

COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

Meeting #: CCA-10-2019
Date: Monday, August 26, 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. Catherine McLeod, Cultural Development Coordinator
Catherine McLeod, Cultural Development Coordinator presentation to Committee regarding Cultural Asset Tours - Status and Implementation Update. (Refer to Item 4a of this agenda)
 - b. Catherine McLeod, Cultural Development Coordinator
Catherine McLeod, Cultural Development Coordinator presentation to Committee regarding Banner Project Update - Public Art Master Plan. (Refer to Item 4b of this agenda)
 - c. Warren Harris, Commissioner of Recreation and Parks
Warren Harris, Commissioner of Recreation and Parks presentation to Committee regarding Recreation and Parks Strategic Action Plan Update. (Refer to Item 4e 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. ADMIN-2019-0012 (AUTOMATIC HOLD)</u>
OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0012 dated August 9, 2019 regarding Cultural Asset Tours – Status and Implementation Update. | 4 |
| b. | <u>MEMORANDUM NO. ADMIN-2019-0013 (AUTOMATIC HOLD)</u>
OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0013 dated August 9, 2019 regarding Banner Project Update - Public Art Master Plan.

(Confidential Appendix - Under separate cover) | 8 |
| c. | <u>MEMORANDUM NO. ADMIN-2019-0014</u>
OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0014 dated August 8, 2019 regarding Project Status Update – Economic Development and Tourism Strategy; and Foreign Direct Investment (FDI) Strategy. | 12 |
| d. | <u>MEMORANDUM NO. LIB-2019-0004</u>
LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0004 dated July 23, 2019 regarding Drag Queen Storytime. | 18 |
| e. | <u>MEMORANDUM NO. RP-2019-0004 (AUTOMATIC HOLD)</u>
RECREATION AND PARKS MEMORANDUM NO. RP-2019-0004 dated August 9, 2019 regarding Recreation and Parks Strategic Action Plan Update. | 24 |
| f. | <u>MEMORANDUM NO. RP-2019-0005</u>
RECREATION AND PARKS MEMORANDUM NO. RP-2019-0005 dated August 6, 2019 regarding Menstrual Product Dispensers. | 31 |
| g. | <u>REPORT NO. CORPSERV-2019-0035</u>
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0035 dated July 24, 2019 regarding Delegation of Authority Relating to Assessment and Taxation Appeal Matters. | 33 |

h. REPORT NO. CORPSERV-2019-0037

CORPORATE SERVICES REPORT NO. CORPSERV-2019-0037 dated August 20, 2019 regarding Award of the Website Replacement Project Request for Proposal #P-062-19.

(To be delivered under separate cover)

i. REPORT NO. RP-2019-0026

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RECREATION AND PARKS REPORT NO. RP-2019-0026 dated August 9, 2019 regarding Municipal Assistance Program Requests.

5. CLOSED SESSION

Committee to Convene into Closed Session if necessary.

a. MEMORANDUM NO. CORPSERV-2019-0005

CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2019-0005 dated August 13, 2019 regarding the security of the property of the municipality or local board.

6. RECONVENE INTO OPEN SESSION

Motion to approve items pertaining to Closed Session.

7. ADJOURNMENT

MEMORANDUM

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

FROM: Catherine McLeod, Cultural Development Coordinator

DATE: August 9, 2019

MEMORANDUM NO.: MEM-ADMIN-2019-0012

RE: Cultural Asset Tours – Status and Implementation Update

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Committee with a status and implementation update on the Cultural Asset Tours program, branded as 'Tour the Hills'; a key recommendation of the Cultural Master Plan.

BACKGROUND:

The Cultural Asset Tours program is a new initiative involving a series of self-guided interpretive tours that showcase the Town's rich and diverse arts, culture, heritage and natural assets. These assets were identified during the development of the Cultural Master Plan and have been captured in the Town's GIS system. The Cultural Asset Tours program is a good example of the Town's commitment to cultural vibrancy and leadership.

The launch of the Cultural Asset Tours will not only showcase local cultural assets, but will also be leveraged to maximize tourism and economic development opportunities, as recommended by the Cultural Master Plan (2013) and the Cultural Master Plan Action Plan (2015). Work on developing the tours began in 2017 when the Friends of the Deveraux House, the Town and the Cultural Roundtable collaborated to secure two summer students to research, and collect data on tour routes.

To continue to advance this key cultural project, funding for Phase 1 was included in the 2018 Capital Budget. Phase 1 focused on reviewing and updating the underlying GIS data to ensure its accuracy and proper formatting to align with the Town's GIS tools. In the 2019 Capital Budget, Council approved funding for Phase 2, focused on assessing the feasibility of the most effective and efficient way to launch the tours. This includes the research, assessment and installation of infrastructure components required to

launch the tours (e.g. mobile mapping software vs tablets vs digital kiosks vs static signage).

Parts of Phases 1 and 2 have been undertaken simultaneously. The launch of four pilot tours now will assist in identifying the preferred way that the public would like to experience and be informed of the Tours, prior to full program roll-out.

COMMENTS:

1. Tours Program (“Tour the Hills”)

Four pilot tours will be launched as part of Culture Days 2019, on September 27. These tours will showcase local cultural, heritage, tourism and natural assets of Glen Williams and Acton. Branded as “Tour the Hills”, the program offers a series of preset self-guided tours featuring the Town’s most prominent arts and cultural assets. In addition to set tours, the intent is to develop different annual ‘signature tours’ available for a limited time or offered in rotation in order to offer a variety of new content. The program will include walking, cycling and driving tours.

2. Partnerships, Networks and Opportunities

In 2018, the Cultural Development Coordinator was invited to be a part of the “Arts, Culture and Tourism Working Group of the Experience Planning Committee of the Credit Valley Trail”, along with the Economic Development and Tourism Coordinator. This Committee is advancing a complimentary project of developing trail to town tours along the optimal route of the future Credit Valley Trail to engage hikers in a range of cultural experiences in communities located along the trail. This provided an opportunity to leverage the Cultural Asset Tour program and present the pilot tours to a wider audience.

The Working Group decided to explore three potential pilot tours along existing trails that will form part of the overall Credit Valley Trail, including the Credit Valley Footpath in Halton Hills. This section of trail is maintained by the Bruce Trail Conservancy. Permission has been granted by the Bruce Trail Conservancy to develop the project.

In 2019, the national theme of the Culture Days’ event is “Creativity, the Arts, and Well-being”. This is an excellent fit with the Cultural Asset Tours and provides an additional opportunity to link and leverage the Tours with new audiences. In addition, Doors Open in Halton Hills will offer walking tours of historical downtown Acton during Culture Days. This provides an additional opportunity to develop a self-guided version of the tours for future use.

