

## COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

**Meeting #:** CCA-08-2019  
**Date:** Monday, June 3, 2019, 3:00 p.m.  
**Location:** Halton Hills Town Hall, Council Chambers  
1 Halton Hills Drive  
**Members:** Mayor R. Bonnette, (Ex-Officio), Councillor J. Fogal, Chair,  
Councillor C. Somerville, Councillor J. Hurst, Councillor T. Brown,  
Councillor W. Farrow-Reed, Councillor A. Lawlor

### Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. COMMITTEE DELEGATIONS/PRESENTATIONS
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. | <u>MEMORANDUM NO. ADMIN-2019-0008</u><br>OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0008 dated May 17, 2019 regarding State of Economy Snapshot: January-May 2019. | 3  |
| b. | <u>MEMORANDUM NO. LIB-2019-0002</u><br>LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0002 dated April 25, 2019 regarding LGBTQ+ Library Services.                        | 12 |
| c. | <u>REPORT NO. ADMIN-2019-0022</u><br>OFFICE OF THE CAO REPORT NO. ADMIN-2019-0022 dated May 15, 2019 regarding Appointment of Private Parking Enforcement Officers. | 16 |

- d. **REPORT NO. ADMIN-2019-0023 (AUTOMATIC HOLD)** 20  
OFFICE OF THE CAO REPORT NO. ADMIN-2019-0023 dated May 15, 2019 regarding Request from Nicolas Beaver for a variance to the Fence By-law 2002-0060, as amended at 44 Cotswold Court, (Georgetown) Town of Halton Hills.
- e. **REPORT NO. ADMIN-2019-0024 (AUTOMATIC HOLD)** 29  
OFFICE OF THE CAO REPORT NO. ADMIN-2019-0024 dated May 22, 2019 regarding Request from Jacqueline Thomas for a variance to the Fence By-law 2002-0060, as amended at 12 Market Street, (Georgetown) Town of Halton Hills.
- f. **REPORT NO. CORPSERV-2019-0021** 38  
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0021 dated May 17, 2019 regarding Annual Purchasing Policy Reporting – Bylaw No. 2017-0061.
- g. **REPORT NO. CORPSERV-2019-0023** 46  
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0023 dated May 21, 2019 regarding Semi-annual Single Source 2019 Awards.

**5. CLOSED SESSION**

**Committee to Convene into Closed Session if necessary.**

- a. **REPORT NO. RP-2019-0022**  
RECREATION AND PARKS REPORT NO. RP-2019-0022 dated May 21, 2019 regarding personal matters about an identifiable individual, including municipal or local board employees. (Park Naming Request)

**6. RECONVENE INTO OPEN SESSION**

Motion to approve items pertaining to Closed Session.

**7. ADJOURNMENT**

## MEMORANDUM

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

**FROM:** Cassandra Baccardax, Economic Development Officer

**DATE:** May 17, 2019

**MEMORANDUM NO.:** MEM-ADMIN-2019-0008

**RE:** State of Economy Snapshot: January-May 2019

### PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Committee with the fifth regular update on the 'State of Economy' in Halton Hills. This Memorandum highlights initiatives that generally took place between January and mid-May 2019 (current at time of writing). Many of these will continue further into 2019. Highlighted accomplishments are a reflection of partnerships, collaboration and/or initiatives of various Town departments and numerous external stakeholders/partners. Extensive efforts continue to be made successfully to position Halton Hills as a top-of-mind destination for investment.

In this update, the focus is on:

- Business Attraction Initiatives
- Business Retention and Expansion Initiatives
- Tourism as an Economic Driver
- Culture, Heritage and Quality of Life

The synergies between economic development, culture and tourism are helping to raise quality of life and continue to make Halton Hills an attractive location for investment.

### BACKGROUND:

With its strategic location in the GTA, an 'open for business' approach, proximity to major markets and transportation networks, and a high quality of life, the Halton Hills economy continues to grow. Strong demand for industrial development continues to account for growth in the Premier Gateway. The Acton and Georgetown industrial and commercial areas continue to experience new and renewed investment, relative to the areas' available land supply and stage of development.

Annual Town funding, as well as a one-time contribution from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) (being administered by AMO), has

spurred additional interest in the Community Improvement Plan (CIP) program. Strategic management of the tourism portfolio is creating new economic development opportunities.

## Economic Conditions

In a challenging and competitive global economic environment, Canada's economy remains sound. The Canadian economy is expected to strengthen over the second half of 2019, and to remain among the leaders for economic growth in the G7 in both 2019 and 2020<sup>1</sup>. Government of Canada Budget 2019 indicates that there is some relief in the long-standing uncertainty about the economy. Canada's relatively low debt burden, very low unemployment rates, combined with historically low interest rates are driving stronger economic growth.

Province of Ontario's 2019 Budget was tabled on April 11<sup>th</sup>. The Ontario government is projecting deficits until the 2023-24 fiscal year, when a small surplus is projected.<sup>2</sup> The Ontario Job Creation Investment Incentive is expected to create up to 93,000 net new jobs and up to \$10 billion in net new business investment over six years. On May 10, Statistics Canada announced that employment in Ontario increased by 47,100 in April. The gains included 10,100 full-time positions and 37,000 part-time jobs.<sup>3</sup>

Halton Hills' economy remains strong, despite several broader economic factors which are creating some uncertainty. Trade issues between the United States and Canada; geo-political tensions between the United States, Canada and China; lack of shovel-ready industrial lands and existing buildings to accommodate new investment and expansions; and household debt are among potential risks.

## COMMENTS:

### 1. Current Highlights

- **Strategies:** To ensure that the Town has a roadmap for ongoing economic prosperity, two key strategies are being advanced:
  - Comprehensive five-year **Economic Development and Tourism Strategy**, with Tourism, Brownfield Redevelopment and Green Economy sub-strategies;
  - Town's **first-ever Foreign Direct Investment (FDI) Strategy**, including an analysis of trade flows, and export capacities and growth opportunities.
- **Premier Gateway:** The Premier Gateway industrial area continues to experience robust growth, with new/recent tenants leasing/occupying about 705,000 square feet of space. There are now no major industrial vacancies in the Premier Gateway.

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<sup>1</sup> Budget 2019, Government of Canada, [www.budget.gc.ca/2019/docs/plan/toc-tdm-en.html](http://www.budget.gc.ca/2019/docs/plan/toc-tdm-en.html), March 19, 2019

<sup>2</sup> Raymond Chabot Grant Thornton Budget 2019 – 2019 Ontario budget summary  
<https://cdn.rcgt.com/app/uploads/2019/04/2019-ontario-budget.pdf>

<sup>3</sup> <https://news.ontario.ca/medg/en/2019/05/ontario-employment-grew-in-april.html>



- **Business Concierge:** To stay competitive and maintain an “open for business” approach, the Town is exploring a new “**Business Concierge**” initiative to **streamline the identification, tracking and delivery of key strategic economic development opportunities.**
- **Community Improvement Plan (CIP) Program:** Since 2017, total private and Town investment generated by the CIP program has now **exceeded \$1,000,000.**
- **New Tourism Committee:** A recruitment process for new committee members has been designed and is underway.

## 2. Business Attraction

- **Site Selection:** Provided assistance to over 60 site selection inquiries from investors considering relocation and/or expansion in Halton Hills, as well as existing businesses. The inquiries are a mix of small and large businesses, from one-person operations to multi-nationals. The number and complexity of the inquiries continues to grow.
- **Business Starts:** Thus far in 2019, 30 licenses were issued for new businesses, renewals and temporary vendors/events.
- **Business Concierge:** To stay competitive and maintain an “open for business” approach, the Town is exploring a new “Business Concierge” initiative. Anticipated to be launched in the near future, Business Concierge will streamline the identification, tracking and delivery of key strategic economic development opportunities through a streamlined and coordinated cross-departmental process. Customized and on-going assistance would be provided to eligible investments throughout the process, from idea generation to doors open, to subsequent expansion plans. More details will be provided in the near future.

## 3. Business Retention and Expansion

- **Community Improvement Plan (CIP) Program:** There is continued high interest in the CIP program. During this reporting period, there were:
  - Three (3) new agreements signed, totaling \$33,225 in allocated grants.
  - Two (2) façade projects were completed in Q1 2019 and \$20,223 in grants was awarded (\$12,500 and \$7,723)
  - To date (since 2017):
    - \$163,670 in grant funding has been issued to completed projects
    - \$1,142,942 in total private and public investment has been realized
  - Staff is exploring options to include elements related to business accessibility in an expanded CIP program.



