

## COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

**Meeting #:** CCA-08-2018  
**Date:** Monday, June 25, 2018, 3:00 p.m.  
**Location:** Halton Hills Town Hall, Council Chambers  
1 Halton Hills Drive  
**Members:** Mayor R. Bonnette, Councillor C. Somerville, Councillor J. Fogal,  
Councillor T. Brown, Councillor D. Kentner, Councillor A. Lawlor,  
Councillor J. Hurst

### Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. COMMITTEE DELEGATIONS/PRESENTATIONS

a. Rick Chambers & Sylvia Mitchell, Hillsview Board of Directors

Rick Chambers & Sylvia Mitchell, Hillsview Board of Directors  
presentation to Committee regarding Senior Services Update. (Refer to  
Item 4i of this agenda)

4. REPORTS & MEMORANDUMS FROM OFFICIALS

Vet Reports to be considered by the Community and Corporate Affairs  
Committee

Reports will be automatically held when there is a presentation or delegation on  
the matter.

a. MEMORANDUM NO. FIRE-2018-0011

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FIRE SERVICES MEMORANDUM NO. FIRE-2018-0011 dated June 4,  
2018 regarding Car Seat Clinic.

b. REPORT NO. CORPSERV-2018-0028

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CORPORATE SERVICES REPORT NO. CORPSERV-2018-0028 dated  
May 8, 2018 regarding Annual Purchasing Policy Reporting – By-law No.  
2017-0061.

c.	<b><u>REPORT NO. CORPSERV-2018-0029</u></b>	13
	CORPORATE SERVICES REPORT NO. CORPSERV-2018-0029 dated June 7, 2018 regarding Semi-Annual Single Source 2018 Awards.	
d.	<b><u>REPORT NO. CORPSERV-2018-0033</u></b>	18
	CORPORATE SERVICES REPORT NO. CORPSERV-2018-0033 dated May 22, 2018 regarding Contract for US Bank Canada Purchasing Card Program.	
e.	<b><u>REPORT NO. CORPSERV-2018-0034</u></b>	21
	CORPORATE SERVICES REPORT NO. CORPSERV-2018-0034 dated June 6, 2018 regarding Award of Proposal P-060-18 for External Auditing Services.	
f.	<b><u>REPORT NO. CORPSERV-2018-0035</u></b>	24
	CORPORATE SERVICES REPORT NO. CORPSERV-2018-0035 dated June 18, 2018 regarding Delegation of Authority Relating to Assessment and Taxation Appeal Matters.	
g.	<b><u>REPORT NO. ADMIN-2018-0022</u></b>	29
	OFFICE OF THE CAO REPORT NO. ADMIN-2018-0022 dated June 18, 2018 regarding Appointment of an Integrity Commissioner.	
h.	<b><u>REPORT NO. RP-2018-0018</u></b>	32
	RECREATION AND PARKS REPORT NO. RP-2018-0018 dated June 25, 2018 regarding Town of Halton Hills Corporate Asset Management Policy.	
i.	<b><u>REPORT NO. RP-2018-0019 (AUTOMATIC HOLD)</u></b>	45
	RECREATION AND PARKS REPORT NO. RP-2018-0019 dated May 23, 2018 regarding Senior Services Update – Hillsvie Active Living Centres.	
j.	<b><u>REPORT NO. RP-2018-0020</u></b>	54
	RECREATION AND PARKS REPORT NO. RP-2018-0020 dated June 6, 2018 regarding Municipal Assistance Request.	

**5. CLOSED SESSION**

Committee to Convene into Closed Session if necessary.

**6. RECONVENE INTO OPEN SESSION**

Motion to approve items pertaining to Closed Session.

**7. ADJOURNMENT**

## **MEMORANDUM**

**TO:** Community and Corporate Affairs Committee

**FROM:** Mark Burger, Acting Captain, Prevention & Public Education

**DATE:** June 4, 2018

**MEMORANDUM NO.:** MEM-FIRE-2018-011

**RE:** Car Seat Clinic

### **PURPOSE OF THE MEMORANDUM:**

To provide the Community and Corporate Affairs Committee with information regarding the Halton Partners for Car Seat Safety spot check clinic held in Acton on Saturday May 26, 2018.

### **BACKGROUND:**

Every year the Halton Partners for Car Seat Safety (HPCCS) plan Spot Check Car Seat Clinics throughout Halton Region. This year the HPCCS in conjunction with the Halton Hills Fire Dept. held a clinic in Acton at the District 1 Fire Station on May 26<sup>th</sup>, 2018.

### **COMMENTS:**

Members of the Halton Hills Fire Department assisted in the planning and implementation of the first Spot Check Car Seat Clinic in the Region for 2018. Feedback was received by staff and volunteers that the District 1 Fire Station layout is the best in the Region for this type of clinic.

At the clinic 168 quick checks were performed (101 child car seats and 67 booster seats). Of the 101 child car seats, 81 failed and of the 67 boosters, 19 failed. Therefore this year's clinic recorded an 80% fail rate for child car seats and a 28% fail rate for booster seat. This child car seat fail rate is slightly lower than previous years at Acton Spot Check Clinics (2013-92%, 2014-82%). Once again Halton Hills continues to have the lowest fail rate in the Region for booster seats.

Below are Spot Check Car Seat Clinic stats for Halton Region for the past six years.

Year	Location	Quick Checks	Full Inspections	Fail Rate	
2013	Halton Hills (Acton)	75	48	92%	
	Oakville	141	69	78%	
	Milton	110	76	81%	
	2013 Region Totals	326	193	84%	
Year	Location	Quick Checks	Full Inspections	Fail Rate	
2014	Halton Hills (Acton)	100	39	82%	
	Burlington	163	61	60%	
	Halton Hills (Georgetown)	135	57	62%	
	2014 Region Totals	398	157	68%	
Year	Location	Quick Checks	Full Inspections	Fail Rate	
2015	Burlington	153	69	65%	
	Oakville	120	73	68%	
	Milton	165	91	65%	
	2015 Region Totals	438	233	66%	
Year	Location	Quick Checks	Full	Fail	Rate
2016		(Child & Booster)	Inspections	Child	Booster
	Burlington	113	56	76%	71%
	Milton Fire	112	71	78%	50%
	Halton Hills (Acton)	Statistics for this Clinic are not relevant due to a change in the format			
	2017 Region Totals	225	127	77.0%	60.5%
Year	Location	Quick Checks	Full	Fail	Rate
2017		(Child & Booster)	Inspections	Child	Booster
	Halton Hills (Georgetown)	220	111	61.5%	26%
	Oakville	176	106	78.0%	45%
	Milton	165	73	72.0%	46%
	2017 Region Totals	396	217	69.8%	39%
Year	Location	Quick Checks	Full	Fail	Rate
2018		(Child & Booster)	Inspections	Child	Booster
	Halton Hills (Acton)	167	101	80%	28%
	2018 Region Totals	167	101	80%	28%

**CONCLUSION:**

The Spot Check Car Set Clinics paints us an accurate picture of the state of the safety of children in our community and the ones travelling through while they are riding in vehicles. Through our partnerships and programs we will continue to educate the public with the goal of reducing the number of seat improperly installed and associated injuries.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John deHooze". The signature is written in a cursive, flowing style.

John deHooze, Chief & Commissioner of Fire Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is written in a cursive, flowing style.

Brent Marshall, CAO

## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Sharon Collie, Purchasing Analyst

**DATE:** May 28, 2018

**REPORT NO.:** CORPSERV-2018-0028

**RE:** Annual Purchasing Policy Reporting – By-law No. 2017-0061

### RECOMMENDATION:

THAT Report CORPSERV-2018-0028, dated May 28, 2018, regarding the Annual Purchasing Policy Reporting – By-law No. 2017-0061 be received for information.

### BACKGROUND:

This report is being submitted to provide the information required under the Purchasing Policy, By-Law No. 2017-0061, approved by Council on September 5, 2017. The information provided is for the year 2017.

### COMMENTS:

Section 12c of the Purchasing Policy states that “annually the Manager, or designate shall provide a report to Corporate Affairs Committee, which identifies the suppliers of professional and consulting services for routinely occurring matters and the amounts that have been expended for such services and have not previously been reported to Council over ten thousand dollars (\$10,000). In addition, this report will include Town assets sold as Surplus as well as goods and services authorized by the CAO during the year”.

In accordance with this reporting requirement, Appendix ‘A’ provides information on purchasing activity under the following three categories:

#### **A. Surplus Goods**

This category includes the disposal of surplus goods such as furniture, equipment and vehicles. Through centralized control of the disposal of surplus goods, the Town has ensured greater conformity with the process, fair treatment of interested parties and the ability to secure the best price. In 2017, a total of \$59,405.95 was received in general revenues from the sale of surplus goods.

#### **B. Tenders, proposals, single source and emergency purchases approved by the CAO**

This category includes awards for tenders, proposals and single source items approved by the CAO in accordance with the Policy and not previously reported to Council. The approval levels for the CAO were adjusted with the adoption of the Purchasing Policy in September, 2017 as follows:

Type	Limit January 1, 2017 to September 5, 2017 (includes HST)	Limit September 6, 2017 to December 31, 2017 (includes HST)
Tender	\$350,000	\$500,000
Proposal	\$75,000	\$100,000
Single Source	\$25,000	\$25,000

In 2017, a total of \$3,054,788.34 was approved by the CAO in accordance with the Purchasing Policy and not previously reported to Council.

### **C. Professional & Consulting Services**

This category includes professional and consulting services used throughout the year on a routine basis and the amounts that have been expended for such services. The services listed are those that have not been previously reported to Council. Items on the Single Source Reports FIN-2016-0038 and FIN-2017-0019 are not included in the amounts.

The total dollars expended for regularly occurring matters that were required on an as-needed basis totals \$60,395.01 for the year 2017. There were no additional legal fees not previously reported for 2017 over the reporting limit of \$10,000.

### **RELATIONSHIP TO STRATEGIC PLAN:**

This report is required under the Purchasing Policy and supports the following strategic priority of Council:

Effective, efficient and economical delivery of the Town's existing services.

### **FINANCIAL IMPACT:**

There is no financial impact as this report is for information only.

### **CONSULTATION:**

This report was circulated to all departments.

### **PUBLIC ENGAGEMENT:**

There was no public engagement for this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

There is no communication impact as this is operational in nature.

**CONCLUSION:**

This report is required under the Section 12 c of the Purchasing Policy, and is intended to identify the suppliers of professional and consulting services for routinely occurring matters and the amounts that have been expended for such services that exceed \$10,000 and have not previously been reported to Council. In addition, this report includes Town assets sold as surplus as well as goods and services authorized by the CAO during the year. This report is intended for information purposes only.