Taking into account these various opportunities, Town staff is working in collaboration with Credit Valley Conservation to hold an opening event in Glen Williams on Friday September 27, 2019 called: “First Steps on the Path of the Credit Valley Trail”. This event will: (i) raise awareness of the Credit Valley Trail; (ii) kick-off Culture Days 2019; and (iii) launch the ‘Tour the Hills’ program. Four pilot tours will be launched during

Culture Days. This will be a valuable opportunity to showcase the Tours to hikers, walking enthusiasts and cultural aficionados.

3. 2019 – Four Pilot Tours Currently Under Development

The four pilot tours proposed for Glen Williams and Acton are:

In Glen Williams:

- Full-day hiking and culture tour
- Half-day hiking and culture tour
- Heritage Walking Tour of Glen Williams

In Acton:

- Downtown Acton Heritage Walking Tour

In preparation for the launch of these pilot tours, Town staff has undertaken the following:

- In collaboration with Corporate Communications, developing branding materials for the “Tour the Hills” program.
- Reviewing, validating and updating over 800 records contained in the Town’s Cultural Inventory.
- Confirmed trail information with Credit Valley Conservation, Regional Tourism Organization 3, and the Town’s Recreation and Parks staff.
- Walked the tour routes to identify any potential issues and to time the routes.
- Visited all heritage sites in the Cultural Inventory located in Glen Williams to evaluate their suitability for inclusion in the Tours.
- Mapped the Glen Williams tours, including the routes and their timing.

4. Next Steps:

Delivery of the “Tour the Hills” program will require several additional steps, including:

- Finalize the validate all of the data records.
- Proof and test the final tours.
- Inform property owners of the tour program and the inclusion of their property on a tour.
- Secure high quality photographs of the tour locations.
- Finalize the branding of “Tour the Hills” program.
- Design the Story Maps look for “Tour the Hills” and populate it with the tour data. ‘Story Maps’ is the software application that the Town will use to communicate the Tours to the public. The Town already has this software in place as part of its GIS suite of tools. Story Maps allows for the combination of maps with narrative text, images and multimedia content to create compelling and user-friendly web applications. Story Maps can be accessed in desktop and mobile versions.
- Develop a webpage on the Town’s website to promote the Tours.

- Develop a Communications Plan for the tours, in coordination with Corporate Communications.

Going forward, Tour the Hills will also be promoted by the Town's new Arts and Culture Working Group. The Terms of Reference for the Arts and Culture Working Group have been finalized, consistent with the Working Group's scope of work as outlined in report ADMIN-2019-0010, dated March 27, 2019. Due to other priorities, including the launch of the Public Art Banner project, the ongoing coordination and planning for Culture Days, and the development of the Cultural Asset Tour program, Working Group members will be recruited in the fall.

CONCLUSION:

"Tour the Hills", the Town's new and first-ever Cultural Asset tour program has advanced significantly. The Town intends to launch four pilot tours as part of Culture Days 2019. These tours will showcase local cultural, heritage, tourism and natural assets located in Glen Williams and Acton. Cultural Services will continue to work on verifying and updating the remainder of the Cultural Inventory database and developing additional tour routes for future release. This process will include engaging the public to ensure that the tours offered meet the needs and preferences of residents and tourists. Feedback from the four pilot tours will be used to develop future tours.

"Tour the Hills" will leverage the Town's rich arts, culture, heritage and natural assets for economic, cultural and tourism benefits. The program fulfills a key recommendation of the Cultural Master Plan and Cultural Master Plan Action Plan, and is an example of the Town's continued commitment to cultural vibrancy.

Reviewed and approved by,



Damian Szybalski, Director of Economic Development, Innovation & Culture



Brent Marshall, Chief Administrative Officer

MEMORANDUM

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

FROM: Catherine McLeod, Cultural Development Coordinator

DATE: August 9, 2019

MEMORANDUM NO.: MEM-ADMIN-2019-0013

RE: Banner Project Update - Public Art Master Plan

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to inform Committee of the successful artist proposal for the Public Art banner project, per the Council-approved Public Art Policy. The proposal was recommended by an Art Selection Panel, and approved by the Public Art Advisory Board.

BACKGROUND:

The Town's first public art project to be implemented under the Public Art Program is a temporary art installation which will run from January to June 2020. The installation consists of a series of seven banners designed by a professional artist on the theme of sustainability. Approximately 150 banners will be displayed in multiple locations in Georgetown and Acton. The Public Art Master Plan was approved by Council per report ADMIN-2018-0021. The scope, scale, budget and concept for the first installation were noted in report ADMIN-2019-0005 and approved at the May 2019 Council meeting.

COMMENTS:

1. Call for Proposals

Cultural Services staff worked with the Public Art Advisory Board, and Purchasing and Transportation staff to develop the RFP for the Banner Project. The call for proposals was open for three weeks (May 21 – June 11, 2019) to maximize the RFP's exposure and availability to interested artists. The call was extensively promoted and distributed through multiple communication channels, including:

Town-owned Communication Channels:

- Town social media – all channels (Facebook, Twitter, Instagram)

- Town website – Electronic banner on the Arts & Culture webpage; a promotional ‘slider’ on the haltonhills.ca homepage; and posted on the ‘call to artists’ webpage
- Media Release
- HUB (intranet) posting and direct e-mail

Local Cultural Groups and Networks:

- Helson Gallery e-mail list of artists
- Public Art Advisory Board
- Cultural Services Coordination Committee
- Culture Days Committee
- Regional Cultural Working Group
- Former Board of the Halton Hills Cultural Roundtable
- Credit Valley Artisans
- Halton Hills Camera Club
- Lucy Maude Montgomery Heritage Society
- Heritage Acton

Other Arts & Cultural Groups and Networks:

- Arts Milton
- Headwaters Cultural Roundtable
- Guelph Arts Council
- Beaux Arts Brampton
- Dufferin Arts Council
- York Region Arts Council
- Mississauga Arts Council
- Visual Arts Mississauga
- Central Counties Tourism (for distribution to Alton Mill artists)
- Toronto Arts and Letters Club
- Ontario Plein Air Painters
- Ontario Society of Artists
- Ontario Association of Art Galleries
- Women’s Art Association of Canada
- Society of Canadian Artists
- Creative Cities Network
- CodaWorx

Paid Advertising:

- Print ads in the Tanner and IFP for two weeks
- Online ad in Slate Art Gallery Guide (a popular periodical for Public Art Calls)
- Akimbit (an art network that is a popular posting site for Public Art Calls)

The RFP had a tremendous response, especially considering that this was the Town’s first RFP seeking public art submissions. A total of 29 submissions were received, well beyond expectations.

2. The Selection Process

a) Art Selection Panel

An Art Selection Panel was struck according to the criteria set out in the Public Art Master Plan. Panel make-up was determined by the Public Art Advisory Board. Selection criteria were developed, approved by Purchasing and applied consistently to all submissions. The Art Selection Panel reviewed, scored and ranked all 29 submissions individually and then met for a full-day jury on July 8, 2019, and ultimately reached a unanimous decision.