48 Main St. South, Georgetown, before (left) and after (right) CIP program

- **Manufacturing Expansion Fund (MEF):**
  - One project has been completed with an MEF grant of \$15,806 issued.
  - There is currently one active inquiry; next steps are underway.

#### 4. Premier Gateway

- **Non-Residential Development:** About 4 million square feet of non-residential development is in various stages of being constructed, undergoing review, and/or being contemplated for potential construction in the future in the Premier Gateway. This represents significant investment and employment potential.
- **Strategic Opportunities:** Staff continued to provide assistance and/or coordination to a number of strategic economic development opportunities that represent hundreds of millions of dollars in initial land investments and anticipated construction, and have the potential to add significant employment and assessment growth.
- **Trimaster Group** (aka Trimaster Precision Machining) opened in autumn 2019, at 29 Brownridge Road in the Premier Gateway. By early winter 2019, employment was already at 100 jobs. Trimaster anticipated having about 120 full time employees once operations are at full capacity. Trimaster is in the business of manufacturing, serving aerospace, power generation, defense, industrial and digital cinema markets.
- **20 Westbridge:** Quad Real continues construction on its 325,000 sq.ft. building at 20 Westbridge Road.

#### 5. Georgetown and Acton Development

The prosperity of both Business Improvement Areas (BIAs) continues to be one of the Town's economic development priorities. Economic Development staff continues to

work with the BIAs and realty community to secure businesses for new and/or remaining vacancies.

**Downtown Georgetown:**

- One (1) new business opening in Q1 2019:
  - Opening of Wizard of Paws (dog training), 7 James St.
- Another new business is anticipated to open in Q2 2019 at 90 Main St. S.

**Downtown Acton:**

- One (1) new business opening in Q1 2019:
  - Opening of Hearing Life (hearing tests/aids) in the former CIBC building, 31 Mill St. East
- Another new business is anticipated to open in late Q2 2019 at 77 Mill St. E.
- Relocation of Co-Operators into 8 Main St. North (Giant Tiger plaza) in early Q1

**Acton Industrial Area:**

The new industrial park at 340 Main Street North (Futura Properties) continues to be actively marketed.

**6. Partnerships and Industry Engagement**

- **Presentation to the Georgetown BIA Board:** At the Board's invitation, Economic Development staff delivered a presentation covering the state of economy, the role of Economic Development, the Town-BIA partnership, and key upcoming projects.
- **Halton Hills Chamber of Commerce:** Continued to actively participate on the Chamber's Membership Services, and Economic Development committees, with workplan development and implementation
  - **Community Spring Show:** Participated in the Chamber's Community Spring Show at Mold-Masters Sportsplex (April 26-27).
- **Halton Region Economic Development:**
  - Town Staff participated as a "dragon" for the Region's "**Starter Company**" program, ranking 10 business pitches, of which six have been chosen to receive training, mentoring and a \$4500 start-up grant. **Everything Dogs Halton** is one this year's successful candidates of the program. Everything Dogs Halton is an Acton-based business which provides a range of pet services including grooming, dog walking, overnight care and more.
  - **Halton Small Business Centre (SBC)** continued to conduct twice-monthly complimentary business consultations for entrepreneurs at the Georgetown Branch of HHPL.
    - SBC hosted a **Finance seminar** for start-up businesses at Acton HHPL in March with seven (7) participants.

- **Halton Global Business Centre** continues to support international trade activity via delivery of services and events, including the upcoming *First Steps to Importing* seminar (June 12, 2019).
- **Brampton Real Estate Board (BREB)** members were hosted by Economic Development for an update event, with presentations on the local economy, zoning, transit and transportation, housing and more. Approximately 100 residential and commercial realtors attended and post-event surveys indicated high satisfaction with the event.
- **Town Studies and Projects:** Economic Development staff reviewed, contributed comments to and/or guided various Town studies and projects, including the Employment Lands Needs Study, Destination Downtown Secondary Plan, Intensification Opportunities Study, Transit Service Strategy, Active Transportation Plan and Vision Georgetown Secondary Plan.



Commercial and Residential Realtors from BREB at the Halton Hills Update event.



Economic Development and Public Works & Transportation booth at the Community Sprint Show

## 7. Tourism as an Economic Driver

- **Tourism Advisory Committee:** Staff continued to organize and lead the Town's Tourism Advisory Committee meetings, including the creation of a new and updated Terms of Reference (ToR) in collaboration with members of the Committee.
  - The ToR were approved by Council on April 15<sup>th</sup>. The existing Tourism Advisory Committee concluded on April 16<sup>th</sup>, 2019.
  - Recruitment for new committee members has been designed and is underway.
- **Tourism Workshop:** Staff hosted a highly-successful 'sold-out' tourism industry workshop entitled "Developing Tourism Offers – Partnering for Success," with more than 35 participants to leverage synergies between local businesses in the tourism sector.

- This event was hosted in partnership with the Hamilton Halton Brant Regional Tourism Association (RTO3) and the Ministry of Tourism, Culture and Sport.
  - The event provided local tourism organizations and businesses with tools to develop and/or enhance their experiential activities and programs.
  - 100% of post-event survey respondents strongly agreed/agreed that the workshop improved their knowledge of what a “tourism offer” is and how to develop them.
- **New Marketing Video:** Continued to manage the production of an Economic Prosperity, Cultural Vibrancy and Tourism video, to market Halton Hills as a prime tourism and investment destination.
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- Carousel ride at the 2018 Acton Fall Fair, Prospect Park*
- **Cycling Tourism:** Continued to work in partnership with Transportation and Communications staff, and the Bike It Committee to support a variety of cycling initiatives and events. This included the Halton Hills Cycling Summit, the creation of a half-page promotional ad for inclusion in the Recreation & Parks Guide, distribution of the new Bike It rack card, and attendance at the Town’s Used Bike Buy and Sell Event which was held on April 27, 2019.
  - **Ontario By Bike:** Continued to promote the Ontario By Bike™ Network, a program certifying and promoting bicycle friendly businesses and cycle tourism, by hand-delivering outreach packages to local cycle-tourism ready businesses, and promoting the opportunity via the Town’s e-newsletters, websites and social media channels.
  - **Tourism Ambassador Program:** Continued to work in partnership with the Town’s Recreation & Parks division to develop and launch a new Tourism Ambassador Program. Tourism Ambassadors will assist the Town by attending local festivals and events to provide tourism information and collect local tourism data.
  - **Social Media:** Continued to expand social media efforts with over 165 tourism specific social media posts that used the dedicated tourism hashtag: #hhTourism.
  - **Tourism Website:** Continued to update and refresh the Town’s [visithaltonhills.ca](http://visithaltonhills.ca) tourism website resulting in over 3,600 website visits and 17,600 page views.
  - **Tourism Marketing Materials:** Distributed over 8,500 pieces of tourism marketing materials. This included sending the Town’s updated tourism rack



cards (English and Chinese versions) to Ontario's Travel Information Centres.

- **New Tourism Brochure and Rack Card:** In the process of creating a new tourism brochure and rack card to continue to highlight the key economic benefits of tourism.
- **Tourism Communications:** Continued to provide tourism-specific content for inclusion in corporate e-newsletters.
- **Festival and Events Guide:** Developed content for the Independent Free Press' 2019 Festivals & Events Guide.
- **Tourism Industry Association of Canada (TIAC):** Town staff has been selected to judge TIAC's 2019 Canadian Tourism Awards.

## 8. Culture, Heritage and Quality of Life

- **A New Arts and Culture Webpage** was launched on [haltonhills.ca/culture](http://haltonhills.ca/culture), as a one-stop location for all things culture in Halton Hills. The webpage includes a Community Cultural Catalogue, Festivals and Events, Cultural Facilities, Volunteer Opportunities, Resources for the Arts and Culture Sector and more. Culture pageviews from January 1 through May 15, 2019 totaled 1,126.

- **State of Culture:** The second annual "State of Culture" report was approved by Council on April 8, 2019. The report highlighted Town, Library and Community-led cultural initiatives that strengthen the cultural vibrancy of Halton Hills. These initiatives demonstrate the delivery of a robust cultural program.



