

COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

Meeting #: CCA-14-2019
Date: Monday, November 18, 2019, 3:00 p.m.
Location: Halton Hills Town Hall, Council Chambers
 1 Halton Hills Drive
Members: Mayor R. Bonnette, (Ex-Officio), Councillor J. Fogal, Chair,
 Councillor C. Somerville, Councillor J. Hurst, Councillor T. Brown,
 Councillor W. Farrow-Reed, Councillor A. Lawlor

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. COMMITTEE DELEGATIONS/PRESENTATIONS	
4. REPORTS & MEMORANDUMS FROM OFFICIALS	
Vet Reports to be considered by the Community and Corporate Affairs Committee	
Reports will be automatically held when there is a presentation or delegation on the matter.	
a. <u>MEMORANDUM NO. ADMIN-2019-0015</u>	3
OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0015 dated October 30, 2019 regarding State of Economy Snapshot: May-October 2019.	
b. <u>REPORT NO. CORPSERV-2019-0041</u>	12
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0041 dated October 23, 2019 regarding 2020 Interim Tax Rates.	
c. <u>REPORT NO. CORPSERV-2019-0044</u>	15
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0044 dated November 18, 2019 regarding 2020 Single Source Awards.	

d. **REPORT NO. FIRE-2019-0004**

FIRE SERVICES REPORT NO. FIRE-2019-0004 dated November 6, 2019 regarding Emergency Planning Program Update.

5. **CLOSED SESSION**

Committee to Convene into Closed Session if necessary.

a. **REPORT NO. CORPSERV-2019-0046**

CORPORATE SERVICES REPORT NO. CORPSERV-2019-0046 dated November 8, 2019 regarding labour relations or employee negotiations.

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: Damian Szybalski, Director of Economic Development, Innovation and Culture

DATE: October 30, 2019

MEMORANDUM NO.: MEM-ADMIN-2019-0015

RE: State of Economic Development: May-October 2019

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Committee with another in a series of updates on the 'State of Economic Development' in Halton Hills. Highlighted are initiatives that generally took place between May and October 2019. Many of these will continue beyond 2019. Highlighted accomplishments are a reflection of partnerships, collaboration and/or initiatives of various Town departments and external stakeholders/partners.

Synergies between economic development, culture and tourism are contributing to raising quality of life in Halton Hills. In turn, this helps make Halton Hills a top-of-mind investment destination – with the spin-off benefits of assessment and job growth. Economic development entails attracting new investment, supporting new business creation, and retaining existing businesses and facilitating their expansion.

BACKGROUND:

With its strategic location in the GTA, an 'open for business' approach, proximity to major markets and transportation networks, and a high quality of life, the Halton Hills economy continues to grow. Strong demand for industrial development continues to account for growth in the Premier Gateway.

The Community Improvement Plan (CIP) continues to spur business investment. Strategic management of the tourism portfolio is creating new economic development opportunities for local businesses and spending in the local economy.

Several broader economic factors continue to create some uncertainty, including the status of the USMAC trade agreement; geo-political tensions between the United States, Canada and China; and the lack of shovel-ready industrial lands and existing buildings to accommodate new investments.

According to Statistics Canada, employment in Ontario increased by 41,000 in September.

COMMENTS:

1. Strategic Roadmap

1.1 Economic Development and Tourism Strategy

The preparation of a comprehensive 5-year Economic Development and Tourism Strategy to guide the Town's economic prosperity is progressing well. Currently in Phase 2 (see Figure 1), the Economic Development and Tourism Strategy is being undertaken in parallel with the FDI Strategy. Memorandum MEM-ADMIN-2019-0014 (dated August 8, 2019), provided Council with an update on each project. The Strategy's development has included broad stakeholder engagement, utilizing a wide range of methods (e.g. workshops, one-on-one interviews, focus groups, surveys, digital marketing, newspaper advertising, Let's Talk Halton Hills, e-mail campaigns and input from the Project Steering Committee). Two surveys targeting businesses and residents were posted from mid-September to mid-October. The engagement level was high with about 200 surveys completed and nearly 500 visits to the project website.

The Strategy builds on and leverages numerous successes achieved in recent years which provide a solid foundation to pursue the next stage of economic development in Halton Hills. Among others, this includes: 1) organizational changes which have positioned economic development to be more strategic; 2) linkages between economic development, culture and tourism; 3) expanded Cultural Services portfolio; 4) success of the CIP program; 5) launch of the Business Concierge program; 6) stakeholder partnerships; 7) advancement of major investment projects in the Premier Gateway; 8) launch of the www.investhaltonhills.com website; 9) ongoing redevelopment of the www.visithaltonhills.ca website; 10) Town approval of the Phase 1B and Vision Georgetown Secondary Plans; 11) approval of the Transit Service Strategy; 12) leadership in climate change; 13) approval of Terms of Reference for the Phase 2B planning work; and 14) significantly expanded economic development marketing.

