



THE REGIONAL MUNICIPALITY OF NIAGARA
CORPORATE SERVICES COMMITTEE
AGENDA

CSC 11-2024

Wednesday, December 4, 2024

9:30 a.m.

Council Chamber - In Person and Electronic Meeting

Niagara Region Headquarters, Campbell West

1815 Sir Isaac Brock Way, Thorold, ON

To view live stream meeting proceedings visit: niagararegion.ca/government/council

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>LAND ACKNOWLEDGEMENT STATEMENT</u>	
3. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
4. <u>PRESENTATIONS</u>	
5. <u>DELEGATIONS</u>	
6. <u>ITEMS FOR CONSIDERATION</u>	
6.1 <u>CSD 53-2024</u> Corporate Security Policy	3 - 13
6.2 <u>CSD 60-2024</u> Request to Write-off Outstanding Amounts over \$25,000	14 - 17
7. <u>CONSENT ITEMS FOR INFORMATION</u>	
7.1 <u>CSD 62-2024</u> Q3 2024 Financial Update	
A presentation will proceed the discussion of this item.	
To be distributed.	

- 7.2 CSD 58-2024 18 - 33
Corporate Non-Competitive Procurement Activities Exceeding \$100,000
- 7.3 CSC-C 14-2024 34 - 35
Municipal By-law Enforcement Officer Appointments

8. OTHER BUSINESS

9. CLOSED SESSION

- 9.1 Confidential CSD 55-2024
A Matter Respecting Litigation and a Matter of Advice that is Subject to Solicitor-Client privilege under s.239(2)(e) and (f) of the Municipal Act, 2001 – MMMC Inc. re: Architectural Services for Two Long Term Care Homes

- 9.2 Confidential CSD 56-2024
A Matter Respecting a Proposed Acquisition of Land by the Municipality under s. 239(2)(c) of the Municipal Act, 2001-Regional Road 98 in Niagara Falls

10. BUSINESS ARISING FROM CLOSED SESSION ITEMS

11. NEXT MEETING

The next meeting will be held on Wednesday, January 8, 2025 at 9:30 a.m. in the Council Chamber, Regional Headquarters.

12. ADJOURNMENT

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Subject: Corporate Security Policy

Report to: Corporate Services Committee

Report date: Wednesday, December 4, 2024

Recommendations

1. That Council **APPROVE** the Corporate Security Policy C-A-030, attached as Appendix A to Report CSD 53-2024.

Key Facts

- The purpose of this report is to seek Council’s approval of the proposed Corporate Security Policy (the “Policy”).
- The responsibility for the safety and security of staff, elected officials and visitors at Regional premises is a shared responsibility between numerous business units and is based on program and statutory requirements.
- In order to address the different program and statutory requirements, staff have implemented various safety and security measures across Regional premises.
- The policy establishes the Corporate Security Office which will develop and manage a corporate security program.
- The Corporate Security Office is made up of staff (“asset owners”) from the different departments who are directly responsible for building / property security or have physical / personal security within their portfolio.
- Focused on risk management and legislative compliance the corporate security program provides a governance framework that supports asset owners and ensures continuity of services to the public.
- The policy will be applied in conjunction with the Region’s Public Conduct Policy and Procedure, the Trespass By-law, the Code of Conduct for Members of Council, the Procedural By-law, and other applicable health and safety policies and procedures.
- The policy applies to all Niagara Region employees, students and volunteers and members of Council, visitors, and contractors attending Regional premises.

Financial Considerations

There are no financial impacts or additional resources required to implement the policy. Under the policy, the responsibility to fund and implement site specific security measures remains with the individual departments.

Analysis

As per Bill 168, Ontario Health and Safety Act (OHSA), the Region has a statutory duty to ensure the safety of workers while performing their duties. Additionally, the Region is required to protect the safety and security of persons utilizing Regional premises and to maintain the physical security of Regional assets ensuring continuity of services, the reliability of Regional infrastructure and the conservation of public confidence.

Given the variety of services offered by the Region and the range in the associated statutory requirements, security is a shared responsibility between different Regional departments. As a result, the policies, procedures and security measures related to personal and physical security may differ from program to program and between Regional premises.

Additionally, Human Resources has developed a number of procedures that meet the OHSA 25(2)(h) General Duty Clause requiring the employer to take every precaution reasonable in the circumstances for the protection of a worker including risk assessments, safe work plans for Regional employees, and training for personal safety for workers considered to be in at-risk situations. Should an incident occur, Human Resources works with the asset owner to ensure compliance.