*Presentation of the OTF grant outside of L.M. Montgomery's home in Norval*

- **Wordsworth:** The State of Culture Summary Report was included in the Spring *Wordsworth* publication, issued mid-May by the Halton Hills Public Library.
- **Arts & Culture Working Group:** A report recommending the formation of an Arts & Culture working group was approved by Corporate and Community Affairs Committee on April 8, 2019. A recruitment strategy is under development.
- **Banner Public Art Project** report was approved by Committee on April 29, featuring the Town's first-ever proposal for a public art installation, under the Public Art Master Plan (PAMP.) The Request for Proposals was issued mid-May.

- **Heritage:** To raise the profile of Heritage and its contributions to the quality of life in Halton Hills, a strategy is being developed for implementation with the Heritage Committee, including a new annual “State of Heritage” report to complement the “State of Economy” and “State of Culture” reports.

## **9. Marketing and Communications**

Communications and marketing efforts continued to expand, to position Halton Hills as a top-of-mind destination for investment, including:

- Updates and enhancements to the investhaltonhills.com and visithaltonhills.ca websites, including updating the Invest site with the new MapLinks GIS upgrade for better functionality.
- Promoted relevant events, forums, resources and incentives from partners such as Haltech, Ontario Ministry of Agriculture, Food and Rural Affairs, Peel Halton Workforce Development Group (PHWDG) via InvestHaltonHills.com.
- Investhaltonhills.com had about 2600 pageviews between January and mid-May.
- Promoted eligible community events on VisitHaltonHills.ca.
- Published two editions of the Economic Development e-Newsletter (February & April). There are 356 active subscribers and growing.

## **CONCLUSION:**

Halton Hills’ economy continues to be strong, despite broader economic factors creating some uncertainty. Economic Development staff continually monitor the economy, and this Snapshot will continue to be presented regularly to keep Committee/Council updated on key economic development issues and opportunities. Extensive efforts continue to be made successfully to position Halton Hills as a top-of-mind destination for investment.

Reviewed and approved by,



Damian Szybalski, Director of Economic Development, Innovation & Culture



Brent Marshall, Chief Administrative Officer

## MEMORANDUM

**TO:** Community and Corporate Affairs Committee

**FROM:** Douglas Davey, Manager of Children's and Youth Services

**DATE:** Apr 25, 2019

**MEMORANDUM NO.:** MEM-LIB-2019-0002

**RE:** LGBTQ+ Library Services

### PURPOSE OF THE MEMORANDUM:

To inform the Community and Corporate Affairs Committee of the various initiatives — past, present, and future — that the Library has launched in order to meet the needs of the LGBTQ+ community.

Note: This memo employs the acronym LGBTQ+, which stands for Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, and more. This acronym arose in response to the need for a concise term that addresses the complex interweaving of gender, identity, and sexuality.

### BACKGROUND:

The Library's commitment to support our diverse community is reflected in our plans and procedures:

- Strategic Outcome A
  - Connected community that is culturally-enriched by population growth and increased diversity.
- Diversity and Inclusion Policy
  - The Halton Hills Public Library recognizes and affirms the dignity of those they serve, regardless of heritage, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, physical, or mental abilities. The Halton Hills Public Library makes diversity and inclusion priorities in planning and decision making for staffing, collections, and services.



The Library endeavours to offer collections, services, and programs for those in our community who are diverse and/or traditionally-underserved, such as Indigenous people, seniors, youth, French and ESL speakers, low-income earners, and new immigrants. One such demographic group is the LGBTQ+ community. This memo outlines our current offerings, as well as our plans for the future.

## **COMMENTS:**

### Community Partnerships

The Positive Space Network, or PSN, is a branch of the Reach Out Centre for Kids, or ROCK. PSN offers programming and resources for LGBTQ+ people in the Halton community. These services include partnership programs offered at the Library.

### Collections

In recognition of the diverse needs of our community, the Library collects many items that are 'by, for, and about' LGBTQ+ people. These materials are available in almost every format and designed for every age. Recently, the Library launched the teen "Rainbow Collection," a virtual LGBTQ+ "shelf" in the Overdrive / Libby eBook platforms. A "shelf" is a staff-curated reading list, where similarly-themed materials are brought together to aid in discovery.

### Programming

Approximately 10 years ago, the Library began our first LGBTQ+ focused program, which was a partnership program that offered drop-in support for LGBTQ+ youth. That program was eventually discontinued, but recently the Library and Town of have been partnering with PSN to offer space and support for a new drop-in program.

The Library and the PSN, along with the other Halton libraries, have formed a committee known as the Youth Collective Impact. This committee has worked to launch a new program called Rainbow Connections, an intergenerational LGBTQ+ program series designed to bring people of all ages together and share their knowledge and experiences. A recent Board Game Afternoon program had nine people in attendance, ranging in age from children to seniors.

This summer, the Library is taking part in a dynamic new trend in libraries: a Drag Queen Storytime. The Library intends to book Fay and Fluffy, two well-known drag performers who specialize in programming for children and families. The pair have conducted numerous programs across Ontario, including at the Royal Ontario Museum, the Art Gallery of Ontario, the Burlington and Oakville Public Libraries, and the Positive Space network. Fay and Fluffy's program is high-quality, cost-effective, and entertaining for all-ages. This kind of programming demonstrates the Library's commitment to LGBTQ+ people of all ages, builds understanding, and may even have an impact on bullying.

For Pride Month 2019, we have purchased pride flags both large and small to be used in several displays throughout the library.

In 2017-2018, and in partnership with the PSN and the CFUW (Canadian Federation of University Women), the library offered a well-received presentation on the topic of gender identity.

## SERVICES

Some members of the LGBTQ+ community struggle with using the services of a public agency such as a library. Notably, transgendered people often encounter obstacles when acquiring a library membership, as new patrons are asked to present a piece of government ID during the registration process. Many trans people do not resemble their ID as both their name and appearance may have changed, especially if they are transitioning between genders. Here at the Halton Hills Public Library, unlike other library systems, we allow people to register under a preferred name and do not ask for their gender. In addition, as with all Town public facilities, gender-neutral washrooms are available to the public.

LGBTQ+ people in Canada experience a level of violence and harassment disproportionate to what is experienced by their heterosexual counterparts. As such, it is no surprise that our LGBTQ+ patrons may experience anxiety when borrowing LGBTQ+ themed material. However, our self-serve holds and self-check machines allow patrons to check out their own materials and mitigate any potential distress. Virtual materials are growing immensely in popularity, and are even more private.

As part of the Library's official work plan, and in order to ensure that employees and the Board understand the specific needs of LGBTQ+ people, we are looking into offering "Positive Space Training," a program that is offered by the PSN. Not only will this develop our staff's customer service skills, it will also send a message to the LGBTQ+ community that we want to offer them the best library services possible.

## **CONCLUSION:**

*"Drag Queen Story Hour [DQSH] is a fun and important program that celebrates diversity in the way that children may dress and act. It encourages children to look beyond gender stereotypes and embrace unfettered exploration of self. Programs like DQSH encourage acceptance of difference and help to prevent bullying, while providing an enjoyable literary experience."*

-Judy Zuckerman, Director of Youth and Family Services, Brooklyn Public Library

There are many LGBTQ+ people in our community, but they lack some of the social and cultural amenities available in a larger city. We at the Library are uniquely-positioned to improve the lives of this under-served group. We have the materials, staffing, partnerships, and expertise to truly improve the lives of LGBTQ+ people in our community. We are already doing great things with our collections, now it is time to bring all of our services to that level.

Reviewed and approved by.

A handwritten signature in black ink, appearing to read "Geoff Cannon", written over a light gray rectangular background.

Geoff Cannon, Chief Librarian

A handwritten signature in black ink, appearing to read "Brent Marshall", written over a light gray rectangular background.

Brent Marshall, Chief Administrative Officer

## REPORT

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

**REPORT FROM:** Susie Spry, Acting Supervisor of Enforcement Services

**DATE:** May 15, 2019

**REPORT NO.:** ADMIN-2019-0022

**RE:** Appointment of Private Parking Enforcement Officers

### RECOMMENDATION:

THAT Report ADMIN-2019-0022 dated May 15, 2019, regarding the appointment of non-employees of the Town as Private Parking Enforcement Officers, for the purpose of enforcing the off-street parking by-law on private property, be received;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute a by-law to authorize Andrew LEWIS, Carrie IBBOTSON, and Jim ROSE as Private Parking Enforcement Officers for the purpose of enforcing the Town of Halton Hills Off-street parking by-law.

