

COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

Meeting #: CCA-09-2019
Date: Monday, June 24, 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
 - a. Samantha Howard, Manager of Recreation Services
Presentation to Committee regarding Youth Services Update. (Refer to Item 4c of this agenda)
 - b. Kimberley Roy, Halton Hills Service Club Collaborative
Presentation to Committee regarding Youth Services Update. (Refer to item 4c of this agenda)
 - c. Margaret Taylor, Active Living Coordinator
Presentation to Committee regarding Active Easy Project Update. (Refer to Item 4b of this agenda)
 - d. Tatiana Dujovic, Municipal Relations Specialist, Rogers Communications
Presentation to Committee regarding Master Cellular Agreement and Small Cell Licence Agreement with Rogers Communications. (Refer to Item 4f 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. | <u>MEMORANDUM NO. LIB-2019-0003</u>
LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0003 dated June 14, 2019 regarding Partial Restoration of Interlibrary Loan Service. | 4 |
| b. | <u>MEMORANDUM NO. RP-2019-0002 (AUTOMATIC HOLD)</u>
RECREATION AND PARKS MEMORANDUM NO. RP-2019-0002 dated June 10, 2019 regarding Active Easy Project Update. | 7 |
| c. | <u>MEMORANDUM NO. RP-2019-0003 (AUTOMATIC HOLD)</u>
RECREATION AND PARKS MEMORANDUM NO. RP-2019-0003 dated May 28, 2019 regarding Youth Services Update. | 11 |
| d. | <u>REPORT NO. CORPSERV-2019-0026</u>
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0026 dated April 10, 2019 regarding Award of the Ministry of Government Services contract OSS-00536904 for the Corporate Training and Development Program. | 19 |
| e. | <u>REPORT NO. CORPSERV-2019-0027</u>
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0027 dated May 24, 2019 regarding Award of Proposal P-063-19 for Municipal Tax Sale Services. | 28 |
| f. | <u>REPORT NO. CORPSERV-2019-0030 (AUTOMATIC HOLD)</u>
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0030 dated June 10, 2019 regarding Master Cellular Agreement and Small Cell Licence Agreement with Rogers Communications. | 32 |
| g. | <u>REPORT NO. RP-2019-0024</u>
RECREATION AND PARKS REPORT NO. RP-2019-0024 dated June 10, 2019 regarding Request for Exemption from Corporate Advertising Policy 2017-0002 – Alcohol Advertising in Parks. | 68 |
| h. | <u>REPORT NO. RP-2019-0025</u>
RECREATION AND PARKS REPORT NO. RP-2019-0025 dated May 31, 2019 regarding Award of Request for Proposal P-032-19 for Electric Services Roster and Award of Request for Proposal P-033-19 for Plumbing Roster. | 87 |

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: Mayor Bonnette and Members of Council

FROM: Beverley King, Manager of Community and Adult Services

DATE: June 14, 2019

MEMORANDUM NO.: MEM-LIB-2019-0003

RE: Partial Restoration of Interlibrary Loan Service

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to inform Council of the recent decision by the Government of Ontario to partially restore funding for the interlibrary loan service and outline the impacts of additional costs to the Library Board and Town.

BACKGROUND:

The Southern Ontario Library Service (SOLS) announced a resumption of interlibrary loan services in Ontario on May 31, 2019 following extensive discussion with the Ministry of Tourism, Culture and Sport. SOLS suspended interlibrary loan service in April following the latest provincial budget that announced 50% funding cuts to SOLS. SOLS immediately cancelled their courier services which impacted the delivery of interlibrary loan materials.

This year's Ontario budget the provincial Public Libraries Operating Grant funding at existing levels. Staff appreciates the Ontario government's commitment to maintaining this investment in local public libraries and its recognition of the essential role they play in communities across the province.

Although interlibrary loan services are resuming, SOLS is shifting to a different model that relies upon the Canada Post library materials postage rate, with a partial provincial subsidy. In addition to this subsidy, SOLS will also maintain the software service used to manage the interlibrary loan service.

This change puts Ontario out of step with other Canadian provinces, most of which fully subsidize interlibrary loan in recognition of the important role it plays in ensuring equity of access and cost-effectiveness for public libraries in small, rural, remote and Indigenous communities.

It is accurate to characterize the resumption of interlibrary loan as a partial restoration. Here are the facts:

1. By moving to the Canada Post library materials rate model, public libraries now:
 - Will have to manage the interlibrary loan workload with the same staff despite the increased work to weigh, measure, and package each loan separately, and use two different unconnected systems;
 - Incur the costs of packaging materials, stamps, and other related expenses in anticipation of receiving a partial subsidy at the end of the year;
 - As interlibrary loan is required by legislation to be at no charge to patrons, there is no opportunity to offset these additional costs without using additional local funding.
2. The Federation of Ontario Public Libraries (FOPL) announced that in 2017, 441,683 interlibrary loans in Ontario would have cost \$940,484 at the 2017 postage rates:
 - With special contracts, SOLS was able to do this cost effectively;
 - The base cost to mail an item two-ways using the Canada Post rate is \$1.38. Additional fees are added for weight and distance. Libraries pay to loan materials, but not to borrow;
 - According to FOPL, the average cost to mail an item through Canada Post was \$2.13 in 2017;
 - The proposed new subsidy is capped at \$340,000 in southern Ontario;
 - According to SOLS, in 2018, there were almost 419,000 items lent;
 - Thus, the partial provincial subsidy for the postage rate would amount to approximately 40% of the full cost of fulfilling these interlibrary loans;
 - Halton Hills lent 2424 items in 2018 and borrowed 2046.

COMMENTS:

SOLS restored interlibrary loan service on June 1, 2019. Like many libraries, Halton Hills has opted to delay the return to full service in order to give staff time to evaluate interlibrary loan policies and consult with other library systems on how best to reintroduce the service efficiently.

The cost to mail items can be anticipated using the base Canada Post library materials rate. In 2018, Halton Hills lent just over 2,400 items. Using the average Canada Post library materials rate as provided by FOPL (\$2.13), this service would cost Halton Hills just over \$5,000. Halton Hills can expect to receive just under \$2,000 as part of the SOLS rebate program.

The overall impact of additional staffing costs to process materials is unknown. Staff estimates it will take approximately ten minutes more to process a single item since items must now be packaged and mailed individually. The additional processing costs

are also unknown. Currently Canada Post has permitted the use of reusable cloth bags which will ensure the Library can continue this sustainable practice.

CONCLUSION:

Staff will continue to monitor and track the impact of the changes to the interlibrary loan service. Halton Hills Public Library will resume the interlibrary loan service based on the new model on July 2, 2019. Staff will reassess the service at the end of 2019 and will implement balancing measures to ensure a fair and equitable balance between lending and borrowing. Staff will keep the Library Board and Council informed of the ongoing impact of the new interlibrary loan service model and any future budgetary implications as a result to the change in service.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Geoff Cannon", followed by a long horizontal line.

Geoff Cannon, Chief Librarian

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

Brent Marshall, Chief Administrative Officer

MEMORANDUM

TO: Chair and Members of Community and Corporate Affairs Committee

FROM: Margaret Taylor, Recreation Coordinator-Active Living

DATE: June 10, 2019

MEMORANDUM NO.: MEM-RP-2019-0002

RE: Active Easy Project Update

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Committee with a summary of accomplishments of the two-year *ActiveEasy* Community Development and Partnership Project, to confirm completion of requirements to the project funder, and to highlight next steps for the Active Living Strategy implementation.

BACKGROUND:

On April 27, 2018, Council approved Resolution No CCA-2018-0068 that provided an update on the first year of activities related to the implementation of the *ActiveEasy* Community Development and Partnership Project, which was funded in part by a grant of \$96,444.00 from the Provincial Government Ontario Sport and Recreation Community Fund.

The report outlined the year-one accomplishments of the *ActiveEasy* project:

- Year 1a) Alliance partnership development
- Year 1b) Community presentation: "Is Sitting the New Smoking?"
- Year 1c) *ActiveEasy* launch – first Open Streets event
- Year 1d) Caught Being Active initiative
- Year 1e) *ActiveEasy* Rocks initiative

All of these initiatives, with the exception of the Community Presentation which was a one-time event, carried forward into year-two.

The report referenced the following initiatives scheduled to be completed in year-two:

1. Continuation of Alliance partnership development
2. Distribution of active toys in community parks
3. Installation of fitness features
4. Distribution of Family Activity Kits
5. Evaluation of *ActiveEasy* project and Alliance health

COMMENTS:

1. Continuation of Alliance Partnership Development

Alliance partnership development was a project priority as it is recognized that the inactivity crisis requires action and engagement by a wide variety of sectors. Alliance recruitment was ongoing throughout the two-years, with twenty-four (24) members and partners, representing a broad range of organizations, sectors as well as the community at large, engaged to provide leadership and direction throughout the implementation process.

2. Toys in Park

Over the spring and summer of 2018, active toys were placed in five (5) parks across the community with *ActiveEasy* signage. The concept is considered a 'best practice' across the active living community, as research indicates children will play longer on the playground when toys are available. The bulldozers and front end loaders were met with great enthusiasm by the community, creating significant social media conversation.

3. Trail Features

Three (3) fitness features have been purchased and are currently being installed at the West Branch Drive Park. A grand opening event will be hosted by the Recreation and Parks Department in July 2019. Signage will be included with pictures demonstrating how to use the equipment for fitness purposes. Fitness features are designed to enhance the experience and encourage trail users to engage in resistance activities while utilizing the trail system.

4. Family Activity Kits

Project funding supported the purchase of active equipment, such as utility balls, badminton sets and skipping ropes, for distribution to families on low incomes. A total of one-hundred fifty (150) Family Activity Kits were created with fifteen (15) different active items in each and distributed through a variety of networks and social service agencies across the community. The kits included information about fundamental movement skills and their importance to enjoying and engaging in activity across the lifespan. The goal of this project was to provide simple equipment for families to enjoy that would also develop physical literacy.

5. Evaluation

The Alliance members participated in an evaluation workshop facilitated by a Community Consultant with the Ontario Healthy Communities Coalition. The purpose of the workshop was to offer Alliance members an opportunity to provide feedback on how they viewed the project to be progressing as well as comment on the health of the Alliance. Although in the early stages, the project is considered to be producing positive outcomes across the community, as reported by posts on social media, the completion of evaluation surveys and comment cards at events, and by observations made by staff and Alliance members. All partners remain committed to supporting the initiative going forward in an advisory and information-sharing capacity.

Ontario Sport and Recreation Communities Fund Grant Reporting:

The Final Report has been completed and will be submitted to the Ministry of Tourism, Culture and Sport as required to fulfill the requirements of the grantor. The entire grant of \$96,444 was spent and the project deliverables were achieved, and in some cases exceeded, as proposed.

Next Steps:

It is recognized by the Alliance and staff that the position of Community Activator, funded by the Ontario Sport and Recreation Communities Fund, played a key role in implementing the ambitious two-year workplan. Usually announced in December annually, the Ontario Sport and Recreation Communities Fund has not been launched for this year by the Provincial Government. The Alliance contributed to the development of a tempered workplan for 2019-2021 to carry on the implementation of the Active Living Strategy without the support of a Community Activator. The workplan will be integrated into existing staff work programs. Staff will continue to monitor grant opportunities as it is recognized that successful implementation of the Active Living Strategy requires adequate resources.

CONCLUSION:

The 2017-2019 two-year *ActiveEasy* Community Development and Partnership Project was completed as outlined. All requirements to the funder are on schedule as required. The Project has created positive traction on addressing inactivity across the community, with forty-five per cent (45%) of the recommended actions in the Active Living Strategy completed to date. Staff will report back to Budget Committee on anticipated future operating budget requirements.

Reviewed and approved by,

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Samantha Howard, Manager of Recreation Services

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Warren Harris, Commissioner of Recreation and Parks

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Brent Marshall, Chief Administrative Officer

MEMORANDUM

TO: Chair and Members of Community and Corporate Affairs Committee

FROM: Samantha Howard, Manager of Recreation Services

DATE: May 28, 2019

MEMORANDUM NO.: MEM-RP-2019-0003

RE: Youth Services Update

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to update Members of Committee on the status of Youth Services in Halton Hills.

BACKGROUND:

In April 2018, Council approved Memorandum RP-2018-0013 regarding Youth Services Update through Resolution No. 2018-0082 that provided an update on the work of the Youth Network and the delivery of youth services in Halton Hills.

Following two years of interim funding through Tax Rate Stabilization, in 2019 Council approved an operating budget of \$324, 400 to support continued operations of the youth centres and the overall youth program.

COMMENTS:

The purpose of this memo is to provide Committee with an update on the following information regarding the provision of Youth Services in Halton Hills:

- a) Impact and status of Halton Hills Youth Centres in Acton and Georgetown;
- b) Actions resulting from the Youth Network and continued coordination with youth service providers.

Refer to Appendix A for a graphic summary of key highlights.

Halton Hills Youth Centres

The Town of Halton Hills Youth Centres are committed to the development of recreation programming that promotes an active, social and educational environment for youth visiting the space. The Youth Centres are supervised locations for youth to engage in activities which encourage the development of assets and quality use of time. The participants' ages range from 12 to 21 years for daily recreation programming and wrap-around services (e.g. counselling, system navigation) are available for youth up to age 24 years. Participants are able to come and go to this program freely and there are no barriers to entry and Centres do not charge a fee. Since 2017, there have been substantive changes to core operations of the Halton Hills Youth Centres, resulting in an overall enhancement in recreation and socialization as well as greater access and connection to wrap-around services. A wide range of activities are offered daily including: sports, billiards, video games, movie nights, guest presentations on current issues, and access to a variety of health and social services as provided by agencies within the Youth Network. Recreation staff facilitates opportunities for youth to have access to internet, provide homework assistance, peer mentoring, food security programs, and educational workshops that encourage youth to make healthy life choices. The sites connect youth with the local community, encouraging leadership and volunteerism to make a difference.

Youth taking advantage of these drop-in facilities enjoy:

- increased physical fitness levels
- increased life skills through participation in workshops such as employment
- getting involved in the community, thereby fostering and promoting civic engagement
- spending time with other youth in a non-judgmental environment where they feel safe
- developing leadership skills
- developing budgeting and fundraising skills through special event planning
- having their achievements recognized and celebrated
- having access to health and social service agencies and obtain referral services to which they may otherwise not have access

Recreation has long been recognized as a method of attaining and maintaining mental, emotional, and physical health. Through the Youth Centres, Recreation and Parks is playing an integral role in supporting youth along the healthcare continuum. The participation and outcomes from recreation programming within the Youth Centres is an example of this, and planning efforts are directed towards functional interventions, leisure education and fostering participation opportunities all with the intention of maximizing optimal health and the highest possible quality of life for our youth. The integrated youth service model is the preferred model for serving this population. It aligns with recommendations in the Town's 2012 Youth Needs Study and is further validated through the Ontario Youth Framework and the 2017 Clinical Services review.

In 2019, the Halton Hills Youth Centres have seen substantive growth in participation and engagement in recreation programming. In the gym, the top activities are 4 on 4 basketball, dodgeball and badminton. In the lounge youth enjoy programming focused around food including preparing meals and healthy snacks as well as trying their hand at DIY projects like soap and candle making and monogrammed mugs.

Halton Hills Youth Centre – Georgetown

In September 2018, the Halton Hills Youth Centre in Georgetown relocated to Gary Allan High School. This space supports the well-being of youth in many capacities including increased program space, a gymnasium to foster active living, and the opportunity to integrate wrap around services to support the holistic well-being of youth. On average, 30 youth attend the Centre per day with the highest being 49 participants. In support of this community partnership, the Halton District School Board has completed an extensive renovation to the kitchen and creation of an accessible washroom to support activities for both the school and the Youth Centre. This lends itself to increased programming with focus on food preparation and food security. Staff is pleased to report that the lease has been renewed for another year within increased hours of operation.

Halton Hills Youth Centre – Acton Hub/Mackenzie-Bennett Smith Public School (MSB)

In September 2016, Recreation and Parks partnered with the Acton Hub and Halton District School Board to use dedicated space within those facilities to offer youth drop-in programming. Once per week, youth have the opportunity to lounge, engage in active and passive programming followed by a free swim at Acton Indoor Pool. Participation and engagement has continued to grow over the past 3 years. On average we see 25 – 30 youth per night with the highest being 73 participants.

Halton Hills Youth Centre Acton

Since assuming operation of the Youth Centre in Acton in 2017, it remains operating out of a storefront on Main Street in Acton. On average 16 youth attend drop-in recreation programming per evening with the highest being 30 participants. This space supports the well-being of youth in many capacities however more space is needed to fully integrate “one-stop-shop” services in a central location. In 2015, Budget Committee approved funding to proceed with a conceptual design for dedicated youth space in Acton in the former Acton Town Hall. In 2018, an architect was commissioned and in consultation with Youth and the Youth Network, a conceptual design was completed.

The design of the Youth Centre is premised on the preferred integrated service delivery model. The new space will continue to build on the principle of youth services in one location that is easily accessible, increases focus on community wellness and support, and enhances positive mental health and other wrap around services.