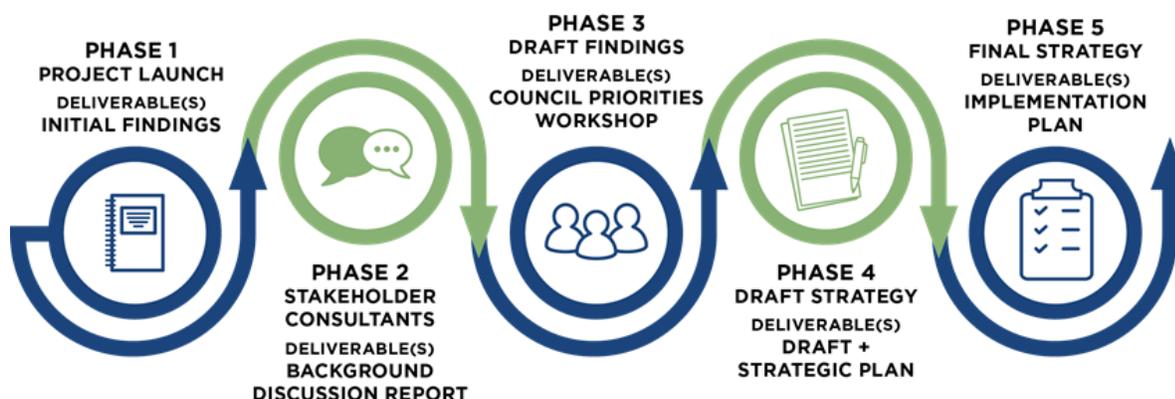


Figure 1: Key Phases of the Economic Development and Tourism Strategy

To provide a basis for decision-making, a draft Initial Findings Report has been prepared. It provides an in-depth analysis of:

- Economic development, planning, tourism, demographic and marketing trends;
- Halton Hills' business profile;
- Economic development target sectors;
- Benchmarks of the Town's investment in the economic development program; and
- Halton Hills' investment readiness.

Key emerging themes include: 1) Halton Hills enjoys a strategic location in the GTA and is an attractive investment destination; 2) Among others, future job growth will be driven by manufacturing, construction and professional/scientific services; 3) Demand for employment lands is exceeding supply; 4) Halton Hills offers a high quality of life, highly skilled workforce, high household incomes and leadership in sustainability; 5) A comprehensive Business Retention and Expansion program is needed to support economic activity; 6) Opportunities to streamline the regulatory process should be identified and implemented; 7) Tourism opportunities include sporting events, specialty retail, culinary tourism and agri-tourism, and the need to develop/market visitor itineraries; and 8) marketing efforts should focus on maintaining an up-to-date economic website, consistent messaging, expanded digital marketing and a marketing campaign to differentiate Halton Hills.

The draft Initial Findings Report is being finalized. It will be a key input into a Background Discussion Paper and subsequently the draft Strategy – both of which will be presented to Council. Engagement will continue to take place on these items and as the overall project advances (e.g. Project Steering Committee, presentations to BIA Boards and the Chamber's Economic Development Committee).

1.2 Foreign Direct Investment (FDI) Strategy

The development of the Town's first-ever FDI strategy is well underway. Once completed, the Strategy will provide an actionable roadmap for Halton Hills to be competitive and grow its local economy by identifying new international markets and the tools, approaches, strategies and actions to best access them.¹ The Strategy will augment and align with regional, provincial and national FDI efforts.

FDI attraction is the process of attracting international companies, to establish operations in Halton Hills. Typical target sectors include advanced manufacturing, Research and Development, and sales and marketing. Investments can take the shape of new 'greenfield' projects, partnerships, joint ventures and mergers. Ultimately, FDI attraction can lead to local job and assessment growth.

¹ With over 10,000 new jobs created in 2018 due to Foreign Direct Investment (FDI), Ontario is a leading destination for investment in North America. (Source: IBM's "Global Location Trends 2019" report). Top sources of FDI investment into Ontario are the United States, followed by Ireland, United Kingdom, Japan, China and Germany.

The Town's FDI Strategy will:

- Identify and leverage untapped economic development potential;
- Make strategic market recommendations, which align with Federal and/or Provincial trading strengths, target markets, sectors and policy direction;
- Recommend how best to raise awareness of the Halton Hills' Unique Value Proposition in foreign markets; and
- Identify the strengths of the existing local business community as well as outbound/export opportunities.

With background research and stakeholder engagement completed, the Strategy is in Phase 3 of a 5-phase project. Stakeholder engagement was robust and included visioning workshops; survey (underway); interviews with Council, local businesses and regional/provincial stakeholders; input from the Project Steering Committee; and website/e-news project information.

A draft Initial Findings Report has been prepared. It includes in-depth economic and market analysis, SWOT review and the development of a Unique Value Proposition. Some of the key initial findings include:

- FDI is a major driver of economic development. According to the Conference Board of Canada, each \$1 spent on FDI generates \$3.20 in total economic activity.
- With trade liberalization and interconnected global supply chains, competition for FDI continues to intensify.
- Canada acts as a stepping-stone for corporate expansion to the North American and European markets. Investors from the US, Germany, Japan, Brazil and China see Canada as a preferred investment destination.
- Manufacturing accounts for the largest share of FDI investment into Canada.
- Halton Hills can leverage Canada's attractive business environment, access to capital, cost competitiveness, market access, incentives and solid economic fundamentals to attract FDI.
- FDI can benefit existing local businesses by expanding export opportunities, attracting a highly skilled workforce, facilitating technology transfer, providing access to new supply chains, and creating new business opportunities.
- Halton Hills' unique value proposition (UVP) needs to recognize that decisions to expand internationally are made based on ease of market access, cost and availability of labour, low-risk business environment, business costs, education, infrastructure, real estate availability, quality of life and political stability.
- Based on a SWOT analysis, Halton Hills is well positioned as a preferred destination for FDI.
- Like other communities (e.g. Markham, Vaughan Toronto, Mississauga, Brampton, Halton Region), Halton Hills should take a proactive approach to FDI attraction to be competitive.
- Based on sector and market analysis, focus markets for Halton Hills may include Germany, Netherlands, Japan, Brazil, U.K. and Mexico.