Members of the Art Selection Panel were:

- Alan McCord (photographer, Halton Hills)
- Stephanie Schirm (artist and instructor, Halton Hills)
- Carl Tacon (artist, Orton)
- Lisa Robinson (artist and arts administrator, Brampton)
- Elizabeth Koc (Vice Chair, Board of Directors, Chamber of Commerce, Halton Hills)

b) The Public Art Advisory Board

The Public Art Advisory Board approved the Art Selection Panel's recommendation.

3. The Selected Proposal

The selected work is by Hamilton artist Ingrid Mayrhofer. Her submission is based on her current body of work in printmaking. Her sketches are based on her style of collagraphs which provide a layered feeling to the work as well as vibrant textures and colours.

Confidential Appendix 1 provides the artist's concept sketches of the banner art. It is important to note that the concept sketches were submitted for the purpose of the RFP process to communicate the concept and demonstrate the artists' skill and capability to fully develop the concept. They do not represent the final artwork. Similar to typical consultant submissions for various Town studies, the concept sketches represent proprietary work. A substantial amount of work is now being undertaken by the artist to fully develop the final art banners.

4. Next Steps:

Next steps in the process include:

- Artist work to develop the final art designs (underway)
- Mid-September 2019: Approval of rough banner art sketches
- Mid-November 2019: Final artwork delivery

- Mid-November/December 2019: Artist approval of test banner (colour, etc.) and banner fabrication
- Mid-November/December 2019: Design of the title banner in consultation with the artist
- Mid-November 2019 to Mid-January 2019: Development of Communications Strategy and materials
- Mid-January 2020: Banner installation
- February 2020: Banner launch event
- Mid-June 2020: Banner de-installation and project debrief

CONCLUSION:

Following extensive communication, the Town of Halton Hills received a tremendous response to its first RFP issued under the Public Art Master Plan. The selected proposal by Ingrid Mayrhofer will create a vibrant street presence from January to June, 2020. The proposal was unanimously supported by the Art Selection Panel and the Public Art Advisory Board. This project will raise the profile of the new Public Art Program; enliven the streetscape; spark dialogue; highlight Halton Hills' community identity and long-standing commitment to sustainability; and contribute to a thriving cultural sector. This project is another example of the Town's ongoing commitment to cultural vibrancy, and the delivery of unique and leading cultural initiatives.

Reviewed and approved by,



Damian Szybalski, Director of Economic Development, Innovation & Culture



Brent Marshall, Chief Administrative Officer

MEMORANDUM

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

FROM: Cassandra Baccardax, Economic Development Officer

DATE: August 8, 2019

MEMORANDUM NO.: MEM-ADMIN-2019-0014

RE: Project Status Update – Economic Development and Tourism Strategy; and Foreign Direct Investment (FDI) Strategy

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Committee with an update on the progress of two key economic development strategies that are currently underway, namely the Economic Development and Tourism Strategy, and the Foreign Direct Investment (FDI) Strategy.

As shown in Figure 1, the two strategies are being undertaken in parallel and are closely related. They are key tools in the Town's economic development 'toolbox' and will leverage linkages between economic development, tourism and cultural services. They will support strategic decision-making, and lead to growth in local investment, jobs and assessment.

BACKGROUND:

The Town's Economic Development, Innovation and Culture division has recently launched two key strategic projects to ensure Halton Hills' long-term economic prosperity. New and effective strategies are needed to position Halton Hills as a prime destination for investment, job growth and tourism.

As noted in report ADMIN-2019-0017 (dated May 1, 2019), the Town has retained Mellor Murray Consulting to assist with the completion of the Economic Development and Tourism Strategy. This will be a modern, comprehensive and actionable roadmap which will further an "open for business" approach and maintain the Town's competitiveness. As the Town's overarching economic development Strategy, it will include multiple and related sub-strategies, specifically a Tourism Sub-Strategy, Green Economy Sub-Strategy, and a Brownfield Redevelopment Sub-Strategy. A Marketing Plan will be prepared to ensure the Strategy's awareness and effective implementation.

The Strategy will recommend actions and specific tactics to support core economic development disciplines of business creation/entrepreneurship, business retention and expansion (BR&E), and business attraction. Ultimately, implementation of this new Strategy will promote local job growth, diversification, increased investment, assessment growth, and an improved non-residential to residential assessment ratio.

The FDI Strategy, being developed by NavigateSTI Consulting, will align with the Economic Development and Tourism Strategy, and act as a specialized Sub-strategy. It will include an analysis of trade flows, export capacities and tangible growth and investment opportunities. Recommendations of the FDI Strategy will align with and augment regional, provincial and federal FDI efforts, while outlining actions that are customized for Halton Hills. A practical roadmap will be provided to attract international investment from 'growth ready' companies that can bring additional jobs to Halton Hills, as well as support the growth of existing businesses by creating opportunities to access new markets, expand supply chains, establish business-to-business partnerships, and access new technologies.

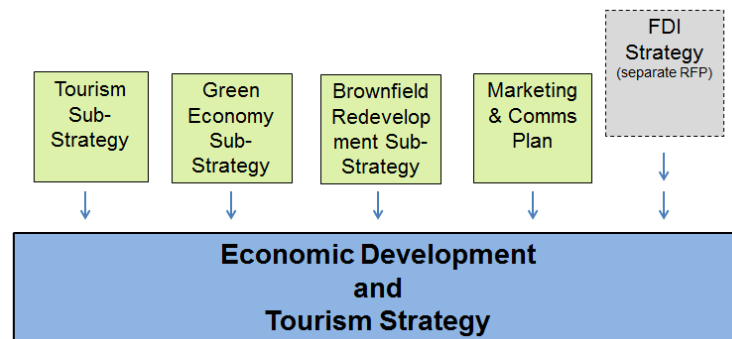


Figure 1: Relationship Between the Economic Development and Tourism Strategy and the FDI Strategy

The Town's existing Economic Development Strategy was created in 2012. During the past seven years, there has been significant progress in implementing the Strategy. During this same period, however, there have been many demographic, technological, business condition and global market changes. These changes have had a compelling impact on local, regional, national and international economies – including on Halton Hills - rendering the 2012 Strategy outdated. Likewise, the Town's Tourism Strategy is now five years old and in need of an update.

COMMENTS:

As shown in Figures 2 and 3, the Economic Development and Tourism Strategy is nearing completion of Phase 1, and Phase 2 is being initiated. The FDI Strategy is in Phase 2. Both projects are on track for timely completion. The Economic Development

and Tourism Strategy is anticipated to be completed by spring 2020. The FDI Strategy is scheduled for completion by December 2019.