The conceptual design is based on the following overarching design principles:

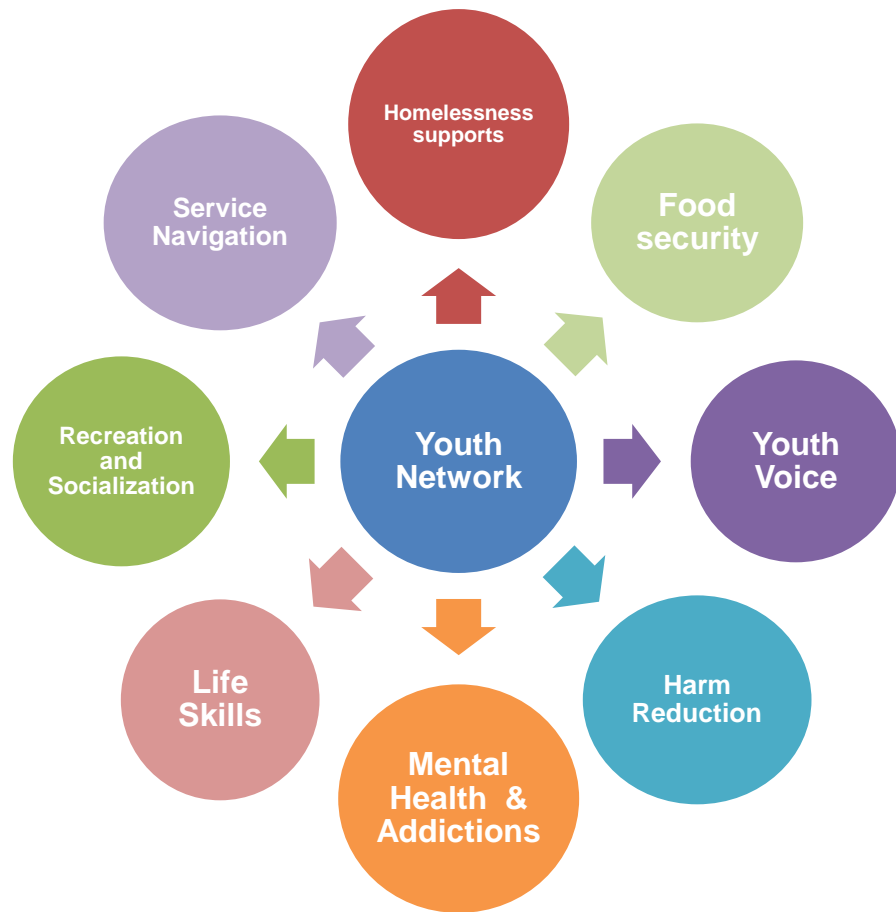
- Provide an entrance from both Bower and Willow Street
- Maximize the amount of daylight entering the space
- Minimize the size of service spaces to maximize usable space
- Design space to support integrated service delivery
- Create unobstructed sightlines with clear view into the main space
- Provide flexibility of use, with the ability for the interior spaces to be reorganized when needed
- Create an economical design and layout
- Retrofit the existing space to be a comfortable space that is energy efficient
- Create a space that has a “family-type” feel
- Create a space that is fully accessible
- Compatible with existing tenants and neighbours
- Provide opportunities for complimentary programming with Heritage Acton (e.g. use of stage for special events)

Based on this conceptual design staff will proceed with next steps including detailed design and engineering with construction to follow in early 2020 as approved through capital budget process.

Youth Network

The Halton Hills Youth Network is a collection of youth serving agencies across the Town of Halton Hills. Co-Chaired by the Town and the Region of Halton, the network continues to grow in numbers and strength. The purpose of this network is to ensure youth service provision is aligned and most effective in addressing youth needs through identification of service gaps, explore opportunities to address these gaps and enhance the coordination of services to cover the full spectrum of needs for youth in Halton Hills.

The outcome of the work of the Youth Network has been to develop a model for the delivery of youth services in Halton Hills. Since 2016, eight priority areas have emerged and are being addressed. The 2019 work program will continue to focus on these eight priority areas.



Two positions that have emerged as a result of the Network and align with the priority areas of focus are that of Intensive Youth Worker and Service Navigator.

i) Intensive Youth Worker

The vision of the Halton Hills Youth Network (HHYN) is for the community to plan together to enhance collaboration on issues that impact safety and well-being for youth in Halton Hills. Since 2017, Reach Out Centre for Kids (ROCK) and the Town have partnered to pilot a project that integrated an on-site mental health youth worker into the Youth Centres. Initially launched as part of a clinical review, ROCK provided an on-site intensive youth worker to understand the needs of youth who frequented the Centres and provided mental health supports. The availability of on-site supports for extended periods of time was clearly preferred by youth. This position does not have sustainable funding and has been supported since 2017 by donations from community organizations including Service Club Collaborative and proceeds from Movie in the Park Event. The number of youth supported by the Intensive Youth Worker within the Youth Centres has significantly increased since moving to the Gary Allan location. This increase can be attributed to staff outreach, word of mouth and community information nights. In September 2018, the Intensive Youth Worker was providing individual support to 8 youth across both locations. As of May 2019, the Intensive Youth Worker

had 14 active clients across two sites and approximately 18 closed enrolments requiring private counseling sessions with a wide range of presenting concerns.

In January 2019, ROCK, in partnership with ADAPT (Halton Alcohol Drug And Gambling Assessment Prevention and Treatment), submitted a proposal to the Halton Region Community Investment Fund to provide dedicated on-site mental health, addictions and substance use supports for youth in the Halton Hills Youth Centres. This support will be offered through a relationship-developed model and will be comprised of on-site counseling, evidenced-based group interventions, education and information sharing. Building off the tested pilot, youth will access support if available through both an on-site intensive youth worker and peer addictions worker.

On May 22, 2019, Regional Council approved this funding submission. ROCK will receive \$289,478 over three years to provide 2 positions at 0.6 FTE each for dedicated staff for on-site mental health, addictions and substance use supports for youth, and provide educational information sessions to caregivers, working in partnership with ADAPT. This is a significant milestone for the work of the Youth Network in securing short-term funding solutions as we continue to work towards a long-term sustainable model.

ii) Service Navigation

The Service Navigator is a position housed with Bridging the Gap (Children's Aid Society) funded in 2018 by the Halton Region Community Investment Fund. This position provides a range of supportive interventions for youth ages 14 – 24 years identified as being in need of system navigation and connection to community supports in Halton Hills. The Service Navigator connects youth with supports to the services they need in areas of mental health, addictions, financial literacy (OW, ODSP), housing, coordination with probation services for youth involved in youth justice, and life skill development. The Service Navigator can make referrals to a variety of community services and is a source of central information for youth and families.

Following a one year pilot, in July 2018 Bridging the Gap received 3 years of funding through Halton Region Community Investment fund to continue this position until 2021. The position is currently wrapping up year one of the three year term. During the first year the Service Navigator continues to have an average caseload of 30 youth per month. The largest amount of time is spent helping youth navigate the court and legal system, providing mental health supports and transportation to appointments. The Youth Centres remain a key location for meeting and connecting with youth.

The Network will continue to work with Bridging the Gap to find a sustainable solution after funding ceases.

CONCLUSION:

Staff remains committed to being the lead organization in the continuation of the Halton Hills Youth Network in guiding the work of youth service provision in Halton Hills. The Halton Hills Youth Centres play an integral role in making recreation opportunities more

available to our youth while actively promoting this as a link to positive health and connecting youth to health and social services. The Youth and the Youth Network have been active in participating and confirming the key elements of both Youth Centres and staff is committed to moving forward with these principles in all dedicated youth spaces.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read 'S. Howard'.

Samantha Howard, Manager of Recreation Services

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Warren Harris, Commissioner of Recreation and Parks

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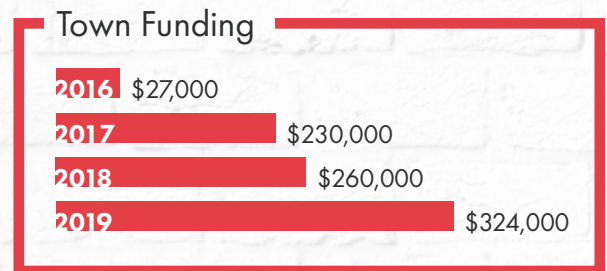
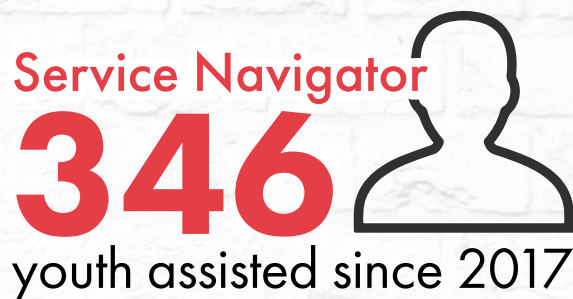
Brent Marshall, Chief Administrative Officer



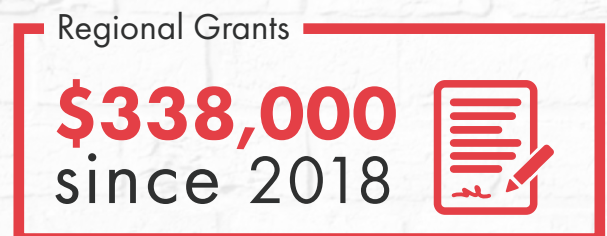
Programming Attendance:



* Average attendance across 2 locations



Youth Model Milestones



Since 2016,
Halton Hills
Youth Network
has grown from
a membership
of **5** to **20**
organizations!

REPORT

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

REPORT FROM: Jonna Ison, HR Business Partner

DATE: April 10, 2019

REPORT NO.: CORPSERV-2019-0026

RE: Award of the Ministry of Government Services contract OSS-00536904 for the Corporate Training and Development Program

RECOMMENDATION:

THAT Report No. CORPSERV-2019-0026, dated April 10, 2019 regarding the Award of the Ministry of Government Services contract OSS-00536904 for the Town of Halton Hills' Corporate Training and Development Program be received;

AND FURTHER THAT the Committee recommend that Council authorize the award of the Corporate Training and Development Program to the roster of firms as per the attached Schedule (A), at an upset limit totaling \$65,000.00 (inclusive of HST) for year one;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders to the approved vendors on Schedule (A) as required to the upset limit for the first year of this contract;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders for the optional renewal years subject to satisfactory service and price negotiation.

BACKGROUND:

A knowledgeable and skilled workforce is vital to the long-term success of any organization. The Town of Halton Hills recognizes that supporting the continuous professional development of employees will ensure that its workforce has the knowledge and skills to apply the latest and best practices. This in turn, enables the Town to continue to respond effectively to changes in the employment market and contributes to higher employee engagement and performance. As a high performing organization, the Town can more efficiently advance its strategic goals. Offering

learning and development opportunities to staff is also an attraction and retention tool, ensuring the Town maintains a talented workforce to drive its business forward.

Through the Town's various training and development programs, employees are able to access current knowledge and skills for the application of best practices within their field of expertise. Permanent full-time employees are eligible for the following learning and development programs:

- Education Assistance Program for graded courses (provides opportunities for staff to take courses at a recognized educational institution);
- Training and Development Opportunities for non-graded courses (provides opportunities for staff to participate in seminars and workshops offered by external firms);
- Corporate Training & Development Program (provides learning opportunities for staff on a variety of topics via on-site training by a qualified instructor or through e-learning, e.g. online modules).

The Corporate Training and Development Program enables a learning organization by fostering a culture of learning, ensuring employees have the knowledge, skills and competencies for their role through a blend of soft, technical and legislative training. Training is facilitated through the use of various vendors based on their related discipline and alignment with the Town's strategic needs. In 2017 and 2018, the Town offered 13 and 11 learning opportunities respectively, through the Corporate Training and Development Program. Staff participation totaled 234 and 159 in these respective years. Courses offered included topics such as communication, minute-taking, workplace investigations, employment law, computer-based training and leadership skills, to name a few.

The current contract for Corporate Training and Development expired in April of 2019. Human Resources staff has been presented with an option to use the current roster of firms selected through a competitive process by the Ministry of Government Services (MGS) of Ontario. The MGS contract with the vendors of choice is scheduled to expire in May of 2021 with an option to renew for one (1), additional two (2) year term. Should the Town elect to use the Government's roster, the Town would be subject to the terms and conditions of the contracts between the MGS and their selected training firms for the potential four (4) year period.

COMMENTS:

There are a number of advantages to using the Government of Ontario's training and development roster including:

- Provides the Town access to a significantly larger number of training firms covering a wide-range of subjects;

- Six (6) out of the thirteen (13) firms currently on the Town's roster, are also on the Government's roster; as such, the Town will have the opportunity to continue these business relationships;
- Cost savings through competitive pricing;
- Administrative savings in reduced staff time.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports Council's Strategic Priority regarding "the effective, efficient and economical delivery of the Town's existing services".

FINANCIAL IMPACT:

The cost for Corporate Training and Development will be funded through an existing operational budget previously approved through the budget process. The annual amount for future years will be aligned with the operating budget.

CONSULTATION:

The Manager of Purchasing is in agreement with this award.

PUBLIC ENGAGEMENT:

As this report is administrative in nature, public engagement is not 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.

COMMUNICATIONS:

There is no communications impact.

CONCLUSION:

Changing legislation and advances in technology and best practices point to the need for organizations to invest in the on-going development of employees. Through the Town's Corporate Training and Development Program, external training firms deliver a variety of on-site and/or e-learning courses to support staff in their delivery of effective and efficient services, and to prepare them for future opportunities at the Town.

The Ministry of Government Services (MGS) of Ontario has invited the Town to make use of their current roster of training firms that have been selected via a competitive process. As the Town's current training and development contracts have expired, it is the ideal time to consider this option which offers the following advantages: providing access to more training firms with a wide variety of specialties; cost-savings; and savings in administrative time. In addition, six out of the 13 firms currently on the Town's roster are also listed in the MGS' roster, enabling the Town to continue with these business relationships. Given the above advantages, staff recommends the award of the MGS contract 00536904, as per Schedule A for the Corporate Training and Development Program to an upset limit totaling \$65,000.00 for 2019.

Reviewed and Approved by,

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Laura Lancaster, Manager of Human Resources

A handwritten signature in cursive script that reads "Jane Diamanti".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in cursive script that reads "Brent Marshall".

Brent Marshall, Chief Administrative Officer

SCHEDULE A

List of Training and Development Vendors

Ministry of Government Services contract OSS-00536904

ACHIEVEBLUE Corporation
Agree Inc.
Ahead Technology Inc.
Akendi Inc.
Andrew Lawson
Anima Leadership Inc.
Antonio Starnino Design
Arora Projects Inc.
ARC Learning
BuildABILITY Corporation
Bar-David Consulting Inc.
Bay3000 Consulting Inc.
Bhasin Consulting Inc.
Blue Think Tank Solutions Inc.
Bluedrop Learning Networks
Bluepoint Leadership Development
Briarwood Consulting, (Elizabeth) Anne Wright
Broad Reach Communications Inc.
Building Blocks Technologies Inc.
Canadian Centre for Brief Coaching Inc.
Canadian Centre for Clear Communication Inc.
Canadian College of Health Leaders
Canadian Management Centre – CMC (also known as Canadian Management Centres Inc.)
Canadian Professional Management Services
CanMediate International
Centre for Conflict Resolution International Ltd.
Clean Slate Strategies
CLICKINSIGHT CORPORATION
CM Inc.
Code 4 Canada
Compuexcel Consulting & Software Inc.
Courage Group International – Holistic Organizational Transformation Inc.
Creative People Solutions
CTC Train Canada

CTC Training and Consulting
Curriculum Services Canada
D.D.I. Selection & Development Systems ULC
David Trick and Associates Inc.
Deloitte Inc. (dba: Deloitte S.E.N.C.R.L./s.r.l; OR Deloitte LLP)
DesTech Consulting Services Inc.
DEVELOPING LEADERS/ Palma Robinson & Associates
Discovery Education Solutions
Donohue Brent Training & Consulting Inc.
Eclectic Communications Incorporated
EDLS (a division of Sher & Associates II Incorporated)
Eliquo Training and Development Inc.
Ellicom Inc.
Emergenetics GTA Inc.
Endeavour Consulting and Coaching Inc.
Essential Communications Ltd.
Euforea Inc.
Excelerate Consulting
Exit Certified Corporation
F.A.S.T. Rescue Incorporated
FCV Labs Inc. (dba: FCV Interactive)
Ferrabee International Inc.
Flint Learning Solutions Inc.
Forrest & Company Limited
4 Forward Inc.
Front Runner Publishing Solutions Inc.
Future Media Concepts Canada Inc.
Gandy Associates (1992) Inc.
Gaski Industries Inc.
GEVC Inc.
GHD Limited
Gibson Leadership Solutions
Glennie Mercer
Global Knowledge Network (Canada) Inc.
Global Learning Solutions Inc.
Gowan Consulting
Graybridge International Consulting Inc.
Harmony Enterprises Inc.
Hazell and Collins Associates
Health and Safety Professionals Inc.