Significantly more detail will be provided on the Initial Findings as part of the review of the draft FDI Strategy.

Taking advantage of a potential funding opportunity, the Town has applied for funding via Global Affairs Canada's CanExport Community Investments program to assist with the Strategy's implementation.

2. Business Attraction

- **Site Selection:** Provided assistance to a growing number of site selection inquiries considering relocation and/or expansion in Halton Hills, as well as to existing businesses. The inquiries were a mix of small and large businesses, from one-person operations to large companies. Industrial and hospitality use inquiries appear to be rising. The number and complexity of the inquiries continues to grow.
- **Business Concierge:** The Canadian Federation of Independent Business estimates that Canadian businesses are faced with a \$36 billion costs due to government regulations.

To stay competitive, maintain an 'open for business' approach, grow assessment and create local jobs, the Town is in the process of implementing a new Business Concierge initiative to streamline the attraction, identification, tracking and delivery of key strategic economic development opportunities. Based on the CAO's conversation with John Matheson (Principal, StrategyCorp), the review of Michael Fenn's 2017 report, *Reducing Business Burdens: Great Ideas from Five Innovative Ontario Municipalities*, the Town's Business Concierge program will help ensure that Halton Hills remains competitive, maintains an 'open for business' approach, attracts new investment, grows assessment and supports local jobs. Business Concierge will streamline the identification, tracking and delivery of key strategic economic development opportunities through a streamlined and coordinated cross-departmental process. Customized and on-going assistance will be provided to eligible investments throughout the process, from idea generation to doors open, to subsequent expansion plans.

Similar business concierge initiatives have been (or are in the process of being) implemented in other municipalities, including Burlington, Brampton, Hamilton, Barrie, Toronto and Halton Region.

In a very competitive environment, the business concierge program will contribute to the Town's long-term financial health. Such programs can be designed to:

- Increase economic competitiveness compared to other municipalities.
- Avoid the loss of potential investments and associated jobs.
- Grow assessment and property tax revenue.
- Balance the residential to non-residential assessment ratio.

- Avoid business start-up delays.
- Avoid business relocations to locations outside of a municipality.
- Reduce unnecessary burdens on business which undermine Return on Investment and hence investment viability.
- Expand understanding of business needs and priorities.
- Ensure the effective allocation of limited staff resources by avoiding an ad-hoc and reactive approach to business attraction.

3. Business Retention and Expansion

3.1 Community Improvement Plan (CIP): There continues to be high interest in the CIP program. Recently, four additional projects were completed, accounting for over \$37,000 in grants. Three more projects are anticipated to be completed before the end of 2019. Total private and Town investment as a result of the CIP program has now exceeded \$1.2 million since 2017.

Staff continues to explore options to further expand the CIP program to maximize its benefits. This includes considering the addition of elements related to accessibility, affordable housing, brownfields and a broader eligibility area.

3.2 Manufacturing Expansion Fund (MEF): The MEF supports the expansion of existing businesses. With dedicated funding for the MEF established in 2019, a marketing plan is under development.

3.3 2018 Employment Survey: Each year, Halton Region conducts a comprehensive Employment Survey of businesses in Halton. Among other things, the survey is used to monitor economic development trends. Key 2018 findings include:

- Halton Region is home to 13,296 businesses.
- There are 229,130 jobs in Halton.
- Between 2014 and 2018, the number of businesses grew by 0.8%.
- Between 2014 and 2018, the number of jobs grew by 5%.
- About 71% of all jobs are full-time.
- Main sectors are retail trade, manufacturing and education services.
- 69% of all businesses are small with 10 or fewer employees.
- 3.2% of all businesses have more than 100 employees.
- 84% of all businesses operate within areas of 10,000 sq.ft. or less.
- 4.5% of all businesses operate in floor areas of more than 50,000 sq.ft.

Specific to Halton Hills, key findings include:

- Halton Hills is home to 1,424 businesses, an increase of 1.2% (2014 to 2018).
- Halton Hills accounts for about 11% of all businesses in Halton.
- 21,453 jobs are located in Halton Hills, up 14.4% from 2014.
- Halton Hills jobs account for 9.4% of all Halton employment.
- Halton Hills has had the highest 5-year job growth increase in Halton (14.4%).
- On average, each year (2014-2018), the Town had a 2.6% growth in jobs.

4. Premier Gateway

4.1 Non-Residential Development: The Premier Gateway continues to experience success with significant demand for development. There are currently no major vacancies in the Premier Gateway. Demand for development in the Gateway is outpacing supply.

About 5 million square feet of non-residential development is in various stages of being constructed, undergoing review, and/or being contemplated for potential construction sometime in the future in the Premier Gateway. This represents significant investment and jobs potential.

Major recent investments include the sale of 69 acres at the northeast corner of Trafalgar Road and Steeles Avenue, as well as the uptake of over 900,000 sq.ft. of space by a number of new tenants. Combined, recent tenants in the Premier Gateway have/are estimated to create over 200 local jobs.

Located at 5 Brigden Gate, Hayward Gordon recently announced a 12,000 sq.ft. expansion to their existing 50,000 sq.ft. facility. The majority of the new space will be used for manufacturing, with the remainder for office.