**Reviewed and Approved by,**

Simone Gourlay – Manager of Purchasing



Jane Diamanti, Commissioner of Corporate Services



Brent Marshall, CAO

APPENDIX A

CORPSERV-2018-0028

A - SURPLUS EQUIPMENT 2017

Description	Department	Amount 2017
Lot of CO Gas Badge Pro	Fire	\$245.00
Misc. Furniture & Equipment	Recreation & Parks	\$848.00
Mastercraft 10.5HP 29" Snowblower	Recreation & Parks	\$120.00
Lot of 3 HP 8200 Computers	Corporate Services	\$305.00
Lot of 3 HP 8200 Computers	Corporate Services	\$310.00
Lot of 2 HP 8200 Computers	Corporate Services	\$225.00
Lot of 4 like new tires. 235/65R 16C	Fire	\$295.00
Lot of (42) Super Pass II Personal Alert Safety Systems	Fire	\$725.00
Pro Mack Model 34CFH (III) horizontal flail shaft cutter	Transportation & Public Works	\$14,000.00
Lot of three (3) MSA 5000 Thermal Imagers	Fire	\$1,500.00
Lot of five (5) MSA 5000 Thermal Imagers	Fire	\$2,000.00
Clarke Focus 34inch Cylindrical Rider floor scrubber	Recreation & Parks	\$1,000.00
2002 International 2654 Single Axle Dump with Plow and Wing	Transportation & Public Works	\$4,000.00
2009 Saturn Vue Hybrid as is for Parts	Transportation & Public Works	\$2,300.00
2009 Bobcat Fastcat with 36" Deck. Sold as is	Transportation & Public Works	\$1,225.00
WB Mini Excavator Bucket, 16" Werk Brau, Sold as is	Transportation & Public Works	\$265.00
Sweepster 6" Broom Skid steer Attachment	Transportation & Public Works	\$1,510.00
John Deere 260S Aer-Way 1989 Aerator	Transportation & Public Works	\$845.00
Multicar Systems Ramp, foldable max 700kg/1545lbs	Transportation & Public Works	\$230.00
Honda Trash Pump	Transportation & Public Works	\$261.00
Stihl TS350 Road Saw	Transportation & Public Works	\$355.00
Wacker WP1550 Plate Tamper	Transportation & Public Works	\$445.95
Massey 4x4 Mid Mount Mower with 48" Deck	Transportation & Public Works	\$4,150.00
2010 John Deere Z510A ZERO TURN MOWER	Transportation & Public Works	\$2,525.00
2010 John Deere Z510A ZERO TURN MOWER	Transportation & Public Works	\$2,125.00
2009 Bobcat Fastcat with 36" Deck.	Transportation & Public Works	\$1,550.00
2008 Jacobsen 628D TURFCAT 2WD 946713	Transportation & Public Works	\$4,130.00
2001 John Deere 1435 FRONT MOUNTED	Transportation & Public Works	\$2,580.00
2005 John Deere 1435 FRONT MOUNTED Series 2	Transportation & Public Works	\$3,051.00
1000 lt. Fuel Tank and Hand Pump	Transportation & Public Works	\$100.00
Brine Tanks for Single Axle with Brine Pump System	Transportation & Public Works	\$50.00
Shoreline Gravel Re-claimer, 6' Auger	Transportation & Public Works	\$2,625.00
Bannerman Diamond Edger	Transportation & Public Works	\$130.00
Lot of 6 Bumpers	Transportation & Public Works	\$80.00
Fisher Procaster Salt Spreader and Box with stand	Transportation & Public Works	\$3,300.00
Total		<b>\$59,405.95</b>

## B - ACQUISITIONS APPROVED BY CAO - 2017

### TENDERS

Company	Description	Department	Amount 2017
DJ Rain Lawn Sprinkler Systems	Irrigation - Trafalgar Spots Park	Recreation & Parks	\$ 126,560.00
Dutchmaster Nurseries Ltd.*	Tree Planting Program	Transportation & Public Works	\$ 375,000.00
First Base Solutions*	Orthoimagery for GIS System	Corporate Services & Transportation & Public Works	\$ 310,000.81
Glen Chemicals Limited*	Pool Chemicals	Recreation & Parks	\$ 169,500.00
Imperial Fence	Ball Diamond Rehabilitation (various locations)	Recreation & Parks	\$ 120,166.91
Leggat Chevrolet Buick GMC Ltd.	Crew Cab Pick Up Trucks (2)	Fire	\$ 81,468.48
Moore Equipment Ltd	Loader	Transportation & Public Works	\$ 106,406.45
Nationwide Paving Ltd.	Pathway and Parking Lot Asphalt Paving	Recreation & Parks	\$ 133,889.65
RM Construction	Acton Library Bridge	Recreation & Parks	\$ 120,265.90
Soil-Mat Engineers & Consultants Ltd.*	Geotechnical Investigation	Transportation & Public Works	\$ 90,377.40
SP & S Swimming Pool & Spa Equipment*	Pool Chemicals	Recreation & Parks	\$ 169,500.00
Stinson Equipment*	Traffic Signs	Transportation & Public Works	\$ 254,250.00
Tri-Capital Construction Inc	Prospect Park Dock	Recreation & Parks	\$ 105,169.10
UCC Industries International Inc.*	Traffic Sign Posts	Transportation & Public Works	\$ 84,750.00
Wyndale Paving Company Limited	Sinclair Avenue Multi-use Pathway & Church Parking Lot	Transportation & Public Works	\$ 302,215.16
Total			\$ 2,549,519.86

\*Multi-Year Contracts - dollar value represents the estimated total spend for the contract duration.

## PROPOSALS

Company	Description	Department	Amount 2017
ATA Architects Inc.	Cedarvale Feasibility Study	Recreation & Parks	\$ 54,545.10
Cansel	Plotter	Corporate Services	\$ 33,277.37
Energycap Canada Inc.	Energy Management System	Planning & Development	\$ 52,517.72
Fugro Roadware	Pavement Management Study	Transportation & Public Works	\$ 52,406.19
Perry Group Consulting Ltd.	Corporate Technology Strategic Plan	Corporate Services	\$ 50,384.44
Proto Productions, Inc.	Art Case - Helson Gallery	Recreation & Parks	\$ 45,606.00
Total			\$ 288,736.82

## SINGLE SOURCE

Company	Description	Department	Amount 2017
Ball Construction	Glazing - Service Halton Hills	Administration	\$ 17,345.50
CAMH - Centre for Addiction and Mental Health	Training	Corporate Services	\$ 24,973.00
Flynn Canada	Emergency Roof Repair	Transportation & Public Works	\$ 11,285.31
Glen The Plumber Ltd.	Sewage Ejection Chamber Float	Recreation & Parks	\$ 8,132.61
Goldpals Inc.	Cloud Service - Remote access for corporate applications and data	Corporate Services	\$ 18,665.34
Gym-Con Ltd.	Implact Flooring - MMSP	Recreation & Parks	\$ 7,927.80
Ken's Professional Contractors	Masonry Work - Cultural Centre	Recreation & Parks	\$ 9,944.00
Norton Rose	Legal Services - HR Matters	Corporate Services	\$ 25,000.00
Novita Techne Limited	Video Capture Consulting	Administration	\$ 7,910.00
Ryan ULC	HST Audit Review	Corporate Services	\$ 15,202.17
Strongco Equipment*	Emergency Repair - Grader	Transportation & Public	\$ 48,675.93
Tate Economic Research Inc.	Commercial Market Opportunity Assessment	Recreation & Parks	\$ 9,040.00
Watson & Associates Economists Ltd.	Financial Modeling Tool	Corporate Services	\$ 12,430.00
Total			\$ 216,531.66

\*Emergency repair

**C - PROFESSIONAL & CONSULTING SERVICES - ROUTINE AND REGULAR BUSINESS  
NOT PREVIOUSLY REPORTED TO COUNCIL - BY DEPARTMENT - 2017**

<b>Company</b>	<b>Description</b>	<b>Department</b>	<b>Amount 2017</b>
Barry Bryan Associates	Hornby Feasibility Study	Recreation & Parks	\$ 12,882.00
E.R.A. Architects Inc.	Peer Review - McGibbon	Planning & Development	\$ 12,285.25
Facet Group	Peer Review - McGibbon	Planning & Development	\$ 16,198.56
GLPi	Facilitator - Vision GT & AMICO	Planning & Development	\$ 10,723.70
Rivercourt Engineering Inc.	Application for Green House Gas Plan	Planning & Development	\$ 8,305.50
<b>Total</b>			<b>\$ 60,395.01</b>

## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Simone Gourlay, Manager of Purchasing

**DATE:** June 7, 2018

**REPORT NO.:** CORPSERV-2018-0029

**RE:** Semi-Annual Single Source 2018 Awards

### RECOMMENDATION:

THAT Report No. CORPSERV-2018-0029 dated June 7, 2018 regarding Semi-annual Single Source 2018 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2018 requests be awarded as per the list of suppliers in the body of this report and attached as Schedule A;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders in the amounts indicated on the list of suppliers as outlined in Schedule A.

### BACKGROUND:

It was determined that in certain infrequent and/or unique circumstances, it would not be reasonable either due to time constraints, or due to the exclusive ability of vendors, to go through a competitive process for the Town's procurement activity. Outlined in Schedule A are the suppliers that the Town would like to enter into direct negotiation for the goods/services described, and issue purchase orders. Schedule A also includes any required increased values for vendors contained in Report No. CORPSERV-2018-0001.

### COMMENTS:

The Council-approved Purchasing Policy requires an open, transparent process for procuring goods and services. The Policy also allows for circumstances where it might be prudent for the Town to single source and for the Purchasing Manager to negotiate the best possible price. The following are some examples:

- Where there is a need for time-sensitive goods or services such as vehicle repairs, which require a fast turnaround time that would otherwise not be possible if staff were required to visit multiple vendors for estimates;
- Where there is only one source of supply for the goods or services for items which are proprietary, e.g., software;
- Where vendors have a history/knowledge of the Town, and this knowledge is critical to service delivery;
- Where there is a need for technical compatibility with existing equipment;
- Where in the judgment of the Manager, goods are considered to be in short supply due to market conditions or needed because of a declared emergency.

A more inclusive list of exceptions to the competitive bid process can be found within the Purchasing Policy- Schedule I.

All single source purchases over \$25,000 must be approved by Council. In order to streamline the process and reduce the number of reports going to Council, an annual single source purchasing report CORPSERV-2018-0001 was approved by Council. Since the approval of this report, further additions are being recommended for 2018. As the amounts of the previous report, CORPSERV-2018-0001 were estimates, staff is also requesting increases to some of the vendors on this previous report; the increased amounts remain within the individual department's budget. Staff is seeking approval for a single source designation for the suppliers listed in Schedule A and the ability to issue purchase orders for any requirements within these limits.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

This is an operational matter. It supports Council's current "Top Eight" priorities, 2014 – 2018:

Effective, efficient and economical delivery of the Town's existing services.