HR Transformation
IBM Canada Ltd.
IC FORMATION INC.
ICA Associates Inc.
IIL Canada Inc.
Independent Learning Systems
Infinity Human Resources Group
Insight Advantage Inc.
Insights Discovery Learning & Development Ltd.
Institute for Management Studies (IMS Toronto)
Instrux Media
INVIVO Communications Inc.
ITplanit Services Corporation
IT Chapter
Ivey Business School, Western University
Janine A. Higgins
JDV Training & Development Inc.
John R. Allen
JReid Consulting
Juice Inc.
Last Minute Training Corporation
LCI Associates Inc.
LCL Consulting
Leaders Beyond Inc.
Leadership Intelligence Incorporated
Learning Tree International
Lee Hecht Harrison Knightsbridge
Lightguide Systems Inc.
M.D. Burgess and Associates Inc.
Macphie & Company Inc.
MathWiz Inc.
McMaster University, DeGroote School of Business
MediaFace Inc.
Metrix Group Inc.
Michael Nolan Associates
Mussio-La Grassa-Elliot-Krogh Inc.
National Educational Consulting Inc.
National Public Relations Inc.
Newcomp Analytics Inc.
Niagara Institute for International Studies

Online Learning Enterprises
Ontario College of Art & Design University
Ontario Public Health Association
Ontario Tourism Education Corp.
Optimus SBR Inc.
Organizational Dynamics
Osborne Consulting and Training Ltd.
O'Brien Brown Properties Inc.
playsthatwork Inc
Pathways Training and eLearning Inc.
Performance Pros Limited
Plainly Speaking (Formerly Waterwood Communications Corp)
Pluralsight, LLC
Potentials Realized
Powerful Life Consulting
Procept Associates Ltd.
Protech Professional Services Ltd.
Public Services Health and Safety Association
Redwood Performance Group
Right Management Inc.
Robert Montrose & Associates
RS Tec Systems Inc.
Rutherford McKay Associates
Ryerson University
Sage Mentors Inc (Mossop Cornelissen Consultants Inc)
Say Yeah!
6535836 Canada Inc. (DBA: DSI Consulting)
Slalom Consulting ULC
Snowdon Consulting Incorporated
Solution ML Limited
Stratford Managers Corporation
Summit Team Building Ltd.
Susan Geary
Sweet Spot International
Swerhun Inc.
TekSource
Telcam Training Inc.
The 519
The Aber Group Inc.

The Canadian Centre for Clear Communication Inc. (Renaissance Communications)
The Delfi Group Inc.
The FIELD Collaborative Inc.
The Governing Council of the University of Toronto
The House of Purpose Inc.
The Humphrey Group Inc.
The Institute on Governance
The Moment Inc.
The Mowat Centre
The Performance Management Academy Inc.
The Sensei Group Inc.
The University of Western Ontario
TidalShift Inc. (formerly SPM Learning Ltd.)
Timelined Consulting Inc.(DBA PACE - Partners in Achieving Change Excellence)
Tom Stoyan Seminar Inc.
Train for Change Inc.
Transition-Path Inc.
Trendline Consulting Services Ltd.
2i Solutions Inc.
Valency Inc.
Verity Fillion
Wavelength Ltd.
Web Age Solutions Inc.
Weiss International Ltd.
Whiteboard Consulting
Workplace Safety North
York University, Schulich Executive Education Centre, Schulich School of Business
Your Leadership Matters Inc.

REPORT

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

REPORT FROM: Kathy Spear, Property Tax Supervisor

DATE: May 24, 2019

REPORT NO.: CORPSERV-2019-0027

RE: Award of Proposal P-063-19 for Municipal Tax Sale Services

RECOMMENDATION:

THAT Report No. CORPSERV-2019-0027 dated May 24, 2019, regarding Award of Proposal P-063-19 for Municipal Tax Sale Services be received;

AND FURTHER THAT Council awards Proposal P-063-19 to REALTAX Inc. 17705B Leslie Street Suite 1A, Newmarket, Ontario L3Y 3E3 in the amount of \$50,000 (including HST) annually for a three (3) year contract term, with up to two (2) one (1) year options to renew for Municipal Tax Sale Services;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to REALTAX Inc. 17705B Leslie Street Suite 1A, Newmarket, Ontario L3Y 3E3 in the amount of \$50,000 (including HST) annually for a three (3) year term and subsequent renewals if exercised subject to performance and price negotiations.

BACKGROUND:

Part XI of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (Municipal Act) sets out the framework of the "Sale of Land for Tax Arrears". Municipal Tax Sale Legislation recently changed as a result of Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017, which states a tax arrears certificate can now be registered if there are arrears owing on January 1 of the second year following that in which the taxes became owing. Prior to the legislative change within Bill 68, a tax arrears certificate could be registered if there were arrears owing on January 1 of the third year following that in which the taxes became owing. Currently, staff will not register a tax arrears certificate unless a property is in three full years of arrears. Staff is currently reviewing the new legislation to determine if any changes to the Town's current tax sale processes are warranted and staff will bring forward any recommended changes to Council later this year.

The tax sale function requires an in-depth knowledge of Section XI of the Municipal Act. It is critical that all procedures are done correctly and that timelines are met. As such, this function requires specialized knowledge.

In 2007 Council approved FIN-2007-0005 to outsource the services for the sale of land for tax arrears. The Town has been utilizing the services of REALTAX Inc. since that time. The volume of properties that are registered for tax sale varies from year to year. In 2018, ten (10) properties were registered for tax sale. Eight (8) properties have paid the arrears with two (2) properties proceeding to the final stage of tax sale. Currently we have seventeen (17) properties at the beginning stages of Tax Sale for 2019.

COMMENTS:

A Request for Proposal (RFP) for Municipal Tax Sale Services was issued on April 15, 2019. The bid was posted on the Town's website and advertised on the bids and tenders website. The contract term is for a three (3) year contract, with up to two (2) one (1) year options to renew.

Three (3) firms downloaded the document. The RFP closed on May 7, 2019 and two (2) submissions were received as follows:

Vendor	Location
REALTAX Inc.	Newmarket, ON
Trickery et al Tax Team Inc.	Cannington, ON

Bids were evaluated by a staff team based on experience and team credentials, methodology and price. REALTAX Inc. was determined to be the highest ranking proponent.

RELATIONSHIP TO STRATEGIC PLAN:

- I. Provide Responsive, Effective Municipal Government
 - I.1 To provide strong leadership in the effective and efficient delivery of municipal services
 - I.2 To ensure the accountability and transparency of the Town's operations, and that appropriate management policies, practices and procedures are in place

FINANCIAL IMPACT:

The Municipal Act allows municipalities to add any reasonable costs associated with a tax sale directly onto the property tax account and therefore this function should be cost/revenue neutral. The Town will be required to 'front-end' the fees/costs associated with the tax sale process until either all taxes and other charges on the property tax account have been paid or the property has been sold through the tax sale process.

CONSULTATION:

Staff worked in conjunction with Town Purchasing staff from the Corporate Services Department and the Manager of Purchasing is in agreement with this recommendation.

PUBLIC ENGAGEMENT:

Not applicable.

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:

Not Applicable.

CONCLUSION:

Staff recommends the award of the Municipal Tax Sale Services contract to REALTAX Inc. for the three (3) year contract, with up to two (2) one (1) year options to renew.

Reviewed and Approved by,

A handwritten signature in cursive script that reads "Wendy O'Donnell".

Wendy O'Donnell, Manager of Finance

A handwritten signature in cursive script that reads "Jane Diamanti".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in cursive script that reads "Brent Marshall".

Brent Marshall, Chief Administrative Officer

REPORT

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

REPORT FROM: Simone Gourlay, Manager of Purchasing

DATE: June 10, 2019

REPORT NO.: CORPSERV-2019-0030

RE: Master Cellular Agreement and Small Cell Licence Agreement with Rogers Communications

RECOMMENDATION:

THAT Report CORPSERV-2019-0030, dated June 10, 2019 regarding the Master Cellular Agreement and Small Cell Licence Agreement with Rogers Communications be approved;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Master Cellular Agreement with Rogers Communications for Macro and Micro Cell Towers;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Small Cell Licence Agreement with Rogers Communications for Small Cell Infrastructure.

BACKGROUND:

Rogers Communications has approached the Town with a proposal to add new infrastructure to facilitate a future 5G network. 5G (or 5th generation) technology will provide greater coverage for cellular communications and increase the response time, especially in high use areas. Rogers' customers would benefit from the 5G technology through reduced dead zones, faster data delivery and improved connectivity.

The expanded capacity offered through 5G is becoming increasingly important. For example, today's smart phones use the capacity of 36 flip phones; movies that used to take 26 hours to download on 3G, and 6 minutes on 4G, will now take 4 seconds to download through 5G. Increased infrastructure will not only deliver better, faster service for cell phone users today but will also support the technology of tomorrow including the use of autonomous vehicles, 'smart' farms, 'smart' metering and enhanced services for first responders.

The delivery of 5G technology will require the installation of several different kinds of infrastructure from small cell units to free-standing macro and micro towers. The small cell units are low-powered and have a minimal visual impact; they consist of a metal box approximately 20 cm x 20 cm x 15 cm deep and are typically strapped on to a streetlight pole, but may also appear on facilities. Small cell units are designed to boost the cell phone coverage in the surrounding area by 100 to 200 metres. (See Attachment A for images). Macro towers are usually 15 to 60 metres in height and provide wider coverage. There are also stand-alone units which may be installed on rooftops. Micro towers are shorter and although not currently used by Rogers, they may be installed to provide coverage close to residential areas.

COMMENTS:

The proposal from Rogers Communications (Rogers) has two parts. The first part is a request to install small cell units, with an initial roll-out of six locations on Town-owned streetlights on Guelph Street, between Sinclair Avenue and Delrex Boulevard. Installed 4 metres above the ground, these small cell units are low profile. The proposed installation of small cell units on Guelph Street streetlights could begin by early 2020. This installation and any future installations would be done in accordance with the 20-year Small Cell License Agreement. The agreement with the Town addresses the placement, maintenance, repair and replacement of the small cell units. It would also establish the fee the Town would receive for each installed unit.

The second part of Roger's proposal pertains to the potential installation of micro and macro towers on Town-owned lands. Staff has had limited discussions with Rogers on these potential installations. Should a suitable location be identified, the process to establish the tower location, would, at minimum, adhere to the Town's "Protocol for Establishing Telecommunication Towers and Related Facilities" as established by the Planning and Sustainability Department (See Attachment B). This protocol is similar to that of a site plan review; adherence to the protocol by the proponent serves to satisfy the approval requirements as set out by Innovation, Science and Economic Development Canada (the approval authority for cell towers).

The protocol also requires that the proponent undertake a public consultation process for any tower within proximity to a residential or school area or any tower that is over 15 metres in height. In addition, staff is recommending an enhanced level of consultation for both micro and macro towers on Town-owned land, using the Town's engagement platform letstalkhaltonhills.ca. Note that the small cell units proposed for the Town-owned street lights on Guelph Street would be exempt from the protocol because of their size and attachment to existing infrastructure.

In addition to compliance with the protocol, and undertaking an enhanced level of public consultation, Rogers would be required to submit the installation details of the towers and any other related infrastructure sited within the municipal road allowances for review and approval by the Town. This process would ensure the installation of the Rogers' infrastructure would not obstruct the function and safety of the Town road

allowances and that Rogers is accountable for any issues arising from the construction, installation and maintenance of these installations.

Similar to the small cell technology installations, Rogers is seeking a 20-year Master License Agreement for micro and macro towers. The agreement covers first right of refusal, the fee the Town would receive, access to the site, insurance and other terms.

The agreements for both the small cell and tower installations would not preclude other telecommunications providers from installing similar technologies on other street light poles or facilities, or from co-locating antennae on the same tower.

With regard to the health and safety of small cell and tower installations, it is important to note that they must comply with Health Canada's standards as prescribed by Safety Code 6. Attachment C provides further details and confirms that small cell units and towers are significantly below the safe limits for public exposure.

The current cellular coverage provided by Rogers, and the proposed future coverage is shown in Confidential Attachment D. The first map illustrates Rogers' existing towers and the coverage areas; the second map shows the coverage from the proposed towers; the third combined map shows the extended coverage for Rogers' customers once all the proposed towers have been installed. Coverage may change as locations are finalized and as technology evolves.

RELATIONSHIP TO STRATEGIC PLAN:

This initiative promotes Financial Stability, Rural Economic Development and Communications

2C – Proactively promote private and public sector financing of growth related infrastructure

7D – As opportunities arise, work with the Province, Region and others to support enhanced fibre optic/ broadband infrastructure in rural areas.

8B – Improve access and use of technology for Town Council meetings and other Town business.

FINANCIAL IMPACT:

Staff is currently confirming the revenue that would be generated from the proposed small cell and tower agreements. Any revenue from approved installations will go into the Town's Corporate Revenue account.

CONSULTATION:

A staff team including Simone Gourlay, Manager of Purchasing; Maureen Van Ravens, Manager of Transportation; Jeff Markowiak, Manager, Development Review; Kevin Okimi, Manager of Parks and Open Space; Murray Colquhoun, Manager of Information Services; Jeff Jelsma, Manager of Development Engineering; and, Cara Jarv from Southwest Energy Corporation has been working with Rogers on this opportunity. This proposal has also been presented to the Town's Senior Management Team.

Legal counsel, from O'Connor MacLeod Hanna LLP has been involved in negotiating the terms of both agreements with Rogers Communications.

PUBLIC ENGAGEMENT:

Each individual macro and micro tower being proposed on Town-owned sites would go through the established Town cell tower protocol plus an enhanced level of consultation that staff would lead, using the Town's engagement platform letstalkhaltonhills.ca. The Town's Manager of Corporate Communications is involved with this project.

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.

Municipal efforts to strengthen access to improved technology help to build a vibrant live/work community, which in turn supports the Town's Economic Development Strategy and Community Sustainability Strategy: Imagine Halton Hills. Creating jobs (via mobile workplaces) reduces commuter traffic, reduces greenhouse gas emissions and supports quality of life.

COMMUNICATIONS:

Council's decision on this report will be communicated to Rogers (and any other interested providers).

CONCLUSION:

The provision of small cell, micro and macro towers on Town-owned land provides residents and business owners with faster download capabilities, increased connectivity and improved reliability through the Rogers network which in turn supports a live/work community and high quality of life. Staff is recommending that Council authorize the Mayor and Clerk to execute the Municipal Master Cellular Agreement and Small Cell Master License Agreement with Rogers Communications.

Reviewed and Approved by,

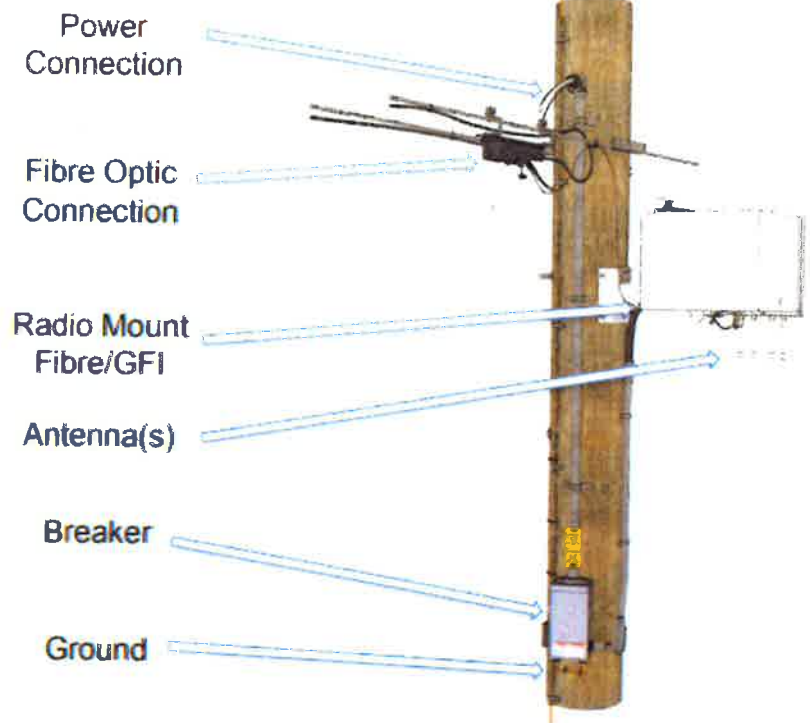
A handwritten signature in black ink, appearing to read "Jane Diamanti". The script is cursive and fluid.

Jane Diamanti, Commissioners of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is cursive and fluid.

Brent Marshall, Chief Administrative Officer

Typical Layout of
Equipment





Protocol for Establishing Telecommunication Towers and Related Facilities



**Planning, Development & Sustainability Department
Town of Halton Hills**

April 2014

Table of Contents

1.0 <u>Introduction</u>	2
1.1 <u>General Requirements</u>	2
1.2 <u>Exemptions</u>	3
1.2.1 <u>Local Circumstances</u>	4
1.2.2 <u>Additional Requirements</u>	4
2.0 <u>Purpose</u>	5
3.0 <u>Niagara Escarpment Commission</u>	5
4.0 <u>Town Owned Lands</u>	5
5.0 <u>Minor Proposals</u>	5
5.1 <u>Minor Proposal Submission Requirements</u>	6
5.2 <u>Notification Requirements</u>	6
5.3 <u>Letter of Municipal Comment</u>	7
6.0 <u>Major Proposal Review</u>	8
6.1 <u>Preliminary Consultation</u>	8
6.2 <u>Review Process</u>	8
6.2.1 <u>Required Information</u>	8
6.3 <u>Review Considerations</u>	10
6.3.1 <u>Area Sensitivity</u>	10
6.3.2 <u>Proposal Considerations & General Design</u>	11
6.4 <u>Public Open House Session</u>	12
6.4.1 <u>Applicant Presentation</u>	12
6.4.2 <u>Notification</u>	13
6.4.3 <u>Addressing Concerns</u>	14
6.5 <u>Letter of Municipal Comment</u>	15
7.0 <u>Public Information</u>	15
8.0 <u>Time Frame</u>	15
9.0 <u>Definitions</u>	16
Schedule A – Map of the Town of Halton Hills	18
Schedule B – Application Form	19
Schedule C – CPC's Consultation Flow Chart	24

1.0 INTRODUCTION

The purpose of the **Protocol for Establishing Telecommunication Towers and Related Facilities**, herein referred to as the **Protocol**, is to provide guidelines for Town of Halton Hills Staff (staff) and all proponents (Applicant) who wish to establish telecommunication antennas, towers or similar structures (e.g. telecommunications facilities, radiocommunication and broadcasting services), or expand them within the Town (Schedule A). This Protocol however, does not have the same authority as a Zoning By-law or zoning regulations.