4.2 Strategic Economic Opportunities: Staff continued to provide assistance and/or coordination to a number of strategic economic development opportunities that represent hundreds of millions of dollars in initial land investments and anticipated construction, and have the potential to add significant employment and assessment growth, as well as to rejuvenate key underutilized sites.

5. Downtown Georgetown and Acton

The prosperity of both Business Improvement Areas (BIAs) continues to be one of the Town's economic development priorities. Economic Development continues to collaborate with the BIAs to promote the areas for investment. Since the last update, Whimsy Street Treats (90 Main Street) has opened in the Georgetown BIA. Other openings are anticipated. The Acton BIA also continues to attract new businesses. Vacancies are at low levels. In July, the Whistle Stop Diner opened at 77 Mill St. East as well as Whistle Stop To Go at 1 Elgin St. North. Additional businesses additions (including anticipated) include the relocated Halton Police location, and new commercial and medical businesses. The Acton BIA has also seen a high uptake of its façade incentive program.

7. Tourism as an Economic Driver

Tourism is a major economic driver. In Ontario, it is a \$34 billion industry, supporting about 190,000 businesses and 400,000 jobs. In 2016, Halton Region attracted 4.4 million person visits.² Visitor spending in Halton Region totaled about \$304 million, with

² Statistics Canada; Ontario Ministry of Heritage, Sport, Tourism and Culture Industries

per person per visit spending of \$70. Visiting family and friends, participating in outdoor and sport activities, and shopping are the three top activities for visitors to Halton.

7.1 New Tourism Advisory Committee: The new Committee is an industry-focused committee. It will assist the Town in amplifying the economic benefits of tourism. The Committee will also assist in the development of the new Economic Development and Tourism Strategy. The first meeting was held on October 10.

7.2 Tourism Ambassador Program: The Tourism Ambassador Program assists local event organizers by collecting, analyzing and sharing useful tourism data. The Ambassadors attended a variety of local tourism events between May and October. A report highlighting the results of the Tourism Ambassador Program and associated economic impacts of tourism in Halton Hills will be presented to Committee in the near future.

7.3 visithaltonhills.ca Redevelopment: The visithaltonhills.ca website is the Town's main venue for marketing Halton Hills' tourism attractions. Recognizing the existing website's limitations, a new website is under development. It will be a modern, user-friendly and engaging platform to showcase Halton Hills' tourism assets and maximize their economic benefits.

7.4 Ontario By Bike: Town staff continues to engage local business to promote the Ontario By Bike™ Network. Currently, 7 business are certified.

7.5 Rogers Hometown Hockey: Economic Development (supported by a dedicated sub-committee) led the engagement of local businesses. A very successful "Paint the Town Red and White" campaign was implemented. About 40 businesses officially participated by registering in a window decorating contest.

8. Cultural Vibrancy

According to data compiled by the Creative Cities Network of Canada, Halton Hills' culture sector contributes over \$44 million to the local GDP, representing about 600 jobs. Closely linked with local quality of life, a thriving and expanding cultural sector is important to growing the Town's economy. A full range of cultural initiatives continues to be delivered, including the Town's first-ever Public Art project, record-breaking 4th annual Culture Days with over 80 activities; launch of the Town's first-ever Cultural Asset Tours, and the introduction of a new Arts and Culture Working Group. A fulsome report on cultural initiatives will be presented in the 2019 annual State of Culture report.

9. Marketing and Communications

Communications and marketing efforts continue to expand to position Halton Hills as a top-of-mind destination for investment. Recent and planned initiatives include:

- Updates to the investhaltonhills.com and visithaltonhills.ca websites.
- Publication of the Economic Development e-Newsletter. There are about 400 subscribers, an increase of over 13% since May 2019.

- Launch of a new economic development/tourism video to showcase Halton Hills as a prime investment destination. It has already been viewed over 400 times.
- Significant expansion of tourism marketing, including digital marketing, new tourism brochure, tourism rack cards, highlights of tourism statistics, videos, development of visitor itineraries, tourism kiosks, and partnership with RTO3.

The investhaltonhills.com website has had almost 6900 pageviews thus far in 2019. The visithaltonhills.ca website has had about 39,700 pageviews thus far in 2019.

10. Partnerships and Industry Engagement

Staff continued to pursue partnerships to strengthen the economy, including with the BIAs, Chamber of Commerce and Halton Region. Economic Development staff also reviewed, contributed comments to and/or guided various Town initiatives, including those pertaining to the GTA-West, Provincially Significant Employment Zones, affordable housing, Long Range Financial Plan, Intensification Opportunities Study, and Halton Region's Employment Survey.

CONCLUSION:

Halton Hills' economy continues to be strong, despite broader factors that are creating some uncertainty. Staff will continue to provide Committee/Council with updates on key economic development issues and opportunities. Leveraging the strong linkages between economic development, tourism and culture, extensive efforts continue to be made to position Halton Hills as a top-of-mind destination for investment.

Reviewed and Approved by,

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

Brent Marshall, Chief Administrative Officer

REPORT

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

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

DATE: October 23, 2019

REPORT NO.: CORPSERV-2019-0041

RE: 2020 Interim Tax Rates

RECOMMENDATION:

THAT Report No. CORPSERV-2019-0041 dated October 23, 2019, regarding the 2020 Interim Property Tax Levy be received;

AND FURTHER THAT a by-law be enacted authorizing Council to provide for an Interim Tax Levy for 2020;

AND FURTHER THAT taxes be due and payable on February 26 and April 28, 2020;

AND FURTHER THAT the payment of taxes for (portions of) properties having a farm designation (FT) as identified by the Municipal Property Assessment Corporation be deferred until September 28, 2020.