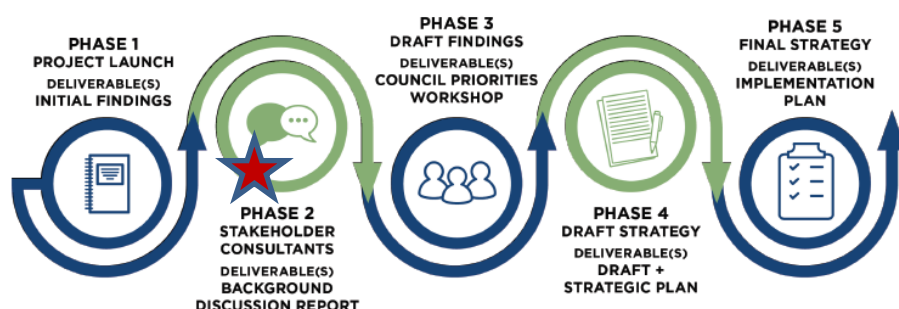


Figure 2: Key Phases of the Economic Development and Tourism Strategy

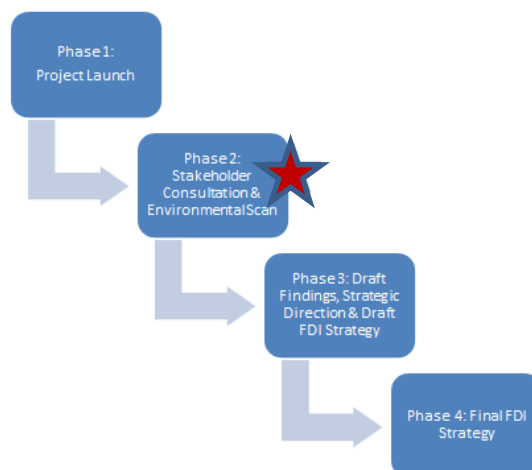


Figure 3: Key Phases of the FDI Strategy

1. Economic Development and Tourism Strategy

Phase 1 of the Economic Development and Tourism Strategy is nearing completion. It was focused on launching the project and entailed:

- Formation of a multi-stakeholder Project Steering Committee (PSC) to guide the project with broad representation, including:
 - Halton Hills Chamber of Commerce
 - Acton and Georgetown BIAs
 - Halton Region Economic Development
 - RTO3
 - Haltech (regional innovation centre)

- Industrial/commercial realtor
 - Town staff from multiple departments/divisions
- Conducting a Start-up Meeting between Town staff and the consulting team.
- Completing a half-day Familiarization Tour of Halton Hills to ensure that the consulting team has first-hand knowledge of Halton Hills' key economic and tourism assets.
- Extensive review of background material, including
 - past strategies
 - economic and industry trends
 - business directories
- Research and analysis to determine key findings.
- An 'Initial Findings' report is under development and will be presented to the Project Steering Committee in the near future.

Phase 2, currently underway, will focus on Stakeholder Engagement. This will involve:

- Creation and implementation of a Public Engagement and Communication Plan (nearing completion).
- Conducting visioning workshops with Senior Management, Members of Council and the Project Steering Committee.
- Conducting 30+ stakeholder interviews (underway)
 - partners, associations, business support organizations
 - local business community interviews
 - business community focus groups (scheduled for mid-September)
 - community survey (under development)

Key next steps will include:

- Completion of Phase 2
- Start of Phase 3 which will include the completion of a Background Discussion Report and hosting of a Priorities Workshop with Council
- Phase 4 –Developing the Draft Strategy – fall 2019
- Phase 5 – Developing the Final Strategy – winter 2020

2. Foreign Direct Investment (FDI) Strategy

Phase 1 of the FDI Strategy is now complete. It focused on launching the project and entailed:

- Formation of a Technical Advisory Committee to guide the project with representation from:
 - Halton Region Economic Development
 - Halton Region Global Business Centre
 - Town Staff
- Conducting a Start-up Meeting between Town staff and the consulting team.

- Completing a half-day Familiarization Tour of Halton Hills to ensure that the consulting team has first-hand knowledge of Halton Hills' key economic assets and potential investment opportunities.
- Extensive review of background materials.
- Research and analysis to determine key findings.
- A summary of key findings was presented to the Technical Advisory Committee in late July. This information will be summarized as part of the next quarterly State of Economy Report to Committee/Council.

Phase 2 is nearing completion and will entail the completion of a Situation Audit, including:

- Marketplace Research and Analysis (completed)
- Stakeholder Engagement (underway), including:
 - Senior Management (SWOT Analysis)
 - Council
 - Industry partners, associations, business support organizations
 - Meetings with a diverse mix of local businesses
 - Discussions with key provincial and federal government ministries/agencies
- Marketing/Communications review and analysis.

Phase 3 is being initiated and will entail the development of Draft Findings, Strategic Directions and the Draft FDI Strategy:

Key next steps will include:

- Draft FDI Strategy – to be presented to Committee in October 2019.
- Final FDI Strategy – to be presented to Council in December 2019

As both strategies continue to advance, Committee and Council will be provided with updates at key milestones.

CONCLUSION:

The two strategies will help Halton Hills remain competitive in the regional and international marketplace by identifying tangible opportunities to ensure the continuing prosperity of Halton Hills. The pillars of economic development – venture creation (entrepreneurship and innovation), business retention and expansion, and business attraction – will all be carefully examined to arrive at effective and actionable 5-year Strategies and corresponding three-year Action Plans.

The Economic Development and Tourism Strategy as well as the Foreign Direct Investment (FDI) Strategy will act as roadmaps for the extensive efforts being made by Town staff to position Halton Hills as a top-of-mind destination for investment.

Reviewed and approved by,

A handwritten signature in black ink that reads "Damian Szybalski". The script is cursive and fluid.

Damian Szybalski, Director of Economic Development, Innovation & Culture

A handwritten signature in black ink that reads "Brent Marshall". The script is cursive and fluid.

Brent Marshall, Chief Administrative Officer

MEMORANDUM

TO: Chair and Members of Community and Corporate Affairs Committee

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

DATE: July 23, 2019

MEMORANDUM NO.: MEM-LIB-2019-0004

RE: Drag Queen Storytime

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Committee with a summary of the Drag Queen Storytime held on July 20, 2019 and to highlight feedback from the community.

BACKGROUND:

This Memorandum follows up on Memorandum MEM-LIB-2019-0002 regarding LGBTQ+¹ Library Services specifically in regards to Drag Queen Storytime, which ran on July 20, 2019 at 11:00am to a large and engaged crowd.²

COMMENTS:

INTRODUCTION

A Drag Queen Storytime takes traditional elements of professional performance for children (i.e. pantomime, clowning, costume, comedy, songs, storytelling, and so on) and adds to that an opportunity to promote inclusion and diversity. Many libraries and other community/cultural agencies that serve children have found Drag Queen Storytimes to be a successful way to offer LGBTQ+ positive family programming in a manner that helps people to better understand and appreciate gender roles and diversity. The Halton Hills Public Library is committed to supporting diversity and inclusion in this community, and so decided to book the biggest act in Ontario, Fay and Fluffy, for its first ever Drag Queen Storytime.