The current model of dispersed authority along with the lack of a corporate security program supported by a corporate policy and associated procedures was identified as a high risk to the Region through previous Threat Risk Assessments.

The Corporate Security Policy recommended through this report establishes the Corporate Security Office (CSO) with the mandate to develop, implement and maintain a corporate security program focused on risk management and legislative compliance across all services and programs provided by the Region. This is not a new division; it is a partnership between current asset owners from the different departments who are responsible for physical security at Regional premises or have the personal security of staff, visitors, and members of Council within their portfolio. The proposed corporate security program will provide a consistent and reasonable security strategy that is fiscally sustainable while also remaining flexible enough to allow for a variety of

business needs. The corporate security program will provide a corporate governance structure with defined roles and responsibilities with respect to safety and security at the Region and provide a collaborative framework to support the Human Resources workplace safety and harassment program. Key to the sustainability and effectiveness of the corporate security program will be keeping operational and budget responsibility with the asset owners.

The policy will be applied in conjunction with the Region's Public Conduct Policy and Procedure, Trespass By-law, the Code of Conduct for Members of Council, the Procedural By-law, and other applicable health and safety policies and procedures.

Alternatives Reviewed

Staff reviewed the option of moving to a centralized security model, with one department responsible for all aspects of safety and security at Regional premises. Although there are benefits to this type of security strategy, it is not suited to the Region's operations given the variety and the complexity of security requirements across the various programs and services offered by the Region. In addition, a centralized model would require additional staff and resources putting an increased financial burden on the levy.

Relationship to Council Strategic Priorities

Strategic Priority 1: Effective Region

Remain an employer of choice by transforming service delivery in a way that is innovative, collaborative, and fiscally responsible by:

- Implementing continuous improvement and modernized processes to ensure value-for-money in Regional services and programs.
- Delivering fiscally responsible and sustainable services.

Other Pertinent Reports

Not applicable.

Prepared by:

Nicole Wolfe
Director, Construction Energy &
Facilities Management
Corporate Services

Recommended by:

Dan Carnegie
Commissioner/Treasurer
Corporate Services

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with James Gess, Associate Director Facilities Management, Security and Customer Service; Adam Niece, Program Financial Specialist; Sarah Sebben, Manager, Health, Safety & Wellness; and, Matt Richardson, Security Program Manager.

Appendices

Appendix 1 C-A-030 Corporate Security Policy

<i>Policy Category</i> Corporate Administration	<i>Name of Policy</i> Corporate Security Policy
----------------------------------------------------	----------------------------------------------------

Policy Owner	Administration, Chief Administrative Officer (CAO)
Approval Body	Council
Approval Date	
Effective Date	
Review by Date	

1. Policy

The Niagara Region is committed to providing programs and services in a safe manner by ensuring the safety and security of Council and visitors while attending Regional premises; by ensuring a safe and secure workplace for its employees, students, and volunteers; and by protecting the physical security of Regional premises and infrastructure. The Corporate Security Policy supports these objectives through a corporate-wide security and protection strategy that is clear, consistent, and practicable.

The policy establishes governance and approval authority for the Corporate Security Office: a cross departmental partnership between staff with direct responsibility for security and protection within their portfolio (defined as “Asset Owners” for the purposes of the policy). The operational responsibility for safety and security remains with the Asset Owners.

2. Purpose

Appointed by the CAO, the Corporate Security Office, is tasked with implementing and maintaining a corporate security program with a reasonable, integrated and scalable security strategy that is sustainable and flexible enough to allow for a variety of business needs. Focused on risk management, legislative compliance and promoting consistency across the different Regional services with respect to safety and security, the Corporate Security Office also supports Asset Owners by providing guidance with the operational and tactical implementation of the policy.

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

The policy will be supported by corporate procedures related to incident management and risk management and guidelines for department or divisional procedures to be developed and maintained by Asset Owners for Crime Prevention and Incident Investigation Services, Technical Services, and Physical Security Services.

3. Scope

The policy applies to Niagara Region employees, students, and volunteers, Council, visitors, and contractors working at, or attending Regional premises, and the public enjoying the use of Niagara Region assets and infrastructure.

This policy shall be applied in conjunction with the Region’s Public Conduct Policy and Procedure, Trespass By-law, Respectful Workplace Conduct Policy, the Harassment in the Workplace Policy and Procedures, the Workplace Violence & Workplace Harassment Prevention Program Procedure, the Code of Conduct for Members of Council, and the Procedural By-law.