BACKGROUND:

Under Section 317 (1) of the Municipal Act, 2001, S.O. 2001 c. 25, as amended (the Municipal Act, 2001), municipalities are permitted to pass a by-law levying amounts based on property assessments for local municipal purposes.

At the time of writing this report, those values used to calculate notional tax rates that produce a tax levy amount of approximately one-half of approved 2019 budgets have not yet been provided to the Town by the Municipal Property Assessment Corporation (MPAC). Once received, notional rates will be calculated and applied to the 2020 interim levy using the calculation as described above.

COMMENTS:

The attached by-law provides for the levy of interim taxes as authorized by Section 317 of the Municipal Act, 2001. Due to the limited time available between receiving the year-end final tax roll and the legislative timing of mailing tax bills to property owners, rate schedules are not included with the interim by-law.

The interim taxes will be due in two installments, except for properties registered for the ten (10) payment pre-authorized tax payment plan, which offers five installments from January to May of 2020. These installments were included in the 2019 Final Tax Rate By-law.

The attached by-law also sets the 2020 interest and penalty rate at 1.25% per month which is the maximum rate permitted under the Municipal Act, 2001.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the priority around Municipal Service Delivery with respect to the effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

The interim property tax levy by-law permits the Town to collect property-related taxes prior to the setting of the final tax rates in May. This is done for the Town's own purposes as well as on behalf of Halton Region, the four school boards, and the Acton and Georgetown BIAs. Interim taxes provide funds for all of these organizations earlier in the fiscal year to administer their respective projects, programs, facilities, and services. This also allows property owners to spread out the payment of property taxes over most of the year.

CONSULTATION:

Staff regularly consults local area municipalities and other surrounding municipalities in determining best practices as it relates to tax billing processes. Most municipalities present their by-laws in December prior to receiving the final roll from MPAC and do not include schedules of the notional rates to ensure sufficient time to prepare the interim tax notices.

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 well-being, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

COMMUNICATIONS:

The establishment of an interim property tax levy by-law, the subsequent production of interim levy property taxes, and the interim property tax bill provides property owners with information about their tax class, the assessed value of their property, the applicable tax rates, and their contributions to the Town, the Region and the boards of education.

CONCLUSION:

The approval of the interim property tax rates will permit the Town to collect interim property taxes based on notional tax rates.

Reviewed and Approved by,

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, Senior Manager of Purchasing and Risk Management

DATE: November 18, 2019

REPORT NO.: CORPSERV-2019-0044

RE: 2020 Single Source Awards

RECOMMENDATION:

That Report No. CORPSERV-2019-0044 dated November 18, 2019 regarding 2020 Single Source Awards be received;

AND FURTHER THAT the 2020 Single Source requests be awarded as per the list of suppliers attached as Schedule A;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders in the amounts indicated in the list of suppliers as outlined in Schedule A, plus HST.

BACKGROUND:

This report is being submitted for Council's authorization on the various items listed in Schedule A. In certain infrequent and/or unique circumstances, it would not be reasonable either due to time constraints, or the exclusive ability of vendors, to go through a competitive process for the Town's procurement activity. Outlined in Schedule A are the suppliers that the Town would like to enter into direct negotiation for the goods/services described and issue purchase orders.

COMMENTS:

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

- Where there is a need for time-sensitive goods or services such as vehicle repairs, which require a fast turnaround that would otherwise not be possible if staff were required to visit multiple vendors for estimates;

- Where there is only one source of supply for the goods or services for items which are proprietary, e.g., software;
- Where vendors have a history/knowledge of the Town, and this knowledge is critical to service delivery;
- Where there is a need for technical compatibility with existing equipment;
- Where, in the judgment of the Manager, goods are considered to be in short supply due to market conditions or needed because of a declared emergency.

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

All single source purchases over \$25,000 must be approved by Council. In order to streamline the process and reduce the number of reports going to Council, an annual list of vendors has been developed to capture known single source requirements anticipated for 2020. The amounts are estimated, but will remain within the individual department's budget. As a result, staff is requesting a single source designation for the suppliers listed in Schedule A and the ability to issue purchase orders for any requirements within these limits.

RELATIONSHIP TO STRATEGIC PLAN:

This is an operational matter.

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

FINANCIAL IMPACT:

Purchases from the attached list of vendors support operational and capital needs. Staff will ensure that all purchases are within approved budgets.

CONSULTATION:

All Departments were consulted and provided input into this report.

PUBLIC ENGAGEMENT:

There is no public engagement.

SUSTAINABILITY IMPLICATIONS:

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

COMMUNICATIONS:

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

CONCLUSION:

Staff recommends that the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders to the vendors, in the amounts requested in this report.

Reviewed and approved by,

A handwritten signature in black ink that reads "Jane Diamanti". The signature is written in a cursive style with a large initial "J".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive style with a large initial "B".

