

ELEVENTH Meeting - Regular Session

The Community Services Committee met in regular session this 10th day of July 2006, in the Oakville Room of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville, commencing at 7:30 p.m.

- Present: Chairperson - Councillor Cathy Duddeck
- Councillors - Tom Adams
- Jeff Knoll
- Ralph Robinson
- Chris Stoate
- Staff - D. Bloomer, Acting Commissioner of Infrastructure Services
- R. Boyes, Fire Chief
- B. Sumak, Deputy Fire Chief, Operations
- B. Cole, Director of Transit Services
- C. Mark, Director of Parks and Open Space
- H. Hecht, Manager of Development Engineering
- D. Lambert, Manager of Design and Construction
- S. McMillan, Manager of Traffic Engineering
- M. Millman, Manager of Realty Services
- K. Laretei, Water Resources Engineer
- R. Gabriel, Subwatershed Engineering Coordinator
- D. Johnson, Engineering Design Technologist
- L. Morgan, Committee Coordinator

Also Present: Councillor - Marc Grant

Regrets: Councillor - Renee Sandelowsky

Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

AGENDA ITEMS

1. **Provincial Funding Assistance for Proposed Uptown Core Oakville Transit Bus Terminal**
- **Report from the Legal Department, June 28, 2006**

Moved by Councillor Adams

That the Mayor and Clerk be authorized to execute a funding agreement with the Province pursuant to the Golden Horseshoe Transit Investment Partnership (GTIP) Program.

CARRIED

2. **Design Approval for Wycroft Road Intersection Improvements at Dorval Drive**

- Report from the Department of Engineering and Construction, June 30, 2006

Moved by Councillor Adams

That the engineering design plans (Appendix B) for the realignment, reconstruction and widening of the Wycroft Road intersection at Dorval Drive, as described in the staff report from the Department of Engineering and Construction, dated June 30, 2006, be approved.

CARRIED

3. **Reconstruction and Widening of South Service Road/Wycroft Road at Fourth Line – Design Approval**

- Report from the Department of Engineering and Construction, June 29, 2006

Moved by Councillor Adams

That the reconstruction and widening of South Service Road/Wycroft Road at Fourth Line as outlined in the staff report and as shown on the plan within Appendix B of the staff report dated June 29, 2006, from the Department of Engineering and Construction, be approved.

CARRIED

4. **Transit Service Improvements to Halton Regional Centre (Route 22)**

- Report from Transit Services, June 29, 2006

Moved by Councillor Adams

1. That the additional service improvements for Route 22 during the peak hour period into the Halton Regional Centre, 1151 Bronte Road, as described in the report dated June 29, 2006, from Transit Services, be approved; and
2. That an Oakville Staff Team be established to review the potential for a program similar to the Smart Commute Halton Program at the Oakville Municipal Building, 1225 Trafalgar Road, and report back on its findings and recommendations.

CARRIED

5. **Queen Elizabeth Way, High Occupancy Vehicle (HOV) Study from Burloak Drive to Third Line and from Third Line to Trafalgar Road, Transportation Environmental Study Report Addenda, May 2006**

- Report from the Department of Engineering and Construction June 28, 2006

Moved by Councillor Adams

1. That the Ontario Ministry of Transportation May 2006 report entitled "Queen Elizabeth Way, from East of Burloak Drive to West of Third Line, Transportation Environmental Study Report Addendum", be received;

(continued)

Item 5 - Queen Elizabeth Way, High Occupancy Vehicle (HOV) Study from Burloak Drive to Third Line and from Third Line to Trafalgar Road, Transportation Environmental Study Report Addenda, May 2006 (continued)

2. That the Ontario Ministry of Transportation May 2006 report entitled "Queen Elizabeth Way, from East of Third Line to East of Trafalgar Road, Transportation Environmental Study Addendum", be received; and
3. That the Ontario Ministry of Transportation's recommended preliminary design for the utilization of one lane in each direction of a widened Queen Elizabeth Way as High Occupancy Vehicle (HOV) lanes from east of Burloak Drive to east of Trafalgar Road, be approved in principle.

