

FIRST Meeting - Regular Session

The Administrative Services Committee met in regular session this 25th day of January, 2016 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville, commencing at 7:00 p.m.

- Present: Chairperson - Councillor Dave Gittings
- Mayor - Rob Burton
- Councillors - Jeff Knoll
- Roger Lapworth
- Natalia Lishchyna
- Sean O'Meara
- Staff - R. Green, Chief Administrative Officer
- G. Lalonde, Commissioner of Corporate Services and Treasurer
- J. Clohecy, Commissioner of Community Development
- C. Bell, Commissioner of Community Services
- D. Carr, Town Solicitor
- L. Horlor, Deputy Treasurer and Director of Financial Operations
- N. de Vaal, Director of Recreation and Culture
- C. Mark, Director of Parks and Open Space Department
- P. Sauvageot, Director of Internal Audit
- S. Switzer, Director of Facilities and Construction Management
- A. Glynn, Deputy Fire Chief
- M. Brennan, Senior Manager of Recreation Operations
- J. Knighton, Manager of Realty Services
- N. Wolfe, Manager of Capital Projects
- J. van der Heiden, Manager of Accounting Operations
- L. Morgan, Council and Committee Coordinator
- Also Present: Councillors - Cathy Duddeck
- Allan Elgar

Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

AGENDA ITEM(S)

1. **By-law 2016-006 - A By-law to Authorize the Temporary Borrowing of Monies for 2016**
- **Report from Finance Department, December 9, 2015**

Moved by Councillor Lapworth

That By-law 2016-006 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

2. **Oakville Arena Redevelopment - IPD Contract**
- **Report from Facilities and Construction Management Department and Recreation and Culture Department, January 7, 2016**

Moved by Councillor Knoll

1. That the letter of intent between the Town of Oakville, Diamond Schmitt Architects Incorporated and Graham Construction and Engineering for the validation phase of the Oakville Arena Redevelopment project be executed in accordance with By-law 2013-057 and subject to the satisfaction of the Town Solicitor; and
2. That the joint report from Facilities and Construction Management department and the Recreation and Culture department, dated January 7, 2016, be received.

CARRIED

3. **2015 Audit Planning Report from KPMG**
- **Report from Finance Department, November 30, 2015**

Moved by Mayor Burton

That the Audit Planning Report prepared by KPMG for the 2015 fiscal year be received.

CARRIED

4. **Licence Agreement - Oakville Power Boat Club**

- **Report from Parks and Open Space Department,
December 22, 2015**

Moved by Councillor O'Meara

1. That the report from the Parks and Open Space department, dated December 22, 2015, regarding Licence Agreement - Oakville Power Boat Club, be received;
2. That the Licence Agreement dated January 1, 2016, with the Oakville Power Boat Club be approved;
3. That the Town Solicitor be authorized to make minor modifications to the Licence Agreement that do not affect the substance of the agreement;
and
4. That the Licence Agreement be executed in accordance with By-law 2013-057.

CARRIED

5. **Cash Handling - Manual Receipts Review**

- **Report from Internal Audit Department,
December 16, 2015**

Moved by Councillor Knoll

That the report dated December 16, 2015, from the Internal Audit department be received, and the recommendations and action plans reported be implemented by management.

CARRIED

6. **Accessibility Advisory Committee (December 10, 2015)**

Moved by Mayor Burton

That the minutes of the Accessibility Advisory Committee meeting of December 10, 2015, be received.

CARRIED

C-1. Former Public Works Site - 2264, 2274 and 2320 Trafalgar Road - Interim Report

- **Confidential Report from Chief Administrative Officer and Legal Department, November 16, 2015**

Moved by Mayor Burton

That recommendation contained in the confidential the report dated November 16, 2015, from the Chief Administrative Officer and Legal Department, be approved.

CARRIED

ADJOURNMENT

The meeting adjourned at 7:55 p.m.