Brent Marshall, Chief Administrative Officer

Schedule A

Office of the CAO

The following vendors are managed through the Office of the CAO for all departments:

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
Helsons LLP	Municipal legal matters	\$ 35,000.00	\$ 15,000.00	\$ 22,000.00	\$ 25,000.00
O'Connor MacLeod Hanna LLP	Municipal legal matters and Uniform Traffic Control	\$ 100,000.00	\$ 59,000.00	\$ 80,000.00	\$ 50,000.00

Corporate Services

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
CSDC Systems Inc.	Amanda Support - Property/Records Management and additional licenses	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 52,000.00
Hicks Morley Hamilton Stewart Storie LLP	Employment related legal advice	\$ 35,000.00	\$ 40,018.00	\$ 55,000.00	\$ 55,000.00

CORPSERV-2019-0044

Schedule A

MNP LLP *	Firewall security and maintenance and replacement of firewall hardware	\$ 43,000.00	\$ 28,472.00	\$ 43,000.00	\$ 68,000.00
Neopost Canada Inc.	Postage	\$ -	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
The Independent and Free Press/Peel Media Group	Newspaper advertising	\$ 90,000.00	\$ 76,962.00	\$ 100,000.00	\$ 100,000.00
The New Tanner Publishing	Newspaper advertising	\$ 30,000.00	\$ 28,960.00	\$ 40,000.00	\$ 35,000.00

* Note - MNP LLP - \$25,000 from the 2020 Capital Budget Projects has been added on to this report for Firewall Replacement (one time purchase for 2020)

Corporate Items: The vendors below are managed through Corporate Services on behalf of departments.

4Imprint	Promotional Products	\$ -	\$ 18,802.00	\$ 25,000.00	\$ 25,000.00
Canadian Tire Store	Misc. supplies	\$ 40,000.00	\$ 35,000.00	\$ 45,000.00	\$ 45,000.00
The Sign Shoppe	Signs, decals, name badges	\$ 27,000.00	\$ 14,081.00	\$ 20,000.00	\$ 20,000.00
United Home Hardware (Acton & Georgetown)	Misc. supplies	\$ 40,000.00	\$ 18,675.00	\$ 25,000.00	\$ 30,000.00

Fire

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
A.J. Stone Company Ltd	Fire suppression and Fire Fighting Equipment		\$ 25,000.00	\$ 35,000.00	\$ 35,000.00

CORPSERV-2019-0044

Schedule A

Consumer Heating and Air Conditioning	Preventative maintenance/repair of geothermal heat pumps. Authorized repair centre for Florida Heat Pumps.	\$ 35,000.00	\$ 32,693.00	\$ 40,000.00	\$ 25,000.00
Bulldog Fire & Security	Security key fobs, repairs, upgrades	\$ 35,000.00	\$ 46,000.00	\$ 46,000.00	\$10,000
Dependable Emergency Vehicles / Dependable Trucks	Fire vehicle repairs and p	\$ 50,000.00	\$ 38,543.00	\$ 70,000.00	\$ 70,000.00
Halton Hills Hydro	Fire vehicle repairs	\$ 36,000.00	\$ 11,500.00	\$ 25,000.00	\$ 25,000.00
O'Connor MacLeod Hanna LLP	Legal services for ongoing building construction file	\$ 50,000.00	\$ 18,024.00	\$ 22,000.00	\$ -
Safedesign Apparel Ltd.	Exclusive distributor for Globe Bunker Gear	\$ 90,000.00	\$ 84,823.00	\$ 110,000.00	\$ 110,000.00

Library

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
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CORPSERV-2019-0044

Schedule A

Amazon (.ca and .com)	Material purchases - DVDs, blu-Rays and books	\$ 35,000.00	\$ 27,000.00	\$ 35,000.00	\$ 35,000.00
Bibliotheca ITG Inc. (formerly 3M Canada Company)	Maintenance Agreement for electronic detection equipment, purchase items from Cloud Library, self check stations (RFID)	\$ 50,000.00	\$ 33,523.00	\$ 60,000.00	\$ 65,000.00

Planning, Development and Sustainability

CORPSERV-2019-0044

Schedule A

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
Meridian Planning Consultants	Policy & Development planning	\$ 40,000.00	\$ 26,598.00	\$ 35,000.00	\$ 40,000.00
Facet Group Inc	Heritage Engineering Services for Various Projects - Exchange Hotel, McGibbon	\$ 50,000.00	\$ 8,314.00	\$ 12,000.00	\$ 50,000.00
Thomson Rogers	Ontario Municipal Board (OMB) matters, ROPA and other land use/transportation matters not previously reported to Council.	\$ 500,000.00	\$ 263,285.00	\$ 350,000.00	\$ 500,000.00

Recreation & Parks

CORPSERV-2019-0044

Schedule A

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
Ken's Professional Contractors	Masonry repairs	\$ 22,000.00	\$ 18,063.00	\$ 24,000.00	\$ 25,000.00
Lifesaving Society	Swimming Program	\$ -	\$ 22,073.00	\$ 29,000.00	\$ 30,000.00
Prime Air Systems	Boiler and pump emergency repairs	\$ 30,000.00	\$ 22,515.00	\$ 30,000.00	\$ 30,000.00
RF Security Group	Security monitoring and installation of	\$ 25,000.00	\$ 18,569.00	\$ 25,000.00	\$ 25,000.00
ULINE	Building supplies for various facilities		\$ 26,375.00	\$ 35,000.00	\$ 35,000.00
Tina's Homemade Cooking	Café operations	\$ 60,000.00	\$ 31,994.00	\$ 40,000.00	\$ 50,000.00