#### **FINANCIAL IMPACT:**

Purchases from the attached list of vendors relate to both operating and capital projects. Staff will ensure that all purchases are within approved budgeted funds.

#### **CONSULTATION:**

All departments were consulted and provided input to this report.

**PUBLIC ENGAGEMENT:**

There was no public engagement for this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

There is no communication impact as this is operational in nature.

**CONCLUSION:**

Staff recommends the Manager of Purchasing be authorized to issue purchase orders to the vendors, in the amount requested in this report.

Reviewed and Approved by,

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Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, CAO

## Schedule A to Report CORPSERV-2018-0029

### Corporate Services

<b>Vendor</b>	<b>Comments</b>	<b>Previously Requested Amount on Report CORPSERV-2018-0001 for 2018</b>	<b>New Requested Total Value 2018 (excluding HST)</b>
Crawford & Company (Canada) Inc.(Note 1)	Insurance Adjustor	\$0	\$60,000
Norton Rose (Note 2)	Legal Services – HR Matters	\$0	\$135,000

Note 1 – This line item was previously bid through an RFP process and approved on Report FIN-2016-0015 for \$30,000/year. Due to the increased volume in insurance claims; this line item has been increased for 2018 and each renewal year.

Note 2 – This line item was approved through Report – CORPSERV-2017-0024 for \$70,000 but due to legislative matters an increase is requested for 2018 and each subsequent renewal year as outlined in the report.

### Fire Department

<b>Vendor</b>	<b>Comments</b>	<b>Previously Requested Amount on Report CORPSERV-2018-0001 For 2018</b>	<b>New Requested Total Value 2018 (excluding HST)</b>
Dependable Truck and Tank	Fire Vehicle Repairs	\$15,000	\$36,000
Safedesign Apparel Ltd.	Standardization of Bunker Gear	\$60,000	\$75,000

**Library**

<b>Vendor</b>	<b>Comments</b>	<b>Previously Requested Amount on Report CORPSERV-2018-0001 For 2018</b>	<b>New Requested Total Value 2018 (excluding HST)</b>
Bibliotheca ITG Inc.	Maintenance Agreement for electronic detection equipment and Cloud Library collection	\$30,000	\$35,000

**Planning & Sustainability, Recreation & Parks**

<b>Vendor</b>	<b>Comments</b>	<b>Previously Requested Amount on Report CORPSERV-2018-0001 For 2018</b>	<b>New Requested Total Value 2018 (excluding HST)</b>
GLPi	Facilitator for Public Information Centres	\$0	\$25,000

**Transportation and Public Works**

<b>Vendor</b>	<b>Comments</b>	<b>Previously Requested Amount on Report CORPSERV-2018-0001 For 2018</b>	<b>New Requested Total Value 2018 (excluding HST)</b>
Graham Bros. Construction Limited	Asphalt (backup due to plant closure)	\$0	\$100,000

## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Simone Gourlay, Manager of Purchasing

**DATE:** May 22, 2018

**REPORT NO.:** CORPSERV-2018-0033

**RE:** Contract for US Bank Canada Purchasing Card Program

### RECOMMENDATION:

THAT Report CORPSERV-2018-0033, dated May 22, 2018 regarding the Contract for the US Bank Canada Purchasing Card Program be received;

AND FURTHER THAT the contract with US Bank Canada be extended for five (5) years for the Purchasing Card Program;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the necessary contract documents with US Bank Canada.

### BACKGROUND:

In 1995, the Town of Oakville on behalf of the Halton Co-operative Purchasing Group (HCPG) called bids for a Purchasing Card Program. HCPG consists of purchasing staff from the four Halton municipalities, Halton Region, Halton Regional Police, Conservation Halton, the two school boards, Oakville and Burlington Hydro, Halton Children's Aid Society and Sheridan College. Royal Bank of Canada with the Visa Purchasing Card was the successful supplier and was awarded the contract for all participating agencies. The Town of Oakville and Region of Halton successfully implemented their programs shortly thereafter.

In 1998, the Purchasing Card Program pilot was implemented at the Town of Halton Hills. The purpose of the program was to reduce the amount of administrative time spent processing small dollar transactions. This would include a reduction of purchase requisitions, purchase orders, receiving reports, petty cash, expense reports and cheque processing. The program was successful and was further rolled out to all departments in 1999. At that time, 44 cards were issued and monthly limits per card were capped at \$1500. The total spent during the six month trial was \$21,663.81.

In 2000, US Bank National Association purchased the Royal Bank's corporate card division. There was a seamless transition and the program continued. US Bank National Association has also taken over the corporate card division for TD Canada Trust and the Canadian Imperial Bank of Commerce.

The program has since been expanded many times to over 196 cardholders. In 2017, the Town spent \$4,662,308 on the US Bank Purchasing Card with a total of 10,374 transactions. This is an increase of 173% in the use of the program since the 2008 contract was put in place. In order to grow the program, but still maintain control, many restrictions have been put in place. Monthly limits are capped between \$10,000 and \$75,000 as per the Purchasing Policy. The card is used for Town expenditures only and cash advances are prohibited. Staff must reconcile their transactions, through web-based software, each month, attach their receipts and have their supervisor's approvals before submitting the documents to the Corporate Services department. Staff report any discrepancies to the Manager of Purchasing and cards can be suspended or terminated at a moment's notice through US Bank's software. There are numerous reports available through the software that enable staff to analyze the vendor choices and buying patterns. Purchasing staff scans purchasing activity daily for any out-of-the-ordinary purchases.

#### **COMMENTS:**

This project was one of the initiatives of the Halton Co-operative Purchasing Group (HCPG). Through many discussions with HCPG, US Bank Canada is willing to extend the current contract for another five (5) year term and provide increased rebate levels.

Staff have also reviewed the Purchasing Card Program offered through the Province of Ontario and the Ontario Education Collaborative Marketplace (OECM). The Province and OECM awarded separate bids to BMO Financial Group with MasterCard. Staff have found the US Bank Canada/Visa program to provide greater financial benefits and a more streamlined website.

The US Bank Canada/Visa program has proven to be an excellent resource for staff. The reporting software supplied by US Bank Canada is web-based so changes to card limits, status, and account access is instantaneous.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

There is no direct relationship to the Strategic Plan.

#### **FINANCIAL IMPACT:**

US Bank Canada provides a rebate to the Town calculated from the overall card purchases and payment terms. The rebate has been steadily increasing each year.

**CONSULTATION:**

Staff have worked in conjunction with the Region of Halton, Halton Police and the Towns of Oakville and Milton on this contract.

**PUBLIC ENGAGEMENT:**

There is no public engagement.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

There is no communications impact.

**CONCLUSION:**

The purchasing card program through US Bank Canada has been very effective in reducing the amount of administrative time spent on small dollar purchases. US Bank Canada has been a high quality supplier for the Town of Halton Hills. They have provided the Town with a financial rebate, excellent reports and have compiled Accounts Payable Analysis to further expand the program. Staff recommends the Town of Halton Hills extend the current contract for another five (5) years with US Bank Canada.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jane Diamanti".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, CAO

## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Moya Leighton, Town Treasurer & Manager of Accounting

**DATE:** June 6, 2018

**REPORT NO.:** CORPSERV-2018-0034

**RE:** Award of Proposal P-060-18 for External Auditing Services

### RECOMMENDATION:

THAT Report No. CORPSERV-2018-0034 dated June 6, 2018, regarding Award of Proposal P-060-18 for external auditing services be received;

AND FURTHER THAT Council approves the external auditing service contract award to KPMG LLP, 115 King Street South,, 2nd Floor, Waterloo, ON, N2J 1P2 for a two (2) year term in the amount of \$102,009 (plus HST) for the fiscal 2018 and 2019 audits with the option to renew for an additional three (3), one(1) year terms for the fiscal 2020 to 2022 audits subject to satisfactory performance and price negotiations;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to KPMG LLP, 115 King Street South, 2nd Floor, Waterloo, ON, N2J 1P2 in the amount of \$102,009 (plus HST) for the first two (2) year term and subsequent renewals, if exercised.

### BACKGROUND:

The Municipal Act, under section 296, requires a municipality to appoint an auditor licensed under the Public Accounting Act for a term not to exceed five (5) years. The auditor is responsible for the annual audit of the accounts and transactions of the municipality and its local boards and the expression of an opinion on the financial statements of these bodies based on the audit.

The Town's current contract with the incumbent auditors, KPMG LLP has expired with the completion of the 2017 fiscal audit.

**COMMENTS:**

A Request for Proposal (RFP) for External Auditors was issued on April 25, 2018. The bid was posted on the Town's website and advertised on the bids-and-tenders.ca website and on [www.biddingo.com](http://www.biddingo.com). The contract term is for two (2) years with three (3), one (1) year options to renew.

Seven (7) firms downloaded the document. The RFP closed on May 16, 2018 and four (4) submissions were received as follows:

<b>Vendor</b>	<b>Location</b>
BDO Canada LLP	Orangeville, ON
Grant Thornton LLP	Halifax, NS
KPMG LLP	Waterloo, ON
MNP LLP	Burlington, ON

Bids were evaluated by a staff team based on experience, approach, methodology, value-add, work schedule and fees. KPMG LLP was determined to be the highest ranking proponent.

**RELATIONSHIP TO STRATEGIC PLAN:**

This report is related to the 2014-2018 Strategic Action Plan priority 1:

Municipal Service Delivery: Effective, efficient and economical delivery of the Town's existing services.

**FINANCIAL IMPACT:**

The bid as submitted by KPMG LLP is being recommended as it meets or exceeds the specifications in all regards and is within the current operating budget, and therefore will not result in a budget increase.

**CONSULTATION:**

Staff worked in conjunction with Town Purchasing staff and they are in agreement with this recommendation.

**PUBLIC ENGAGEMENT:**

There is no public engagement impact.

**SUSTAINABILITY IMPLICATIONS:**

The Sustainability Implications of the recommendations of this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic,

cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable

**COMMUNICATIONS:**

There is no communications impact.

**CONCLUSION:**

Staff recommends the award of the External Auditors contract to KPMG LLP, 115 King Street South, 2<sup>nd</sup> Floor, Waterloo, ON, N2J 1P2 for the two (2) year term with the option to renew each contract for three (3), one (1) year terms.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jane Diamanti". The signature is fluid and cursive, with the first name "Jane" and last name "Diamanti" clearly distinguishable.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is fluid and cursive, with the first name "Brent" and last name "Marshall" clearly distinguishable.