¹ See APPENDIX A - LGBTQ+ DEFINITIONS

² See APPENDIX B - PHOTOS

PUBLIC COMMENT PRIOR TO SHOW

Prior to the show on Saturday, July 20 public comment and support for the program was largely positive. Some community members were already familiar with Fay and Fluffy and/or Drag Queen Storytime and expressed excitement and appreciation for the program. Comments within the Library and on the Library's social media posts on the topic were very positive, as were comments on some public online forums such as a local parents' group.

Some negative feedback was received on social media, including comments from far outside of our community. Anything inappropriate was deleted. The Manager of Children's and Youth Services, Douglas Davey, became aware of three community members who contacted the library to express their concerns over the program. Each community member was spoken to in person or via telephone by either Douglas Davey or the Chief Librarian.

The Library has a formal mechanism for dealing with concerns over materials. That process begins with the complainant completing a "Request for Reconsideration of Materials" form. Following the concerns received, a modified version of that form was created in order to address program concerns in a similar manner. At least one such form was handed out, but none have been received back as of this writing.

THE PERFORMANCE

Due to the significant buzz that the program was generating, the central portion of the children's area in the Georgetown branch was cleared of moveable furniture and display units, creating a large storytelling area with soft mats and good visibility.

Fay and Fluffy performed for approximately 45 minutes, after which they took pictures and chatted with the attendees. The kids were very engaged, and there were even a few questions from the young attendees about the performers' clothes and gender, such as, "Are you a boy or a girl?" which the performers used as an opportunity to talk about gender in a comprehensible and helpful manner.

Their book choices were appropriate to both the audience and the topic. The reading list included the following titles, which are all available at the Library:

- *Mary Wears What She Wants* by Keith Negley
- *I Am Invited to a Party!* by Mo Willems
- *Not Quite Narwhal* by Jessie Sima

MEASURING SUCCESS

Anecdotal

Conversational feedback was very positive. One parent, who is a member of the LGBTQ+ community and also a lifelong Georgetown resident, expressed her great enthusiasm and appreciation for the program (as well as to the potential for a rainbow crosswalk) and stated that she has never felt safe enough in this community to even hold her wife's hand in public.

Attendance

Drag Queen Storytime ran in place of the usual program offered at this place and time: Family Storytime. In 2018, the summer season of Family Storytime received approximately 30 attendees per session. For Drag Queen Storytime, approximately 150 people attended, a 5x increase. In discussions with the attendees, staff learned that people had come from all over the area, including Hamilton, Burlington, Guelph, Waterloo, and Erin. The event was drop-in and non-ticketed.

Evaluations

Paper evaluation forms were handed out and 19 were returned. The results were informative and supportive. Half of the attendees heard about the event from social media, and another quarter from word of mouth. 100% of respondents stated that they would attend the same program again in the future. 18 out of 19 rated it Excellent, with the remaining 1 rating it Very Good.

When asked what they felt the benefit of such programs was to their child and/or their community, comments included:

- "Seeing something so fun and accepting and diverse and LGBTQ positive with my kids made me feel whole"
- "Love of reading, diversity, and acceptance"
- "It's a great way to teach our kids how to get along with everyone"
- "Promoting empathy, teaching about diversity"
- "Brings diversity to our community"
- "Creates a loving community and loving members"

Other comments included:

- "Thanks HHPL for being a LGBT+ safe space and promoting inclusivity. So proud to live in a place like Halton Hills because of programs like this <3"
- "Very sweet and entertaining. Good exposure in a not-so-diverse community"
- "So fun for my wife and I (same sex) to bring our grandson"
- "I loved this! thank you for bringing this to Georgetown"
- "Every year!"

Social Media

As of this writing, the first Facebook post following the performance had garnered over 90 loves or likes. One commenter stated, "Super loving our library even more today! Excellent programming and I'm thrilled I could attend. I could not be more proud of our inclusive community!"

CONCLUSION:

"The worst outcome to watching a drag queen tell a story is not influencing a child to worry and wonder if they are the "wrong gender" as many want us to believe. The outcome that can occur watching a drag queen telling a story is that it can save the lives of those children who are struggling with gender nonconformity and free them to explore and express themselves in ways they were meant to be."³

-Joe Kort, Drag Queen Storytime for Children, *Psychology Today*

Drag Queen Storytime was a success, with the large number of attendees reporting universal acclaim for the program. We hope to run similar programs in the future, as this type of program fulfills a number of functions, including: offering entertaining programming for our community, supporting literacy, promoting diversity and inclusion, satisfying elements of our strategic plan, and reaching out to our LGBTQ+ community members and those who support them.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Geoff Cannon", with a long horizontal flourish extending to the right.

Geoff Cannon, Chief Librarian

A handwritten signature in black ink, appearing to read "Brent Marshall", with a long horizontal flourish extending to the right.

Brent Marshall, Chief Administrative Officer

³ <https://bit.ly/2Z65RHv>

APPENDIX A – LGBTQ+ DEFINITIONS ¹

This memo employs the acronym LGBTQ+, which stands for Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, and more. (For a detailed explanation of the acronym, see APPENDIX A.) This term arose in response to the need for language that addresses the complex interweaving of gender, identity and sexuality.

- **Lesbian**
 - A lesbian is a female homosexual: a female who experiences romantic love or sexual attraction to other females.
- **Gay**
 - Gay is a term that primarily refers to a homosexual person or the trait of being homosexual. Gay is often used to describe homosexual males but lesbians may also be referred to as gay.
- **Bisexual**
 - Bisexuality is romantic attraction, sexual attraction or sexual behavior toward both males and females, or romantic or sexual attraction to people of any sex or gender identity; this latter aspect is sometimes termed pansexuality.
- **Transgender / Transsexual**
 - Transgender is an umbrella term for people whose gender identity differs from what is typically associated with the sex they were assigned at birth. It is sometimes abbreviated to trans.
 - Transsexual people experience a gender identity inconsistent or not culturally associated with the sex they were assigned at birth.
- **Queer / Questioning**
 - Queer is an umbrella term for sexual and gender minorities that are not heterosexual or cisgender². Queer was originally used pejoratively against those with same-sex desires but, beginning in the late-1980s, queer scholars and activists began to reclaim the word.
 - Questioning: The questioning of one's gender, sexual identity, sexual orientation, or all three is a process of exploration by people who may be unsure, still exploring, and concerned about applying a social label to themselves for various reasons.
- **+ (Plus sign)**
 - Used to shorten a list which includes many other terms of identity, such as Two-Spirit, Intersex, Asexual, Ally, Pansexual, Agender, and Pangender.

¹ <https://ok2bme.ca/resources/kids-teens/what-does-lgbtq-mean/>

² "cisgender: of, relating to, or being a person whose gender identity corresponds with the sex the person had or was identified as having at birth" Retrieved from: <https://www.merriam-webster.com/dictionary/cisgender>

APPENDIX B – PHOTOS



MEMORANDUM

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

FROM: Warren Harris, Commissioner of Recreation and Parks

DATE: August 9, 2019

MEMORANDUM NO.: MEM-RP-2019-0004

RE: Recreation and Parks Strategic Action Plan Update

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to update Members of Council on the status of the Recreation and Parks Strategic Action Plan project timeline and community engagement process.