Transportation and Public Works

CORPSERV-2019-0044

Schedule A

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
Aecon Construction & Materials	Asphalt for road repair - closest supplier	\$ 370,000.00	\$ 203,874.00	\$ 245,000.00	\$ 370,000.00
Bell Canada	For capital items - to relocate telephone lines during road construction	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
Coco Paving	Supply of winter asphalt for road repairs	\$ 35,000.00	\$ 19,521.00	\$ 26,000.00	\$ 35,000.00
Cogeco	For capital items - to relocate telephone lines during road construction	\$ -	\$ -	\$ -	\$ 50,000.00
Cubex Ltd	Heavy Truck-Engine, Transmission Drive Line Repairs	\$ -	\$ 19,363.00	\$ 26,000.00	\$ 26,000.00
Dufferin Aggregate	Aggregates, crushed stone for road repair - closest supplier	\$ 50,000.00	\$ 27,253.00	\$ 50,000.00	\$ 50,000.00
Econolite Canada Inc.	Standardization of traffic signal control equipment	\$ 170,000.00	\$ 18,784.00	\$ 170,000.00	\$ 148,000.00
E-Z Taxi	ActiVan - Taxi Service	\$ 100,000.00	\$ 61,006.00	\$ 85,000.00	\$ 100,000.00
IN GOGPS	GPS Data Fees		\$ 8,460.00	\$ 11,300.00	\$ 40,000.00
Graham Bros. Construction Limited	Asphalt for road repair - backup supplier	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
Gtown Taxi	ActiVan - Taxi Service	\$ 40,000.00	\$ 18,107.00	\$ 30,000.00	\$ 40,000.00

Transportation and Public Works Continued

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
GTT Ontario	Opticom equipment - for traffic signal interrupters for Fire emergencies - only authorized Ontario dealer	\$ 60,000.00	\$ 15,000.00	\$ 15,000.00	\$ 115,000.00
Halton Commercial Printers	Activan tickets	\$ 35,000.00	\$ 14,346.00	\$ 20,000.00	\$ 25,000.00
Halton Hills Hydro / Southwestern Energy Inc.	For capital items - i.e. to move hydro poles during road construction, street light installations, street light maintenance, sports field, parking lot and pathway lights, traffic signal poles as well as power supply for special events.	\$ 950,000.00	\$ 684,113.00	\$ 910,000.00	\$ 928,000.00
Leferink	Waste Disposal from parks and roadside pick up	\$ 30,000.00	\$ 17,524.00	\$ 24,000.00	\$ 30,000.00
McKab Taxi	ActiVan - Taxi Service	\$ 200,000.00	\$ 131,364.00	\$ 175,000.00	\$ 200,000.00
Rogers Communications Canada Inc.	For capital items - to relocate communication lines during road construction	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00

Transporation and Public Works Continued

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

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
Altruck International Truck Centres	Heavy truck engine, transmission drive line repairs	\$ 50,000.00	\$ 64,235.00	\$ 75,000.00	\$ 75,000.00
Ashgrove Welding	Welding and fabrication services/repairs for plow equipment and dump bodies, garbage cans and bleachers.	\$ 30,000.00	\$ 14,290.00	\$ 18,000.00	\$ 25,000.00
Concept Ford	Ford Truck Parts and Repairs	\$ -	\$ 1,050.00	\$ 2,500.00	\$ 25,000.00
Stewarts New Holland Equipment/Ed Stewarts Equipment	Lawn Tractors & Heavy Equipment	\$ 18,000.00	\$ 28,000.00	\$ 34,000.00	\$ 25,000.00
Green Tractors - Milton	John Deere tractor and mower parts	\$ 22,000.00	\$ 26,597.00	\$ 31,000.00	\$ 30,000.00
Joe Johnson Equipment	Sweeper, small multi-purpose tractor repairs, parts	\$ 70,000.00	\$ 61,641.00	\$ 100,000.00	\$ 90,000.00
Luma Brothers Automotive & Truck Repair	Heavy Truck-Engine, Transmission Drive Line Repairs & Safety Inspections	\$ 25,000.00	\$ 47,536.00	\$ 65,000.00	\$ 50,000.00
Metro Freightliner	Freightliner truck engine, transmission drive line repairs	\$ 22,000.00	\$ 18,667.00	\$ 25,000.00	\$ 25,000.00

Transportation and Public Works Continued

Vendor	Comments	Previously Reported (excluding HST)	Actual to Sept. 30, 2019 (excluding HST)	Est. Total for Year End (excluding HST)	Requested Value 2020 (excluding HST)
Planet Ford Inc	Ford Truck Parts, OEM Filters and Repairs	\$ 15,000.00	\$ 20,274.00	\$ 27,000.00	\$ 25,000.00
R&R Complete Auto and Truck	Small Vehicle Repairs and Tires	\$ 15,000.00	\$ 20,855.00	\$ 27,800.00	\$ 25,000.00
Stan's Mobile Tire Service	Tires and emergency roadside assistance	\$ 40,000.00	\$ 28,722.00	\$ 40,000.00	\$ 40,000.00
Tire Discounter Orangeville	Tires for vehicles	\$ 22,000.00	\$ 20,510.00	\$ 25,000.00	\$ 25,000.00

REPORT

REPORT TO: Community and Corporate Affairs Committee

REPORT FROM: Harry Olivieri, Commissioner and Fire Chief

DATE: November 6, 2019

REPORT NO.: RPT-FIRE-2019-0004

RE: Emergency Planning Program Update

RECOMMENDATION:

That Report FIRE-2019-004 dated November 6, 2019 regarding the Emergency Management Program Update be received.