3.1 Roles and Responsibilities

3.1.1 Chief Administrative Officer

Shall:

- i) Ensure the implementation of Niagara Region’s Corporate Security Policy;
- ii) Hold all levels of the organization responsible and accountable for their security performance and their compliance with the Corporate Security Policy and related Procedures;
- iii) Assign senior staff to the Corporate Security Office with delegated authority to develop, implement and manage the Corporate Security program;
- iv) Ensure that the associated corporate procedures meet all relevant statutory requirements and facilitate the continuity of operations for Niagara Region’s services;
- v) Ensure that the associated corporate procedures include reasonable and practicable measures to protect the safety and security of Niagara Region employees, students and volunteers, members of Council, visitors, and contractors and the security of Regional premises and infrastructure;

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

- vi) Promote a culture of safety and security at the Niagara Region.

3.1.2 Commissioners

Shall be responsible to the CAO for ensuring:

- i) That the policy and related procedure(s) are integrated and maintained in all aspects of planning and decision-making within their department;
- ii) That proposed capital and operating budgets reflect appropriate funding to ensure reasonable and practicable measures are put in place to meet the requirements of the policy;
- iii) That a culture of safety and security is maintained at Regional premises and in the provision of services to the public.

3.1.3 Asset Owners (Directors, Associate Directors and Managers):

Shall be responsible to their Commissioner for ensuring:

- i) That the Policy is integrated and maintained into all aspects of planning and decision-making within their operating area;
- ii) That program specific procedure(s) and security measures for Crime Prevention and Incident Investigation Services, Technical Services, and Physical Security Services are implemented in accordance with the policy and related procedure(s) and as required by applicable legislative requirements;
- iii) That any required site-specific security measures are implemented in accordance with the policy and the approved budget ;
- iv) That all employees, students, and volunteers within their operating area understand the purpose and scope of the Corporate Security Policy; comply with the policy and associated procedure(s); and are aware of the site specific security measures and their appropriate application;
- v) That a culture of safety and security is maintained at Regional premises and in the provision of services to the public.

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

3.1.4 Corporate Security Office:

Be authorized by the CAO to:

- i) Develop, implement, and maintain a Corporate Security Program;
- ii) Develop, implement, and maintain corporate procedures to support the Corporate Security Policy;
- iii) Review other department/division policies and procedures for consistency and compliance with this policy;
- iv) Develop and maintain a security focused enterprise risk management approach;
- v) Promote a culture of safety and security at Regional premises and in the provision of services to the public.

3.1.5 All Niagara Region employees, students and volunteers:

Are responsible for:

- i) Complying with the Corporate Security Policy and associated procedure(s), and any site or program specific security procedures or security measures implemented at their workplace;
- ii) Maintaining a safe work environment through situational awareness and conducting their work with safety and security in mind;
- iii) Remaining cognizant of their role as a safety and security partner and following department procedure by promptly reporting to their Supervisor, Manager or Director all potential concerns or threats to Niagara Region employees, students and volunteers, members of Council, visitors, contractors and Niagara Region assets and infrastructure.

3.1.6 Councillors, Visitors and Contractors:

Working at, or attending Regional premises shall:

- i) Comply with applicable Niagara Regional by-laws, policies, and procedures;
- ii) Comply with site specific security policies, procedures, and guidelines.

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

4. References and Related Documents

4.1. Legislation, By-Laws and/or Directives

- 4.1.1. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 4.1.2. Occupational Health and Safety Act (OHSA) R.S.O. 1990, c. O.1
- 4.1.3. Occupier’s Liability Act, R.S.O. 1990, c. O.2
- 4.1.4. Municipal Act, 2001, S.O. 2001, c. 25
- 4.1.5. Trespass to Property Act, R.S.O. 1990, c. T.21
- 4.1.6. Procedural By-law No. 120-2010

4.2. Procedures

- 4.2.1. C-HS-001-011 Workplace Violence and Workplace Harassment Prevention
- 4.2.2. C-A-029-001 Public Conduct Procedure

4.3. Related Policies

- 4.3.1. C-IMT-015 Corporate Video Surveillance Policy
- 4.3.2. C-HS-001 Health and Safety Policy
- 4.3.3. C-HR-012 Harassment in the Workplace
- 4.3.4. C-HR-016 Respectful Workplace Conduct
- 4.3.5. C-A-029 Public Conduct Policy

5. Definitions

- 6.1 **Asset** – means anything that has tangible or intangible value to an enterprise.
- 6.2 **Contractor** – means any person or entity contracted or engaged to provide goods and/or services to the Niagara Region.
- 6.3 **Crime Prevention and Incident Investigation Services** includes, but is not limited to, procedures and security measures for Security Incident Management, Incident Reporting / Investigations, Threat Risk Analysis, and Crime Prevention

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

Through Environmental Design.