BACKGROUND:

In December 2018, Council approved Resolution 2018-0184 regarding the terms of reference for the Recreation and Parks Strategic Action Plan being undertaken in 2019/20.

In April 2019, staff awarded Proposal P-019-19 to the firm of Monteith Brown Planning Consultants to carry out the scope of work related to the Strategic Action Plan.

COMMENTS:

As part of the Recreation and Parks Strategic Action Plan being undertaken in 2019/20, the Department expects to reaffirm its mandate and values and address the components of the Framework for Recreation in Canada 2015: Pathways to Wellbeing.



Project Goal

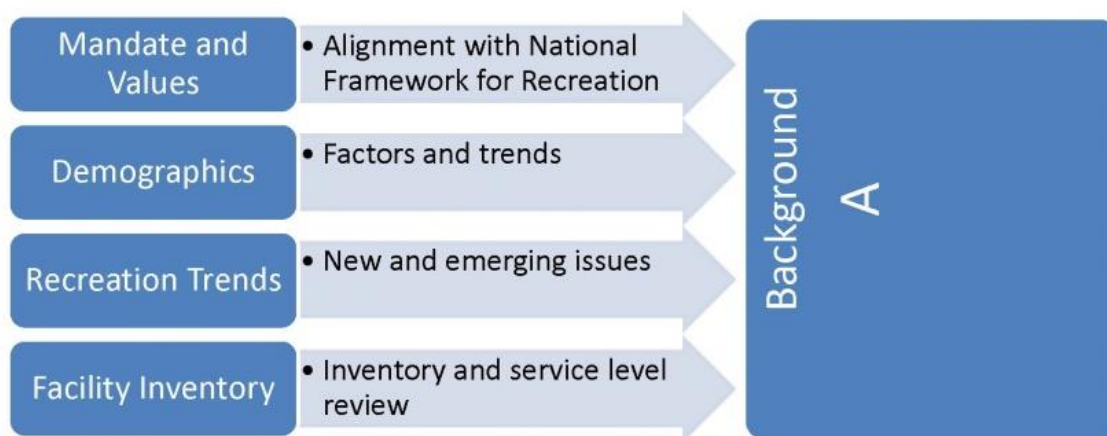
The primary purpose of the project is to inform a Recreation and Parks Department work program for the next five years in order to meet the changing needs of the community and address the goals of the National Framework for Recreation

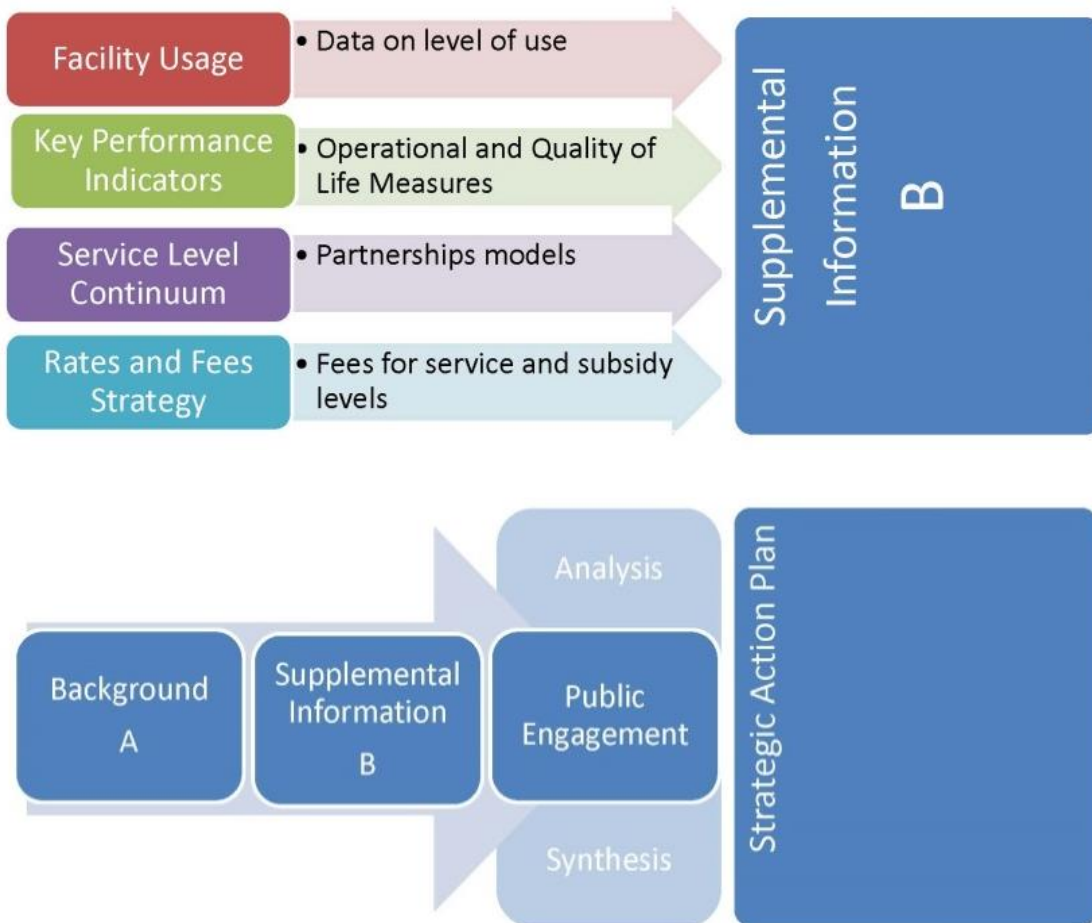
The goal is to build upon the background information developed by the Town in order to facilitate discussion and seek input from the community in order to better understand current and future recreational needs.

Monteith Brown Planning Consultants will analyze, reaffirm and consolidate the key background information collected by staff including:

- mandate/values
- demographics
- facility inventory/service provisions
- recreation trends
- facility usage data
- key performance indicators
- service level continuum

Based on this information, the project team will oversee the design, development and delivery of a comprehensive public consultation process.





Project Objectives

The key objectives of the strategy are to build on household survey data collected as part of the 2007 Recreation and Parks Strategic Action Plan, analyze changing views and trends, devise and lead a public consultation process with focus groups, world cafes or other innovative consultation methods, and to deliver marketing services related to project branding, graphic recording, and presentation materials to inform Council and the public. The strategy will also incorporate the findings of the Recreation Fee Review being undertaken by Watson & Associates Economists Ltd. as approved under this scope of work through separate Proposal P-122-18.

Analytical services are required to assess the information collected to date by staff, and together with feedback from the public consultation, synthesize the material into ten or less key strategic actions.