Town Staff shall apply the Protocol's guidelines and requirements to all new applications for telecommunications facilities to be installed or modified within the Town of Halton Hills. Applicants are expected to co-operate with the Town in order to complete the approval process as set out by Industry Canada by way of this Protocol. This Protocol is intended to address the land-use authority and public consultation process in accordance with Industry Canada's Client Procedures Circular (CPC-2-0-03) Radiocommunication and Broadcasting Antenna Systems, Issue 4 (formerly known as CPC-2-0-03 – Environmental Process, Radiofrequency Fields and Land–Use Consultation).

According to the CPC, the purpose of consultation is to ensure that land use authorities are aware of significant antenna structures proposed within their boundaries so that local land use concerns may be voiced and addressed by the Applicant.

1.1 General Requirements

While acknowledging the importance of radiocommunication and broadcasting services, the CPC recognizes that antenna systems should be deployed in a manner that takes into account local surroundings. Among other things, the CPC requires the Applicant to:

- Investigate antenna-sharing opportunities or the use of existing infrastructure prior to proposing new antenna-supporting structures.
- Contact the local land use authority (i.e. the Town) to determine local requirements for antenna systems, unless the proposal meets exception criteria identified in Section 1.2 of this Protocol. The Applicant is required to formally contact the Town in writing and attend a pre-consultation meeting to discuss the requirements of the application. The date on which the Town receives a complete application from the Applicant will mark the commencement of the 120-day Major consultation process and 90-day Minor consultation process. Consultation with the Town must occur prior to any construction.

- Follow the Town's Protocol, including its public consultation requirements.
- Provide the Town with a Letter of Intent if the broadcasting Applicant selects to commence land use consultation upon receiving Canadian Radio-Televisions and Telecommunications (CRTC) licensing. This letter must specify a commitment to undertake consultation after receiving CRTC approval.
- Contact other land-use authorities, as appropriate.
- Undertake public notification and address relevant concerns.
- Satisfy Industry Canada requirements.

Applicants must submit their proposals to the Planning, Development & Sustainability Department. Under this Protocol, the Planning, Development & Sustainability Department has been designated as the 'official' responsible for dealing with the review of antenna systems. Town Staff are expected to cooperate with the Applicant within the scope of this Protocol.

Notwithstanding the exemptions identified in Section 1.2, proposals considered "Minor" in nature shall be subject to Sections 5.0 and 7.0 of this Protocol only, and do not require a full municipal review or a Public Open House Session. All other proposals which do not meet the criteria set out in Sections 1.2 or 5.0 of this Protocol shall be considered "Major". "Major" proposals are subject to a full municipal review process and Sections 6.0 through 7.0 of this Protocol.

1.2 Exemptions

The following proposals pertaining to telecommunication antennas and structures are exempt from the requirements of this Protocol, subject to Section 1.2.1 of this Protocol:

- Maintenance of existing radio apparatus, including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- Maintenance of an antenna's painting or lighting system required to comply with Transport Canada's requirements;
- Co-location of new telecommunication antennas and related facilities on existing telecommunication towers, buildings or structures;
- Addition or modification to an existing antenna system, transmission line, antenna-supporting structure or other radio apparatus, provided that the

existing height of existing infrastructure (e.g. radio tower), building or structure is not increased by more than 25% of the originally approved height. The exemption for modifications or additions that increase the height of the existing system by 25% or less applies only once and only to towers with a height greater than 15.0 m. Subsequent modifications or additions to the same structure will be subject to the consultation process. Any replacement of an antenna system must be within the established development envelope;

- Towers less than 15.0 metres in height above ground level within Employment Areas. Proponents are to consult with Town Staff to determine exemption of all proposed towers less than 15.0 m in height when proposed within Urban, Hamlet & Rural Cluster Areas. All towers proposed a distance of 45 metres or less from a residential area or school will be required to follow the Minor Proposal Review.
- Towers temporarily established, for no longer than three (3) months, for special events and emergency purposes. These installations must be removed within three (3) months after the special event or emergency.

1.2.1 Local Circumstances

Although the installations specified in Section 1.2 will generally be excluded from this Protocol, based on individual circumstances such as an antenna's location and dimensions, and Transport Canada lighting requirements, the Town, in consultation with Industry Canada, may deem any of these installations subject to Section 5.0 of this Protocol. As such, proponents of all new antenna installations shall notify the Town prior to installation.

Of particular concern to the Town is the potential for the proliferation of visually obtrusive installations on multi-storey buildings and the water tower. This is a concern because of the Town's unique circumstance whereby only a limited number of multi-storey buildings exist within the Town. The objective of a consultation process under Section 5.0 of this Protocol would be to demonstrate that there will be no significant effect on the aesthetic character of the surrounding area, subject to confirmation by Town staff. The Town does recognize the benefits of co-location, provided that visual impacts are minimized and this Protocol's public consultation requirements are fulfilled.

1.2.2 Additional Requirements

Despite exclusions under Section 1.2 of this Protocol, all proposals are subject to the general requirements stipulated in Section 7 of the Industry Canada CPC-2-0-03 “Radiocommunication and Broadcasting Antenna Systems” procedures (effective January 1, 2008). Among other things, Section 7 requires compliance with Health Canada’s Safety Code 6 guidelines, appropriate environmental legislation (e.g. Canadian Environmental Assessment Act) and Transport Canada/NAV CANADA requirements.

2.0 PURPOSE

Industry Canada, the responsible Federal department that grants authorization for the establishment of telecommunication facilities, requires that Applicants consult with local land use authorities for telecommunication installations. This Protocol aims to provide advanced guidelines for Applicants, the public, Town Council, and Town Staff. The guidelines are intended to expedite the approval process while mitigating adverse impacts, if any, from telecommunications facilities on local residents and the natural environment. This Protocol compliments existing local policies, which aim to preserve the cultural and natural landscape, including the Niagara Escarpment Plan Area.

3.0 NIAGARA ESCARPMENT COMMISSION

Where the subject property is within the Niagara Escarpment Development Control Area (NEDCA), the primary land use authority will be the Niagara Escarpment Commission (NEC). The Town is a commenting agency to the NEC on all proposed development applications within the NEDCA inside the Town’s municipal boundary. In such circumstances, an application for a proposed telecommunication structure or facility will be submitted directly to the NEC rather than to the Town of Halton Hills. The Town will provide any comments directly to the NEC as applications within the Niagara Escarpment Development Control Area arise.

4.0 TOWN OWNED LANDS

Any request to install an antenna system on lands owned by the Town of Halton Hills shall be first made to Town Administration, and is subject to the applicable Protocol proposal review.

5.0 MINOR PROPOSAL REVIEW

Proposals deemed “Minor” in nature shall be subject to the provisions of Section 5.0 and 7.0 of this Protocol only, and are exempt from a full municipal review process. Minor proposals include:

- Towers over 15.0 metres in height located within lands designated and zoned as industrial or employment, and located a minimum of 150 metres from residential, recreational and institutional uses.
- Towers less than 15.0 metres in height above ground level and proposed a distance of 45 metres or less from a residential or school area.

5.1 Minor Proposal Submission Requirements

The following documents and reports are to be provided by the Applicant to the Town, as part of the application package requirements for Minor proposals:

- A Notification Package containing the information specified in “Appendix 2 – Industry Canada’s Default Public Consultation Process – Public Notification Package” of Industry Canada’s CPC-2-0-03 “Radiocommunication and Broadcasting Antenna Systems” (dated January 1, 2008).
- A scaled site layout plan showing all structures and distances to lot lines and adjacent structures, along with a site survey.
- If deemed necessary by Town Staff, a scaled set of elevation drawings, showing all four sides, height and size of facilities, with a grading plan.
- Colour photograph(s) with proposed structure super imposed.
- Documentation as required by the managing conservation authority or the Niagara Escarpment Commission, for any properties governed by their Regulation.
- For non-replacement towers constructed as a separate structure, four sets of drawings concerning new road entrances, if any, to be reviewed by:
 - The Ontario Ministry of Transportation
 - Region of Halton
 - Town of Halton Hills Engineering Department
- Applicable (Minor) Site Plan fees.
- Applicable Regional, Conservation Authority and/or NEC review fees.

Upon receipt of a complete submission package, Town Staff shall notify Town Councillors of the proposal.

5.2 Notification Requirements

Applicants for “Minor” proposals, as identified in Section 5.0 of this Protocol, are required to provide mail notification of the application to all residents and property owners directly abutting the subject site or within a radius three times the tower height (measured from the tower base or the outside perimeter of the supporting structure), whichever distance is greater. This includes residents and/or owners of units located within multi-unit buildings, and commercial business owners.

The Town will provide the Applicant with a list of affected property owners. Mail notification shall be provided immediately following the completion of the prescribed submission requirements in Section 5.1 of this Protocol. The mail notice shall include the following:

- Location of the site, including a municipal address and key map.
- Proposed height of the tower.
- At minimum, a 30-day public comment period (from the date of the notice) to allow comments to be provided to the Applicant.
- Applicant’s contact information.

In order to address all reasonable and relevant concerns, the Applicant shall:

- Respond to all written correspondence within 14 days of its receipt, acknowledging the correspondence.
- Address concerns within 60 days of receiving the correspondence, and indicate that the party has 21 days (from the date of receiving the 60-day correspondence) to respond to the Applicant’s response.

All comments, correspondence or discussions received by the Applicant shall be forwarded to Town staff prior to the completion of a Letter of Municipal Comment in accordance with Section 5.3 of this Protocol.

5.3 Letter of Municipal Comment

Based on the submitted material and any comments received, the Director of Planning, Development & Sustainability will be authorized to provide recommendations through a Letter of Municipal Comment. The report will

constitute the comments provided to the Applicant and will represent the end of the local consultation process. The time frame for Staff's response is subject to Section 8.0 of this Protocol.

Should significant concerns be expressed regarding a "Minor" proposal, the Director of Planning, Development & Sustainability may direct staff to hold further discussions with concerned parties and the Applicant in order to address the issues noted. If a resolution is not achieved, the Director may, as an option, refer the matter to a Town of Halton Hills Committee or directly to Council. In addition, if required, the Director may provide Industry Canada with a written request to intervene with a formal dispute resolution process.

6.0 MAJOR PROPOSAL REVIEW

Any proposal which does not meet the criteria provided under Sections 1.2 and 5.0 of this Protocol shall be considered a "Major" proposal. "Major" proposals will be subject to Sections 6.0 through 7.0 of this Protocol.

6.1 Preliminary Consultation

Pre-consultation between Town Staff and the Applicant is required for all proposals considered "Major". The pre-consultation meeting will occur prior to the submission of any required information, and is intended to explore preferred site locations and design methods for telecommunication facilities where possible. In addition, the meeting will provide an opportunity for staff to provide background information for the subject site, including policy context and existing uses on adjacent lands. Considerations described under Section 6.3.2 of this Protocol will be consulted, in order to discuss the least impact on the surrounding landscape.

Furthermore, Town Staff will provide an information package, which will contain the guidelines of this Protocol and explain the submission requirements. Town Staff will also discuss the estimated time frame for the completion of the process and identify the potential agencies to be consulted.

6.2 Review Process

Following the selection of an appropriate site, the Applicant for "Major" proposals shall complete the ***Town of Halton Hills Telecommunication Towers and Related Facilities Application*** form, attached as Schedule B to this Protocol. A separate application form must be completed for each proposal. Upon receipt of the completed application, along with all the required information, as outlined in Section 6.2.1 of this Protocol, Town Staff will commence its review of the complete application package.

6.2.1 Required Information

The following support documents and reports are required as part of the application package.

- Completed “Telecommunication Towers and Related Facilities Application Form” (Schedule B).
- A Notification Package containing the information specified in “Appendix 2 – Industry Canada’s Default Public Consultation Process – Public Notification Package” of Industry Canada’s CPC-2-0-03 “Radiocommunication and Broadcasting Antenna Systems” (dated January 1, 2008). For information, the CPC-2-0-03 Consultation Flow Chart is attached as Schedule C to this Protocol. Where the requirements of the Notification Package overlap with other requirements of Section 6.2.1 of this Protocol, the Applicant may not need to also provide this information as part of the Notification Package, provided that the full extent of the required information is provided to the Town.
- A Site Selection/Justification report preferably written by a Planner or Professional Engineer. The report should discuss alternative sites and co-location options that have been considered. It should also justify preference for the proposed site and address the following:
 - location of existing significant vegetation, mature trees, and other screening features;
 - location of nearby natural heritage and natural hazard features;
 - proximity of public roadways;
 - justification for proposed height;
 - design justification that addresses the type of tower including colour, design, and height of structure, and colouration of lighting;
 - potential impact on residential uses within the area;
 - potential effect on long and short range views on the surrounding area;
 - potential impact on institutional or recreational uses within the area;
 - potential impact on prime agricultural lands and existing agricultural uses; and
 - any other potential impact.
- A scaled site layout plan showing all proposed structures, their setbacks from lot lines and setbacks from adjacent structures.
- A site survey.

- A scaled set of elevation drawings, showing all four sides, height and size of facilities, with a grading plan.
- Two sets of scaled engineering drawings indicating the construction specifications and structural integrity of the structure.
- Colour photograph(s) with the proposed structure super imposed.
- Letter of intent from the property owner to enter into a lease agreement permitting the proposed telecommunication facility, with a copy of the deed, if the proposed structure is to be located on privately owned land. Alternatively, a copy of the lease, devoid of the financial particulars, is acceptable.
- Stamped drawings demonstrating compliance with the National Building Code.
- Documentation required by the applicable conservation authority or the Niagara Escarpment Commission for properties adjacent to lands under their jurisdiction.
- Four sets of drawings concerning new road entrances to be reviewed by:
 - The Ontario Ministry of Transportation;
 - Region of Halton; and
 - Town of Halton Hills Engineering Department.
- Applicable Site Plan fees.
- Any applicable Regional, conservation authority and/or NEC review fees.

Upon receipt of a complete application package, Town Staff shall notify Town Councillors of the proposal.

6.3 Review Considerations

Town Staff recognize the need to review proposals effectively and efficiently in order for the Applicant to promptly provide the telecommunication services that are vital to the Town residents' quality of life, health, and safety. Staff will assist the Applicant through ongoing discussions during the approval process, as required.

Upon receipt of the complete application package, Town Staff will consider the following issues as part of the review process:

6.3.1 Area Sensitivity

Proposals for new telecommunication towers and related facilities will be evaluated on a site by site basis. Area sensitivity will be determined based on environmental issues, visual impacts, land use compatibility and other community planning matters of significance to the surrounding area. Town Staff will incorporate the considerations under Section 6.3.2 of this Protocol as part of the area sensitivity evaluation.

6.3.2 Proposal Considerations & General Design Guidelines

Town Staff and the Applicant are expected to consider the following guidelines in order to evaluate potential impact of the proposed structures:

- Telecommunication towers and related facilities are encouraged to locate in accordance with setbacks provided through the Town Zoning By-law, where possible.
- The proposal does not conflict with the policies of the Town of Halton Hills Official Plan, the Region of Halton Official Plan, the Niagara Escarpment Plan, and any other applicable provincial and municipal policies.
- Development within lands considered environmentally significant as set out in the Town's Official Plan, including lands within the Greenlands and Natural Heritage System with natural features and significant vegetation, hazard lands, and areas of topographical prominence, shall demonstrate there to be no negative impact on the natural features or their related ecological functions.
- Ample landscaping is encouraged to mitigate potential visual impact.
- Sites within non-residential areas, such as those within Employment Areas, Major Commercial Areas, Agricultural Areas and Protected Countryside Areas are favoured, with locations chosen that maximize setbacks from residential areas to the extent possible, given other locational considerations.
- Locations outside prime agricultural areas are encouraged, where possible. Alternatively, locations on lower priority agricultural lands, in prime agricultural areas, are encouraged. Impacts on Settlement Areas and clusters of rural residential developments outside of Settlement Areas should be considered.