CARRIED

6. Open Burning
- Report from the Fire Department, July 4, 2006

Moved by Councillor Knoll

1. That staff be directed to prepare a draft Open Burning By-law for the Town of Oakville (as per Option 2 of the report from the Fire Department dated June 27, 2006), and that the draft by-law be posted on the Town's Website for public input; and
2. That staff report back with a final draft Open Burning By-law at the Community Services Committee meeting on September 12, 2006.

CARRIED

7A. Stormwater Management Pond Policy and Public Communication Plan
- Report from the Department of Engineering and Construction and the Department of Parks and Open Space, June 30, 2006

Moved by Councillor Knoll

1. That the Stormwater Management Pond Policy contained in Appendix A of the report dated June 30, 2006, from the Department of Engineering and Construction and the Department of Parks and Open Space, be approved;
2. That the Stormwater Management Pond Procedures (MS-EMC-001-001) be amended as follows:
 - a. inclusion of the installation of the appropriate life saving equipment in Procedure #1; and
 - b. inclusion of the following statement in Procedure #5:

"Options other than trapping are preferred where possible.";

3. That the issue of discontinuing public skating at the Memorial Park and Bayshire stormwater management ponds, and the Town's liability with respect to public skating on these ponds and Sixteen Mile Creek, be referred back to staff for further review and report in consultation with the Legal Department; and

(continued)

Item 7A - Stormwater Management Pond Policy and Public Communication Plan
(continued)

4. That the "Stormwater Management Ponds: A Public Awareness Campaign", contained in Appendix B, as prepared by the Corporate Communications Department and dated May 24, 2006, be received.

CARRIED

7B. Stormwater Management Ponds – Assumption Process
- **Report from the Development Services Department, June 28, 2006**

Moved by Councillor Adams

That the report dated June 28, 2006, from the Development Services Department, regarding stormwater management ponds - assumption process, be received.

CARRIED

C-1. Taras H. Shevchenko Museum and Memorial Park Foundation
- **Confidential Report from the Department of Parks and Open Space and the Legal Department, June 27, 2006**

Moved by Councillor Adams

That recommendation contained in the confidential report dated June 27, 2006, from the Department of Parks and Open Space and the Legal Department, be approved.

CARRIED

ADJOURNMENT

Moved by Councillor Adams

That this meeting now adjourn.

CARRIED

The meeting adjourned at 8:27 p.m.

ELEVENTH Meeting - Regular Session

The Administrative Services Committee met in regular session this 10th day of July, 2006 in Committee Room 2 of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville commencing at 7:30 p.m.

- Present: Chairperson - Councillor Janice Wright
- Mayor - Ann Mulvale
Councillors - Keith Bird
- Marc Grant
- Mike Lansdown
- Fred Oliver
- Staff - J. Huctwith, Assistant Town Solicitor
- N. Chandra, Assistant Town Solicitor
- E. Roberts, Manager of Revenue & Tax Collector
- M. Western, Manager, Accounting Operations
- K. Dooling, Manager of Purchasing and Risk Management Services
- V. Tytaneck, Assistant Clerk
- K. Galione, Elections & Special Projects Coordinator
- T. Tucker, Records & Freedom of Information Coordinator
- L. Horlor, Controller
- N. Karamians, Committee Coordinator
- Regrets: Councillor - Allan Elgar

Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

AGENDA ITEMS

1. **By-law 2006-166- A By-law to Amend By-law 1990-24 – A By-law to Appoint Municipal Law Enforcement Officers**
- Report from Legal Department, June 23, 2006

Moved by Councillor Oliver

That By-law 2006-166 – A by-law to amend By-law 1990-24 – A by-law to appoint Municipal Law Enforcement Officers, be passed.