Key Tasks

- **Analysis/synthesis** of the information provided for the key Strategic Action Plan elements developed by staff;

- **Branding** of the Strategic Plan engagement process with marketing materials suitable for print, on-line and social media messaging;
- **Household telephone survey** Staff has assumed that approximately 400 households would need to be surveyed to provide a 5% margin of error. Later in the planning process, the Let's Talk platform will be used for a second community survey (on-line) to test preliminary directions;
- **Consultation and facilitation** through processes like focus groups, world cafes for the four sector groups identified by Town staff (service providers, active living, community leaders, public event leads), plus two public meetings. Consultation to comply with Corporate Public Engagement Charter;
- **Graphic recording tool** to illustrate community feedback, suitable for use in future Town communications;
- **Summary document** illustrating the results of the public consultation, major themes and primary actions (less than ten) that will inform the work plan for the next five years;
- **Graphic presentation** of key demographic information (including geographic analysis) recreation trend assumptions, and facility, program and service needs suitable for use in communications to Council and the public.

Public Engagement

Staff proposes to carry out the following public engagement program to align with the Public Engagement Charter:

Engagement Tools - Consult	Target Date(s)
Dedicated Web Page, Media Release, Web Page Banner, Newspaper ad (Tanner and IFP), E-mail blast to PerfectMind program participants, R+P E-news/Current E-news (subscribed members), E-mail blast to Registered Group contacts, Poster at Facilities, Digital Displays at Facilities, Counter Stand Sign/Display	Launch September 3 and three weeks prior to 2020 Open Houses and surveys
Let's Talk Site	Ideas: September – March Places: September-October Survey: February-March

Consultant interviews with Members of Council	Beginning August 27
Random Household Telephone Survey	Dates TBC to align with Federal Election requirements
On-Site Survey	February – March 2020
Social media - Twitter and Facebook posts	Monthly
Facility marquees (GCC, MMSP, AACC) and Mobile Signs	Launch September 3 and three weeks prior to 2020 Open Houses and surveys
Public Open House 1 (Gellert Community Centre) Part 1 Stakeholder Session: Part 2 General Drop In	September 24
Corporate and Community Affairs Committee/Council Presentation	January – February 2020
Open House 2 or Focus Group 2	February – March 2020
Council Presentation	April 2020

Project Timeline

2019-2020	2019	2019	2019-2020
Project Timeline	PHASE 1	PHASE 2	PHASE 3
	May-August	Sept-Oct	Nov–April
Recreation and Parks Strategic Action Plan	Award Background Review	Launch Engagement Open House 1 Random Household Survey Council Interviews Coffee Conversations/World Cafes	Draft Recommendations Council Presentation(s) Open House 2 On-line Survey Finalize Recommendations

Related Staff Led Projects			
2019-2020	2019	2019	2019-2020
Project Timeline	PHASE 1 May-August	PHASE 2 Sept-Oct	PHASE 3 Nov–April
Cedarvale Community Centre Feasibility Study	Review	Refine	Approve
Collegiate Pool Review – Phase 1	Finalize		
Seniors Service Delivery Review	Draft Engage	Refine	Finalize
Gellert Community Centre Phase 2 – Feasibility Update with CS&P Architects	Final Draft Financing Strategy		
Acton Youth Space Design with CS&P Architects	Conceptualize Finalize		
Rates and Fees Strategy with Watson & Associates Economists Ltd	Refine	Re-Engage Public	Finalize
Parkland Acquisition Strategy	Refine	Engage Public	Monitor
Market Feasibility (with YMCA)	Review	Engage Public	Monitor
Capital Campaign Feasibility (with YMCA)	Review	Engage Public	Monitor

CONCLUSION:

Staff is working with the firm of Monteith Brown Planning Consultants to complete the Recreation and Parks Strategic Action Plan in 2019/20. Council will be apprised of the Strategy's draft outcomes in the first quarter of 2020 in line with the project scope, process and timelines outlined in this Memorandum.

Reviewed and approved by,

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive style with a large, stylized 'B' and 'M'.

Brent Marshall, Chief Administrative Officer

MEMORANDUM

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

FROM: Warren Harris, Commissioner of Recreation and Parks

DATE: August 6, 2019

MEMORANDUM NO.: MEM-RP-2019-0005

RE: Menstrual Product Dispensers

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to advise Council of the steps taken by staff to retrofit existing menstrual product dispensers in Town facilities to offer products free of charge.

BACKGROUND:

The past practice in Town facilities has been to provide coin-operated menstrual product dispensers. With the growing awareness for the need for the provision of menstrual products through programs such as Period Equity or Menstruation Nation, staff is recommending the retrofit of existing coin-operated machines to provide products free of charge. The goal of such programs is to reduce the stigma associated with menstruation and ensure ready access to products, especially to those that may be economically challenged.

At the March 13, 2019 meeting of the Halton Hills Library Board, members voted in support of the provision of free menstrual products in Town libraries and directed Library staff to investigate the feasibility of the initiative within Town facilities.

COMMENTS:

Facilities staff has determined that the existing dispensers found in Town facilities including Cultural Centre and Georgetown Library, Gellert and Acton Arena Community Centres, Acton Library and Town Hall are all suitable for retrofit. While the level of use has not been substantive, staff sees merit in modifying the dispensers to provide products free of charge to be consistent with best practices elsewhere.

The Manager of Communications has developed messaging that reads “It’s life. Period. Free products courtesy of the Town of Halton Hills.” This signage will be placed on the units as they are retrofitted over the coming weeks.

CONCLUSION:

Staff advises that the existing menstrual products dispensers will be modified to offer free products, and that they will continue to monitor the level of use and report back to Council as required.

Reviewed and approved by,

A handwritten signature in black ink, reading "Brent Marshall". The signature is written in a cursive, flowing style with a large initial 'B' and 'M'.

Brent Marshall, Chief Administrative Officer

REPORT

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

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

DATE: July 24, 2019

REPORT NO.: CORPSERV-2019-0035

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

RECOMMENDATION:

THAT Report No. CORPSERV-2019-0035 dated July 24, 2019 regarding the Delegation of Authority Relating to Assessment and Taxation Appeal Matters be received;

AND FURTHER THAT staff brings forward a by-law to establish the Delegation of Authority Relating to Assessment and Taxation Appeal Matters and repeal By-law 2018-0038.

BACKGROUND:

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

Due to staff absences, By-law 2018-0038 needs to be repealed and a new by-law approved.

COMMENTS:

In consideration of an upcoming staff leave, a Request for Proposal was issued and awarded to retain consulting expertise as it related to assessment appeals. The contract was awarded to the Municipal Tax Advisory Group (MTAG). A new by-law is required to give the appropriate authorization for MTAG to attend before the ARB, file notices of appeal, negotiate settlement agreements, et cetera.

