

**THIRD Meeting - Regular Session**

The Administrative Services Committee met in regular session this 29<sup>th</sup> day of March, 2016 in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville, commencing at 8:00 p.m.

- Present: Chairperson - Councillor Roger Lapworth
- Councillors - Dave Gittings  
- Jeff Knoll  
- Natalia Lishchyna  
- Sean O'Meara (*Arrived at 8:05 p.m.*)
- Staff - G. Lalonde, Commissioner of Corporate Services and Treasurer  
- J. Courtemanche, Director of Strategy, Policy and Communications  
- L. Horlor, Deputy Treasurer and Director of Financial Operations  
- P. Sauvageot, Director of Internal Audit  
- N. Sully, Deputy Treasurer and Director of Financial Planning  
- V. Tytaneck, Town Clerk  
- J. Barry, Senior Manager of Enforcement Services  
- K. Galione, Senior Manager of Legislative Services  
- J. Knighton, Manager of Realty Services  
- S. Campbell, Supervisor of Licensing and By-law Enforcement  
- L. Morgan, Council and Committee Coordinator

**Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**AGENDA ITEM(S)**

1. **Applications for Cancellation, Reduction or Refund of Taxes under Sections 357 & 358 of the *Municipal Act***  
- **Report from Finance Department, January 28, 2016**

Moved by Councillor Knoll

That the tax adjustments, summarized in Appendix A and detailed in Appendices B and C of the report from the Financial Operations department, dated January 28, 2016, in the amount of \$274,424.33 plus \$5,657.88 in accrued late payment charges, be approved.

CARRIED

2. **Lease Extension Agreement for A.C.S Logistics Transportation Inc. - 1011 North Service Road East**  
- **Report from Legal Department, February 16, 2016**

Moved by Councillor Knoll

1. That the lease extension agreement for 1011 North Service Road East be approved and executed in accordance with By-law 2013-057; and
2. That the Town Solicitor be authorized to make minor amendments to the lease documents that do not affect the substance of the agreement.

CARRIED

3. **Ombudsman Services - By-law 2016-042**  
- **Report from Clerk's Department, March 4, 2016**

Moved by Councillor Knoll

1. That ADR Chambers Inc. be appointed as Ombudsman for the Town of Oakville in accordance with section 223.13(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 for a two-year term commencing April 5, 2016;
2. That a service agreement between the Town of Oakville and ADR Chambers Inc. regarding the appointment of ADR Chambers Inc. as Ombudsman be executed subject to the satisfaction of the Town Solicitor and Town Clerk in accordance with By-law 2013-057; and

3. That By-law 2016-042, a by-law to appoint ADR Chambers Inc. as Ombudsman for the Town of Oakville, be passed.

CARRIED

4. **2015 Statement of Remuneration and Expenses Paid to Members of Council and Committees**  
- **Report from Finance Department, February 12, 2016**

Moved by Councillor Knoll

That the annual statement of remuneration and expenses paid to members of Council and appointed members of the Committee of Adjustment prepared by the Financial Operations department, in accordance with Section 284 of the *Municipal Act, 2001*, be received.

CARRIED

5. **Accessibility Advisory Committee 2015 Accomplishments and Proposed 2016 Work Plan**  
- **Report from Strategy, Policy and Communications Department, March 14, 2016**

Moved by Councillor Knoll

That the 2015 Accomplishments and the Proposed 2016 Work Plan for the Accessibility Advisory Committee be received.

CARRIED

6. **Former Chisholm School Site at 165 Charnwood Drive - Update and Disposition Strategy**  
- **Report from Legal Department, March 7, 2016**

Moved by Councillor Knoll

1. That the report of the Legal department, dated March 7, 2016, regarding the Former Chisholm School Site at 165 Charnwood Drive – Update and Disposition Strategy, be received; and

2. That staff be authorized to issue a public tender for the sale of the lands based upon the principles in the report, and report back to Council with the results of the tender and recommendations.

CARRIED

**7. Halton Court Services 2016 Business Plan  
- Report from Finance Department, January 25, 2016**

Moved by Councillor Knoll

1. That the 2016 Business Plan and Budget for Halton Court Services (HCS), as detailed in the report from the Financial Operations department, dated January 25, 2016, be approved; and
2. That the City of Burlington on behalf of the Halton Municipal Partners be authorized to implement the recommendations contained within the 2016 Business Plan and Budget.

CARRIED

**8. Municipal Enforcement Strategy  
- Report from Clerk's Department, February 29, 2016**

Moved by Councillor Knoll

1. That a new service delivery model for by-law enforcement services identified as Option 4 - 24/7 Centralized By-law Enforcement, in the February 29, 2016 report on Municipal Enforcement Strategy from the Clerk's department, be approved; and
2. That implementation Option B2 presented in the February 29, 2016 report on a Municipal Enforcement Strategy from the Clerk's department, with implementation costs phased in over 5 years beginning in 2017, be approved and referred to the Budget Committee for consideration.

CARRIED

9. **Internal Audit - 2015 Annual Report & 2016 Annual Work Plan**  
- **Report from Internal Audit Department, February 25, 2016**

Moved by Councillor Knoll

That the report dated February 25, 2016, from the Internal Auditor department be received, and the recommendation and action plan reported be implemented by management.

CARRIED

10. **2015 Year End Report and Surplus Disposition**  
- **Report from Finance Department, February 9, 2016**

Moved by Councillor Lishchyna

1. That the 2015 Year End Financial Report and Surplus Disposition be received;
2. That the Treasurer be authorized to fund and close the capital projects as identified in the report from the Finance department, dated February 9, 2016;
3. That the 2015 surplus be distributed as follows:
  - \$226,759 to the Insurance reserve
  - \$500,000 to Equipment reserves
  - \$2,034,848 to the General Capital reserve; and
4. That reserves identified for closure and consolidation be approved as outlined in the report from the Finance department, dated February 9, 2016.

CARRIED

**ADJOURNMENT**

The meeting adjourned at 9:28 p.m.