- 6.4 Regional Premises** - means any land, building, premise, facility or infrastructure owned, occupied or leased by the Region and includes each building, structure and other improvement thereon.
- 6.5 Physical Security** means that part of security concerned with physical measures designed to safeguard people, and to prevent unauthorized access to equipment, facilities, infrastructure, data and documents.
- 6.6 Physical Security Services** includes, but is not limited to, procedures and security measures for Incident Response, Static And Mobile Patrols, Uniformed Guards, Emergency Response (for security incidents), and Inspections.
- 6.7 Security Measure** - A practice, device or equipment designed to protect people against hazards, threats and risks, and prevent damage to, loss of, or unauthorized access to equipment, facilities, material, and information.
- 6.8 Technical Services** includes, but is not limited to, procedures and security measures for Access Control, Video Surveillance, Visitor Management, Intrusion Detection, and Security Communication and Announcement Systems.
- 6.9 Visitor** – means a person attending a Regional premise that is not an employee, student, volunteer, contractor or a member of Niagara Region council.

6. Appendices

Not Applicable

7. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

Approver(s)	Approved Date	Effective Date

<i>Policy Category</i> Corporate Administration	<i>Name of Policy</i> Corporate Security Policy
----------------------------------------------------	----------------------------------------------------

Revision History

Revision No.	Date	Summary of Change(s)	Changed by

Subject: Request to Write-off Outstanding Amounts over \$25,000

Report to: Corporate Services Committee

Report date: Wednesday, December 4, 2024

Recommendations

1. That the write-off of uncollectible accounts receivable totalling \$76,327.43 **BE APPROVED.**

Key Facts

- The purpose of this report is to seek Council's authorization to write-off account balances for City of St. Catharines (\$43,157.00) and a Long-term Care facility resident (\$33,170.43).
- Write-offs in excess of \$25,000 require Regional Council approval as per C-F-001 Accounts Receivable policy.
- The City of St. Catharines arrears relates to a short payment against the 2021 invoices for the City's contribution to Canada Summer Games. The amount requires a write-off as it was identified as an error in the final reconciliation of the transition costs when the Region took over construction responsibility for Canada Games Park.
- The Long-term Care facility resident's accommodation fee account arrears accumulated prior to when the Office of the Public Guardian and Trustee (OPGT) began managing the resident's finances in August 2023. The resident passed away in March 2024 and OPGT has since advised there are no funds available in the estate to pay the outstanding amount.

Financial Considerations

The financial implications to the 2024 fiscal year-end related to these write-offs is \$16,461.29.

Discussions with City of St. Catharines staff were ongoing last year but in Region staff's estimation the amount looked likely to require a write off. As such, the arrears of \$43,157.00 was conservatively fully provisioned to the Region's allowance for doubtful

accounts in 2023 and recognized as a Regional operating expense at that time. There is no 2024 financial implication to writing off this amount.

The Long-term Care facility resident's arrears of \$33,170.43 was provided for in the Region's 2023 allowance for doubtful accounts in the amount of \$16,709.15, leaving a 2024 impact of \$16,461.29. This provision of approximately 50% was based on information provided at year end to Region staff by OPGT.

Should Council approve the recommendation to write-off these amounts, the unbudgeted portion will be included in the year-end surplus/deficit reconciliation that will occur with the closeout of the 2024 budget.

Analysis

This report is being brought forward in accordance with C-F-001 Accounts Receivable policy approved by Regional Council. This policy sets the following authorization levels for account write-offs:

- Write-offs not exceeding \$10,000 are authorized by the Manager Accounting Services;
- Write-offs exceeding \$10,000 and not exceeding \$25,000 are authorized by the Deputy Treasurer / Treasurer; and
- Write-offs exceeding \$25,000 require Council approval.