Brent Marshall, CAO

## **REPORT**

**REPORT TO:** The Chair and Members of Community and Corporate Affairs Committee

**REPORT FROM:** Wendy O'Donnell, CPA, CGA  
Deputy Treasurer/Manager of Revenue and Taxation

**DATE:** June 18, 2018

**REPORT NO.:** CORPSERV-2018-0035

**RE:** Delegation of Authority Relating to Assessment and Taxation Appeal Matters

### **RECOMMENDATION:**

THAT Report No. CORPSERV-2018-0035 dated June 18, 2018 regarding the Delegation of Authority Relating to Assessment and Taxation Appeal Matters be received;

AND FURTHER THAT staff bring forward a by-law to establish the Delegation of Authority Relating to Assessment and Taxation Appeal Matters and repeal By-law 2012-0040

### **BACKGROUND:**

The Assessment Act requires a municipality to pass a by-law to delegate authority to staff or agents to the right to file appeals on its behalf and to represent the municipality with complaints filed with the Assessment Review Board (ARB).

Due to changes in staff responsibilities, By-law 2012-0040 needs to be repealed and a new by-law approved.

### **COMMENTS:**

Due to increased administration work involved in appeals, staff duties have been realigned. A new by-law is required to provide the appropriate staff with the proper authorization to attend before the ARB, file notices of appeal and execute settlement agreements et cetera.

The attached by-law provides the Town Treasurer and her delegates with the authority to represent the Town as it relates to appeals.

**RELATIONSHIP TO STRATEGIC PLAN:**

This Report supports the strategic objective:

Council's current "Top Eight" priorities, 2014-2018 – Effective, efficient and economical delivery of the Town's existing services.

**FINANCIAL IMPACT:**

There is no direct financial impact associated with this report.

The appeal of property assessment values are intended to correct perceived inaccuracies in values proposed/provided by the Municipal Property Assessment Corporation (MPAC). The Town's efforts to correct these values will result in a more accurate assessment roll thereby ensuring the equitable calculation and billing of property taxes.

**CONSULTATION:**

Not applicable.

**PUBLIC ENGAGEMENT:**

There is no public engagement impact.

**SUSTAINABILITY IMPLICATIONS:**

The sustainability implications of the recommendations of the report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

**COMMUNICATIONS:**

The ARB will be notified of these changes once approved.

**CONCLUSION:**

Staff recommends that Council for the Town of Halton Hills delegate authority as it relates to assessment and taxation appeal matters to staff identified in the accompanying by-law.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, flowing style.

Brent Marshall, CAO



## **BY-LAW NO. 2018-**

A By-law to delegate authority relating to assessment and taxation appeal matters to the Town Treasurer or his/her designate

**WHEREAS** Section 39.1(8) and 40 (1) of the Assessment Act allows a municipality to complain to the Assessment Review Board (ARB) regarding the assessment value of a property;

**AND WHEREAS** Section 227 of the Municipal Act 2001 states that it is the role of the officers and employees of the municipality to carry out duties required under any Act and duties assigned by the Municipality;

**AND WHEREAS** the Council of the Town of Halton Hills reviewed the provision of assessment and taxation appeals and considers it desirable for the purpose of efficient management and service delivery to delegate to staff the authority relating to assessment and taxation appeals, to commence and file notices of appeal, to attend before the Assessment Review Board (ARB) on behalf of the Town, to execute settlement agreements or to withdraw any appeals filed by the Town.

**AND WHEREAS** on July 9, 2018, Council for the Town of Halton Hills approved Report No. CORPSERV-2018-0035, dated June 18, 2018, in which certain recommendations were made relating to the Delegation of Authority relating to assessment and taxation appeal matters..

### **NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. The authority to commence and file notices of appeal on behalf of the Town of Halton Hills with the Assessment Review Board (ARB) from time to time, for properties where the assessment is considered to be too high, too low, wrongly assessed or for properties that have been omitted from the assessment roll is delegated to the Town Treasurer or his or her designate.
2. The authority to attend before the Assessment Review Board on assessment or taxation appeals filed by the Town of Halton Hills and on appeals filed by another person, entity or agent is delegated to the Town Treasurer or his or her designate.
3. The authority to execute settlement agreements reached in the course of a taxation appeal is delegated to the Town Treasurer or his or her designate.
4. The authority to withdraw any appeal filed by the Town of Halton Hills should it be determined that it is not in the Town's best interest to proceed, be delegated to the Town Treasurer or his or her designate.
5. The following positions at the Town of Halton Hills are identified as designate(s) for the purpose of this by-law:
  - Deputy Treasurer
  - Assessment Appeal Analyst

- Tax Analyst
- Property Tax Supervisor

6. The authority granted herein shall be in effect for actions with respect to assessment or taxation appeals filed for 2018 and subsequent years and appeals filed in previous years which are not yet completed.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this       day of  
, 2018.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES

## REPORT

**REPORT TO:** Chair and Members of the Community & Corporate Affairs Committee

**REPORT FROM:** S. Jones, Clerk and Director of Legislative Services

**DATE:** June 18, 2018

**REPORT NO.:** ADMIN-2018-0022

**RE:** Appointment of an Integrity Commissioner

### RECOMMENDATION:

THAT Report No. ADMIN-2018-0022 dated June 18, 2018 regarding the appointment of an Integrity Commissioner, be received;

AND FURTHER THAT the Community & Corporate Affairs Committee recommend Council authorize the award for the provision of an Integrity Commissioner to Principles Integrity for a term to commence September 1, 2018 and conclude December 31, 2022;

AND FURTHER THAT the CAO and Clerk be authorized to execute an agreement and all associated documents with Principles Integrity;

AND FURTHER THAT the CAO approve the issuance of a Purchase Order for an upset limit of \$15,000 (excluding taxes) to Principles Integrity;

AND FURTHER THAT the Clerk prepare the necessary by-law to appoint Principles Integrity as Integrity Commissioner for the Town of Halton Hills;

AND FURTHER THAT the Clerk forward a copy of this report to the Region of Halton, City of Burlington, the Town of Milton and the Town of Oakville for their information.

### BACKGROUND:

Section 223.3-223.8 of the *Municipal Act, 2001* authorize a municipality to appoint an Integrity Commissioner who reports to Council in an independent manner on the application of codes of conduct and other rules and procedures governing the ethical behavior of its Members.

Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, which received Royal Assent on May 30, 2017, expanded the responsibilities of Integrity Commissioners and removed the discretion of municipalities to make Integrity Commissioner services

available. The revised *Municipal Act* now requires that a municipality must appoint an Integrity Commissioner by March 1, 2019.

Regional Council authorized regional staff to begin the process to issue a Request for Proposal (RFP) for the services of an Integrity Commissioner. As each municipality in Halton is required to have an Integrity Commissioner it was decided to explore the possibility of appointing one Integrity Commissioner who would serve all five municipalities.

Halton Region on behalf of the Halton Cooperative Purchasing Group (HCPG), issued the RFP on March 22, 2018, and which closed on April 12, 2018. Four submissions were received. A staff committee consisting of representatives from each of the Clerk's Offices (four municipalities and the Region) evaluated the submissions. The proposal from Principles Integrity obtained the highest overall score and was recommended to be awarded the RFP by all of the participating representatives.

#### **COMMENTS:**

Principles Integrity was formed in 2017 and is composed of two principals, Jeffrey Abrams and Janice Atwood-Petkovski, municipal lawyers each with over 30 years' experience working in, and with several municipalities throughout, the GTA including the cities of Toronto, Mississauga, Hamilton, Brampton, Vaughan and the Regional Municipality of York. Principles Integrity has been appointed as Integrity Commissioner for over 20 municipalities including the Region of Peel, Mississauga, Kingston, Simcoe, Northumberland and Grey counties, and the Town of Whitchurch-Stouffville.

Staff is requesting that the CAO and Clerk be authorized to enter into an agreement with Principles Integrity for the provision of Integrity Commissioner services for a term to commence September 1, 2018 and conclude December 31, 2022.

Upon the signing of the agreement and commencement of the appointment, staff will work with Principles Integrity to develop a comprehensive Council Code of Conduct. Other services that may be provided by the Integrity Commissioner over the course of the contract may include, but not limited to; acting as an advisor to Council, providing guidance related to the obligations of members of Council related to the Code of Conduct, providing advice to individual members related to policies and legislation governing ethical behavior, and providing education and training on various pieces of legislation and policies. Additionally, effective March 1, 2019 the Integrity Commissioner will be required under provincial legislation to provide guidance on the applicability of the *Municipal Conflict of Interest Act*. The extent of services to be provided will be formalized as part of the agreement with Principles Integrity.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

This report is in keeping with the Town's Strategic goal of effective municipal government.

**FINANCIAL IMPACT:**

Principles Integrity will be retained for an annual fee of \$1,000 plus a fee per service, for the total estimated annual amount of \$15,000 (exclusive of taxes) for the period of September 1, 2018 to December 31, 2022.

**CONSULTATION:**

Staff has consulted with the Region of Halton and the area municipalities in the awarding of the RFP. To date the Councils for Region of Halton and the Town of Milton have approved the awarding of the RFP to Principles Integrity. The Town of Oakville and the City of Burlington will be taking reports to their respective Councils in the near future.

**PUBLIC ENGAGEMENT:**

As this report is administrative and legislative in nature there was no public engagement.

**SUSTAINABILITY IMPLICATIONS:**

Not applicable

**COMMUNICATIONS:**

A copy of this report and respective Council resolution will be sent to the Region of Halton and the area municipalities for their information.

**CONCLUSION:**

Upon successful completion of an agreement with Principles Integrity, a by-law formally appointing Principles Integrity as the Integrity Commissioner for the Town of Halton Hills will be brought forward to Council.

**Reviewed and Approved by,**

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is fluid and cursive, with the first name "Brent" and last name "Marshall" clearly distinguishable.

Brent Marshall, CAO

## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Dharmen Dhaliah, Corporate Asset Manager

**DATE:** June 25, 2018

**REPORT NO.:** RP-2018-0018

**RE:** Town of Halton Hills Corporate Asset Management Policy

### **RECOMMENDATION:**

THAT Report No. RP-2018-0018 dated June 25, 2018, regarding the Town of Halton Hills Corporate Asset Management Policy be received;

AND FURTHER THAT Council endorse the Town of Halton Hills Corporate Asset Management Policy as contained within Report RP-2018-0018.

### **BACKGROUND:**

In response to the O.Reg.588/17: Asset Management Planning in Municipal Infrastructure which came into effect on January 1, 2018 the Town of Halton Hills is moving forward with its Corporate Asset Management program. On September 11, 2017 in a Council workshop key deliverables and deadlines of O.Reg.588/17 were presented (Appendix 1). One of the first key requirements is to develop a Corporate Asset Management Policy fully endorsed by Council by July 1, 2019.

The development of the Corporate Asset Management Policy is one of the 2018 deliverables of the Level of Service Strategy project partially funded by the Federation of Canadian Municipalities under the Climate and Asset Management Network program.