- Where and antenna location is proposed on a property within proximity to residential areas or schools, setbacks are to be maximized to the extent possible, given other locational considerations.
- Tower designs which mimic other features such as light standards and trees, or that can be incorporated into the design of buildings or structures are encouraged, particularly within and in close proximity to a Settlement Area as defined in Section 9.0 of this Protocol, Hamlet Community Cores, Downtown Areas and clusters of rural residential development outside of Settlement Areas.
- A monopole or stealth design will be given preference in areas in close proximity to residential and institutional uses. Structures with co-location capacity will be preferred for lands within Employment Areas, Agricultural Areas and Protected Countryside Areas.
- Fencing of the facility shall use materials that are compatible and appropriate to the surrounding land uses.
- New equipment shelters shall require architectural and design treatments that are compatible with the surrounding community.
- Only signage as required by Industry Canada related to the telecommunication facility is to be posted on the facility.
- Proposals for new telecommunications facilities within designated urban expansion lands as shown on Schedule 'A' will not be supported by the Town until Secondary Plans are finalized.
- Sites which contain buildings of heritage significance as set out in the Town's Heritage Register are discouraged as locations for telecommunications towers and facilities.

6.4 Public Open House Session

As part of the full municipal review process for "Major" proposals, Applicants are required to organize and conduct a Public Open House Session. The Public Open House Session shall occur no sooner than 30 days from the date notices are mailed. The Town does not consider Public Open Houses held during the months of July, August or December to provide sufficient opportunities for public input. Mail notification regarding the Public Open House shall be provided in accordance with Section 6.4.2 of this Protocol.

6.4.1 Applicant Presentation

As part of the Public Open House Session, the Applicant is expected to provide information on the following through a presentation:

- The proposed structure's location;
- The proposed structure's height;
- Basis for proposed location;
- Potential health and safety issues;
- Potential visual impact;
- Potential impact on the natural environment;
- Estimated area serviced; and
- Potential benefits of the proposed structure and its services.

The Applicant is expected to maintain a record of the attendants' names, addresses, phone numbers and any verbal or written comments made at the information session and provide a copy to Town Staff prior to the Town providing a Letter of Municipal Comment.

6.4.2 Notification

Notification consists of:

- Mail notification;
- Sign posting; and
- Newspaper notice.

Notification lists will be provided by Town Staff. However, the Applicant is responsible for providing the notices and ensuring their proper delivery.

A 120 metre radius from the tower site, or 3 times the height of the tower, whichever is greater, including all abutting property owners, will apply for mail notification to affected residents and property owners within any of the Town's designated Settlement Areas, as defined in Section 8.0 of this Protocol. A 350 metre radius from the tower site, or 3 times the height of the tower, whichever is greater, including all abutting property owners, will apply for mail notification to residents and property owners outside the designated Settlement Areas. For clarity, the notification requirements also apply to residents and/or owners of units located within a multi-unit building on which an antenna system is proposed, and commercial business owners. Notice shall also be sent to Town Councillors, the Mayor, and the Director of Planning.

A sign posted on the property, adjacent to the closest public roadway, will also be required with the following information:

OPEN HOUSE INFORMATION MEETING

AN APPLICATION HAS BEEN MADE BY (Wireless Carrier) TO LOCATE A (X) METRE TELECOMMUNICATIONS TOWER (Location eg. At the rear of the property), (X) METRES (X FEET) FROM (street the property fronts).

PUBLIC COMMENT IS INVITED AT AN OPEN HOUSE INFORMATION MEETING SCHEDULED ON (date) FROM 7:00 PM TO 9:00 PM AT THE (location).

THE TOWN OF HALTON HILLS HAS NO JURISDICTION IN THIS MATTER OTHER THAN AS A COMMENTING BODY TO INDUSTRY CANADA AND THE PROPONENT.

ADDITIONAL INFORMATION REGARDING THE SITE PLAN FOR THIS PROPOSAL MAY BE VIEWED AT THE TOWN OF HALTON HILLS PLANNING OFFICE, 1 HALTON HILLS DRIVE, HALTON HILLS BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM, MONDAY THROUGH FRIDAY OR BY CALLING 905-873-2601 EXT 2298 OR (Proponent) AT (phone contact).

Sign wording is to be verified by Town Staff, and sign posting and location is to be confirmed with a photograph. The sign is to be removed within 30 days following the submission of a Letter of Municipal Comment by Town Staff as identified in Section 6.5 of this Protocol.

Applicants for antenna-supporting structures shall place a notice in a local community newspaper. The wording of the newspaper notice shall be verified by Town staff prior to publishing, and be synchronized with the issue of the mail notice. The notice shall include the following:

- Location of the site, including a municipal address and key map.
- Description of the proposed installation.
- Applicant's contact information.
- An invitation for the public to provide comments to the Applicant within a 30-day public comment period (from the date of the notice).

In order to address all reasonable and relevant concerns, the Applicant shall:

- Respond to all written correspondence within 14 days of its receipt, acknowledging the correspondence.
- Address concerns within 60 days of receiving the correspondence, and indicate that the party has 21 days (from the date of receiving the 60-day correspondence) to respond to the Applicant's response.

6.4.3 Addressing Concerns

The Applicant is expected to document concerns raised as a result of the Public Open House Session and Notification, through a letter of response to Town Staff and include a copy of the contact information of all the attendees and correspondence received prior to, during and after the meeting . During this time, the Applicant may refine the application to mitigate land use concerns identified during the review process and the information session. The letter will identify methods proposed to address public concerns, or alternatively explain why it may not be possible to do so. The letter of response shall be provided to Town Staff prior to the Town providing a Letter of Municipal Comment.

6.5 Letter of Municipal Comment

Following the evaluation of the submitted material, staff will prepare a Letter of Municipal Comment, which will take into consideration all previous consultations and discussions with the Applicant, the public and affected agencies. Should the Applicant satisfy Town requirements as set out within this Protocol, Staff will proceed to provide a formal notice of concurrence as part of the report. Otherwise, if the Applicant fails in addressing the Town's concerns, Staff will note non-concurrence within the report.

Should significant concerns be expressed regarding a proposed telecommunication tower or facility, the Director of Planning, Development & Sustainability may refer the application to a Town of Halton Hills Committee or directly to Council. In addition, if required, the Director of Planning, Development & Sustainability may provide Industry Canada with a written request to intervene with a formal dispute resolution process. Otherwise the Director of Planning, Development & Sustainability will be authorized to provide a copy of the Letter of Municipal Comment to the Applicant, Industry Canada if requested, the Region of Halton, and other interested parties as requested.

7.0 PUBLIC INFORMATION

Once the guidelines set out within this Protocol have been satisfied, the Town will inform adjacent property owners and any other interested agencies and residents that the land-use authority and public consultation process, as suggested by Industry Canada, has been completed. Staff will forward the Town's Letter of Municipal Comment to those requesting a copy.

8.0 TIME FRAME

For "Minor" proposals, the Town will make its best effort to provide the Letter of Municipal Comment within 90 days upon the receipt of a complete application package, and copies of all comments, correspondence and discussions received as part of the consultation process.

For "Major" proposals, Town staff will attempt to complete the review process within 120 days. However, the process may be prolonged for proposed developments within sensitive areas, or where the public has demonstrated significant concerns.

9.0 DEFINITIONS

Applicant

A company, government agency, organization or person which offers, provides or operates wireless communication service to the general public, including radio communication carriers and broadcast undertakings which have a radio authorization from Industry Canada.

Client Procedures Circular (CPC)

Describes the various procedures or processes to be followed by the public when dealing with Industry Canada. The *Client Procedure Circular "CPC-2-0-03"*, entitled: "Radiocommunication and Broadcasting Antenna Systems (dated June 2007)" is an example of one such Industry Canada document and is available on Industry Canada's website at: <http://strategis.ic.gc.ca/antenna>

Co-location

The placement by two or more carriers of antenna systems or platforms on a building, structure or tower.

Industry Canada

Industry Canada is the federal department directly responsible for radio spectrum, management. Industry Canada assigns specific portions of the radiofrequency spectrum to wireless service providers, allowing them to operate communication networks.

Safety Code 6

Industry Canada requires that all operators of telecommunication towers ensure that the public's exposure is set well within the limits of Health Canada's Safety Code 6 (SC6) guidelines entitled: "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz".

The current SC6 guidelines were published by Health Canada in 2009 and can be found on Health Canada's website at: <http://www.hc-sc.gc.ca>

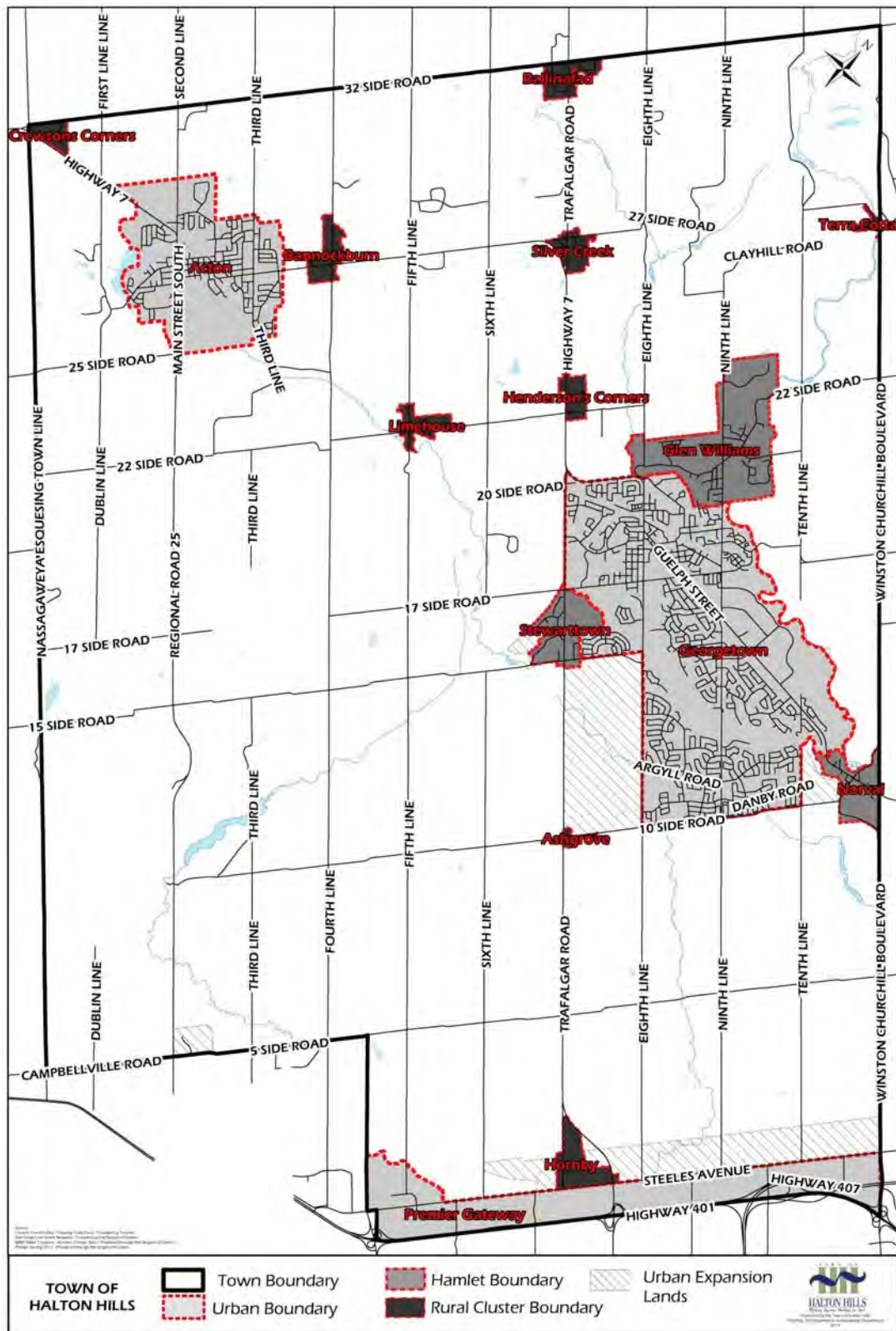
Settlement Areas

For the purposes of this Protocol a designated Settlement Area includes all lands within the urban boundaries for Georgetown, Acton, and the 401 Corridor, within the boundaries for the Hamlets of Glen Williams, Norval, and Stewarttown, and within the boundaries of the designated Rural Clusters as defined within the Town of Halton Hills Official Plan, as shown on Schedule A.

Telecommunication Facility

The components, either individually or in combination, needed to operate wireless transmitters, receivers, antennas, control equipment, and possible equipment shelter which is not normally staffed on a permanent basis and only requires periodic maintenance.

SCHEDULE A



SCHEDULE B

THE CORPORATION OF THE TOWN OF HALTON HILLS
Planning, Development & Sustainability Department ~ Telecommunication
Towers and Related Facilities Application Form

Office Use Only

Date Received	Date Complete	File No(s)	Fee(s)	Paid

APPLICATION FORM

Complete the information below and indicate one contact as the Primary Contact. (All communications will be directed to this person(s).) *If a numbered company, please give name and phone number(s) of principal owner / president.

<u>REGISTERED OWNER/APPLICANT INFORMATION</u>			
PROPERTY OWNER INFORMATION: check one	Person(s)	Company	
Registered Land Owner:	Name:		
Name:	(if company)	Company Officer:	
Address:			
Telephone No: ()	Fax No: ()	Email:	
<u>AGENT</u>			
Name:			
Address:			
Telephone No: ()	Fax No: ()	Email:	
<u>SOLICITOR</u>			
Firm Name:			
Name:		Title:	
Address:			
Telephone No: ()	Fax No: ()	Email:	
Legal Name for use with Agreement:			
<u>PLANNING CONSULTANT</u>			
Firm Name:			
Name:		Title:	
Address:			
Telephone No: ()	Fax No: ()	Email:	
<u>ENGINEER</u>			
Firm Name:			
Name:		Title:	
Address:			
Telephone No: ()	Fax No: ()	Email:	

LOCATION OF PROPERTY (check an area and complete applicable boxes)				
Georgetown	Acton	401 Corridor	Rural Area	Niagara Escarp Plan Area
Assessment Roll Number 2415-		Concession Number(s)	Lot Number(s)	Former Township
Registered Plan Number		Lot(s)/ Block(s)	Part(s)	Parcel Number
Street Number & Name of Street/Road				

List any easements or right-of-ways on the property

Particulars of the Subject Land (in metric units):

Frontage:

Depth:

Area:

What is the current Halton Hills Official Plan land use designation on the subject land?

What is the current Regional Official Plan land use designation on the subject land?

What is the current Niagara Escarpment Plan land use designation on the subject land (if applicable)?

What is the current Zoning on the subject land (list By-law reference)?

Are the lands currently subject to The Greenbelt Plan?

What is the existing use of the subject lands?

Are there any natural heritage or natural hazard areas on the subject property or nearby? (consultation should take place with applicable Conservation Authority and Region)

List any existing Buildings or Structures on the Property

Buildings or Structures*	All Yard Setbacks				Height in excess of existing building	Total Height from ground level	Ground Floor Area
	Front	Rear	Side	Side			
					Centre line setback from road(s)		

*Indicate any buildings or structures which are proposed to be removed / demolished

4.3 Is the Subject Land (or Buildings) subject to a Demolition Control By-law or is it either Designated or Identified for possible Designation under the Ontario Heritage Act? Yes _____ No _____

Proposed Structure's Particulars

Footprint Area (in square metres)
Front (in metres)
Rear (in metres)
Side (in metres)
Side (in metres)
Ground Floor Area (in square metres)
Height (in metres)
Accessory Buildings Total Area (in metres)
Structure's Building Material
Lighting Type and Colour

Indicate Land Uses, Zoning, and existing structures on abutting properties:

North

East

South

West

ACKNOWLEDGEMENT OF APPLICANT

Personal information collected on this form will be used by the municipality in the processing of Telecommunication Towers and Related Facilities applications. The information may be used by other departments and agencies for the purpose of assessing the proposal and preparing comments to the municipality and approval authority only. Questions about the collection of this information should be directed to the Planning Department.

Signature of Applicant/Authorized Agent _____

Print Name _____

Dated at the _____ this _____ day of _____ .