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

RELATIONSHIP TO STRATEGIC PLAN:

This Report supports the strategic objective:

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

FINANCIAL IMPACT:

There is no direct financial impact associated with this report.

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

CONSULTATION:

Not applicable

PUBLIC ENGAGEMENT:

Not applicable

SUSTAINABILITY IMPLICATIONS:

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

COMMUNICATIONS:

MTAG and the ARB will be notified of these changes once approved.

CONCLUSION:

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

Reviewed and Approved by,

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

Jane Diamanti, Commissioner of Corporate Services

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Brent Marshall, Chief Administrative Officer

REPORT

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

REPORT FROM: Heather Kaufmann
Recreation Supervisor - Community Development

DATE: August 9, 2019

REPORT NO.: RP-2019-0026

RE: Municipal Assistance Program Requests

RECOMMENDATION:

THAT Report RP-2019-0026 dated August 9, 2019 regarding requests for municipal assistance be received;

AND FURTHER THAT funding in the amount of \$7,422.35 for the Halton Hills Chinese Association Moon Festival and Seniors Programs be derived from the Municipal Assistance program as the proposal meets the eligibility criteria;

AND FURTHER THAT funding in the amount of \$665.86 for Bruce Trail Conservancy Toronto Section Trail Hike event be derived from the Municipal Assistance program as the proposal meets the eligibility criteria;

AND FURTHER THAT funding in the amount of \$730.44 for Kinsmen Club of Georgetown Christmas Tree Sales be derived from the Municipal Assistance program as the proposal meets the eligibility criteria;

BACKGROUND:

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

COMMENTS:

	Organization	Description Rationale	2017	2018	Amount Requested 2019	
1	Halton Hills Chinese Association – “Moon Festival”	Special Purposes, Projects, or Start-up Costs	N/A	N/A	Requested: \$1,855.59	Eligible: \$1,855.59
	Total		N/A	N/A	\$1,855.59	\$1,855.59
Meets Criteria		Yes, not for profit organizations are eligible for Municipal Assistance. This project engages the community and provides Halton Hills residents with a new cultural offering.				
Comments		<p>The Halton Hills Chinese Association is offering a Moon Festival; open to members of the public, on Friday, September 13, 2019 between 7:00 P.M. and 9:00 P.M. at the Halton Hills Cultural Centre. This event will have free admission and will include a Chinese dance performance in the John Elliott Theatre, history of the Moon Festival video, an interactive Tai Chi class in the Helson Gallery, Chinese games and Moon cake sampling in the Studio Room.</p> <p>The Halton Hills Chinese Association also in addition to the Moon Festival is offering a weekly Sunday morning program at the Kinsman Hall at the Gellert Community Centre from September 22, 2019 through to March 15, 2020. The program will run from 9:00 A.M. to 11:30 A.M. and is open to members of the public. The activities in this program will vary from week to week and offer Chinese cooking classes, dance classes and calligraphy.</p> <p>The total cost of the start-up project is \$7,422.35 Under the Special Projects, Purposes and Start-up Costs Category groups are eligible for up to 25% of the total project costs up to a maximum of \$5,000. Therefore if approved the Halton Hills Chinese Association would receive \$1,855.59.</p>				

	Organization	Description Rationale	2017	2018	Amount Requested 2019	
2	Bruce Trail Conservancy Toronto Section – “End to End Hike”	Waiver of Municipal Fees	N/A	N/A	Requested: \$665.86	Eligible: \$665.86
	Total		N/A	N/A	\$665.86	\$665.86
Meets Criteria		Yes, not for profit organizations are eligible for Municipal Assistance. This project engages the community and provides Halton Hills residents with an outdoor physical activity offering.				
Comments		<p>In connection with the Bruce Trail Conservancy’s objective of encouraging hiking and awareness various hikes are organized during the year. The entire trail is approximately 900 km long, extending from Queenston in the south to Tobermory in the north and is divided into 9 sections. Halton Hills is included in the Toronto Section which covers the trail from Milton (Highway 401) to the Cheltenham Badlands. In addition, there is a Halton Hills Chapter resident in Halton Hills which leads hikes and provides awareness to the general public at various events held in Halton Hills during the year.</p> <p>The Toronto Bruce Trail Club offers an End-to-End Hike to cover the Toronto Section, a current total of approximately 53 km. Each year they offer a two-day hike from Cheltenham to Limehouse and from Hilton Falls (Highway 401) to Limehouse. This year they are also offering a one-day hike for the entire 53 km. The one-day hike is offered on alternative years. This year’s event is on Saturday, September 14th and Sunday, September 15th, 2019.</p> <p>These hikes are offered to the general public on a first come, first served basis through the Toronto Club’s website for a nominal fee to defray the costs of buses, food, water and other associated costs. Each hiker passes through a check-point where they stop for refreshments and check-in with the volunteers.</p> <p>The waiver of fees being requested is for the rental and use of Limehouse Park.</p>				

	Organization	Description Rationale	2017	2018	Amount Requested 2019	
3	Kinsmen Club of Georgetown – “Christmas Tree Sales”	Waiver of Municipal Fees	N/A	N/A	Requested: \$730.44	Eligible: \$0.00
	Total		N/A	N/A	\$730.44	\$0.00

Meets Criteria	In the absence of the revised policy and given that all service club events have been approved in the past, staff recommend approving this request.
Comments	The Kinsmen Club of Georgetown sells Christmas trees as an annual fundraiser. Proceeds from the sales go to various community projects that benefit youth and families in the community. In 2018, the group was displaced from their location due to the construction of retail space. The group joined forces with Light up the Hills to use a parcel of Dominion Gardens Park for the sale of the Christmas trees. The group requires an ongoing rental of Dominion Gardens for the month of December. Typically the group collects approximately \$4,500.00 to contribute to community projects.

RELATIONSHIP TO STRATEGIC PLAN:

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

FINANCIAL IMPACT:

The Municipal Assistance Program 2019 budget (Appendix A) does not contain funds to support all requests in this Report. All anticipated returning requests for 2019 have been received though new requests may be received throughout the year. The program is over budget by \$27,472.84 or 26%. Staff will report back in the fall of 2019 once the actuals are finalized to address any funding shortfall from the Tax Rate Stabilization Fund. In past years, the funding shortfall at year end has been lower due to reconciliation of applicants' costs being less than budgeted, or a reduction in submissions in all categories (e.g. special projects). However, due to increasing program requests and rates for Town services (waiver of fees), annual costs have risen and the budget has not been increased since 2013. The program has been over budget for the past 3 years, based on applications approved by Council.

CONSULTATION:

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

PUBLIC ENGAGEMENT:

No public engagement was required at this time.

SUSTAINABILITY IMPLICATIONS:

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

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

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

COMMUNICATIONS:

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

CONCLUSION:

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

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

Reviewed and Approved by,

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Kevin Okimi, Manager of Parks and Open Space

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Warren Harris, Commissioner of Recreation and Parks

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

Brent Marshall, Chief Administrative Officer