The Corporate Asset Management Policy outlines the multiple approach and requirements the Town will commit for better asset management planning. It spells out the underlying principles that the Town of Halton Hills intends to follow when using asset management practices to meet the O.Reg.588/17 requirements and the Town's strategic objectives.

## **COMMENTS:**

A Council-adopted Corporate Asset Management Policy as defined by O.Reg.588/17 provides specific requirements of Town staff to implement an asset management system through the use of its Governance and Corporate Asset Management Frameworks, and provides guiding principles and expected outcomes for the system.

The Town of Halton Hills Corporate Asset Management policy consists of several parts:

1. Terms & Definitions: Outline asset management definitions from the ISO 55000:2014(E) and the International Infrastructure Management Manual (IIMM).
2. Purpose: Articulates the intended outcomes of the policy.
3. Statement: Describes the corporate asset management goals and objectives to which the policy applies
4. Definition: Describes the governance strategy and the asset management framework that will be used to implement the policy.
5. Principles: Provides direction and guidance on what asset management should cover and alignment with the Town's strategic direction.
6. Guidelines & Practices: Outlining asset management regulation requirements and practices guidelines.
7. Context & Integration: Describes the context and integration of asset management outcomes in the development of other corporate documents.
8. Roles & Responsibilities: Identifies who is responsible for approving, championing and supporting the implementation of the policy.

The proposed Town of Halton Hills Corporate Asset Management Policy is shown in Appendix 2. Upon Council approval, the Policy will be submitted to the Ministry of Infrastructure before July 2019 per the requirements of O.Reg.588/17.

## **RELATIONSHIP TO STRATEGIC PLAN:**

The CAM Program aligns with the Top Eight Priorities of the Town's Strategic Plan related to Municipal Service Delivery and Financial Sustainability:

1. Effective, efficient and economical delivery of the Town's existing services;
- 2A. Establish sustainable financing, asset management and master plans to acquire, operate, maintain, renew and replace infrastructure.

**FINANCIAL IMPACT:**

There will be no direct financial impact related to this report. The development of the Corporate Asset Management Policy is partially funded by the 2018 FCM Levels of Service project. The policy outlines the asset management principles that the Town will follow using an evidence-based decision making framework to deliver required levels of service within available budget while managing risks.

**CONSULTATION:**

Staff consulted with the cross-departmental Asset Management Network Team and the CAM Steering Committee during the drafting and reviewing of the Corporate Asset Management Policy.

**PUBLIC ENGAGEMENT:**

No public engagement required.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Resilient Economy, Healthy and Diverse Environment and Responsive and Effective Government pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good.

**COMMUNICATIONS:**

Staff will communicate the approved Corporate Asset Management Policy to staff by making the document available on the HUB and to the public by posting on the Town's website.

**CONCLUSION:**

Staff recommend the approval and endorsement by Council of the proposed Town of Halton Hills Corporate Asset Management Policy to be in compliance with the O.Reg.588/17: Asset Management Planning in Municipal Infrastructure

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Warren Harris".

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, CAO

## Appendix 1 – Ont. Reg. 588/17 Key Deliverables and Timelines

<https://www.ontario.ca/laws/regulation/r17588>

# Ont. Reg. 588/17



Corporate Asset Management

## ***POLICY***

**POLICY TITLE:** Corporate Asset Management Policy

**POLICY NUMBER:** PLCY-XX-2018-2258

**ATTACHMENT:** Corporate Asset Management Framework

**DATE:** July 2018

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### **REFERENCES AND RELATED DOCUMENTS:**

TOHH Corporate Strategic Plan  
Climate Change and Adaptation Plan  
Corporate Energy Plan  
TCA Policy  
Long Range Financial Plan  
Transit Service Strategy  
Corporate Technology Strategy

### **1.0 Terms and Definitions**

For the purposes of this document, the following definitions will apply consistent with the ISO 55000:2014(E) - International Standard for Asset Management and the International Infrastructure Management Manual (IIMM).

**Asset** – An item, thing or entity that has potential or actual value to an organization.

**Asset Management (AM)** – is a combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner at an acceptable level of risk. It involves data-driven decision-making and actions throughout the lifecycle of assets.

**Corporate Asset Management (CAM)** – the application of asset management practices at a corporate level to maximize consistency among the diverse asset groups and create efficiency by harmonizing service levels and business process while considering climate adaptation plans and sustainability strategies.

**Strategic Asset Management Plan (SAMP)** – Plan that documents and specifies how the organizational objectives are to be converted into AM objectives, the approach for

developing AM plans and the role of the asset management system in supporting the achievement of AM objectives.

**State of Infrastructure Report (SOIR)** – Report presenting information on the asset portfolio including details of the asset inventory, valuation of the asset base (replacement value), condition/performance of the asset base, accompanied by information on supporting data.

**Asset Management Plans (AMPs)** – asset specific plans which are regularly updated to develop data-driven strategies and operational recommendations necessary to achieve objectives and service level expectations.

**Asset Management System** – a set of interrelated and interacting elements of an organization, including the AM policy, AM objectives, AM Strategy, AM Plans and the processes to achieve these objectives.

**Asset Lifecycle** – set of phases through the life of an asset that characterizes the ability of the asset to meet an expected level of service and retain its identity as an asset.

**Lifecycle Cost** – the total cost of ownership of an asset throughout its life. This may include but is not limited to capital costs, operating costs, maintenance costs, renewal costs, replacement or disposal costs, and environmental costs.

**Physical Asset or Tangible Capital Asset (TCA)** – Non-financial assets having physical substance that are acquired or constructed/developed and:

- Are used on a continuing basis in the Town's operations
- Have useful lives extending beyond one accounting period
- Are not held for re-sale in the ordinary course of operations

**Level of Service (LOS)** – The parameters or combination of parameters that reflect social, political, economic and environmental outcomes that the organization delivers. LOS statements describe the outputs or objectives an organization or activity intends to deliver to customers.

**Resilience** – The capacity to function, survive and thrive no matter what changes, stresses or shocks encountered.

**Sustainability** - Meeting the needs of today without compromising the needs of future generations. It is about maintaining or improving the standard of living by protecting human health, conserving the environment, using resources efficiently and advancing long-term economic competitiveness. It requires the integration of environmental, economic and socio-cultural priorities into policies and programs with actions at all levels.

## **2.0 Policy Purpose**

This asset management policy expresses the commitment and intentions of Town of Halton Hills staff to plan, design, construct, acquire, operate, maintain, renew, replace and dispose of the Town's infrastructure assets in a way that ensures sound stewardship of public assets while delivering valued customer services and improving the quality of life.

## **3.0 Policy Statement**

The Corporation of the Town of Halton Hills will employ a program to manage assets in a strategic, comprehensive, organization-wide manner known as Corporate Asset Management (CAM) program.

The CAM program requires that we treat all assets as essential components in an interrelated system, rather than as isolated parts. Service areas will evaluate, enhance, and maintain assets using a common framework and collaborative processes.

CAM is an integrated business approach that relies on well devised strategies, sustainable assets, trained knowledgeable staff and good communication to achieve desired service results.

The CAM program focuses everyone in our organization on four fundamental goals:

- Providing efficient, effective and sustainable service to meet the needs of our community,
- Optimizing asset value while minimizing lifecycle costs,
- Managing risks to service delivery,
- Committing to continual improvement of the CAM program.

The CAM program is the method by which the Town will ensure sound stewardship of public assets and meet its customer service commitments to present and future citizens in an effective, efficient and sustainable manner

This asset management approach will support delivery of the Town of Halton Hills' strategic objectives for sustainable infrastructure and services. The CAM program will create and maintain clear links between the broader corporate objectives, policies & strategies and the more detailed day-to-day operations / maintenance activities.

Specifically, the CAM program is committed to the following objectives:

- **Customer Focused**

Provide assurance to our customers through clearly defined levels of service and adhere to optimal asset management processes and practices, including investment, that are supported by continually updated asset data and performance measures.

- **Innovative**

Continually improve our asset management approach, rededicating ourselves to innovation as new tools, techniques and solutions are developed.

- **Fact Based Decision Making**  
Uses of a formal but flexible, consistent, and repeatable approach to cost effectively manage our infrastructure assets.
- **Optimal**  
Make informed decisions between competing factors such as service delivery, asset quality & value, cost and risk by determining which option will deliver the optimal lifecycle value.
- **Whole Lifecycle Perspective**  
Consider the full impact of managing assets through their life cycle from acquisition to disposal including level of service, risk, maintenance & operating activities and costs.
- **Integrated System Focused**  
Evaluate an asset in terms of its role and value within the context of the greater system, as opposed to examining individual assets in isolation.
- **Forward Looking & Sustainable**  
Incorporate social, legislative, environmental and financial considerations into our decisions to adequately address our present and future land use planning framework, customer service commitments, environmental stewardship and regulatory requirements.
- **Regulatory Compliant**  
Comply with all relevant legislative, regulatory and statutory requirements.
- **Risk-based**

Direct our resources, expenditures, and priorities in a way that achieves the established levels of service & benefits at an acceptable level of risk.

The Corporation will provide sufficient training and resources to enable this policy to be achieved.

#### 4.0 Definition

Asset management is a broad strategic framework that encompasses many disciplines and involves all departments of the Town of Halton Hills, from planning, finance, engineering, maintenance to operations. The term asset management as used in this document is defined as the application of sound technical, social and economic principles that consider present and future needs of users and the service/performance of the assets to guide the Town to achieve its strategic objectives.

The TOHH Governance and Corporate Asset Management Frameworks (Appendices A & B) rely on key organizational strategies aligned with each other to deliver the desired outcomes.

- Strategies to manage risk, level of service and communication.
- Asset management strategies for lifecycle and data management for different asset classes.
- Planning based on optimized decision making model to report on capital, maintenance and financial plans.

Staff will implement the Corporate Asset Management Policy through the use of the Governance and Corporate Asset Management Frameworks together with strategies and practices.

## **5.0 Policy Principles**

The key principles of the Asset Management Policy are outlined as follows:

- Take an optimized approach to asset related decisions, including acquisitions, disposals and trade-offs, which considers all revenues and costs (including operation, maintenance, replacement and decommissioning) and strives to minimize the total life cycle costs of assets
- Establish organizational accountability and responsibility for asset management, including for asset inventory and data management, asset condition monitoring, asset utilization and maintenance of asset performance levels
- Define and articulate asset service, maintenance and replacement levels in relation to service delivery objectives and desired Customer Service outcomes.
- Implement asset management software solutions in alignment with the Corporate Technology Strategy to document and share asset knowledge and information to provide the essential outputs for effective asset management.
- Minimize risks to asset users, and risks associated with failures.
- Integrate corporate, financial, business, technical and budgetary planning for all asset classes.
- Plan for and provide stable long term funding through the utilization of capital reserves while aligned with the long-term financial plan.
- Ensure that the Town's asset management planning process is aligned with the provincial policy statements contained in the Growth Plan for the Greater Golden Horseshoe and Planning Act.
- Ensure coordination with the Region of Halton, area municipalities and other agencies for an integrated asset management system.
- Manage assets to be sustainable through the best user of available resources and the implementation of best practices.
- Integrate stakeholder input, climate change impact, environmental goals and social and sustainability objectives into a comprehensive asset management strategy.
- Utilize the Town's Public Engagement charter to fully involve/engage the public in the CAM process.
- Report on the performance of the CAM program for review and approval by Council.