DECLARATION

I/we _____ of the _____ of _____ in the _____ of _____ , solemnly declare that all the statements contained in this application are true and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT THE

_____ of _____ in the _____ this _____ day _____ of _____ .

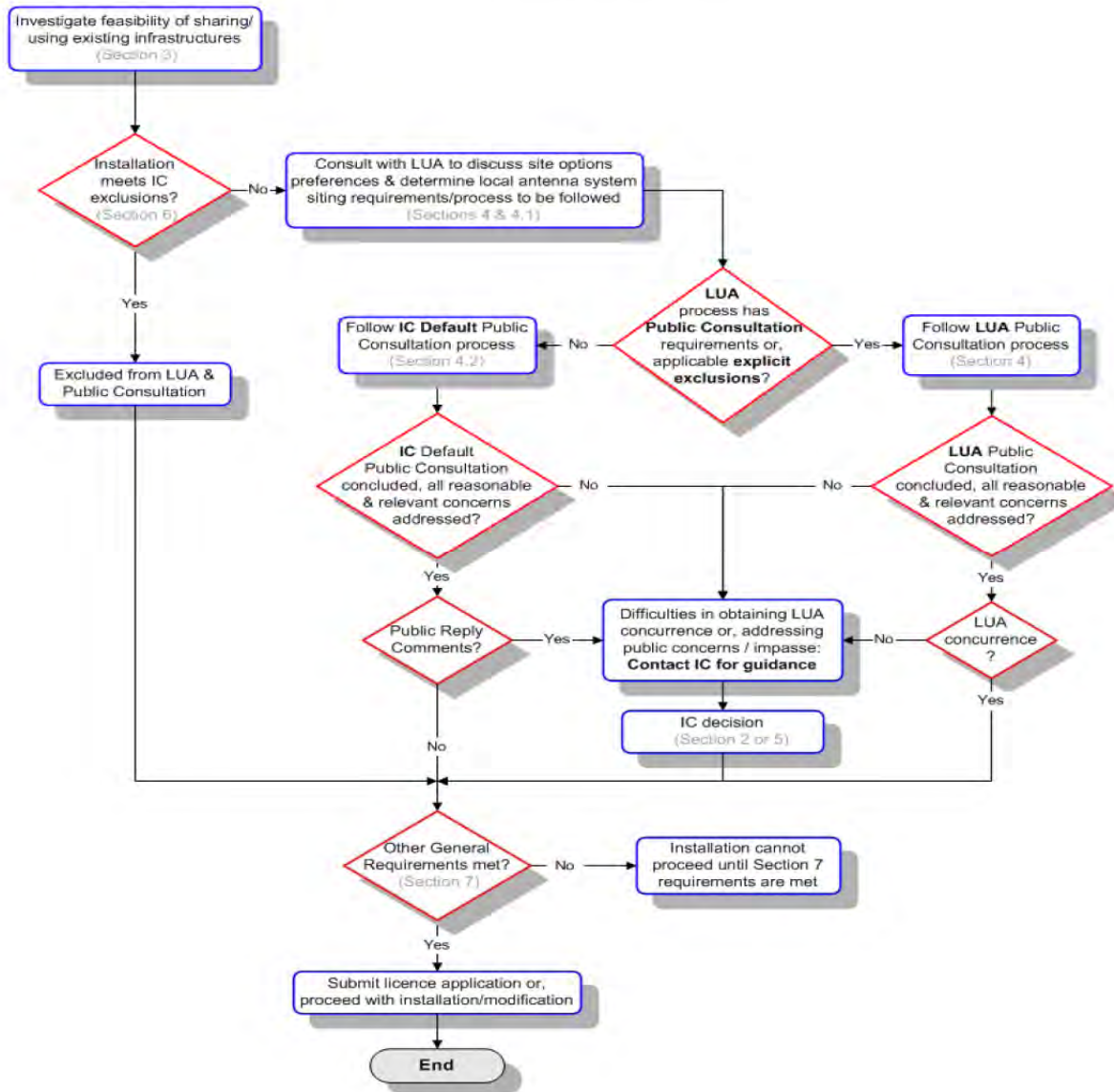
Signature of Applicant/Authorized Agent

Commissioner of Oaths

1 COPY REQUIRED (WITH ORIGINAL SIGNATURE)

SCHEDULE C

Appendix 1 - Consultation Flow Chart





Government
of Canada

Gouvernement
du Canada

Fact Sheet - What is Safety Code 6?

The Government of Canada is committed to protecting the health and safety of Canadians from environmental risks, including those posed by exposure to radiofrequency (RF) electromagnetic energy - the kind of energy given off by various electronic devices such as cell phones and Wi-Fi, as well as broadcasting and cell phone towers.

Health Canada has a guideline, known as Safety Code 6, which recommends limits for safe human exposure to RF electromagnetic energy. The limits established in Safety Code 6 incorporate large safety margins to provide a significant level of protection for all Canadians, including those working near RF sources.

Health Canada scientists monitor the scientific literature on this issue on an ongoing basis. Safety Code 6 is reviewed on a regular basis to verify that the guideline provides protection against all known potentially harmful health effects.

While Health Canada recommends limits for safe human exposure, Health Canada does not regulate the general public's exposure to electromagnetic RF energy. However, many provinces and territories apply the exposure limits in Safety Code 6 for general public exposure. Wireless devices and their associated infrastructure (such as cell towers) are regulated by Industry Canada, and are required to comply with Safety Code 6.

Canada's limits are consistent with the science-based standards used in other parts of the world (e.g., the United States, the European Union, Japan, Australia and New Zealand) and provide protection against all known adverse health effects from RF energy.

Busting Myths on Safety Code 6

Myth: Safety Code 6 limits only provide protection based on limited exposure for healthy adults. The guideline does not account for vulnerable populations such as children or people with electro hypersensitivity disorder.

Fact: *Even a small child, following continuous exposure from multiple sources of RF energy, would not experience adverse health effects provided that the exposure limits set in Safety Code 6 are respected.*

The Safety Code 6 limits for human exposure to RF energy are designed to provide protection for all age groups, including children, on a continuous (24 hours a day/seven days a week) basis.

This means that if someone, including a small child, were to be exposed to RF energy from multiple sources for 24 hours a day, 365 days a year, within the Safety Code 6 limits, there would be no adverse health effects.

A number of people have described an assortment of health symptoms that they attribute to exposure to electromagnetic fields. While the symptoms attributed to electrohypersensitivity conditions are real, scientific evidence has failed to demonstrate that they are caused by exposure to electromagnetic fields.

Myth: Frequent users of cell phones, such as children and teenagers, are at an increased risk of adverse health effects caused by exposure to RF energy.

Fact: *There is no evidence that children and teenagers are at increased risk when Safety Code 6 exposure limits are respected.*

The limits set out in Health Canada's Safety Code 6 are designed to protect people, of all ages and sizes, from all forms of exposure to RF energy, including continuous exposure (24 hours a day, seven days a week).

Given that cell phones are used frequently and in close proximity to the body, Health Canada provides additional guidance to concerned cell phone users so that they may take practical measures to reduce their exposure to RF energy. These measures include limiting the length of cell phone calls, using hands-free devices, and replacing cell-phone calls with texting.

While there is no evidence that children and teenagers are at increased risk, Health Canada encourages parents to limit their children's use of cell phones, as children are often at increased risk from a variety of environmental factors.

Myth: Many countries have limits 100 times lower than Safety Code 6. This must mean Safety Code 6 doesn't protect my health.

Fact: *Canada's limits are consistent with the science-based standards used in other parts of the world, including the United States, the European Union, Japan, Australia and New Zealand.*

The limits in Safety Code 6 are science-based exposure limits that are consistent with the science-based standards used in other parts of the world, including the United States, the European Union, Japan, Australia and New Zealand. Large safety margins have been incorporated into these limits to provide a significant level of protection for the general public and personnel working near RF sources.

When developing the exposure limits in Safety Code 6, Health Canada considers all peer-reviewed scientific studies. The exposure limits in Safety Code 6 are set well below the lowest exposure level (threshold) at which any scientifically-established, adverse health effects occur and take into account the total exposure from all sources of RF energy. Health Canada scientists have concluded, on the basis of current scientific

data, that no adverse health effects will occur from exposure to RF energy at the levels permitted by Safety Code 6.

Internationally, a few jurisdictions (cities, provinces or countries) have applied more restrictive limits for RF field exposures from cell towers, although there isn't scientific evidence to support the need for such restrictive limits. Additionally, in many instances these more restrictive limits are not applied to other wireless devices in these same jurisdictions.

Myth: Health Canada ignores certain studies, especially those that show adverse health effects resulting from exposure to RF energy.

Fact: *When developing the exposure limits in Safety Code 6, Health Canada scientists consider all peer-reviewed scientific studies and employ a weight-of-evidence approach.*

The weight-of-evidence approach takes into account both the quantity of studies on a particular endpoint (whether adverse or no effect), and, more importantly, the quality of those studies.

Poorly conducted studies (e.g. inadequate exposure evaluation, lack of appropriate control samples or inadequate statistical analysis), receive relatively little weight, while properly conducted studies (e.g. all controls included, appropriate statistics, complete exposure evaluation) receive more weight.

Myth: Safety Code 6 is based only on preventing thermal (heating) effects and doesn't consider other harmful non-thermal/biological effects.

Fact: *Health Canada scientists consider all peer-reviewed scientific studies and consider many different potential health effects including thermal, non-thermal and biological effects.*

When developing the exposure limits in Safety Code 6, Health Canada scientists consider all peer-reviewed scientific studies (which includes thermal, non-thermal and biological effects) and employ a weight-of-evidence approach.

At frequencies **below** 10 megahertz (MHz), the first effect to be experienced is non-thermal nerve stimulation (a tingling sensation). Therefore, the exposure limits in Safety Code 6 are set below the level at which such effects occur.

At frequencies **above** 10 MHz, the first scientifically-established effect to occur is heating. Numerous international expert panel reviews on this issue have reached the same conclusion. The exposure limits in Safety Code 6 for frequencies above 10 MHz are therefore set below the level at which heating (thermal effects) could occur. Harmful non-thermal/biological effects at levels below the limits in Safety Code 6 have not been scientifically established.

Myth: I live and work in a major city, so I am constantly exposed to RF energy, all the time. Safety Code 6 does not account for the cumulative effects of this exposure to RF energy.

Fact: *Canadians are protected from the cumulative effects of RF energy when Safety Code 6 is respected.*

Safety Code 6 exposure limits are not device-specific, but the limits do take into account the total exposure from all sources of RF energy. Health Canada scientists have concluded, on the basis of current scientific data, that no adverse health effects will occur from exposure to RF energy at the levels permitted by Safety Code 6.

Myth: Safety Code 6 does not protect my health, as it's based on an exposure time of only six minutes. Given our constant exposure to RF energy, especially in urban environments, this is not enough.

Fact: *Canadians are protected from continuous exposure to multiple sources of RF energy when Safety Code 6 is respected.*

The limits for human exposure to RF energy are designed to provide protection for all age groups, including children, on a continuous (24 hours a day/seven days a week) basis. This means that if someone, including a child, were to be exposed to RF energy from multiple sources for 24 hours a day, 365 days a year, within the Safety Code 6 limits, that person would experience no adverse health effects.

The six minute time-averaging period specified in Safety Code 6 is used as a reference period against which to make a comparison between the measured RF energy levels and the limits in Safety Code 6.

This reference period is not a maximum exposure time. It means that the levels of RF energy from *all sources combined* shall not exceed the exposure limits in Safety Code 6 in *any* six-minute time period throughout the day.

Myth: The International Agency for Research on Cancer (IARC) classified radiofrequency energy as potentially carcinogenic. This means that I will get cancer due to my exposure to RF energy.

Fact: *The IARC did not find a direct link between RF energy exposure and cancer.*

In 2011, the International Agency for Research on Cancer (IARC), which is part of the World Health Organization, classified radiofrequency electromagnetic fields as possibly carcinogenic to humans (Group 2B), based on an increased risk for glioma, a malignant type of brain cancer, associated with wireless phone use. However, the vast majority of research to date does not support a link between RF energy exposure and cancers in humans.

Health Canada is in agreement with the World Health Organization that additional research in this area is warranted.

On October 4, 2011, Health Canada updated its advice to cell phone users on practical ways of reducing exposure to RF energy from these devices. This advice pertains only to cell phone use, and not to RF energy exposure from Wi-Fi devices, since the intensity and distribution of the RF energy absorbed within the body from these devices are very different.

Myth: Because Health Canada regularly reviews Safety Code 6, it must mean the current Code doesn't offer me enough protection.

Fact: The exposure limits recommended in Safety Code 6 protect the health of Canadians.

To ensure that it continues to provide protection against all known adverse human health effects of RF fields, Safety Code 6 is reviewed on a regular basis.

Health Canada reminds all Canadians that their health is protected from RF fields by the human exposure limits recommended in Safety Code 6. Health Canada has established and maintains a general public exposure limit that incorporates a wide safety margin and is therefore far below the threshold for potentially adverse health effects. The Department continues to monitor and analyze ongoing scientific research on this issue and should new scientific evidence arise demonstrating that exposure to RF fields poses a health risk to Canadians, Health Canada will take the appropriate action to safeguard the health of Canadians.

Date modified: 2015-09-25

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/fact-sheet-what-safety-code-6.html>

REPORT

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

REPORT FROM: Warren Harris, Commissioner of Recreation and Parks
Alex Fuller, Manager of Corporate Communications

DATE: June 10, 2019

REPORT NO.: RP-2019-0024

RE: Request for Exemption from Corporate Advertising Policy 2017-0002 – Alcohol Advertising in Parks

RECOMMENDATION:

THAT Report RP-2019-0024 dated June 10, 2019 regarding the Request for Exemption from the Corporate Advertising Policy 2017-0002 – Alcohol Advertising in Parks, be received;

AND FURTHER THAT the request for banner advertising in parks including alcohol advertising as outlined in Report RP-2019-0024 be:

a) denied as it does not align with Section 3.14 of the Corporate Advertising Policy 2017-0002;

OR

b) deferred to allow staff to solicit public input on the issue of alcohol advertising in Town parks and report on the additional details regarding Provincial legislation anticipated to allow municipalities the authority to regulate alcohol in parks;

OR

c) approved conditionally until the end of 2021 subject to the banners meeting the criteria outlined in Report RP-2019-0024 based on the proposal's own merits at the discretion of the Community and Corporate Affairs Committee.

AND FURTHER THAT all funds derived from the advertising of banners in parks as outlined in Option C of Report 2019 RP-2019-0024 be directed to the Town's Capital Reserve for ball diamond improvements as determined by staff;

AND FURTHER THAT staff report back on the issue of permitting the use of alcohol in parks at a future date upon receipt of legislation details and related regulations from the Province of Ontario.

BACKGROUND:

In July 2017, Council approved Recommendation COR-2017-0060 regarding the approval of a Corporate Advertising Policy that was developed to:

- Ensure a consistent and reasoned approach to accepting advertising;
- Provide departments with corporate procedures;
- Ensure that advertising is consistent with the Town's corporate values, image and strategic goals;
- Ensure consistency with the "Canadian Code of Advertising Standards".

The Corporate Advertising Policy 2017-0002 (shown in Appendix A) was specifically amended by Committee to include Section 3.14 to recognize restrictions regarding alcohol and tobacco products.

In November 2017 Council adopted Resolution No. 2017-0214 regarding the Trafalgar Sports Park Phase 6 – Field of Dreams Joint Project that read in part:

AND FURTHER THAT staff work with Halton Hills Minor Baseball and Georgetown Slopitch League to implement a banner advertising program on ball diamond fencing and continue the operation of the Concessions as outlined in Report R&P-2017-0030, in support of the Field of Dreams proposal;

Any banners installed through this program were requested to align with the Corporate Advertising Policy. The purpose of the proposal was to raise funds towards the Field of Dreams Joint Project in 2017/8. The Phase 1 project has since closed with the award of tender and financing strategy approved by Council in February 2019 (Capital Project 8500-19-1801 – TSP Phase 6 Field of Dreams), so any future banner program should be authorized by Council to contribute to Phase 2 of the Field of Dreams Project.

Since June 2018, Staff have been involved in the Community Safety and Wellbeing Initiative being led by the Region of Halton, which addresses key social and health issues in the Community, including youth/adolescent mental health, homelessness, older adult isolation, harmful alcohol use, and other key social issues. Council Report RP-2018-0021 outlined the key focus of the collaborative working group. Recreation and Parks Department staff sit on the Action table (which looks at the harmful effects of alcohol), and also works with other key working groups. The working group is attended by Region Public Health staff, school boards, Sheridan College, LHINs as well as local municipalities, and other social service and health care providers.

In April 2019, the Clerk received written correspondence from a representative of the Georgetown SloPitch League requesting the installation of banners advertising alcohol on the outfield fences of ball diamonds in Town owned parks (Appendix B).

COMMENTS:

Existing Policy Framework for Alcohol Advertising in Parks

As noted at the time the original advertising policy was developed, advertising is recognized as an important form of revenue generation. Policy 2017-002 was developed to formalize current practices and ensure a consistent approach across the corporation that protects the Town's values, image, assets, and interests.

Section 3.14 of the Corporate Policy reads:

Advertisements promoting substances or products requiring an 18+ age restriction including but not restricted to alcohol, tobacco companies or tobacco products will not be accepted. Certain exemptions for non-profit organizations may be considered on a case-by-case basis.

The intent of the exemption for non-profit organizations was to allow for events or activities that would be restricted to adults. Head for the Hills Craft Beer Festival is an example of an adult-only event where alcohol advertising is done on a temporary basis and the event has restricted entry criteria.

Staff note that the Canadian Code of Advertising Standards - Section 13 Advertising to Minors does not allow advertising of products "prohibited from sale to minors in such a way as to appeal particularly to persons under legal age."

The Alcohol and Gaming Commission Advertising Guidelines (May 2019) contains some specific sections related to advertisements that are associated with the issuance of special event permits (e.g. events, tournaments, festivals). Section 4 outlines criteria relating to media targeted specifically to persons under legal drinking age, specifically:

- iv) "...Stationary outdoor advertising should not be placed within 200 metres of a primary or secondary school."
- v) "Advertisements should not be placed within areas which are specifically targeted at persons under the legal drinking age if the advertisement directly or indirectly endorses liquor or the consumption of liquor [unless] 51% of the audience are above legal drinking age..."

The Recreation and Parks Department's mandate is to promote active living, quality of life and activities that promote families and children. The Region of Halton Health Department, as well as the Alcohol Action Table of the Community Safety and

Wellbeing Initiative have identified that Halton Region has a higher than provincial average number of adults who use alcohol at harmful levels, and that advertising that is exposed to children and youth helps to normalize its use. Appendix C outlines some of the key information regarding alcohol use in Halton. One of the recommendations emerging from the Action Table is to work with municipal partners to limit/eliminate alcohol advertising at municipal facilities, and to require counter marketing when alcohol is permitted at special events on municipal property. The research demonstrates that when multiple methods of limiting access and/or exposure to alcohol advertising are used, the harmful use of alcohol is reduced. Staff is not aware of any other local municipality that permits the advertising of alcohol in parks, outside of restricted area, adult-focused special events.