CARRIED

2. **Summer Meeting Schedule**
- Report from the Town Clerk, June 29, 2006

Moved by Councillor Oliver

That the Clerk's Department, in consultation with the Mayor, be authorized to cancel the August 8, 2006 Standing Committee meetings as of August 1, 2006, should the proposed agenda items not warrant the holding of such meetings.

CARRIED

3. **Records and Information Management**
- Report from Clerk's Department, June 28, 2006

Moved by Councillor Oliver

That destruction of Town records be halted until the retention periods set out in By-law 1990-260 have been reviewed and revised where necessary.

CARRIED

4. **Municipal Freedom of Information and Protection of Privacy Act**
- Report from Clerk's Department, June 27, 2006

Moved by Councillor Oliver

1. That the Council of the Corporation of the Town of Oakville continue to be designated as the "head" of the Corporation for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*;
2. That By-law 2006-168, being a by-law to delegate all the powers and duties of the "head" under the *Municipal Freedom of Information and Protection of Privacy Act*, to the Town Clerk be passed; and
3. That By-law 1996-21 be repealed.

CARRIED

5. **Town's Contribution to AMTCO Tax Sale Guide**
- Report from Finance Department, June 23, 2006

Moved by Councillor Oliver

That the report from the Finance Department dated June 23, 2006 with respect to the contribution made by Town of Oakville staff in the development of the AMTCO Guide to the Tax Sale Process be received for information.

CARRIED

7. **Appointment of Auditors for Fiscal Year 2006**
- Report from Finance Department, June 28, 2006

Moved by Councillor Oliver

That the existing contract with Deloitte & Touche LLP for the provision of audit services be extended for the fiscal year of 2006.

CARRIED

10. **Federal Public Transit Funds – Municipal Funding Agreement**
- Report from Finance Department, June 26, 2006

Moved by Councillor Oliver

That By-law 2006-169 be passed, authorizing the Mayor and Clerk to execute the Municipal Funding Agreement for the Transfer of Federal Public Transit Funds between the Association of Municipalities of Ontario (AMO) and the Town of Oakville.

CARRIED

C-1. **Lease Renewal Agreement – 585 Chartwell Road, Oakville**
- Confidential Report from Legal Department, June 29, 2006

Moved by Councillor Oliver

That the recommendation contained in the confidential report from the Legal Department dated June 29, 2006 be approved.

CARRIED

6. **AMO Support of Premier McGuinty's Fiscal Imbalance Efforts**
- Report from Finance Department, June 28, 2006

Moved by Councillor Oliver

1. That the Government of Ontario's position and its efforts to address the federal/provincial imbalance fairly and equitably without increasing the federal equalization program, including the creation of a tri-lateral national public commission on fiscal arrangements, be supported;
2. That this resolution be circulated to the Right Honourable Stephen Harper, Prime Minister of Canada; the Honourable Dalton McGuinty, Premier of Ontario; the Honourable Jim Flaherty, Federal Minister of Finance; the Honourable John Gerretsen, Ontario Minister of Municipal Affairs and Housing; the Honourable Marie Bountrogianni, Ontario Minister of Intergovernmental Affairs, and the Association of Municipalities of Ontario; and
3. That staff be requested to send a letter to the Federal and Provincial governments outlining the fiscal gap experienced at the municipal level.

CARRIED

8. **Assessment Appeals Initiated by the Town for 2006 Taxation**
- Report from Finance Department, June 23, 2006

Moved by Councillor Oliver

That Council receive the report on Assessment Appeals initiated by the Town for 2006 Taxation.

CARRIED

9. **2005 Municipal Performance Measurement Program (MPMP)**
- Report from Finance Department, June 22, 2006

Moved by Councillor Oliver

That the report on the 2005 Municipal Performance Measurement Program be received.