## **6.0 Guidelines & Practices**

This policy shall be implemented by staff to meet O.Reg.588/17: Asset Management Planning in Municipal Infrastructure regulation, using accepted industry guidelines and practices such as Ontario Building together – Guide for municipal asset management plans, the ISO 55000:2014(E) - International Standard for Asset Management and the International Infrastructure Management Manual (IIMM, 2015). These guidelines shall form the basis for the Town's SAMP and AMPs.

Asset management plans will be developed for specific asset classes and will outline long term goals, processes and steps toward how they will be achieved. The AMPs will be based on current inventories and condition (acquired or derived), projected asset performance and remaining service life and risk consequences of losses. The plans will reflect details, such as replacement portfolios and associated financial plans while considering alternative scenarios and risks.

## 7.0 Context & Integration

The Town will also comply with the capital asset reporting requirements and integrate the CAM program throughout the Town.

The context and integration of asset management throughout the Town's lines of business will be formalized through references and linkages between corporate documents. Where possible and appropriate, staff will consider this policy and integrate it in the development of corporate documents such as:

- Corporate strategic plan
- Corporate financial plan
- Capital budget plan
- Climate change adaptation plan
- Operational plans and budgets
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans

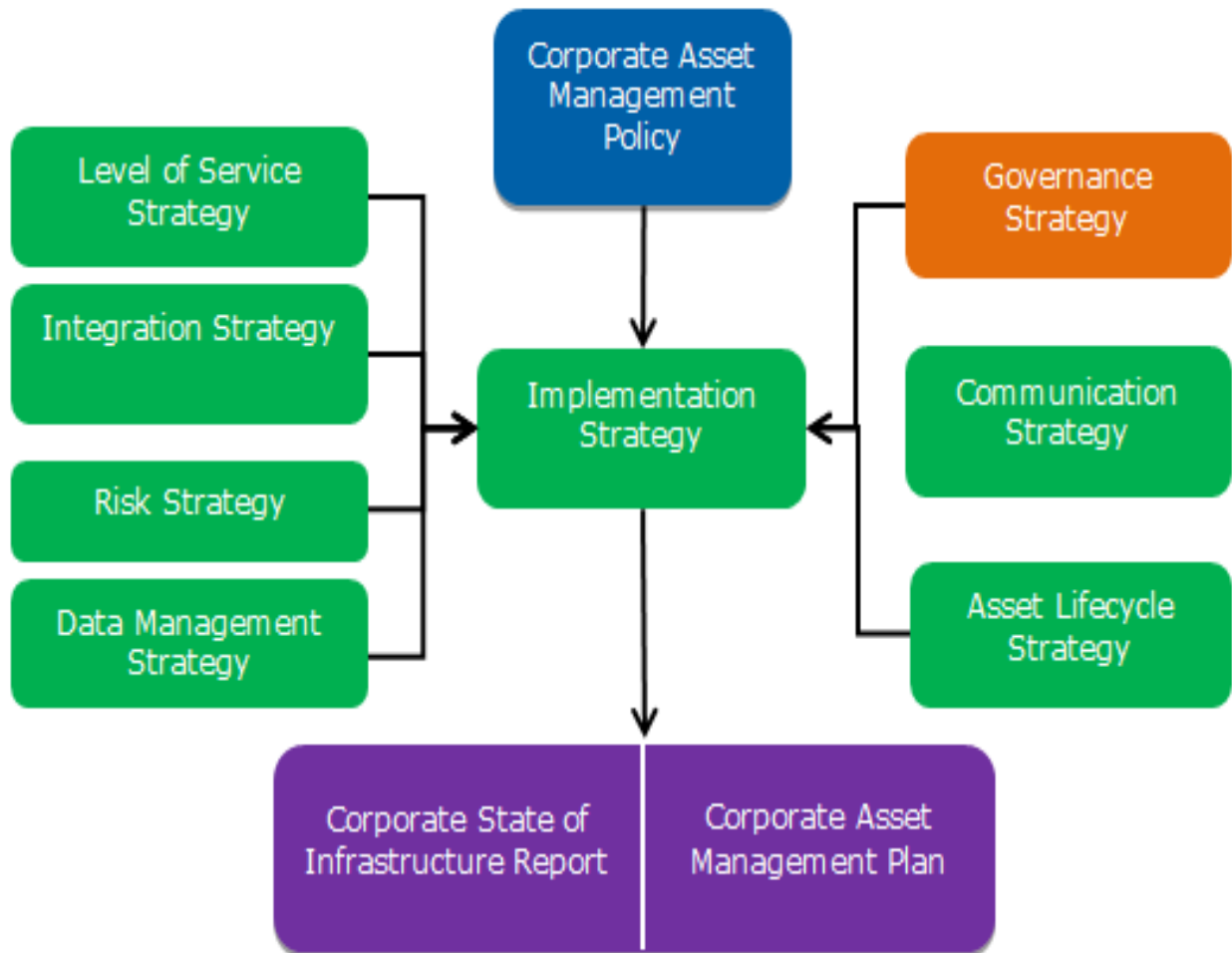
## 8.0 Key Roles for Managing the Corporate Asset Management Policy

The Corporate Asset Management Policy shall be approved by the Council of Town of Halton Hills and communicated to public through the Town's website.

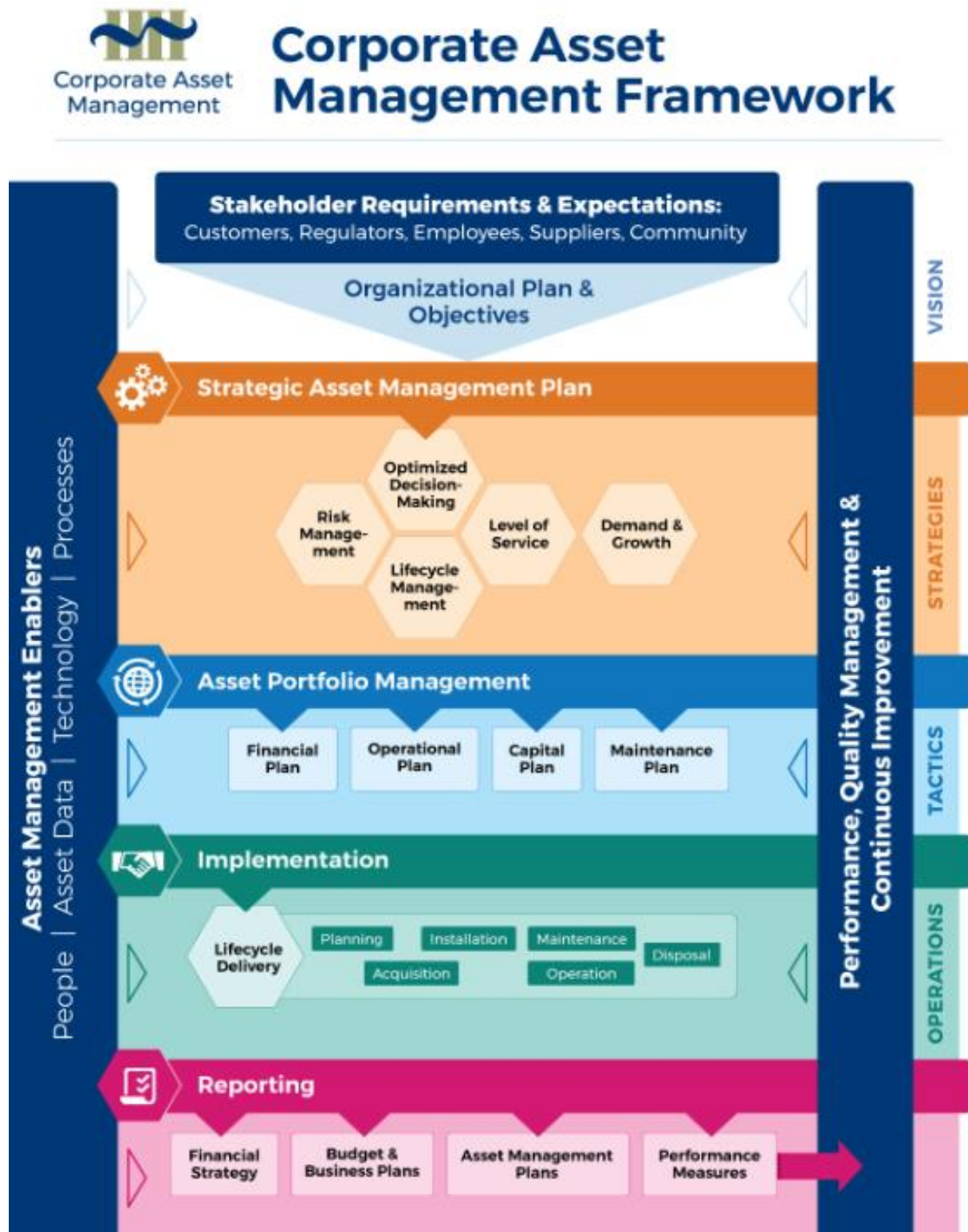
Responsibility for developing and implementing companion guidelines and practices and for enabling the principles of the Corporate Asset Management Policy will rest with Town Staff, as outlined in the table below.

<b>Role</b>	<b>Responsibility</b>
Identification of issues and development of policy updates	CAM Steering Committee, AM Network Team
Exercise stewardship of assets, adopt policy and budgets	Council, Senior Management Team, CAM Steering Committee
Implementation of policy	Senior Management Team, CAM Steering Committee, AM Network Team, Departments
Development of guidelines and practices	CAM Steering Committee, AM Network Team, Departments
On-going review of policies	CAM Steering Committee, AM Network Team

### Governance Framework



## Corporate Asset Management Framework



## REPORT

**REPORT TO:** Chair and Members of Community and Corporate Affairs Committee

**REPORT FROM:** Samantha Howard, Manager of Recreation Services

**DATE:** May 23, 2018

**REPORT NO.:** RP-2018-0019

**RE:** Senior Services Update – Hillsview Active Living Centres

### RECOMMENDATION:

THAT Report No. RP-2018-0019 dated May 23, 2018 regarding Senior Services Update – Hillsview Active Living Centres be received;

AND FURTHER THAT staff be directed to proceed with a service delivery review of the Hillsview Active Living Centres in partnership with the Board of Directors;

AND FURTHER THAT staff be directed to proceed with a financial review of the Hillsview Active Living Centres and explore funding and revenue generation opportunities in partnership with the Joint Executive of the Board of Directors;

AND FURTHER THAT ongoing funding and operating budget impacts to support continued operations be referred to future Budget Committee for consideration;

AND FURTHER THAT staff be directed to report back on future updates to advise of further changes in the provision of services at the Hillsview Active Living Centre.