The 2019 Provincial Budget released in April referenced introducing legislation that, if passed, would let municipalities establish policies about where alcohol can be consumed in public areas such as parks, as well as allowing sports fans to drink alcohol at tailgating parties at eligible sporting events. Specific direction from the Province on the legislation, and subsequently Council direction on adopting such measures is not expected until the fall of 2019 or later. Without specific regulations in place it is difficult to assess whether the proposal from Georgetown SloPitch for the advertising of alcohol in parks is reasonable. Staff recommend reporting back to Council once more details are known.

Details on Georgetown Slo-Pitch (GSL) Submission

GSL have submitted sample artwork examples of the alcohol advertising banners (Appendix D – provided under separate cover) as well as photographs of the advertising banners installed in parks in 2018 as part of the Field of Dreams capital campaign. Details of the proposal include:

- Banner size of 4 x 6 ft (1.2 x 1.8m) to be placed in 7 locations, primarily adult level ball play diamonds:
 - Gellert Community Park #2 and 3
 - Trafalgar Sports Park #1
 - Hornby Park #1 and 2
 - Glen Williams Park # 1 and 2
 - Staff note that while the diamonds noted are predominantly used by adults, there is use by youth/children teams and allocation each year may vary.
- Banners to include both alcohol branding or alcohol branding with food from local businesses;
- Advertising program to run to the end of 2021, to be viewed as a trial based on conditional approval from Council;

- Site installations include banners promoting the language “please drink responsibly” consistent with alcohol promotions.

Next Steps – Options for Approval

While the staff position is that advertising of alcohol in parks should be limited exclusively to organizations hosting events with a Special Event Permit obtained from the Alcohol and Gaming Commission of Ontario, Committee and Council may wish to assess the proposal on its own merits.

Staff note that if alcohol advertising on banners in parks is approved, the decision may set a precedent for allowing alcohol advertising on the Town’s other forums such as arena boards, community centre screens, community guide or marquee signs. The approval may also be considered precedent setting for allowing advertising of tobacco or tobacco-related products (e.g. vapers, cigarettes or cannabis) which are legal substances that are not permitted in the Corporate Advertising Policy or even other adult-oriented products and services.

Staff recommend that since the Corporate Advertising Policy was originally approved by Council, some level of public consultation should be carried out in order to advise of the intent to revise the policy, and/or to consider the potential legislative authority being granted to municipalities from the Province regarding alcohol use in parks later this year.

Given the complexity of the issue, changing legislative framework, and potential impacts of the decision, staff is providing three options for the proposal from the Georgetown SloPitch League for consideration by Committee: deny, defer, or approve conditionally, however staff feel that deferral is the preferred option at this time.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the following Strategic Priority of Council:

Communications: continue to provide timely, transparent communication with residents and business owners.

FINANCIAL IMPACT:

There is no financial impact as the policy changes do not affect current practices. If Committee should choose Option C as outlined in this report, all funds derived from the sale of advertising banners on Town owned or leased ball diamonds should be directed to the Town’s Capital Reserve to be allocated towards Trafalgar Sports Park Phase 2. At a rate of \$700 per banner annually and an anticipated sales rate of ten percent of all available spaces (based on rental rates to date), the projected revenue could be as much as \$39,000 per year. In 2018, Georgetown SloPitch sold \$6,300 worth of banner advertisements in a partial season for a net total donation of \$5,200.

INTERNAL CONSULTATION:

This report was developed following discussions with the Senior Management Team, Manager of Parks and Open Space and Town Clerk.

PUBLIC ENGAGEMENT:

No public engagement has been undertaken at this time. Depending on which alternative Council approves, staff will consult accordingly with the public in accordance with the Town's Public Engagement Charter.

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. This report advances the Strategy's through support of the pillar of Economic Prosperity.

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

This report supports the pillar of Sustainability and the alignment of this report with the Community Sustainability Strategy is good.

COMMUNICATIONS:

This report supports the Town's efforts to provide a consistent and transparent approach to advertising. The report notes the suggestion that public consultation is a consideration for determining future by-laws regarding the approval/regulation of alcohol in municipally-owned parkland.

CONCLUSION:

Staff have received a request for banners with alcohol advertising to be placed in parks at select major ball diamonds, and have provided three options for consideration by Committee based on the existing policy framework.

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, Chief Administrative Officer

POLICY

POLICY TITLE: Corporate Advertising

POLICY NUMBER: 2017-0002

DATE: June 22, 2017

1.0 Purpose of Policy

Advertising for the purposes of this policy is determined as the sale to an external company, organization, enterprise, association or individual by the Town for the purposes of promotion of goods or services by corporate or community agencies in: municipal spaces, municipal publications or collateral and/or on municipally-owned property.

Advertising is recognized as an important form of revenue generation and ensuring a consistent approach across the corporation protects the Town's values, image, assets, and interests.

This policy serves to:

- Ensure a consistent and reasoned approach to accepting advertising
- Provide departments with corporate procedures
- Ensure that advertising is consistent with the Town's corporate values, image and strategic goals.
- Ensure consistency with the Canadian Code of Advertising Standards

2.0 Policy Application

Advertisements must, as determined by the Town in its sole discretion, comply with all legislation, regulations and bylaws applicable in the Province of Ontario, including, but not limited to:

- Ontario Human Rights Code
- Canadian Charter of Rights and Freedoms
- Criminal Code of Canada

3.0 Criteria for Acceptance of Advertisements

- 3.1 Advertisements will be permitted on designated municipal property and collateral; the determination of which is at the sole discretion of the Town.
- 3.2 Advertisements must comply with the criteria set out in the *Canadian Code of Advertising Standards*, attached as Appendix1
- 3.3 The advertisement is not misleading or a false representation
- 3.4 The advertisement does not contain inappropriate content or language
- 3.5 There are no adverse effects on public safety associated with display of the advertisement.
- 3.6 The advertisement does not incite violence or hatred
- 3.7 The advertisement is not offensive in style, content or method of presentation.
- 3.8 The advertisement does not mimic the Town of Halton Hills' style or content.
- 3.9 The advertisement features a name or other content (e.g. a company URL) that identifies the advertiser.
- 3.10 The advertisement is appropriate in the context of the use of the proposed display location
- 3.11 Advertisements, which convey information about a meeting, gathering or event, must contain the name of the advertiser.
- 3.12 Advertisements, which (a) promote or oppose a specific theology, or religious or ethnic point of view, policy or action; or (b) advocate or oppose any ideology or political philosophy, point of view, policy or action; or (c) convey information about a political party or the candidacy of any person for a political position or public office, are not permitted.
- 3.13 Advertising and sponsorship must be appropriate to the target audience.
- 3.14 Advertisements promoting substances or products requiring an 18+ age restriction including but not restricted to alcohol, tobacco companies or tobacco products will not be accepted. Certain exemptions for non-profit organizations may be considered on a case-by-case basis.
- 3.15 Advertisements promoting the support of or involvement in the production, distribution, and sale of weapons and other life-threatening products will not be accepted.

- 3.16 In order for the Town to ensure that all advertisements comply with this policy, requests for placement of non-English or non-French language advertisements must be accompanied by a Certified Translation (English) of the Advertisement content.
- 3.17 When required by the Town, the advertisement must display the following disclaimer in a manner that is legible: “The opinions expressed in this advertisement or by the sponsor of this advertisement, do not in any way represent the opinions of, and are not endorsed by, the Town of Halton Hills.”

4.0 Reconsiderations

- 4.1 Notwithstanding that the Town has not refused approval of advertising prior to its display, the Town may subsequently, after display of the advertising has begun, require immediate (within 24 hours) removal of the advertising if the Town determines it does not comply with the provisions of this policy.
- 4.2 If the advertiser or contractor fails to remove the advertising from display immediately (within 24 hours) after receiving the Town’s requirement to do so, the Town itself may remove the advertising from display.
- 4.3 The Town shall not be liable in any way for any consequences of its requirement for the advertiser or contractor to remove advertising based on reconsideration by the Town.

5.0 Objections by Members of the Public

Any person who objects to any advertisement governed by this policy may file a complaint with Advertising Standards Canada, following its prescribed process. Any individual or advertiser who wishes to appeal a decision of the Town regarding the application of the *Canadian Code of Advertising Standards* on Town property or in Town publications, may file a complaint with Advertising Standards Canada at www.adstandards.com.

Appendix 1: The Canadian Code of Advertising Standards

Self-regulation of Advertising in Canada

Overview

The *Canadian Code of Advertising Standards (Code)*, which has been developed to promote the professional practice of advertising, was first published in 1963. Since that time it has been reviewed and revised periodically to keep it contemporary. The *Code* is administered by Advertising Standards Canada (ASC). ASC is the industry body committed to creating and maintaining community confidence in advertising.

The *Code* sets the criteria for acceptable advertising and forms the basis upon which advertising is evaluated in response to consumer, trade, or special interest group complaints. It is widely endorsed by advertisers, advertising agencies, media that exhibit advertising, and suppliers to the advertising process.

Consumer complaints to ASC about advertising that allegedly does not comply with the *Code* are reviewed and adjudicated by one of two Councils: the Standards Council, which includes representatives from Western Canada, Central Canada, and Atlantic Canada, or, in Quebec, by le Conseil des normes. Councils are independent bodies of senior industry and public representatives that are supported and co-ordinated by, but altogether independent from, ASC.

Advertising complaints between advertisers, based on the *Code*, are administered under ASC's *Advertising Dispute Procedure* (formerly called the Trade Dispute Procedure.). Complaints about advertising from special interest groups are separately administered under ASC's *Special Interest Group Complaint Procedure*.

Definitions

For the purposes of the *Code* and this document:

"Advertiser" is defined as an "entity" that has, or shares with one or more other entities, the final authority over the content of an advertisement.

"Advertising" and **"advertisement(s)"** are defined as any message (other than those excluded from the application of this *Code*), the content of which message is controlled directly or indirectly by the advertiser expressed in any language and communicated in any medium (except those listed under Exclusions) to Canadians with the intent to influence their choice, opinion or behaviour.

"Advertising" also includes "advocacy advertising", "government advertising", "political advertising", and "election advertising", as defined below.

"Advocacy advertising" is defined as "advertising" which presents information or a point-of-view bearing on a publicly recognized controversial issue.

"Entity" is a term that includes, but is not limited to, one or more brands, persons, companies, and organizations.

"Government advertising" is defined as "advertising" by any part of local, provincial or federal governments, or concerning policies, practices or programs of such governments, as distinct from "political advertising" and "election advertising".

"Political advertising" is defined as "advertising" appearing at any time regarding a political figure, a political party, a government or political policy or issue publicly recognized to exist in Canada or elsewhere, or an electoral candidate.

"Election advertising" includes "advertising" about any matter before the electorate for a referendum, "government advertising" and "political advertising", any of which advertising is communicated to the public within a time-frame that starts the day after a vote is called and ends the day after the vote is held. In this definition, a "vote" is deemed to have been called when the applicable writ is issued.

"Material connection" is defined as any connection between an entity providing a product or service and an endorser, reviewer, influencer or person making a representation that may affect the weight or credibility of the representation, and includes: benefits and incentives, such as monetary or other compensation, free products with or without any conditions attached, discounts, gifts, contest and sweepstakes entries, and any employment relationship, but excludes nominal consideration for the legal right to identify publicly the person making the representation.

"Special Interest Group" is defined as an identifiable group, representing more than one individual and/or organization, expressing a unified viewpoint that is critical of the content of an advertisement, and/or the production method or technique, and/or the medium, used to carry the advertisement and convey its perceived message.

"Teaser Advertisement" is defined as an advertisement that generally reveals little about the product(s), service(s), event(s) or advertiser hinted at in the advertisement, the objective of which is to stimulate curiosity about and interest in the advertiser, product(s), service(s) or event(s).

Application

The *Code* applies to "advertising" by (or for):

- advertisers promoting the use of goods and services;
- corporations, organizations or institutions seeking to improve their public image or advance a point of view; and

- governments, government departments and crown corporations.

Exclusions

Political and Election Advertising

Canadians are entitled to expect that "political advertising" and "election advertising" will respect the standards articulated in the *Code*. However, it is not intended that the *Code* govern or restrict the free expression of public opinion or ideas through "political advertising" or "election advertising", which are excluded from the application of this *Code*.

Excluded from Definition of "Advertising" and "Advertisement(s)"

Excluded from the terms "advertising" and "advertisement(s)" (as defined in this *Code*) are messages from an "entity" that/who has no "material connection" with the entity that makes, distributes, markets or advertises the product or service featured in the advertising or advertisement(s).

Excluded Media

The following are excluded from the definition of "medium" and the application of the *Code*:

- i. foreign media (namely media that originate outside Canada and contain the advertising in question) unless the advertiser is a Canadian person or entity; and
- ii. packaging, wrappers and labels.

Scope of the Code

The authority of the *Code* applies only to the content of advertisements and does not prohibit the promotion of legal products or services or their portrayal in circumstances of normal use. The context and content of the advertisement and the audience actually, or likely to be, or intended to be, reached by the advertisement, and the medium/media used to deliver the advertisement, are relevant factors in assessing its conformity with the *Code*. In the matter of consumer complaints, Council will be encouraged to refer, when in its judgment it would be helpful and appropriate to do so, to the principles expressed in the *Gender Portrayal Guidelines* respecting the representations of women and men in advertisements.

Interpretation Guidelines

The *Code* may be supplemented from time to time by *Interpretation Guidelines* that enhance industry and public understanding of the interpretation and application of the *Code*'s 14 clauses.

Code Provisions

The *Code* is broadly supported by industry and is designed to help set and maintain standards of honesty, truth, accuracy, fairness and propriety in advertising.

The provisions of the *Code* should be adhered to both in letter and in spirit. Advertisers and their representatives must substantiate their advertised claims promptly when requested to do so by Council.

1. Accuracy and Clarity

In assessing the truthfulness and accuracy of a message, advertising claim or representation under Clause 1 of the *Code* the concern is not with the intent of the sender or precise legality of the presentation. Rather the focus is on the message, claim or representation as received or perceived, i.e. the general impression conveyed by the advertisement.

(a) Advertisements must not contain, or directly or by implication make, inaccurate, deceptive or otherwise misleading claims, statements, illustrations or representations.

(b) Advertisements must not omit relevant information if the omission results in an advertisement that is deceptive or misleading.

(c) All pertinent details of an advertisement must be clearly and understandably stated.

(d) Disclaimers and asterisked or footnoted information must not contradict more prominent aspects of the message and should be located and presented in such a manner as to be clearly legible and/or audible.

(e) All advertising claims and representations must be supported by competent and reliable evidence, which the advertiser will disclose to ASC upon its request. If the support on which an advertised claim or representation depends is test or survey data, such data must be reasonably competent and reliable, reflecting accepted principles of research design and execution that characterize the current state of the art. At the same time, however, such research should be economically and technically feasible, with regard to the various costs of doing business.

(f) The advertiser must be clearly identified in the advertisement, excepting the advertiser of a "teaser advertisement" as that term is defined in the *Code*.

2. Disguised Advertising Techniques

No advertisement shall be presented in a format or style that conceals the fact that it is an advertisement.

3. Price Claims

(a) No advertisement shall include deceptive price claims or discounts, unrealistic price comparisons or exaggerated claims as to worth or value. "Regular Price", "Suggested Retail Price", "Manufacturer's List Price" and "Fair Market Value" are deceptive terms when used by an advertiser to indicate a savings, unless they represent prices at which, in the market place where the advertisement appears, the advertiser actually sold a substantial volume of the advertised product or service within a reasonable period of time (such as six months) immediately before or after making the representation in the advertisement; or offered the product or service for sale in good faith for a substantial period of time (such as six months) immediately before or after making the representation in the advertisement.

(b) Where price discounts are offered, qualifying statements such as "up to", "XX off", etc., must be in easily readable type, in close proximity to the prices quoted and, where practical, legitimate regular prices must be included.

(c) Prices quoted in advertisements in Canadian media, other than in Canadian funds, must be so identified.

4. Bait and Switch

Advertisements must not misrepresent the consumer's opportunity to purchase the goods and services at the terms presented. If supply of the sale item is limited, or the seller can fulfill only limited demand, this must be clearly stated in the advertisement.

5. Guarantees

No advertisement shall offer a guarantee or warranty, unless the guarantee or warranty is fully explained as to conditions and limits and the name of the guarantor or warrantor is provided, or it is indicated where such information may be obtained.

6. Comparative Advertising

Advertisements must not unfairly discredit, disparage or attack one or more products, services, advertisements, companies or entities, or exaggerate the nature or importance of competitive differences.

7. Testimonials

Testimonials, endorsements or other representations of opinion or preference must reflect the genuine, reasonably current opinion of the individual(s), group or organization making such representations, must be based upon adequate information about or experience with the identified product or service and must not otherwise be deceptive.

8. Professional or Scientific Claims

Advertisements must not distort the true meaning of statements made by professionals or scientific authorities.

Advertising claims must not imply that they have a scientific basis that they do not truly possess. Any scientific, professional or other authoritative claims or statements must be applicable to the Canadian context, unless otherwise clearly stated.