City of St. Catharines

Report CAO 10-2021 Canada Summer Games Park – Transition Performance was brought forward at the May 20, 2021 Special Council meeting. Appendix 1 of the report included a reconciliation of the transition budget for the transfer of construction of Canada Games Park from the 2021 Canada Games Host Society Inc (Host Society) to the Region. The reconciliation noted \$170,000 for basketball floor and gym equipment as part of funds provided to Host Society. However, it was subsequently identified that a portion of that amount should have more clearly been noted as coming from the City of St. Catharines and not the Region. Therefore, when in October 2021 the Region invoiced the City of St. Catharines for the final portion of their budgeted contribution of \$10,105,501 to the Canada Games Park, it included an amount for the basketball floor over and above their general contribution as noted in the report. The City had not budgeted for this amount separately and reduced their contribution by a corresponding amount. This leaves an arrears balance of \$43,157.00 that must now be written off.

Long-term Care Facility Resident

During the period of February 2022 to August 2023, this resident of one of the Region's Long-term Care facilities accumulated accommodation fee account arrears totalling \$33,170.43. In August 2023, the Office of the Public Guardian and Trustee (OPGT) began managing the resident's finances. The OPGT operates within the Victims and Vulnerable Persons Division of the Ministry of the Attorney General and delivers a range of services that safeguard the legal, personal, and financial interests of certain private individuals.

The mandate of OPGT covers charges at the time it takes over a file. As such, OPGT paid for all current and ongoing charges for this resident from August 2023 until the date when the resident passed away in March 2024. Collection efforts on the accumulated arrears made by accounts receivable and facility staff since 2022 were unsuccessful. In November 2023, OPGT advised the resident's home was in the process of sale, which is why only a partial allowance for doubtful accounts was set up at 2023 year end. However, OPGT has since identified that there is no opportunity to recover funds from the estate. As such, all collection efforts have been exhausted.

Alternatives Reviewed

Council may choose not to approve the account write-offs; however, as there are no further opportunities to pursue collection, there is no additional recourse. Unless the accounts are written off, the amounts will be perpetually reported as unpaid accounts greater than 120 days aged and greater than \$25,000 in the Region's published quarterly and annual reports.

Relationship to Council Strategic Priorities

This report was written to comply with financial policy C-F-001 Accounts Receivable and in alignment with Public Sector Accounting Standards (PSAS). There are no direct links between this report and Council Strategic Priorities.

Other Pertinent Reports

[CAO 10-2021 Appendix 1 Canada Summer Games Park Transition Budget](#)

(<https://pub-niagararegion.escribemeetings.com/filestream.ashx?DocumentId=16585>)

Prepared by:

Christine Conron
Supervisor, Accounts Receivable
Corporate Services

Recommended by:

Dan Carnegie
Acting Commissioner/Treasurer
Corporate Services

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Melissa Montague, Manager, Accounting Services and Melanie Steele, Associate Director, Reporting and Analysis, and reviewed by Erin Amirault, Associate Director, Finance Operations and Systems.

Appendices

None

Subject: Corporate Non-Competitive Procurement Activities Exceeding \$100,000

Report to: Corporate Services Committee

Report date: Wednesday, December 4, 2024

Recommendations

1. That Report CSD 58-2024 **BE RECEIVED** for information.

Key Facts

- The purpose of this report is to identify all Corporate non-competitive procurement activities between July 1, 2024, and September 30, 2024, by all Departments, which exceeded \$100,000.
- Council approval of PW 47-2021 (August 10, 2021) directed Staff to provide information reports to the Corporate Services Committee each quarter identifying all corporate non-competitive procurement activities that exceed \$100,000 in the intervening period.
- Niagara Region's Procurement By-law 02-2016 as amended February 28, 2019, identifies non-competitive appropriate criteria, procedures and Schedule "B" defines the approval authorities required for any non-competitive procurement activity.

Financial Considerations

The intent of the Procurement By-law is to ensure the appropriate balance of effective approval control and efficient utilization of resources to ensure "best value for the Corporation". All Corporate non-competitive procurement activities must have approved funding in place from either Capital or Operating budgets.

Analysis

Report PW 47-2021 presented at the August 10, 2021, Public Works Committee and approved by Council on August 26, 2021, recommended that:

- Staff provide information reports to the Corporate Services Committee each quarter identifying all corporate non-competitive procurement activities that exceeded \$100,000 in the intervening period.

This report details nineteen (19) corporate non-competitive procurement activities which exceeded \$100,000 with a total cumulative change value of \$11,833,792, between July 1, 2024 and September 30, 2024.

Appendices 1 and 2 detail the non-competitive purchases processed in accordance with the approved criteria, procedures and approval authorities required for any non-competitive procurements meeting the appropriate criteria as outlined in Procurement By-law 02-2016 as amended February 28, 2019.

