Woodside Library property;
4. That staff be delegated authority to negotiate and execute agreements for the exchange of lands conditional upon planning and site plan approvals, on terms satisfactory to the CAO and Town Solicitor;
5. That staff be authorized to execute all requisite documentation for the completion of the exchange of lands in accordance with By-law 2013-057; and
6. That the Town Solicitor be authorized to make modifications to the agreements and requisite documentation as necessary.

CARRIED

**7. Accessibility Advisory Committee (December 8, 2016)**

Moved by Councillor Gittings

That the minutes of the Accessibility Advisory Committee meeting of December 8, 2016, be received.

CARRIED

**ADJOURNMENT**

The meeting adjourned at 7:08 p.m.