9. Imitation

No advertiser shall imitate the copy, slogans or illustrations of another advertiser in such a manner as to mislead the consumer.

10. Safety

Advertisements must not, without reason justifiable on educational or social grounds, display a disregard for safety by depicting situations that might reasonably be interpreted as encouraging unsafe or dangerous practices or acts.

11. Superstitions and Fears

Advertisements must not exploit superstitions or play upon fears to mislead the consumer.

12. Advertising to Children

Advertising that is directed to children must not exploit their credulity, lack of experience or their sense of loyalty, and must not present information or illustrations that might result in their physical, emotional or moral harm.

Child-directed advertising in the broadcast media is separately regulated by *The Broadcast Code for Advertising to Children*, also administered by ASC. Advertising to children in Quebec is prohibited by the *Quebec Consumer Protection Act*.

13. Advertising to Minors

Products prohibited from sale to minors must not be advertised in such a way as to appeal particularly to persons under legal age, and people featured in advertisements for such products must be, and clearly seen to be, adults under the law.

14. Unacceptable Depictions and Portrayals

It is recognized that advertisements may be distasteful without necessarily conflicting with the provisions of this Clause 14; and the fact that a particular product or service may be offensive to some people is not sufficient grounds for objecting to an advertisement for that product or service.

Advertisements shall not:

- (a) condone any form of personal discrimination, including discrimination based upon race, national or ethnic origin, religion, gender identity, sex or sexual orientation, age or disability;
- (b) appear in a realistic manner to exploit, condone or incite violence; nor appear to condone, or directly encourage, bullying; nor directly encourage, or exhibit obvious indifference to, unlawful behaviour;
- (c) demean, denigrate or disparage one or more identifiable persons, group of persons, firms, organizations, industrial or commercial activities, professions, entities, products or services, or attempt to bring it or them into public contempt or ridicule;
- (d) undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population.

April 15, 2019

To the Clerk of Halton Hills (Georgetown), for furtherance to:

- Hon. Rick Bonnette, Mayor of Halton Hills
- Town Council of Halton Hills
- Warren Harris, Director of Parks and Open Spaces

Ladies and Gentlemen

In mid-summer 2018, Georgetown SloPitch League (GSL) and Halton Hills Minor Baseball Association (HHMBA) had received permission from the Town to sell banner advertising on the outfield fences of the baseball diamonds. Our target was to sell on

- Fairgrounds 1 and Gellert South 1 to the advertisers that were seeking to target youth
- Gellert South 2 and 3, Hornby 1 and 2, Glen Williams 1 and 2, Trafalgar Sports Park 1 for those advertisers that are targeting adults.

The permission from the Town came very late in the 2018 baseball season, and yet we were able to sell some banners and donated to the Town's Special Account for baseball operations (TSA), \$5,200. Our goal this season is to achieve 50 banners, creating a donation to the TSA in excess of \$25,000.

The reason for this communique is to request a review of the Town's policy, regulation, bylaw or tradition of not allowing the advertisement of beer, alcohol or marijuana (pot). And before we go any further, last year Molson Coor's Light approached us hoping to put banners on all 7 of the adult oriented diamonds and that would have created a further \$6,000 donation to the TSA. Because of the Town's policy, regulation, bylaw or tradition, we were unable to accept their very generous offer.

In the Provincial budget and over the last few weeks in various announcements, the Provincial government has demonstrated their intentions to move past the somewhat Victorian handling of alcohol. It appears that tailgating, early operations in bars, "happy hour" advertisement and allowing alcohol in public parks – are all positive changes to the Provincial stance on alcohol.

We would ask that the Town of Halton Hills relax its position on alcohol advertising. We would like to be able to allow our bars and pubs to purchase banner advertising, using the allowances that are already in place from their beer suppliers. To do that, we need to allow the advertising by the different beer companies. I have spoken with Wild Wings, Boston Pizza, St George, the old Bracky's, Shoeless Joes, Symposium and Kelseys about their advertising and all are pondering the program, and admit that if they could use a beer company logo or backing, they would be buying multiple banners each.

We ask the support of council, as we believe precedent has been set:

- First – the Georgetown Head for the Hills craft beer festival, which we, the ball leagues support through our volunteer time, has an exemption from the Town’s rules on advertising beer. At the very least, we believe the baseball leagues / fields should be included in the exemptions.
- Secondly, the Province obviously believes that allowing the people who are going to partake of alcohol or pot, are largely old enough to monitor their own in-take and be adult enough make their own decision on the circumstances of their in-take.

No doubt there will be a small hue and cry from the Town-based opponents to any relaxation in the advertising standards, but I firmly believe, that while vocal and loud, the opponents will be in the minority. The Province would not be relaxing their treatment of alcohol and pot if there was not a majority support in the electorate.

I would welcome the chance to talk to any of you about this request – either in private or open court, one on one or to the group as a whole. The impact I believe to be material and I request action on this at your very earliest opportunity

Kindest regards



Pete Wanner
Treasurer and Founder

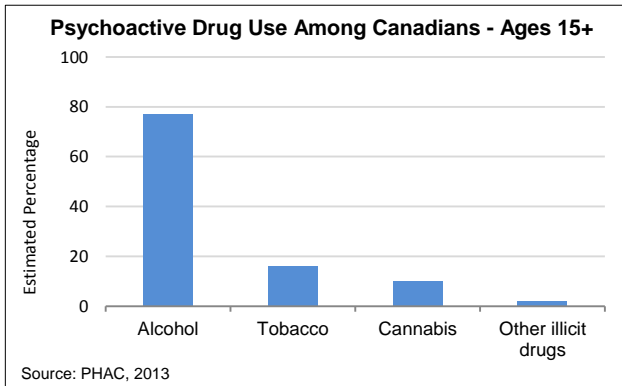
c.c. Jamie Chouinard – President Georgetown SloPitch

c.c. Larry Fitzgerald – President Halton Hills Minor Baseball Association

Harmful Alcohol Use in Halton

Alcohol Consumption

Alcohol is the most used drug among Canadians, aside from caffeine.



In Halton Region, 85% of adults drink alcohol compared to 78% of Ontarians. Halton adults also consume alcohol above [Canada's Low-Risk Alcohol Drinking Guidelines \(LRADG\)](#) at a rate (46%) that is significantly higher than the Ontario average (42%). This means that about half of Halton's adult residents consume alcohol in way that puts them at higher risk for significant health and social harms.

Halton compares favourably to Ontario across many different health indicators, such as physical activity and teen pregnancy. However, alcohol consumption is one of the few health indicators where Halton rates are less favorable than the provincial average.

Younger adults (20-24) in Halton report drinking alcohol above the recommended limits in the LRADG at rates (78%) higher than any other age group. As age increased, the percentage of adults who exceeded the LRADG decreased. In 2012/13, 34% of Grade 10 students in Halton reported having at least one episode of binge drinking (4 or more drinks for a female and 5 or more drinks for a male on any one occasion) in the past year.

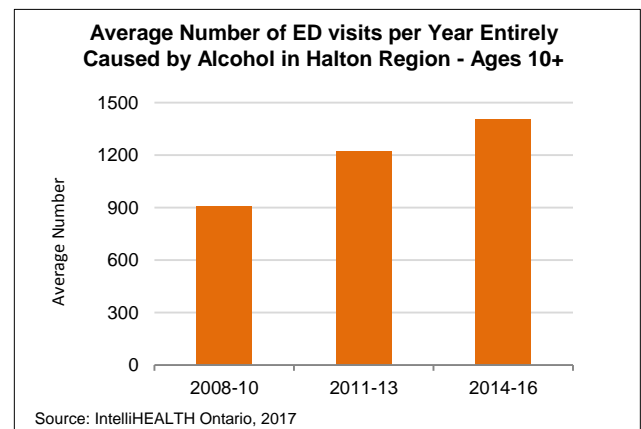
Alcohol Harms

Alcohol is in the top five risk factors for death and disease in the world and is the top risk factor for Canadians aged 15-29. Evidence has found that alcohol is a causal factor in over 200 disease and injury conditions.

Short Term Impacts: alcohol intoxication and poisoning, falls, drowning and self-harm

Long Term Impacts: cancer, cardiovascular disease, stroke, liver cirrhosis, fetal alcohol spectrum disorder, epilepsy, pancreatitis, tuberculosis and mental health issues

Social and Second-Hand Impacts: impaired driving, violence, neglect, abuse, sexual assault, homicide, property damage, fire, public intoxication and noise nuisances



From 2008-10 to 2014-16, the rate of emergency department (ED) visits entirely caused by alcohol increased significantly from 905 to 1404. The types of issues included in this category are alcohol poisoning, alcoholic cirrhosis of the liver and alcohol withdrawal, and do not include chronic diseases. Halton residents aged 19-24 experienced the most emergency department visits entirely caused by alcohol.

In 2014/15, 4.6% of Halton adults reported drinking and driving. There was no significant change in this percentage from 2001-2015.

Special Considerations

Age: The earlier a young person starts to drink alcohol, the more at risk they are for alcohol dependence and alcohol-related harms.

Gender: In general, men consume more alcohol but women are more vulnerable to alcohol-related harm. In Ontario, alcohol use among women is increasing.

Income: As income increases, the likelihood of exceeding the LRADG increases as well, however low-income individuals tend to experience more alcohol related harm than those of higher income.

Evidence-Based Strategies for Reducing and Preventing Harmful Alcohol Use

There are a number of effective evidence-based strategies for reducing the harmful use of alcohol. International literature on these strategies confirms that they are a part of a comprehensive approach to addressing harmful alcohol use. Implementing multiple strategies is more effective than implementing one alone.

Reducing the Physical Availability of Alcohol: When alcohol availability increases, so do rates of drinking and related harm. The density of Halton's retail alcohol outlets (e.g. LCBO) at 2.0 per 10,000 people aged 15+ is similar to the province but notably higher than other municipalities including Toronto (1.3), Peel (1.0) and Hamilton (1.7).

Restricting the Marketing and Promotion of Alcohol: Exposure to alcohol advertising and images of alcohol products and brands can increase and normalize alcohol consumption.

Altering the Drinking Environment: Multi-component interventions to alter the drinking environment include; server liability, community engagement,

enforcement of current laws and staff training.

Implementing Drinking and Driving

Countermeasures: Strategies such as random and selective breath testing, lower BAC regulations, restrictions for young drivers and immediate license suspension effectively reduce alcohol-related harm.

Improving Education and Awareness: As a part of a comprehensive approach to reducing alcohol consumption and harms, public education campaigns have the ability to increase awareness about the issue of harmful alcohol use and influence decision makers.

Providing Early Intervention and Treatment:

Screening, brief intervention and referral to specialized treatment and support in primary care other settings are important measures to prevent and address harmful alcohol use and dependence.

Increasing the Price of Alcohol:

As alcohol prices increase, alcohol consumption decreases and consequently so do alcohol-related harms. Increasing alcohol pricing is the intervention that has the highest potential impact on alcohol consumption and related harms.

Opportunities through the Community-Safety and Wellbeing Plan

"The diversity of alcohol-related problems and measures necessary to reduce alcohol-related harm points to the need for comprehensive action across numerous sectors"

-World Health Organization, 2010

The Community Safety and Wellbeing Plan offers a unique opportunity to prevent and address harmful alcohol use and the associated impacts through strategic and collaborative action. The harms associated with alcohol use are not limited to one sector and the opportunity and obligation to address these harms is also not limited to one sector.

REPORT

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

REPORT FROM: Jamie Smith, Facility Supervisor – Halton Hills Cultural Centre

DATE: May 31, 2019

REPORT NO.: RP-2019-0025

RE: Award of Request for Proposal P-032-19 for Electric Services Roster and Award of Request for Proposal P-033-19 for Plumbing Roster.

RECOMMENDATION:

THAT Report No. RP-2019-0025 dated May 31, 2019, regarding the Award of Request for Proposal P-032-19 for Electric Services Roster and Award of Request for Proposal P-033-19 for Plumbing Roster, be received;

AND FURTHER THAT Council authorizes the award of maintenance contracts to the following companies for a two (2) year period with an option to renew for three (3) one (1) year terms to:

Electricians:

- i) Arbeiter Electric, 12651 Sixth Line, Limehouse, ON L0P 1H0
- ii) Halton Hills Electrical Contracting, 2 Commerce Crt. Acton, ON L7J 2X3
- iii) Holley Electric Limited, 20 Haggert Ave. N. Brampton, ON L6X 1Y3
- iv) Nadelec Contracting Inc., PO Box 416, Milton, ON L9T 4Y9
- v) Raspen Electrical Services Co. Ltd., 361 Baverstock Crescent, Milton, ON L9T 5L2

Plumbers:

- i) Catt Contracting, 49 Normandy Blvd., Georgetown, ON L7G 1V9
- ii) GTA Plumbing Ltd., 3995 Sladeview Crescent, Unit 6, Mississauga, ON L5L 5Y1
- iii) Roszell Plumbing & Heating Ltd., 2345 Wyecroft Road, Unit 30, Oakville, ON L6L 6L8

AND FURTHER THAT the Manager of Purchasing be authorized to issue the necessary purchase orders as required to a total upset limit of \$225,000.00 exclusive of HST for the three (3) year contract for the electricians and an upset limit of \$100,000.00 for the

three (3) year contract for the plumbers and subsequent renewal purchase orders based on performance and price negotiations.

BACKGROUND:

As part of the ongoing operation and upkeep of the Town's municipal facilities, electrical and plumbing services are frequently required. In the past, electric services were contracted as needed and projects were priced, contracted and co-ordinated by the facility requiring the service at the time. In 2014, this practice was changed to better comport with the Purchasing Policy, and Purchasing staff worked with other departments to issue and award contracts for ongoing services over a period of years. These contracts were issued as 2-year confirmed contracts, with the potential for three (3) 1-year extensions. These contracts will expire on August 31, 2019, precipitating the need to tender a new RFP for these services.

COMMENTS:

A RFP was issued for electricians and plumbers April 16, 2019. The bids were posted on the Town's website and advertised on the bidsandtenders.ca website. A total of twenty-nine (29) bid documents were downloaded and sixteen (16) submissions were received for the electricians as follows:

Vendor	Location
9923837 Canada Inc.	Etobicoke, ON
Adduco Electrical Solutions Ltd.	Mississauga, ON
Arbeiter Electric	Limehouse, ON
Bradco Electrical Services Ltd.	Mississauga, ON
Carney Electric Limited	Georgetown, ON
Hammer Electric Inc.	Georgetown, ON
Halton Hills Electrical Contracting	Acton, ON
Holaco Installations Limited	Hamilton, ON
Holley Electric	Brampton, ON
Nadelec Contracting Inc.	Milton, ON
Powerful Group of Companies Inc.	Mississauga, ON
Procal Electric Inc.	Stoney Creek, ON
Raspen Electrical Services Co. Ltd.	Milton, ON
RPM Industrial Inc.	Tottenham, ON
Sea Energy Services	Georgetown, ON
Trade Source Inc.	Cambridge, ON

A total of eleven (11) bid documents were downloaded and eight (8) submissions were received for the plumbers as follows:

Vendor	Location
Catt Contracting	Georgetown, ON
Glen Richardson Plumbing &	Burlington, ON

Heating Ltd.	
GTA Plumbing Ltd.	Mississauga, ON
Pipe All Plumbing & Heating Ltd.	Woodbridge, ON
Pitton Plumbing & Heating Inc.	Hamilton, ON
Powerful Group of Companies Inc.	Mississauga, ON
Rapid Plumbing Inc.	Toronto, ON
Roszell Plumbing & Heating Ltd.	Oakville, ON

Bids were evaluated by a staff team from the user departments based on price, experience and qualifications. The process was facilitated by Purchasing staff. The following five (5) bidders were identified as the preferred vendors to be placed on the roster for electric services:

1. Arbeiter Electric
2. Halton Hills Electrical Contracting
3. Holley Electric Limited
4. Nadelec Contracting Inc.
5. Raspen Electrical Services Co. Ltd.

The following three (3) bidders were identified as the preferred vendors to be placed on the roster for plumbing services:

1. Catt Contracting
2. GTA Plumbing Ltd.
3. Roszell Plumbing & Heating Ltd.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports Council's Strategic Priority regarding "the effective, efficient and economical delivery of the Town's existing services".

FINANCIAL IMPACT:

The contract award will result in a secure unit price for electric and plumbing services until August 31, 2021. The funding for the contracting of these services will come from operating budget accounts for each facility.

CONSULTATION:

A multi-department evaluation committee worked in conjunction with Town Purchasing staff. The Manager of Purchasing is in agreement with this award.

PUBLIC ENGAGEMENT:

No public engagement is required for this report.

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:

Staff have been made aware of the roster and its intended use.

CONCLUSION:

Staff is recommending that Arbeiter Electric, Halton Hills Electrical Contracting, Holley Electric Limited, Nadelec Contracting Inc., Raspen Electrical Services Co. Ltd. be awarded the contract for Electric Services and that Catt Contracting, GTA Plumbing Ltd., Roszell Plumbing & Heating Ltd. be awarded the contract for Plumbing Services for the Town of Halton Hills.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Stephen Hamilton".

Stephen Hamilton, Manager of Facilities

A handwritten signature in black ink, appearing to read "Simone Gourlay".

Simone Gourlay, Manager of Purchasing

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, Chief Administrative Officer