Alternatives Reviewed

Appendix 1: Straight Single Source

Ten (10) new non-competitive purchases totalling \$3,139,660 in value were identified as **“Single Source”** (Section 18) meaning that no competitive procurement process was utilized to acquire Goods and/or Service from the named Supplier even though there may be other Suppliers capable of delivery of the same.

These non-competitive purchases may include acquisitions which were considered Sole Source in that there is an absence of competition for technical reasons and only one supplier is capable of delivery of the same.

Appendix 2: Change PO Single Source

Nine (9) amendments (Change PO) to the original Purchase Order totalling \$8,634,132 (Single Source change value only). These amendments break down as follows:

- a) Nine (9) amendments (Change PO) to original **“Formal”** Purchase Orders totalling \$33,470,279 where \$8,634,132 were Single Source (as defined above).

Relationship to Council Strategic Priorities

- This report aligns with Sustainable and Engaging Government, specifically objective 4.1: High Quality, Efficient and Coordinated Core Services.

Other Pertinent Reports

[PW 47-2021 Special Procurement Rules for Public Works Single Source Exceeding \\$100,000.](https://www.google.com/url?client=internal-element-cse&cx=005774670460367375179:knxdu-yx3mm&q=https://pub-niagararegion.escribemeetings.com/filestream.ashx%3FDocumentId%3D17647&sa=U&ved=2ahUKEwiF8IaKv8OJAxVMFIkFHx3OL14QFnoECAsQAQ&usg=AOvVaw18PnQQya39E6s_7tG05h82)

(https://www.google.com/url?client=internal-element-cse&cx=005774670460367375179:knxdu-yx3mm&q=https://pub-niagararegion.escribemeetings.com/filestream.ashx%3FDocumentId%3D17647&sa=U&ved=2ahUKEwiF8IaKv8OJAxVMFIkFHx3OL14QFnoECAsQAQ&usg=AOvVaw18PnQQya39E6s_7tG05h82)

Prepared by:

Bart Menage, CSCMP, NISCL, CSCL
Director, Procurement & Strategic
Acquisitions

Recommended by:

Dan Carnegie
Commissioner, Corporate
Services/Treasurer

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

Appendices

- | | |
|------------|------------------------------------------------------------------|
| Appendix 1 | Listing of non-competitive procurement activity by Single Source |
| Appendix 2 | Listing of non-competitive procurement activity by Change PO |

**Listing of Non-Competitive Procurement Activity by Single Source
Q3 (Jul-Sep) 2024**

BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
17. Emergency	2024-08-13	138362	Public Works	SPE	\$ 1,548,100.95	Rankin Construction Inc.

PO JUSTIFICATION

Rankin Construction to proceed with Phase 2 construction repairs of the DeCew Berm as part of the DeCew WTP Reservoir and Storage Program. A hydraulic discharge and leak was found adjacent to the spillway and the abutment slope next to the raw water reservoir berm. A collective decision was made with Region stakeholders to move forward with a full scale design for repairs to the broken pipe and buttress berm immediately as there is a risk of berm failure. An emergency phase 1 repair was completed with Rankin Construction, with the consultation and design services being completed by WSP Canada Inc. Phase 2 of construction for the permanent repairs to address the spillway voids, which includes foundation drilling & grouting of the discovered voids within the spillway channel and the installation of an inlet concrete slab for reinforcement at the top of the spillway slide, including inlet slab, cut-off wall and inlet retaining walls which was designed by WSP.

BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
17. Emergency	2024-07-09	137139	Public Works	SPE	\$ 129,660.00	Rankin Construction Inc.

PO JUSTIFICATION

Inspections completed on Ellis Bridge Structure #002210, it determined there was a parapet wall failure that had an immediate safety concern to the public. The Region had our structural inspection experts attend the site for review and they had determined that the resources available to complete these repairs immediately. Rankin construction who has Ellis Engineering and the Region to come up with a solution that addresses the immediate concern buy also a solution to address the timing to design and plan for the re-placement/major rehablitaion of the bridge structure.

