

SECOND Meeting - Regular Session

The Administrative Services Committee met in regular session this 17th day of February, 2015 in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville, commencing at 7:00 p.m.

Present: Chairperson - Councillor Max Khan

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

Staff - G. Lalonde, Commissioner of Corporate Services and
Treasurer
- N. Sully, Deputy Treasurer and Director of Financial
Planning
- L. Horlor, Director of Financial Operations
- P. Sauvageot, Director of Internal Audit
- E. Zutis, Manager of Infrastructure Planning
- L. Morgan, Committee Coordinator

Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

AGENDA ITEM(S)

1. Tax Apportionments

- Report from Finance Department, January 25, 2015

Moved by Mayor Burton

That the recommended apportionment of taxes in the amount of \$110,470.98 attached as Appendix A to the report of the Financial Operations department, dated January 25, 2015, be approved.

CARRIED

2. **2014 Statement of Remuneration and Expenses Paid to Members of Council and Committees**

- **Report from Finance Department, January 16, 2015**

Moved by Mayor Burton

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

3. **2014 Closed Meeting Statistics**

- **Report from Clerk's Department, January 13, 2015**

Moved by Mayor Burton

That the report dated January 13, 2015, from the Clerk's department regarding the 2014 closed meetings statistics be received.

CARRIED

4. **Single Source Award and Consultant Assignment Extension for Contract Administration and Quality Assurance Services - Rebecca Street Bridge Rehabilitation Project at 16 Mile Creek**

- **Report from Engineering and Construction Department, January 29, 2015**

Moved by Mayor Burton

That Cole Engineering Group Limited be retained to provide contract administration and quality assurance services in the amount of \$580,000 (excluding HST) as an extension to their existing engineering consulting assignment and as a bona fide single source provided for in the Purchasing By-law.

CARRIED

5. **Acquisition of Lands from the 1595 North Service Road
Portfolio Inc. Property - 1595 North Service Road East**
- **Report from Legal Department, January 22, 2015**

Moved by Mayor Burton

1. That the acquisition of the lands identified as Part 1 on Plan 20R-19640, shown on Appendix "A" attached, be approved;
2. That the agreement be executed in accordance with By-law 2013-057;
and
3. That the Town Solicitor be authorized to make minor modifications to the agreement that do not affect the substance of the agreement.

CARRIED

6. **Halton Court Services 2015 Business Plan and Budget**
- **Report from Finance Department, January 27, 2015**

Moved by Councillor Knoll

1. That the 2015 Business Plan and Budget for Halton Court Services, as detailed in the report from the Financial Operations department, dated January 27, 2015, 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 2015 Business Plan and Budget.

CARRIED

7. **Investment Review**
- **Report from Internal Audit Department, December 4, 2014**

Moved by Councillor Duddeck

That the Investment Review attached as Appendix A to the December 4, 2014 report of the Director, Internal Audit, be received and the recommendations and action plans reported in Appendix A be implemented by management.

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 7:15 p.m.