CARRIED

11. **Town Crier Program**
- Report from the Assistant Clerk, June 23, 2006

Moved by Councillor Lansdown

1. That the Town Crier program be continued, recognizing that all future appointments of a Town Crier would be for a four year term and future Town Criers would be determined by appointment as a result of a competition;
2. That the Guidelines for the Town Crier, attached as Appendix B to the June 23, 2005 report of the Assistant Clerk, be approved as amended to add to Section 1 the words, "and that the Clerk's Department be advised of all official public appearances by the Town Crier";
3. That a Town Crier competition be hosted in the first quarter of 2007 and the successful Crier assume the appointment as of April 1, 2007, and that By-law 2001-026 which appointed the current Town Crier be repealed effective that date;
4. That the Town assume the costs associated with the Town Crier's uniform including repairs and dry cleaning, and for the annual membership fee in the Ontario Guild of Town Criers;
5. That in determining fees, all future Town Criers consider a not-for-profit fee for charitable organizations; and
6. That the colour and design of future Town Crier uniforms continue to represent the heritage of the Town of Oakville.

CARRIED

12. **Governance - Corporate Policy and Procedure Review**
- Report from Council Policy Task Force & Clerk's Department, June 29, 2006

Moved by Mayor Mulvale

1. That the following Policy and Procedures, attached as Appendix "A" to the report from the Council Policy Task Force and Clerk's Department dated June 29, 2006 be approved:
 - a. Creation, Amendment and Dissolution of Advisory Boards and Committees (G-Brd-002-001),

(continued)

Item 12 - Governance - Corporate Policy and Procedure Review continued

- b. Council Appointment to Internal Boards and Committees (G-Brd-002-002)
 - c. Council Appointments to External Boards, Committees, Associations (G-Brd-002-003),
 - d. Access to Records Including MFIPPA (G-Gen-004-001),
 - e. Request for Information from Staff by Individual Members of Council (G-Gen-004-002)
 - f. Elected Officials Records (G-Gen-004-005),
 - g. Ward News Letters (G-Gen-005-003),
 - h. Agendas, Meetings and Resolutions Policy (G-Gen-007),
 - i. Responding to Resolutions Municipalities (G-Gen-007-001),
 - j. Submission and Distribution of Agenda Items for Council Meetings (G-Gen-007-002),
 - k. Public Meeting Procedure Protocol (G-Gen-007-003),
2. That any reference to CAO/Town Manager on previously approved policies and procedures under the new template be amended to reflect the title of CAO only; and
 3. That the Council Policy Task Force continue to review Corporate Policies and Procedures in accordance with the resolution approved on December 19, 2005 and bring forward further recommendations to the Administrative Services Committee as appropriate.

CARRIED

13. **Purchasing By-law 2006-086**
- Report from Finance Department, May 24, 2006

Moved by Councillor Oliver

That Purchasing By-law 2006-086 be passed, and the previous Purchasing By-law 2004-174 be rescinded.

CARRIED

In-camera

Moved by Mayor Mulvale

That this Committee proceed in-camera to consider a personal matter about an identifiable individual, including municipal employees relating to Confidential Item C-2 and to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose relating to Confidential Item C-3.

CARRIED

The Committee resolved in camera at 8:22 p.m.

The Committee resolved out of camera at 9:30 p.m.

C-2. **Request for Tax Refund, Reduction or Cancellation Pursuant to Section 357 (1) (d.1) of the *Municipal Act***
- Confidential Report from Finance Department, June 23, 2006

Moved by Councillor Bird

That the recommendation contained in the confidential report from the Legal Department dated June 23, 2006 be approved.

CARRIED

C-3. **Pitblado Expropriation**
- Confidential Report from Legal Department, June 30, 2006

Moved by Mayor Mulvale

That the recommendation contained in the confidential report from the Legal Department dated June 30, 2006 be approved.

CARRIED

Adjournment

Moved by Mayor Mulvale

That this meeting now adjourn.

CARRIED

The meeting adjourned at 9:55 p.m.