**Listing of Non-Competitive Procurement Activity by Single Source
Q3 (Jul-Sep) 2024**

BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (i) Compatability	2024-08-12	138331	Corporate Services	SNG	\$ 210,360.79	Oracle Canada ULC.
PO JUSTIFICATION The Region is required to purchase additional licensing (and associated maintenance) annually for Oracle Financials and Hyperion when we reach certain budget thresholds as per our Oracle Contract. This software support is associated with past increased licensing.						
BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (i) Compatability	2024-08-06	138136	Corporate Services	SNG	\$ 283,043.47	Oracle Canada ULC.
PO JUSTIFICATION This is our standard annual software support renewal of Peoplesoft HR with Oracle. This renewal is required for us to receive updates & support.						
BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (i) Compatability	2024-08-06	138132	Public Works	SNG	\$ 112,700.00	Alfa Laval Inc
PO JUSTIFICATION The current heat exchanger has failed and has temporarily been repaired. This heat exchanger is 33 years old and is severally internally corroded. This unit is past its serviceable life and requires immediate replacement as there is no redundancy with this equipment and is the only source of heat for the digestion process. Alfa Laval will provide an exact replacement for the Crystal Beach WWTP's digester heat exchanger.						

**Listing of Non-Competitive Procurement Activity by Single Source
Q3 (Jul-Sep) 2024**

BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (i) Compatability & (iii) No Competition	2024-09-25	139918	Public Works	SNG	\$ 134,170.47	Enecon Ontario
PO JUSTIFICATION In 2023 Engineering reports by Stantec and GHD stated a repair to the concrete and expansion joints for the east primary clarifier at the Port Weller WWTP utilizing the Enecon Ontario proprietary product is required. The repair needs to occur this fall prior to the winter to ensure the Port Weller WWTP processes can continue to function and remain within compliance.						
BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (iii) No Competition	2024-09-04	139099	Public Works	SNG	\$ 182,205.00	SESCO, Division of Sonepar Canada, Inc.
PO JUSTIFICATION PLCs are being upgraded from Asset condition 2 to Asset Condition 1. The old OITs that currently work with the old PLCs are not compatible with the new PLCs being installed. As a result, we need to also upgrade the OITs that work with these new PLCs. SESCO is the only appointed distributor authorized to sell Emerson Controls & Software, along with related services, in our province.						
BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (iv) Urgency	2024-08-06	138135	Public Works	SNG	\$ 250,000.00	Guild Electric Ltd.
PO JUSTIFICATION A formal Procurement (2024-T-102) was undertaken and cancelled with 1 bidder who was over budget. Niagara Region is forced to find alternative measures to meet Operational needs. This activity is weather sensitive.						

**Listing of Non-Competitive Procurement Activity by Single Source
Q3 (Jul-Sep) 2024**

BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (iv) Urgency	2024-09-17	139591	Public Works	SNG	\$ 169,419.22	Alfred Beam Excavating Limited
PO JUSTIFICATION Alfred Beam Excavating Ltd. to provide for emergency repair on 450mm concrete pressure pipe transmission watermain on Victoria Avenue in the Town of Lincoln as part of the Victoria Avenue Watermain Replacement Project. During the geotechnical investigation, a borehole operation struck the transmission watermain, causing a water leak that worsened over time and pipe repair required immediate repair. Alfred Beam Excavating Ltd. is an experienced and reputable Contractor for concrete pressure works. The vendor was available to start the emergency repair immediately as it had mobilized						
BY-LAW SECTION**	PO DATE	PO #	REGION DEPARTMENT*	PO TYPE	PO VALUE PRE-TAX	SUPPLIER
18.(a) (iv) Urgency	2024-07-26	137809	Public Works	SNG	\$ 120,000.00	Atlas Dewatering Corporation
PO JUSTIFICATION There was a catastrophic failure of a second of 3 pumps at the Peel St. SPS. Atlas Dewatering will provide rental of a specialized High Head Portable Back Up Diesel pump. There are very few suppliers able to rent this capacity of pump and since this was an Emergency Atlas was able to immediately supply and deliver the required pump to ensure we could meet MECP Compliance and not flood basements or spill to the environment prematurely.						

NOTES

*NRPS, NRH and NTC are not included in the datasets outlined herein as these agencies operated under their own Procurement By-law and/or Governing Bodies

**Procurement By-Law

Section 17. Special Circumstance

Section 18. Single Source (a)

- (i) the compatibility of a Purchase with existing equipment, product standards, facilities or service is a paramount consideration;
- (ii) a Good or Service is Purchased for testing or trial use;
- (iii) there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier;
- (iv) an unforeseeable situation of urgency exists and the Goods and/or Services cannot be obtained in time by means of open procurement procedures;
- (v) the Corporation has a rental contract with a purchase option and such purchase option is beneficial to the Corporation;
- (vi) for matters
- (vii) there are no bids in response to a Bid Solicitation;
- (viii) a roster for Professional Services has been developed in accordance with Section 20 of this By-law.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2023-02-07 / 2024-07-23	Public Works 116361	FRM - SNG	Beam-Rankin Joint Venture Limited	2021-T-269 - RR98 (Montrose) b/w RR47 (Lyons Creek) & Grassy Brook - Construction	\$24,744,425.00	\$ 5,543,587.79	\$ 30,288,012.79	\$ 24,744,425.00	\$ 5,543,587.79