BACKGROUND:

The Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 require municipalities to perform specified activities on an annual basis to maintain compliance with legislated standards.

Each year the local Community Emergency Management Coordinator (CEMC) is required to keep record of all activity of the municipalities' Emergency Management Program. Prior to the end of the year, the CEMC will complete an Annual Maintenance Checklist that verifies we have met our obligations. This document is then forwarded to The Office of the Ontario Fire Marshal and Emergency Management (OFMEM) along with a Statement of Completion signed by the Mayor and CEMC.

COMMENTS:

The members of the Emergency Management Team are working to complete the annual requirements and ensure the appropriate documents have been filed with the OFMEM for the 2019 year. The following is a list of completed and upcoming items of our 2019 program:

1. **Community Emergency Management Coordinator Designation**

Required courses and certifications are in place for our three CEMC designates. Bryce Marshall as Deputy Chief has now been assigned the role of Primary CEMC, with Deputy Chief Bruce Morrison and myself as Alternates.

2. Emergency Management Program Committee

The legislation requires we maintain a program committee. This role is filled by the Corporate and Community Affairs Committee.

3. An Emergency Management Program and By-Law adopting the program

The Town Emergency Management Program and the Town Emergency Response Plan have been adopted by Committee and Council through By-Law 2018-0069. This most recent by-law included an updated Emergency Response Plan dated January 2018.

4. Maintaining an Emergency Operation Centre (EOC)

The Town continues to maintain the primary EOC in the Headquarters Fire Station. Our alternate EOC continues to be at the Regional Centre. Equipment, emergency plans, supporting documents, maps etc. were reviewed to ensure they are up to date and functional. Work has commenced on implementing an EOC in the Acton station and is expected to be completed in 2020. Once complete, this will eliminate the need of the Regional Centre as our alternate location.

5. Community Risk Profile and Critical Infrastructure Identification

The Community Risk Profile is a list of potential hazards that exist in our community; while Critical Infrastructure Identification provides us a list of infrastructure in our community that could be a concern, should they be impacted during an emergency event. The Critical Infrastructure List has been reviewed and updated as necessary but the Community Risk Profile requires an in-depth review as has been mandated by OFMEM.

To complete this task a workshop has been planned for November 25th, 2019 at 1:30 p.m. where members of the Emergency Control Group (ECG) and Emergency Support Group (ESG) will work on assessing OFMEM suggested Risk Profiles and determining the appropriate Community Risk Profiles for our municipality based on risk and probability assessments. The session is in two parts with a training session first and then the workshop to follow.

6. Annual Training and Exercises

There is a requirement to hold a minimum of one training event and exercise each calendar year. This year's training and exercise will take place as a combined event on the morning of December 6th, 2019 commencing at 8:30 a.m. The day's event will start with a complete review of the Emergency Response Plan and appendices followed by a table top exercise.

At the 2018 training and exercise events the attendees recommended that alternates of the ECG and ESG members have an opportunity to experience an exercise and learn first-hand their roles and responsibilities should they be called to the EOC. With this direction, all alternates have been invited.

Climate change is a national, provincial and local concern. Locally, Halton Hills has not been immune to weather related events. Extreme winds, ice storms,

heavy rains as well as ice build-up and flooding along the Credit River over the last few years have impacted our community and therefore make it appropriate to conduct an exercise dealing with a weather related event. This year's exercises will include an ice, rain and wind storm event that affects Acton and Georgetown, and impacts such things as hydro, accommodations, transportation, flooding and emergency responses.

7. Public Education

We continue to promote emergency preparedness during Emergency Preparedness Week which occurred this year from May 5th to 11th. This year's theme "Are You Ready" included messages of "Know the Risks", "Make a Plan", and "Get an Emergency Kit".

Information was provided to the community through media releases, social media posts, messaging to schools, displays in the community, personal appearances, as well as station marquees and in and around the community.

8. Emergency Information Officer (EIO)

Legislation requires an EIO be appointed. The role of EIO has been assigned to Alex Fuller, Manager of Corporate Communications.

RELATIONSHIP TO STRATEGIC PLAN:

The contents of this report support the Strategic Direction under "H. Provide Sustainable Infrastructure and Services – Goal – To maintain and enhance community infrastructure and services that support our quality of life" and the Strategic Objective "H.3 To maintain adequate fire and emergency management services".

FINANCIAL IMPACT:

Any costs associated with the 2019 Emergency Management Program are covered within the 2019 Operational and Capital Budgets.

CONSULTATION:

The OFMEM Field Advisor for our area has been consulted on our 2019 program initiatives.

PUBLIC ENGAGEMENT:

There are no public engagement implications.

SUSTAINABILITY IMPLICATIONS:

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

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

COMMUNICATIONS:

The annual reporting documents will be forwarded to OFMEM upon completion of the program.

CONCLUSION:

Staff have worked to fulfill the mandatory requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04. Once our 2019 program is complete the appropriate documentation, indicating our compliance to the requirements of the Act and Regulation and will be forwarded to OFMEM.

Staff will continue to promote emergency preparedness in our community and ensure that our municipal resources and staff are ready to respond to an emergency in our community.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'H Olivieri', with a long horizontal stroke extending to the right.

Harry Olivieri, Chief & Commissioner of Fire Services

A handwritten signature in black ink, appearing to read 'Brent Marshall', written in a cursive style.

Brent Marshall, Chief Administrative Officer