### BACKGROUND:

On December 13, 1993, Council received Report No. BLDG. 93-18 and directed that staff implement policies for receiving applications and reporting to Council recommendations for the appointment of non-employees of the Town as Municipal Law Enforcement Officers, hereinafter referred to as "Private Parking Enforcement Officers", for the sole purpose of enforcing off-street parking by-laws on private property.

It is common practice for condominium corporations and owners of private property that provide large parking facilities to employ private security firms to enforce the parking restrictions on their own properties. This eliminates the need for Town staff or police to attend in order to issue parking tickets. The property managers employing the private parking enforcement officer then have control over the level of service they wish to administer on their own property.

Staff has revised the original "Parking By-law Manual" with a current and up-to-date "Parking Enforcement Training Manual." Enforcement staff is now in receipt of all the necessary documentation to satisfy approval and recommend that the three officers from Mobile Support Services Security be appointed as "Private Parking Enforcement Officers."

**COMMENTS:**

The municipality has received a request from Mobile Support Services Security asking that officers of from their company be authorized to enforce the provisions of the Town of Halton Hills Off-Street Parking By-law within internal private roads and visitors parking at 10-44 Holmesway Place Acton, 17 Elizabeth Drive Acton, 46 Holmesway Place Acton, 11 Sargent Road Georgetown, 3 Hyde Park Drive Georgetown and 8 Durham Street Georgetown.

The former *Municipal Act* created the statutory liability that where a Municipal Council has appointed a person who is a non-employee of the municipality as a municipal law enforcement officer for enforcing off-street parking by-laws, that the Municipal Council was to ensure that the person be properly trained to perform the duties arising out of the appointment and be properly supervised by an employee of the municipality. The new *Municipal Act*, 2001 no longer provides this specific statutory requirement, however, maintaining our current process provides adequate liable safeguards.

As a result the following policies were adopted by Council resolution on December 13, 1993.

1. Submit a recent security clearance report issued by the Halton Regional Police Services and provide same on as per request basis;
2. Provide evidence of worker's compensation coverage from their employer;
3. Provide evidence of liability insurance coverage from their employer;
4. Review and sign off indicating that the Town of Halton Hills Training Manual has been read and understood;
5. Demonstrate knowledge of the *Ontario Health and Safety Act*;
6. Pay to the municipality the sum of \$100.00, per application, to recover the costs associated with the administration, printing of instructional manuals, and other expenses incurred by the municipality;
7. That all appointments shall be for the purpose of issuing parking infraction notices pursuant to Part II of the *Provincial Offences Act* and no authorities will be extended for the towing or seizure of vehicles from private property as provided in the Town of Halton Hills off-street by-laws.

Enforcement Services is now in receipt of all necessary documentation to satisfy approval and recommend that their appointment as "Private Parking Enforcement Officers" be approved.

**RELATIONSHIP TO STRATEGIC PLAN:**

This report is operational in nature and therefore is not directly related to the Strategic Plan

**FINANCIAL IMPACT:**

There is no additional financial impact to the Town respecting this appointment.

**CONSULTATION:**

Enforcement Coordinator – Lead Customer Service Specialist was consulted in the preparation of this report.

**PUBLIC ENGAGEMENT:**

There is no public engagement associated with 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:**

The three Private Parking Enforcement Officers will be advised of their official appointment once passed by Council.

**CONCLUSION:**

The purpose of this of this report is to inform Council of the certification process established since 1993 of all requests for appointment of Private Parking Enforcement Officers to enforce the Town's by-law on private properties such as properties owned by condominium corporations. The Municipality has a screening process to satisfy requirements for adequate safeguards and for staff to draw specific recommendations to Council for these appointments.

Reviewed and Approved by,

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Suzanne Jones, Clerk & Director of Legislative Services

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

Brent Marshall, Chief Administrative Officer



**BY-LAW NO. 2019-**

A By-law to provide for the appointment of Private Parking Enforcement Officers

**WHEREAS** Section 15 of the Police Services Act, R.S.O. 1990, Chapter P.15, authorizes Council to pass by-laws for appointing a municipal law enforcement officer;

**AND WHEREAS** Section 227 of the Municipal Act, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of Council;

**AND WHEREAS** Mobile Support Services Security will be appointed Private Parking Enforcement Officers for the purpose of performing private parking within the Corporation of the Town of Halton Hills.

**AND WHEREAS** on June 17, 2019, Council for the Town of Halton Hills approved/adopted Report No. ADMIN-2019-0022, dated May 15, 2019, in which certain recommendations were made relating to Appointment of Private Parking Officers.

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

1. That the following Private Parking Enforcement Officer be appointed for the following locations:

Private Parking Enforcement Officer	Location of Appointment	Date of Appointment
Andrew LEWIS	10-44 Holmesway – Acton ON Halton Community Housing Corporation	June 17, 2019
	46 Holmesway Place – Acton ON Halton Community Housing Corporation	June 17, 2019
Carrie IBBOTSON	17 Elizabeth Drive – Acton ON Halton Community Housing Corporation	June 17, 2019
Jim ROSE	11 Sargent Road – Georgetown ON Halton Community Housing Corporation	June 17, 2019
	3 Hyde Park Drive – Georgetown ON Halton Community Housing Corporation	June 17, 2019
	8 Durham Street – Georgetown ON Halton Community Housing Corporation	June 17, 2019

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 17<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
MAYOR – RICK BONNETTE

\_\_\_\_\_  
CLERK – SUZANNE JONES

## REPORT

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

**REPORT FROM:** Susie Spry, Acting Supervisor of Enforcement Services

**DATE:** May 15, 2019

**REPORT NO.:** ADMIN-2019-0023

**RE:** Request from Nicolas Beaver for a variance to the Fence By-law 2002-0060, as amended at 44 Cotswold Court, (Georgetown) Town of Halton Hills

### RECOMMENDATION:

THAT Report No. ADMIN-2019-0023 regarding a request from Nicolas Beaver for a variance to the Fence By-law 2002-0060, as amended at 44 Cotswold Court, Town of Halton Hills be received;

AND FURTHER THAT the fence variance contained in Report No. 2002-0060;

a) be granted to Nicolas Beaver, 44 Cotswold Court, as requested;

OR

b) be granted to Nicolas Beaver, 44 Cotswold Court, with conditions as set out in the decision of the Community and Corporate Affairs Committee;

OR

c) not be granted to Nicolas Beaver, 44 Cotswold Court.

### BACKGROUND:

The municipality has enacted legislation that controls the height of fences within the municipality, under the authority of the *Municipal Act, 2001*. Nicolas Beaver, property owner of 44 Cotswold Court, is seeking relief from the by-law which restricts the height of a fence in the rear yard to not exceed 2.13 metres (7 feet) in height. The owner proposes a 2.74 metres (9 foot) wood privacy fence along the rear lot line of the property.



**COMMENTS:**

A map indicating the location of the subject property is attached. The variance is described in the following table:

<b>By-Law Requirement</b>	<b>Variance Requested</b>	<b>Reason for Variance</b>
The maximum height of a fence in the rear yard is 2.13 metres (7 feet) in height.	To permit a fence in the rear yard of 2.74 metres (9 feet) in height above the effective grade.	To minimize the impact of noise from the busy street directly behind the residential property as well as for privacy and security.

**RELATIONSHIP TO STRATEGIC PLAN:**

This report is operational in nature and has no direct link to the Strategic Plan.

**FINANCIAL IMPACT:**

There is no financial impact associated to this report.

**CONSULTATION:**

The applicant was consulted in preparation of this report.

**PUBLIC ENGAGEMENT:**

Public engagement is not applicable in this matter.

**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:**

The applicant has been informed of the Community and Corporate Affairs Committee's meeting, date, time, and location and given access to a copy of the report prior to the day of the meeting. The applicant has been informed that the Committee's recommendations will be brought forward to Council for final recommendation. The applicant will be notified if Council's resolution in writing.

**CONCLUSION:**

The Town of Halton Hills By-law 2002-0060, as amended regulates fences. The maximum allowable height of a fence in a rear yard is 2.13 metres. The applicant is requesting to build a 2.74 metre (9 foot) wood privacy fence along the rear lot line.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Suzanne Jones". The script is fluid and cursive, with the first name "Suzanne" written in a larger, more prominent hand than the last name "Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is bold and cursive, with the first name "Brent" written in a larger, more prominent hand than the last name "Marshall".