### BACKGROUND:

Halton Hills is experiencing significant population growth. The community is changing with two of the largest growth areas expected to be the mature adult (55-64) and the older adult (65+). Unlike previous generations of older adults, today's aging population is engaging in active opportunities longer into their older years. As a result, there will be an increasing pressure on programs and services to respond to the demands of the long term of this demographic.

It is within the mandate of the Recreation and Parks Department to provide resources, programs, and facilities to enhance the quality of life for older adults. One of the primary resources in supporting the needs of older adults are two senior centres called the Hillsview Active Living Centre, one in each Acton and Georgetown. The two

locations were established in June of 1995 along with the development of Memorandum of Understanding (MOU) agreements with each site that outlined the terms and conditions of a partnership with the Town which has been mutually beneficial for many years. This document is reviewed and updated annually. The name Seniors Centres is misleading, but seniors centres are designed to help older adults live longer, healthier and more active lives. Seniors Centres are a proactive approach to aging and in the Town, the Hillsvue Active Living Centre is an entry point to an array of services that will assist older adults in Halton Hills as they age in place. Hillsvue offers a wide range of health, education, recreation, volunteer and other social interaction opportunities that enhance dignity, support independence and encourage community involvement. The Hillsvue Active Living Centre is also a resource location for the entire community providing a wide array of information services outside of recreation.

Aging comes with challenges. In order to remain independent, many seniors with time will need support, through a diverse range of programs and services. As noted in *Aging with Confidence: Ontario's Action Plan for Seniors, 2017*, this fastest growing age group in Ontario will need an array of support services that cross all stages of older adulthood. The aging population and shifting leisure preference of older adults is resulting in a need to look at new and innovative programming opportunities, many of which will need to incorporate active living and wellness elements. This puts increased weight on community services like Hillsvue to have capacity to be responsive to these growth pressures.

## **COMMENTS:**

The purpose of this report is to provide an update to Council on the current operation of the Hillsvue Active Living Centre and highlight some of the strengths and challenges that the Town and the Board of Directors may face in serving the future needs of older adults in Halton Hills.

### Strengths

#### i) Partnerships

The mandate of the Recreation and Parks Department states that the Town's first priority on the service delivery continuum is to assist and support community groups in the provision of recreation and cultural opportunities. For over 20 years, the Town has signed a MOU with both Hillsvue Board of Directors outlining the terms of the partnership and shared financial responsibility. This collaboration provides a framework of support for programming through recreational assets, human resources, and established policies and procedures.

Hillsvue also has a long list of program and service partners. These partnerships drive success of beneficial programs based on population health characteristics. Program and service partners currently engaged with

Hillsview include: Health Links, Halton Healthcare, Lifemark Wellness, Volunteer Halton, ActiVan and Acclaim Health to name a few.

ii) Joint Executive

Beginning in 2006, the executive committees from both Hillsview Boards of Directors meet four times per year to discuss the following:

- Network and share Centre information
- Investigate opportunities for joint programming and shared services
- Develop and review the strategic action plan
- Address joint strategic priorities including membership development, provision of programs and services, marketing, and revenue generation.

This strategic initiative has grown in strength and resulted in the collaboration of programming, volunteer and membership development, revenue generation, marketing and service delivery, accreditation, governance and space needs.

iii) Facility Space

In 2010 Council adopted recommendations from the Town's Seniors Space Needs Study which included action items to address the physical space requirements needed from 2011-2021. As a result, between 2013 and 2016 both Hillsview locations underwent significant renovations to increase the amount of space available for flexible and expanded programming. This has led to a 52% increase in the number of programs and services offered.

iv) Programs and Services

The Hillsview Active Living Centre provides opportunities for older adults to enjoy and enhance quality of life, physically, mentally, socially and emotionally. Through active living, wellness programs, social activities and continuous learning, the Hillsview Active Living Centre exhibits a culture of caring and most importantly a feeling of inclusion where every person served feels that they are welcome and that they belong. With the additional space, both Centres have increased the number of opportunities available for active living including language lessons, arts, culture, music and culinary workshops, partnerships, horticulture, pickleball and social and congregate dining.

In April 2018, the Town of Halton Hills received notice that we were successful in the application for additional funding for seniors active living programs up to \$18, 000 per year through the Ministry of Senior Affairs – Seniors Active Living Centre Program Expansion Funding. This ongoing funding will support “ActiveEasy for Older Adults” as identified in the Active Living Strategy. This funding is not for the Hillsview locations but for

programming offered to older adults in various locations. The Hillsvie Active Living Centre Board participated as a partner in this application.

v) CARF Accreditation (Commission on Accreditation of Rehabilitation Facilities)

The Town of Halton Hills – Hillsvie Active Living Centre is an accredited service provider through CARF, an internationally recognized symbol to our commitment to excellence. Hillsvie has earned two subsequent three year accreditations which is evidence that our organization strives to improve efficiency, fiscal health, and service delivery – creating a foundation for consumer satisfaction. Each year Staff and the Board of Directors submit an extensive quality improvement plan to CARF as an indicator of ongoing conformance to the standards of excellence to retain accreditation. In the 2016 Accreditation Summary Report, the Hillsvie Active Living Centre was recognized for its strategic planning and implementation. Hillsvie's current status and explicit goals for the organization's growth and well-being was highly noted. Staff and Board is preparing for the third accreditation renewal in 2019.

vi) Volunteer Management

Volunteers are the backbone of the Hillsvie organization. In 2017 there were over 220 volunteers who contributed over 22,000 hours to support daily operations of the Centres. As this population ages, there will be a continued reliance on volunteers to meet service demands. In 2017 the Recreation and Parks department reallocated funding to allow for the equivalent of one FTE to support the growing demand of volunteerism required to sustain Recreation and Parks programs and service levels. For Hillsvie this position will help the Centre's attract younger older adults who can provide leadership and volunteer services while at same time respond to frequent users who range from active to frail.

## Challenges

i) Increasing Service Demands

The impact of the aging demographic poses some significant challenges in service delivery for older adults. Some of these trends include:

- Demand for more active programming
- Demand for higher quality of programs
- Decrease in volunteerism
- Greater disparity among older adults with respect to income levels
- Increase need for physical, social and mental health supports
- Increase in scope and complexities with managing the Centres to align with accreditation and address increasing risk and liabilities

As reflected in the Hillsview Board of Directors' strategic action plan, priority area includes researching, evaluating and strategizing options and opportunities to prepare for the growing demands.

Hillsview also plays a critical role on the health care continuum. Physical activity and social connectedness has proven to be vital to seniors' health and well-being. Those with close connections and relationships tend to cope better with health conditions and experience fewer mental health issues, like depression and a reduction in chronic disease.

ii) Financial Stability

The Georgetown and Acton Memorandum of Understanding (MOU) agreements were developed in 1995 which outlines the terms and conditions of this partnership. For Council's benefit, each Centre' Board of Directors contribute 25% of the annual operating costs with the balance of the support (75%) coming from the Town of Halton Hills. In addition, annual funding is received from the Ministry of Health and Long Term Care and the Ministry of Senior Affairs to help offset the costs of programs and operations. The Centres are evolving and there is increased pressure to serve more diverse needs of a group that is living longer. Responding effectively requires resources. Town staff and Centre Board of Directors work collectively to use resources in unique and creative ways to meet the growing service demands.

Over the past 5 years, Hillsview has experienced minimal membership growth but statistics indicate that there has been meaningful growth and activity in face to face attendance days resulting in serving a greater number of people in a variety of capacities. This means that there are an increased number of older adults attending the centres multiple times per week, more members involved in specialty programs, and the number of non-member visitors participating in specific experiences has also increased.

Both the Hillsview and Town operating budgets indicate an elevation of costs over the past five years which reflects a continued demand on service levels. The Centres have experienced a decreasing ability to fundraise or further increase room rentals. As a result, Hillsview Board of Directors has had to draw upon reserves to meet MOU obligations.

To ensure financial viability of the Hillsview organization there is a potential need for additional operating budget in the future which could result in a change to the 75/25 split in the MOU and overall governance model. A financial and service delivery review will assist the Board and staff with recommendations to ensure fiscal strength while planning effectively for the

future. Staff will address the issues through the annual operating budget process.

### Next Steps

#### i) Financial and Service Delivery Review

As the older adult population continues to grow, it will be challenged with a variety of emerging issues. To be appropriately positioned to anticipate these market changes and to proactively establish service strategies for this growing demographic, staff should proceed with a full financial and service delivery review targeting new and emerging trends, performance analysis and business planning. This review will be completed in partnership with the Hillsvue Active Living Centre Joint Executive. It will include a study of municipal models of older adult centres, explore other models of service delivery, including revenue generation noted below, and complete a financial analysis of the existing MOU.

#### ii) Revenue Generation Opportunities

Hillsvue Board and Staff will continue to meet deliverables outlined in the strategic plan to meet projected expenses. This includes facility optimization, exploring sponsorship and naming opportunities, focus on fundraising and donation efforts and expanded community outreach.

The traditional model of seniors centres is low membership costs to allow affordable access for a population that may face constraints to participation. Members are financially exhausted with contributions to membership fees, drop in fees and internal fundraising. Part of financial and service delivery review will be to continue to investigate alternative methods of revenue generation to help alleviate this stress and address this challenge to support sustainability and access to core services.

#### iii) Partnership Development

Partnerships within the municipality, as well regionally, provide a basis for continued growth and new projects and initiatives. Staff will continue to participate on the Halton Region Older Adult Advisory Committee which is comprised of a team of subject matter expertise in older adults from across the Region. The Committee provides advice to Regional staff with respect to policy, planning and services impacting older adults. This team is working on action items from six priority areas recommended in the 2015-2018 Halton Region Older Adult Plan.

Hillsview Active Living Centre will also remain a member of the OACAO (Older Adult Centres Association of Ontario). The OACAO provides resource materials and a provincial lens on business models of older adult centres in Ontario.

## **RELATIONSHIP TO STRATEGIC PLAN:**

The provision of older adult programming relates to the following Corporate Strategic actions:

### **Foster a Healthy Community**

A.3. To provide a broad range of education, recreational, and cultural services that meet the needs of our residents.

### **Provide Sustainable Infrastructure & Services**

G.1. To provide infrastructure and services that meet the needs of our community in an efficient, effective and environmentally sustainable manner.

### **Provide Responsive, Effective Municipal Government**

H.1. To provide leadership and advocacy on issues of importance to our community . To encourage community participation in decision-making.