Brent Marshall, Chief Administrative Officer



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

1 Halton Hills Drive, Halton Hills, L7G 5G2  
905-873-2601 | 1-877-712-2205  
haltonhills.ca

APPLICATION FOR VARIANCE TO THE TOWN'S FENCE BY-LAW

1. Name (s) of Owner (s) Nicolas Beaver  
Telephone/Fax Nos. \_\_\_\_\_  
Mailing Address 44 Cotswold Court Georgetown ON L7G 5E4  
Municipal Street Address \_\_\_\_\_
2. Name of Agent (if applicable) \_\_\_\_\_  
Telephone/Fax Nos. \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_
3. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):  
Municipal Street Address 44 Cotswold  
LOT (s) \_\_\_\_\_ CONCESSION \_\_\_\_\_  
ASSESSMENT ROLL # \_\_\_\_\_
4. Indicate what section(s) of the by-law which you are seeking relief from: \_\_\_\_\_  
Section 4, Subsection 2 of By-Law No. 2002-0060

Unless otherwise requested, all communications will be sent to the agent, if any.

5. Nature and extent of relief applied for:  
Variance from section 4, subsection 2. 2 Feet  
increase to fence height by-law for Privacy, security,  
and safety.
6. Why is it not possible to comply with the provisions of the by-law?  
Because we back on to a busy street, have an  
apartment with views into our backyard, and due to grading  
changes to our property, the fence height on our side is insufficient.



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## OWNER'S AUTHORIZATION

(REQUIRED ONLY IF PARTY OTHER THAN OWNER IS MAKING THIS APPLICATION)

File No.: \_\_\_\_\_

I/WE Nicolas Beaver \_\_\_\_\_

the Owner (s) of the land being subject of this Fence Variance Application hereby authorize and appoint:

as my/our Agent to make this application on my/our behalf and to conduct all communications on my/our behalf respecting same.

LOCATION OF LAND: 44 Cotswold \_\_\_\_\_

SIGNATURE (S):

"X" Nicolas Beaver

Print Name (including \* Company affiliation, if applicable)

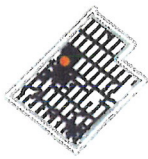
"X" Nicolas Beaver

(Print Name (including \*Company affiliation, if applicable)

DATE: 17/04/19



# Town of Halton Hills



- Legend**
- Town Boundary
  - Urban, Hamlet, Rural Area
  - Urban
  - Hamlet
  - Rural Cluster
  - Lot, Concession
  - Railway
  - Street
  - Parcel, Ownership
  - Waterbody

Notes







Scale 1:300

1985

Original  
pool permit  
issued  
1987.

### Metric

Distances shown on this plan  
can be converted to feet by

### Notes

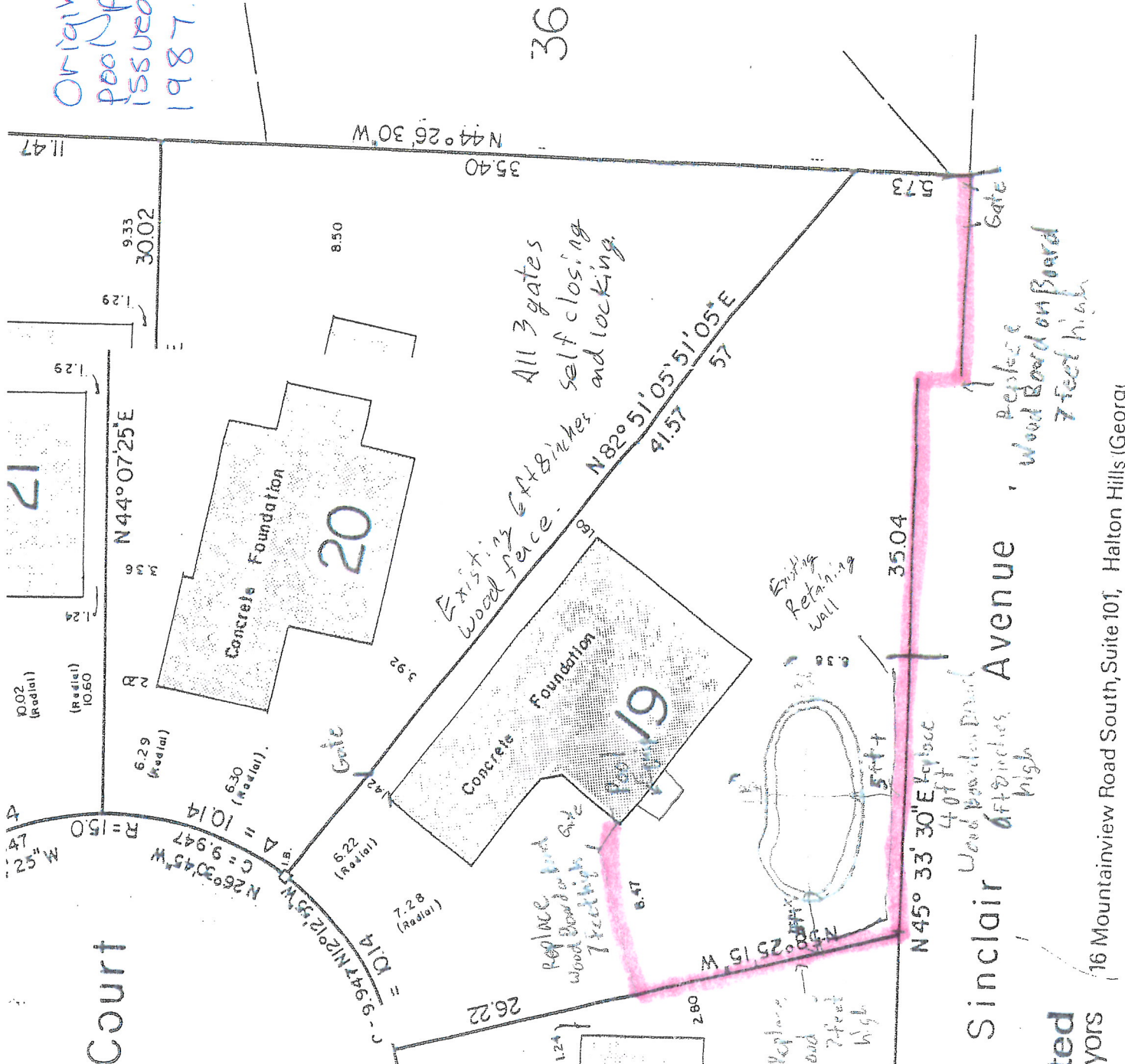
1. denotes Found Survey Monument
2. denotes Planted Survey Monument
3. (1254) denotes R.E. Clipsham Limited,

### Surveyor's Certificate

I certify that:

The field survey represented on this plan  
the 22nd day of July 1985.

Dated 14  
Sept. 10, 1985.













## REPORT

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

**REPORT FROM:** Susie Spry, Acting Supervisor of Enforcement Services

**DATE:** May 22, 2019

**REPORT NO.:** ADMIN-2019-0024

**RE:** Request from Jacqueline Thomas for a variance to the Fence By-law 2002-0060, as amended at 12 Market Street, (Georgetown) Town of Halton Hills

### RECOMMENDATION:

THAT Report No. ADMIN-2019-0023 regarding a request from Jacqueline Thomas for a variance to the Fence By-law 2002-0060, as amended at 12 Market Street, Town of Halton Hills be received;

AND FURTHER THAT the fence variance contained in Report No. ADMIN-2019-0024;

a) be granted to Jacqueline Thomas, 12 Market Street, as requested;

OR

b) be granted to Jacqueline Thomas, 12 Market Street, with conditions as set out in the decision of the Community and Corporate Affairs Committee;

OR

c) not be granted to Jacqueline Thomas, 12 Market Street.

### BACKGROUND:

The municipality has enacted legislation that controls the height of fences within the municipality, under the authority of the *Municipal Act, 2001*. Jacqueline Thomas, property owner of 12 Market Street, is seeking relief from the by-law which restricts the height of a fence in the side yard to not exceed 2.13 metres (7 feet) in height. The owner proposes a 2.43 metres (8 foot) wood privacy fence along the north side lot line of the property.

**COMMENTS:**

A map indicating the location of the subject property is attached. The variance is described in the following table:

By-Law Requirement	Variance Requested	Reason for Variance
The maximum height of a fence in the side yard is 2.13 metres (7 feet) in height.	To permit a fence in the side yard of 2.43 metres (8 feet) in height above the effective grade.	To provide for adequate privacy as the rear yard of the property has a substantial drop in grade.

**RELATIONSHIP TO STRATEGIC PLAN:**

This report is operational in nature and has no direct link to the Strategic Plan.

**FINANCIAL IMPACT:**

There is no financial impact associated to this report.

**CONSULTATION:**

The applicant was consulted in preparation of this report.

**PUBLIC ENGAGEMENT:**

Public engagement is not applicable in this matter.

**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:**

The applicant has been informed of the Community and Corporate Affairs Committee's meeting, date, time, and location and given access to a copy of the report prior to the day of the meeting. The applicant has been informed that the Committee's recommendations will be brought forward to Council for final recommendation. The applicant will be notified if Council's resolution in writing.

**CONCLUSION:**

The Town of Halton Hills By-law 2002-0060, as amended regulates fences. The maximum allowable height of a fence in a rear yard is 2.13 metres. The applicant is requesting to build a 2.43 metre (8 foot) wood privacy fence along the north side lot line.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in cursive script, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer



**APPLICATION FOR VARIANCE TO THE TOWN'S FENCE BY-LAW**

MAY 14 2019

1. Name (s) of Owner (s) Jacqueline Thomas TOWN OF HALTON HILLS  
Telephone/Fax Nos. 416-706-3306  
Mailing Address 12 Market St. Georgetown L7G 3B7  
Municipal Street Address \_\_\_\_\_
2. Name of Agent (if applicable) \_\_\_\_\_  
Telephone/Fax Nos. \_\_\_\_\_  
Mailing Address \_\_\_\_\_
3. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):  
Municipal Street Address 12 Market St. Georgetown L7G 3B7  
LOT (s) 5 CONCESSION RP 523  
ASSESSMENT ROLL# 2415 020 001 25600 0000
4. Indicate what section(s) of the by-law which you are seeking relief from: Fencing height restriction

Unless otherwise requested, all communications will be sent to the agent, if any.

5. Nature and extent of relief applied for:  
Property drops at rear of home. The fence needs to be higher at the point of the drop to the rear as well as the slope on the side property line to offer some privacy. An extra 12 inches should suffice.
6. Why is it not possible to comply with the provisions of the by-law?  
The fence has to be built on a grade between two properties

7. Dimensions of land affected:

Frontage ~~Approx. 55'~~ 97'

Depth Approx. 55'

Area \_\_\_\_\_

Street Width \_\_\_\_\_

8. Location of all buildings and structures on the subject land; specify distances from side, rear, front lot lines. Scaled drawing/survey, as per Town requirements, to form part of complete application.

Existing: See attached survey

Proposed (if applicable): \_\_\_\_\_

8. Has the owner previously applied for a variance to the Town's fence by-law:

Yes \_\_\_\_\_ No X

If yes, describe briefly (including File# and date): \_\_\_\_\_

J. S. Thomas  
Signature of Applicant/Authorized Agent

Jacqueline S. Thomas  
Print Name

Proposed

LOT 10

LOT 9

LOT 8

LOT 4

LOT 5

LOT 6

REG'D.

PLAN

523

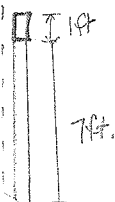
This portion requires  
variance in height

BRICK  
ANNEALING

MARKET

STREET

existing grade



This sketch not to  
scale

LEITCH ENGINEERING

2225A GERRARD STREET EAST, TORONTO, ONTARIO

PLAN OF

LOT 5 REG'D. PLAN 523

TOWN OF GEORGETOWN

CITY OF HALTON

DATE

11 - 10 - 88

SCALE

1" = 30'

FOR

M. FERRELL

*J. Leitch*

ONTARIO LAND SURVEYOR

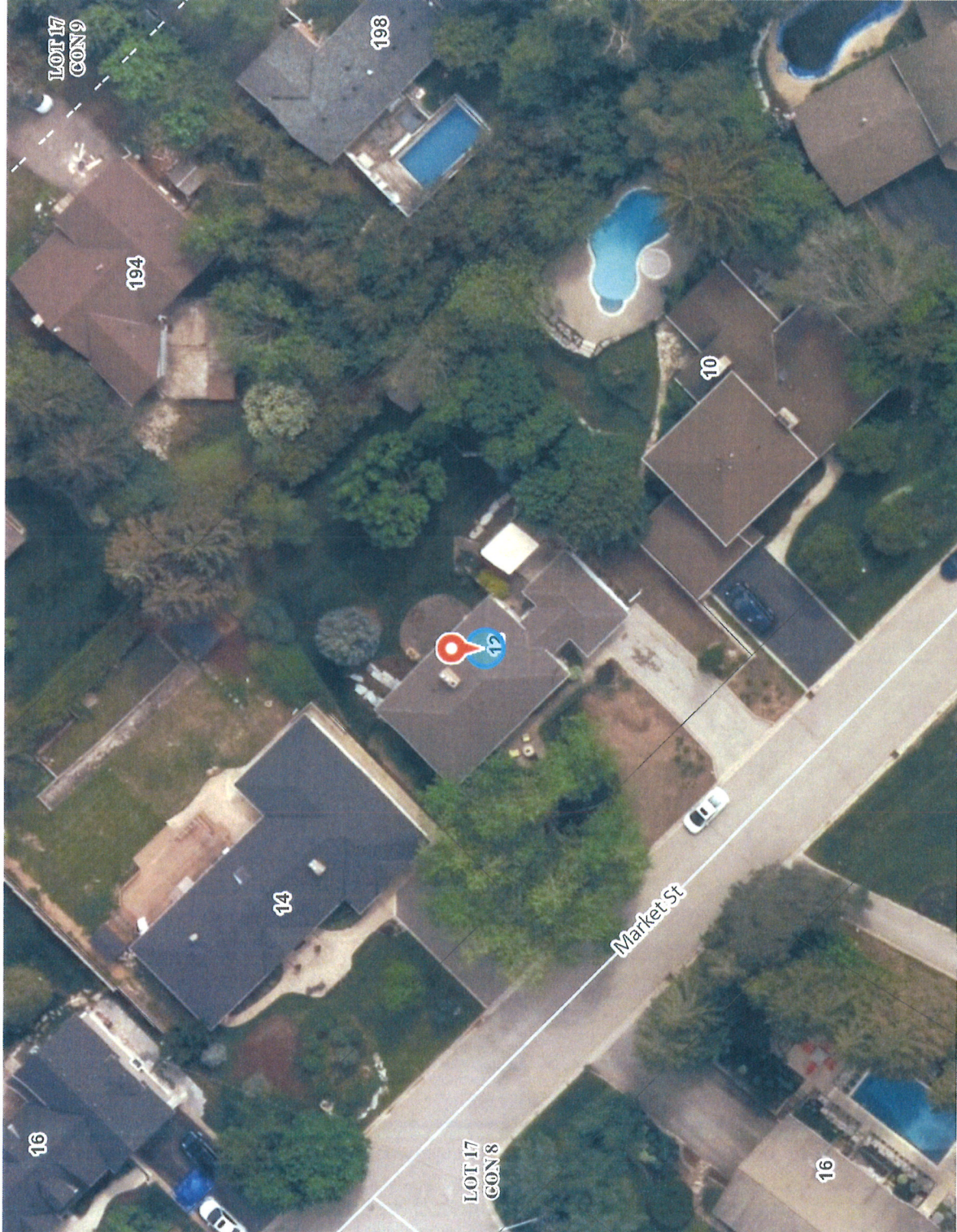


# Town of Halton Hills



- Legend**
- Town Boundary
  - Urban, Hamlet, Rural Area
  - Urban
  - Hamlet
  - Rural Cluster
  - Lot, Concession
  - Railway
  - Street
  - Parcel, Ownership
  - Waterbody

Notes



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0.0 Kilometers



Scale: 1: 500  
Date: 5/29/2019

Projection: NAD\_1983\_UTM\_Zone\_17N  
© The Corporation of The Town of Halton Hills