H.5. To expand opportunities for communication with our community.

In addition, the Recreation and Parks **Strategic Action Plan 2007-2017** outlines the following recommendations related to senior services:

5.1.1 Item No. 15 Work with community organizations to ensure that opportunities for the “new seniors” are provided in addition to traditional senior’s services

5.4.1 Item No. 100 The Town should proactively manage service and operating agreements between the Town and outside groups to maximize the community and financial benefit of the arrangements

5.4.1 Item No. 105 The Town should develop plans for each of the department’s key service areas

**FINANCIAL IMPACT:**

There is no direct financial impact related to this report. Any future funding requests will be referred to Budget Committee for consideration as part of the Operating Budget review.

**CONSULTATION:**

The Manager of Accounting & Town Treasurer has reviewed and supports the recommendations set out in this report.

**PUBLIC ENGAGEMENT:**

The Hillsvue Active Living Centre Joint Executive Committee was consulted in the creation of this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Social Well-Being and Cultural Vibrancy pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good. Our goal is to provide fully accessible social, recreational and educational services for seniors of all abilities and levels of affordability.

**COMMUNICATIONS:**

Members of the Hillsvue Joint Executive Committee will be advised of the outcomes of this report.

**CONCLUSION:**

Staff is committed to the continuation of the Memorandum of Understanding with the Hillsvue Active Living Centre to partner to provide quality programs and services for older adults in Halton Hills. The Joint Executive and staff have been active in reviewing strategic priorities and exploring revenue generation opportunities. A financial and service delivery review will assist in providing the Hillsvue Active Living Centre with recommendations of best practices to address the needs of older adults today and in the future specific to Halton Hills. The review will begin in 2018 and staff will report back to Council as required.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Warren Harris". The signature is written in a cursive, slightly slanted style.

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is written in a cursive, slightly slanted style.

Brent Marshall, CAO

## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Heather Kaufmann, Community Development Supervisor

**DATE:** June 6, 2018

**REPORT NO.:** RP-2018-0020

**RE:** Municipal Assistance Request

### RECOMMENDATION:

THAT Report RP-2018-0020 dated June 6, 2018 regarding a request for Municipal Assistance be received;

AND FURTHER THAT funding in the amount of \$4,071.91 for the Movie Under the Stars Event be derived from the Municipal Assistance Program as the proposal meets the eligibility criteria as outlined in Report RP-2018-0020;

AND FURTHER THAT funding for Municipal Assistance Program requests outlined in Report RP-2018-0020, totaling \$4,511.78, that are in excess of the Council approved Municipal Assistance Program budget be funded through the Tax Rate Stabilization Reserve.

### BACKGROUND:

In September of 2008, Council adopted a revised Municipal Assistance Program Policy CL-2008-0001. The Policy reflects the values and benefits of the municipality working in collaboration with community partners to provide opportunities and services that promote and enhance a healthy, safe and active community. Seven categories of assistance have been established for the Community Affairs Committee of Council to evaluate requests for municipal assistance from community members, organizations, and businesses based on the principles contained in the policy.

**COMMENTS:**

New Request:

Organization	Description Rationale	2016	2017	Amount Requested 2018	
Movie Under the Stars – CARE (Community Alliance for Reaching Everyone) in association with Georgetown Chevrolet Buick GMC	Marketing and Promotions	N/A	N/A	Requested	Eligible
	Waiver of Fees	N/A	N/A	\$750.00	\$750.00
	Special Projects and Start Up Fees	N/A	N/A	\$601.91	\$601.91
				\$2,720.00	\$2,720.00
Total				\$4,071.91	\$4,071.91
Meets Criteria	Yes – Businesses and community groups are eligible for Municipal Assistance.				
Comments	<p>Movie Under the Stars will take place on Saturday, August 18, 2018. They are requesting assistance in covering the costs of their permit for the Gellert Community Park, loan of equipment, marketing/promotional costs and additional costs related to movie production and licensing.</p> <p>In the past years, the Movie Under the Stars event has drawn approximately 500 spectators from the community at large. As the event is intending to become an annual event, it is being treated as a Special Project / Start Up for 2018. It is intended that moving forward, this will be an annual event and staff will work with the organizers on plans for future years.</p> <p>All funds raised during this event are in support of the Halton Hills Youth Centres. Proceeds from this specific event go back to the Town of Halton Hills to support one of the pillars of youth. This event will support the pillar of food security by providing funds that support the cooking nights and healthy snack program.</p> <p>The total cost of the event is \$10,880.00. Under the Special Projects, Purposes and Start Up Costs category groups are eligible for up to 25% of the total project costs up to a maximum of \$5,000. Therefore if approved CARE/Georgetown Chevrolet would receive \$2,720.00 in the special projects category in addition to the Waiver of Fees and Marketing and Promotion funding.</p>				

## **RELATIONSHIP TO STRATEGIC PLAN:**

- A.2** To attract and retain a suitable range of health and social services.
- A.3.** To provide a broad range of educational, recreational and cultural services that meet the needs of our residents.
- A.9** To support and enhance a variety of arts and cultural opportunities for the enjoyment of residents.
- A.10** To encourage and promote community volunteerism

## **FINANCIAL IMPACT:**

The Municipal Assistance Program 2018 budget (Appendix A) does not contain funds to support all requests in this Report. Should all previously approved applications be re-submitted for consideration in 2018, the substantial program requests would be over budget by \$4,511.78. Staff are requesting Council's direction that the amount over budget be funded from the Tax Rate Stabilization Reserve, as it has in the past.

## **CONSULTATION:**

Organizations requesting assistance were provided with information and support from Recreation and Parks Department staff. Where appropriate, staff in other Departments were consulted.

## **PUBLIC ENGAGEMENT:**

No public engagement was required at this time.

## **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the cultural vibrancy and social well-being pillar(s) of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good.

**COMMUNICATIONS:**

Upon authorization, staff will notify all applicants in writing with the outcome of Committee's decision and assist applicants with the processing of their requests.

**CONCLUSION:**

The Town of Halton Hills appreciates and recognizes the value and benefits of working in collaboration with agencies, governments, businesses, groups and individuals as demonstrated in the Corporate Strategic Plan and the Municipal Assistance Policy.

As a result, Council for the Town of Halton Hills established a municipal assistance program budget and criteria for determining eligibility for receiving municipal support. All proposals received are reviewed and evaluated for eligibility. Staff request Committee's evaluation of the Municipal Assistance Program proposals received for this review period.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Kevin Okimi".

Kevin Okimi, Manager of Parks and Open Space

A handwritten signature in black ink, appearing to read "Warren Harris".

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, CAO

2018 Municipal Assistance Program									
Organization	Administration	Fee Waiver	Marketing & Promotion	Special Projects & Start Up	Partnership Agreements	Volunteer Training	Personal Subsidies	Green Initiatives	Total
Approved Budget Amount		\$ 66,300.00	\$ 6,500.00	\$ 10,000.00	\$21,500.00	\$200.00	\$10,000.00	\$1,000.00	\$115,500.00
Acclaim Health and Community Care Services - Volunteer Services Agreement					\$5,000.00				\$5,000.00
Ballinafad - agreement					\$5,000.00				\$5,000.00
Willow Park Ecology Centre - agreement					\$12,350.00				\$12,350.00
Personal Subsidy (programs)							\$10,000.00		\$10,000.00
Proposed Volunteer Training						\$200.00			\$200.00
Acton Agricultural Society - Fall Fair		\$14,577.58	\$750.00						\$15,327.58
Acton BIA - Canada Day and Leathertown Festival (Summer Events)		\$2,800.00	\$250.00						\$3,050.00
Acton BIA - Winter Carnival		\$934.08	\$500.00						\$1,434.08
Acton Farmer's Market on 7		\$1,825.00	\$175.00	\$1,000.00					\$3,000.00
Acton Fire Fighters Assoc.- Canada Day		\$902.23							\$902.23
Acton Horticultural Society - Plant Sale		\$952.92							\$952.92
Acton Fire Fighters Assoc - Acton Santa Claus Parade		\$384.44	\$750.00						\$1,142.12
Acton Our Kids Network - Kindergarten Fun Fair		\$480.69							\$480.69
Acton Royal Canadian Legion - Music in the Park		\$114.54							\$114.54
Georgetown Agricultural Society - Fall Fair		\$14,571.58	\$750.00					\$750.00	\$16,071.58
Georgetown BIA - Farmers Market, Bike It and Rock N Roll Classics		\$1,264.14	\$750.00						\$2,014.14
Georgetown Chevrolet - Movie in the Park		\$601.91	\$750.00	\$2,720.00					\$4,071.91
Georgetown Horticultural Society - annual plant sale		\$607.49	\$550.00						\$1,157.49
Georgetown Lions Club - Santa Claus Parade		\$136.36	\$750.00						\$886.36
Georgetown Little Theatre Productions - Youth Anniversary Celebration				\$2,000.00					\$2,000.00
Georgetown Soccer Club Opening Day		\$0.00							\$0.00
Glen Williams Town Hall - Canada Day		\$1,542.48	\$750.00					\$750.00	\$3,042.48
Halton Hills Chamber of Commerce - At Home in the Hills Community Show		\$2,196.99							\$2,196.99
Halton Hills Optimist Club - Rock the Hills Youth Music Fest		\$3,330.54	\$750.00					\$750.00	\$4,830.54
Head for the Hills - Craft Beer Festival		\$1,785.59	\$750.00					\$750.00	\$3,285.59
Halton-Peel Highland Games - Highland Games		\$7,897.20	\$750.00					\$700.00	\$9,347.20
Isaac's Trek for Treats		\$283.35							\$283.35
Light Up the Hills - Ignition Night		\$5,086.12	\$750.00						\$5,695.55
P.O.W.E.R Eco-Film Screenings & Conversations		\$795.20							\$795.20
Willow Park Ecology Centre - 20th Anniversary Celebration				\$4,575.00					\$4,575.00
Acton House League Hockey Association - AGM		\$65.62							\$65.62
Acton Ladies Rec Hockey League - AGM		\$49.22							\$49.22
Acton Skating Club - AGM		\$107.62							\$107.62
Georgetown Agricultural Society - AGM		\$166.86							\$166.86
Georgetown Runners - AGM		\$41.72							\$41.72
Georgetown Skating Club - AGM		\$151.20							\$151.20
Georgetown Slo Pitch League - AGM		\$55.84							\$55.84
Halton Hills Blue Fins - AGM		\$55.62							\$55.62
Halton Hills Minor Hockey Association - AGM		\$110.54							\$110.54
Total:	\$0.00	\$63,874.67	\$9,725.00	\$10,295.00	\$22,350.00	\$200.00	\$10,000.00	\$3,700.00	\$120,011.78
Declined									
Approved									
on June Report									