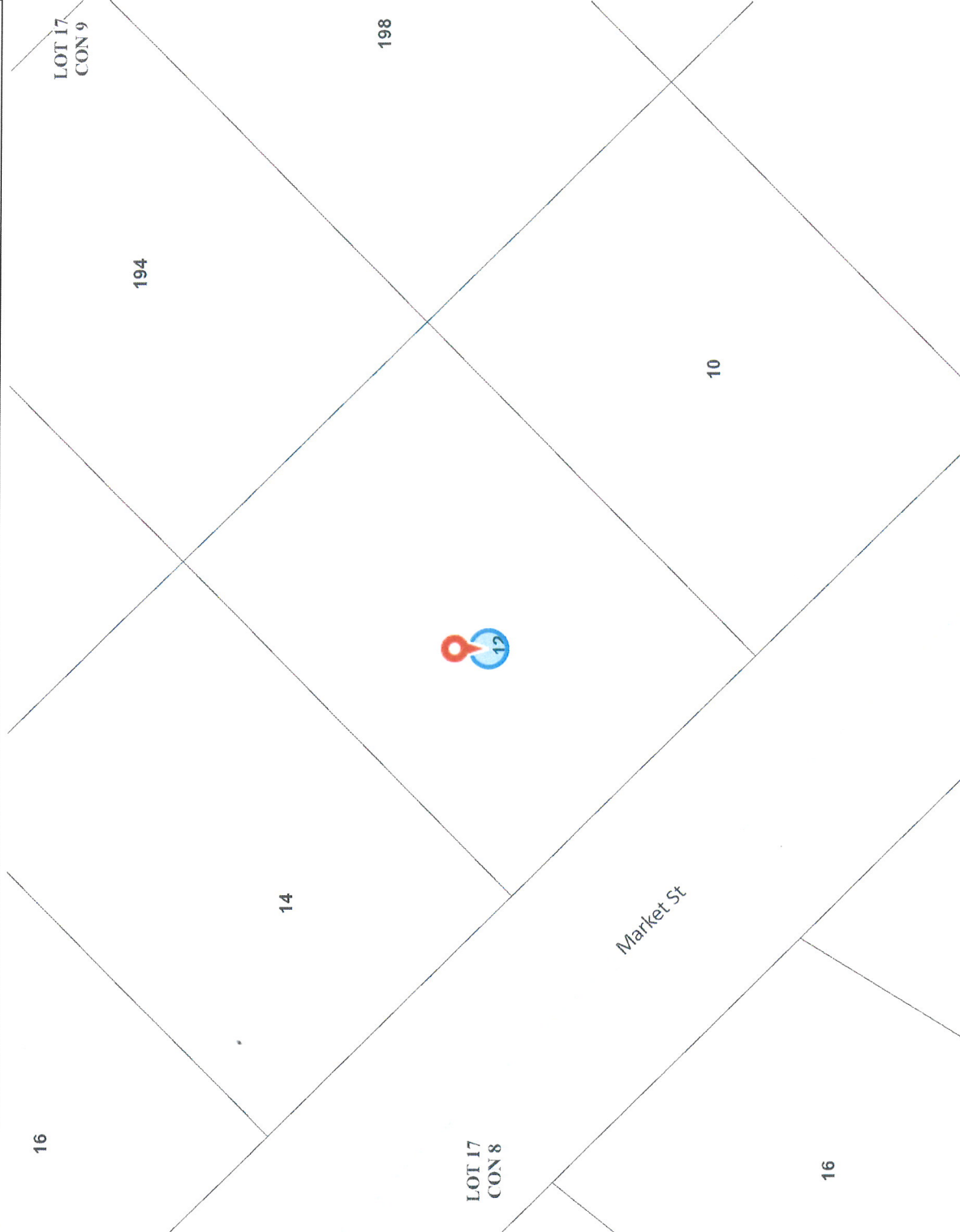


# Town of Halton Hills



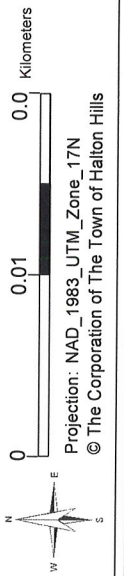
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Scale: 1: 500  
 Date: 5/29/2019









## REPORT

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

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

**DATE:** May 17, 2019

**REPORT NO.:** CORPSERV-2019-0021

**RE:** Annual Purchasing Policy Reporting – Bylaw No. 2017-0061  
File: 18/TE

### RECOMMENDATION:

THAT Report CORPSERV-2019-0021, dated May 17, 2019, 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 2018.

### COMMENTS:

Section 12c of the Purchasing Policy states that “annually the Manager, or designate shall provide a report to Community & 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 2018, a total of \$131,232.47 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 in accordance with the Purchasing Policy are as follows:

Type	Limit (includes HST)
Tender	\$500,000
Proposal	\$100,000
Single Source	\$25,000

In 2018, a total of \$5,421,026.30 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 CORPSERV-2018-0001 and CORPSERV-2018-0029 are not included in the amounts.

There were no items to report in this category. There were no additional legal fees not previously reported for 2018 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.

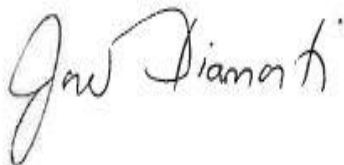
**CONCLUSION:**

This report is required under the Section 12C 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, Chief Administrative Officer

**APPENDIX A**

CORPSERV-2019-0021

**A - SURPLUS EQUIPMENT 2018**

Description	Department	Amount 2018
Various Cell Phones	CORPSERV	\$932.00
Surplus Computers, Laptops and equipment	CORPSERV	\$8,586.50
Misc. Office Furniture	CORPSERV	\$2,228.97
Blower with Honda 5.0HP Gas Engine (2)	FIRE	\$250.00
2008 Jeep Liberty Sport 4WD #700	FIRE	\$4,100.00
2007 Dodge Ram 2500 SLT Mega Cab 4WD #706	FIRE	\$13,901.00
Whelan Light Bar (Fire) - 4	FIRE	\$1,190.00
2007 Dodge Ram 2500 SLT Mega Cab 4WD	FIRE	\$14,100.00
Lot of 9 Street Lamps	TPW	\$300.00
2006 710G John Deere Backhoe	TPW	\$21,175.00
2007 Cat 420E Backhoe	TPW	\$31,000.00
2000 Case 621E Loader	TPW	\$18,476.00
2006 GMC Sierra 3500 Regular Cab 2WD w/Aluminum Dump Box	TPW	\$7,625.00
2004 Dodge Neon SX	TPW	\$500.00
2006 John Deere 1435 FRONT MOUNTED Series 2	TPW	\$3,825.00
Lot of Roof Guards	TPW	\$117.00
JD Bucket	TPW	\$425.00
Trailer	TPW	\$1,875.00
2 Skids of Rubber Speed Humps	TPW	\$626.00
<b>Total</b>		<b>\$131,232.47</b>

## B - ACQUISITIONS APPROVED BY CAO - 2018

### TENDERS

Company	Description	Department	Amount 2018 (including HST)
Connect Equipment Corporation	Tractor	TPW	\$ 280,675.05
Connect Equipment Corporation	Tractor	TPW	\$ 106,084.40
Cubex Limited Municipal Construction	Sidewalk Plow	TPW	\$ 168,768.45
DBR Outdoor Services Inc.*	Snow Clearing	RP & LIB	\$ 500,000.00
Diamond Tree Care & Consulting Inc.*	Tree Trimming	TPW	\$ 300,000.00
Dutchmaster Nurseries Ltd.*	Trees	TPW	\$ 375,000.00
Electrobauer Systems Limited*	Testing of electrical panels and transformer	RP	\$ 225,000.00
First Canada ULC*	Bussing for summer camps	RP	\$ 140,000.00
Flow Kleen Technology Ltd.*	Inspect and Clean Storm Water Quality Units	TPW	\$ 350,000.00
Greenspace Landscaping & Property Services Inc.	Construction West Branch Dr. Park	RP	\$ 320,971.58
Lakeview Sand and Gravel Ltd.*	Sand for Winter Control	TPW	\$ 425,000.00
Nortrax	Backhoe	TPW	\$ 138,707.50
Pioneer North Concrete Raising Inc.*	Mud Jacking Sidewalk Bays	TPW	\$ 225,000.00
PipeFlo Contracting Corp	Sewer Lining - Armstrong Ave.	TPW	\$ 212,519.10
Reliable Motors (1992) Limited	4 x 4 Pickup Truck with Snow Equipment	TPW	\$ 160,636.28
Strongco Equipment	Wheel Loader	TPW	\$ 220,011.00
Webnews Printing Inc.*	Printing of Recreation Activity Guide	RP	\$ 180,000.00
<b>Total</b>			<b>\$ 4,328,373.36</b>

\* Indicates multi-year contract. The total represents the estimated spend for the potential contract term.

## PROPOSALS

Company	Description	Department	Amount 2018 (including HST)
Activo Inc.*	Data Cabling Services	CORPSERV	\$ 100,000.00
Cansel	Survey Equipment	TPW	\$ 49,753.84
CS&P Architects Inc. (Note 1)	Gellert Feasibility Study	RP	\$ 135,102.80
GM BluePlan Engineering Limited	Fleet Management Strategy	TPW	\$ 55,324.80
The Ventin Group (Note 1)	Town Hall Master Plan	RP	\$ 124,227.68
Watson & Associates Economists Ltd.	Employment Land Needs Study	PDS	\$ 98,875.00
Watson & Associates Economists Ltd.	Recreation Rates & Fee Study	RP	\$ 70,060.00
Williams & Associates Forestry Consulting Ltd.	Urban Forest Strategic Management Plan	TPW	\$ 66,263.20
<b>Total</b>			<b>\$ 699,607.32</b>

\* Indicates multi-year contract. The total represents the estimated spend for the potential contract term.

Note 1 - Approved by CAO through Delegated Authority during election campaign

**SINGLE SOURCE**

Company	Description	Department	Amount 2018 (including HST)
AJ Stone Compnay Ltd.	Fire Extinguisher Simulator	FIRE	\$ 22,180.88
BRC Stylwall	Office Wall Partitions	RP	\$ 16,135.27
CS&P Architects Inc.	Conceptual Plan Acton Youth Centre	RP	\$ 24,995.60
DataFix	Voter Cards and Online Data	ADMIN	\$ 16,950.00
Dependable Emergency Vehicles	Repairs to Fire Vehicle	FIRE	\$ 16,561.63
Express Services of Canada Company	Employment Services	ADMIN	\$ 13,431.80
Graham Bros. Construction Limited (Note 1)	Asphalt	TPW	\$ 46,145.05
Ground Breakers Contracting Ltd.	Removal of Underground Fuel Tank	RP	\$ 13,200.30
Johnson Controls	Water Heat Pump	RP	\$ 13,013.08
KPMG LLP	Auditor - Review of Debt Document	CORPSERV	\$ 18,136.50
Luma Brothers Automotive & Truck Repair	Heavy Truck Repairs	TPW	\$ 24,973.00
Meridian Planning Consultants	Consultant for Cannabis Production Facilities	PDS	\$ 15,820.00
Multiseal Paving Company	Patterned Asphalt	TPW	\$ 13,537.40
O'Connor MacLeod Hana LLP (Note 2)	Prosecutorial Services	ADMIN	\$ 28,250.00
Sign Language	Signage Acton Arena	RP	\$ 12,192.70
SolidCAD Solutions	Training - Civil 3D	TPW	\$ 10,565.50
The Planning Partnership Ltd.	Review of Parkland Dedication Policies	RP	\$ 24,860.00
TixHub Inc.*	Ticket Software Support and Maintenance	RP	\$ 20,177.28
TMC Fencing Inc.	Fencing	TPW	\$ 12,315.87
Vernon Technology Solutions	Laptops and Equipment for Election	ADMIN	\$ 9,947.39
Wood Environment & Infrastructure Solutions	Premier Gateway Transportation Study (change of vendor)	TPW	\$ 19,656.37
<b>Total</b>			<b>\$ 393,045.62</b>

Note 1 - Emergency Purchase

Note 2 - Approved by CAO through Delegated Authority during election campaign

\* Indicates multi-year contract. The total represents the estimated spend for the potential contract term.



**C - PROFESSIONAL & CONSULTING SERVICES - ROUTINE AND REGULAR BUSINESS**  
**NOT PREVIOUSLY REPORTED TO COUNCIL - BY DEPARTMENT - 2018**

No items to report

## REPORT

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

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

**DATE:** May 21, 2019

**REPORT NO.:** CORPSERV-2019-0023

**RE:** Semi-annual Single Source 2019 Awards  
File: F18/TE

### RECOMMENDATION:

THAT Report No. CORPSERV-2019-0023 dated May 21, 2019 regarding Semi-annual Single Source 2019 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2019 requests be awarded as per the list of suppliers in the body of this report and attached as Appendix A;

### BACKGROUND:

This report is being submitted to have Council's authorization on the various items listed in Appendix A. 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 Appendix A are the suppliers that the Town would like to enter into direct negotiation for the goods/services described, and issue purchase orders. Appendix A also includes any required increased values for vendors contained in Report No. CORPSERV-2018-0052, as well as vendors that a competitive process was followed, but an increase in the award amount is required.

### 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 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, staff provided an Annual Single Source Purchasing report (CORPSERV-2018-0052), which was approved by Council. Since the approval of this report, staff is requesting further additions for 2019, and increases to some of the vendor amounts that were estimated in the previous report. The amounts will remain within the individual department's budget.

Staff is requesting a single source designation for the suppliers listed in Appendix A as well as an increase to the vendors previously awarded through a competitive process 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 amounts requested in Appendix A of this report.

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, Chief Administrative Officer

## Appendix A

## Office of the CAO

Vendor	Comments	Previously Requested Value 2019 (excluding HST)	Spend to April 30, 2019	Suggested increase to Dec 2019
O'Connor MacLeod Hanna LLP*	Prosecutorial Services	\$ 200,000.00	\$ 31,600.00	\$ 210,000.00

\* Awarded on Report AD-2017-0028. O'Connor MacLeod is working on a complex file and additional costs are anticipated for the balance of 2019.

## Corporate Services

Vendor	Comments	Requested Value 2019 (excluding HST)	Spend to April 30, 2019	Suggested increase to Dec 2019
Ceridian Canada Ltd.*	Payroll Software	\$ -	\$ -	\$ 175,000.00
Hicks Morely Hamilton Stewart Storie LLP	Employment related legal advice	\$ 25,000.00	\$ 23,000.00	\$ 35,000.00

\* Awarded on Report CORPSERV-2017-0019 for \$140,000 per year. Due to additional costs for an education package, maintenance of biometric time clocks, expanded functionality and miscellaneous fees, the annual amount for 2019 and future years requires an increase.

## Fire

Vendor	Comments	Previously Requested Value 2019 (excluding HST)	Spend to April 30, 2019	Suggested increase to Dec 2019
Safedesign Apparel Ltd.*	Exclusive distributor for Globe Bunker Gear	\$ 75,000.00	\$ 6,700.00	\$ 90,000.00

\* Due to the anticipated hiring of 8 new recruits, additional bunker gear is required. Full spending will occur by year end.

## Appendix A

## Planning and Sustainability

Vendor	Comments	Previously Requested Value 2019 (excluding HST)	Spend to April 30, 2019	Suggested increase to Dec 2019
Facet Group Inc.	Heritage Engineering Services for various projects - Exchange Hotel, McGibbon	\$ -	\$ -	\$ 50,000.00

## Transportation

Vendor	Comments	Requested Value 2019 (excluding HST)	Spend to April 30, 2019	Suggested increase to Dec 2019
Halton Hills Hydro / Southwestern Energy Inc.*	For capital items - i.e. to move hydro poles during road construction, street light installations, street light maintenance, sports field, parking lot and pathway lights, traffic signal poles as well as power supply for special events.	\$ 850,000.00	\$ 132,047.35	\$ 950,000.00
Thomson Rogers	To review and update the existing Excavation Permit By-Law and Subdivision Agreement Review template	\$ -	\$ -	\$ 100,000.00

\* The majority of the work will be completed in Q2, Q3 and Q4. It is anticipated that many of the planned capital street lighting projects in 2019 has increased the original projected request but is still within budget.

## Appendix A

## Transportation continued

The following vendors perform repairs on various pieces of equipment and vehicles. In most instances, only a qualified, recognized, repair centre is able to provide this service as there may be potential warranty issues. These vendors have the requisite skills and tools to carry out the repairs as noted below. In other instances, diagnosing the extent of the repairs required, particularly on large trucks, may require that engines, transmissions or drivelines be disassembled in order to accurately assess the problem. It is not feasible to have the trucks diagnosed and then reassembled to obtain another quote. These trucks are vital to our everyday operations and timely repairs are imperative in order to allow staff to maintain existing service levels.

Vendor	Comments	Previously Requested Value 2019 (excluding HST)	Spend to April 30, 2019	Suggested increase to Dec 2019
Luma Brothers Automotive & Truck Repair	Heavy truck engine, transmission drive line repairs	\$ -	\$ 10,700.00	\$ 25,000.00
Joe Johnson Equipment	Sweeper, small multi-purpose tractor repairs, parts	\$ 50,000.00	\$ 37,900.00	\$ 70,000.00