JUSTIFICATION

Beam-Rankin Joint Venture Ltd (BRJV) was awarded Contract 2021-T-269 following a competitive bid process, however, following award the City of Niagara Falls requested additional municipal servicing be constructed as part of this Contract. As the Contractor has already been awarded and commenced the road widening and reconstruction in this location, the installation of additional municipal servicing works must be completed by BRJV. The increase is required to complete the balance of remaining contract works due to additional work completed on behalf of the City of Niagara Falls and overruns of estimated quantities.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability, (iii) No Competition & (iv) Urgency	2019-03-11 / 2024-08-13	Public Works 56146	FRM - SNG	Associated Engineering (Ont.) Ltd.	RR49 (McLeod) b/w Hydro Electric Power Canal & Wilson Cres Detail Design	\$ 315,895.00	\$ 257,564.40	\$ 573,459.40	\$ 323,245.00	\$ 250,214.40

JUSTIFICATION

Associated Engineering was retained through a competitive bidding process under 2018-RFP-84 for the Regional Road 49 (Montrose Road) Reconstruction detailed design. The Scope Change/Change PO request was submitted to complete additional work required to proceed with the detailed design of RR49 McLeod Road between Hydro Canal Bridge and Wilson Crescent in Niagara Falls, including: Temporary traffic signal design, Turning Movement Counts, Additional Boreholes, Signal Warrant McLeod / Wilson, Licensed well driller, and SUE Level A - Test Pits and Active transportation facilities on Dorchester Road.

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2022-08-10 / 2024-07-29	Public Works 108822	FRM - SNG	RV Anderson Associates Ltd.	2022-RFP-74 - Grimsby WTP Expansion	\$ 559,160.00	\$ 246,385.00	\$ 805,545.00	\$ 559,160.00	\$ 246,385.00

JUSTIFICATION

R.V. Anderson Associated Ltd. was initially retained through a competitive bid process 2022-RFP-74 and awarded the EA investigation of the Grimsby WTP Expansion. Due to the decision to cancel project 20001392, the modification to the Grimsby WTP outfall scope has been added to the Expansion EA Project assignment.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2019-07-15 / 2024-07-09	Public Works 62163	FRM - SNG	Associated Engineering (Ont.) Ltd.	2019-RFP-167 Bridge St., NR-12 & HS Drop-Off Depot Upgrades	\$ 171,085.00	\$ 478,861.00	\$ 649,946.00	\$ 326,139.00	\$ 323,807.00

JUSTIFICATION

Associated Engineering (AE) was retained through a competitive bid process (2019-RFP-167) and awarded detailed design, tendering and CA/I of the 2019-RFP-167 Design of Improvements at Three Landfill Sites. Due to additional findings through the design process, unanticipated regulatory responses, and design changes from the Niagara Region, there is a need to increase the scope of the project, including: 1. Contract Administration and Inspection - This portion of the PO Amendment was covered in the above noted RFP and was competitively bid; 2. An increase in the CA/CI bid in 2019-RFP-167 considering the tendering of this project is happening three years after the schedule that was provided in 2019-RFP-167. Staff requested that AE submit a request for a fee increase based on the project delay; 3. An increase to address scope changes requested by staff (above and beyond base scope of work) to address traffic flow issues identified during the review of the 90% Detailed Design Report (DDR); 4. An addition to address comments from NPCA.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2020-07-13 / 2024-08-23	Public Works 78918	FRM - SNG	Environ. Infra. Solutions Inc	2020-RFP-14 NFWTP Intake Relocation & Add. Design Services	\$ 1,903,778.00	\$ 495,642.95	\$ 2,399,420.95	\$ 1,903,778.00	\$ 495,642.95

JUSTIFICATION

Environmental Infrastructure Solutions Incorporated (EIS) was initially retained through competitive bid 2020-RFP-14 and awarded detailed design of NFWTP Intake Relocation project. To complete the Niagara Falls Water Treatment Plant Intake Relocation project (20000464), additional Engineering Fees are required, including: Site plan revisions, Source water protection analysis, archaeological, additional instrumentation design, tunneling design changes, Intake design changes, insurance premiums, and hourly rate increases.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability & (iv) Urgency	2019-04-14 / 2024-07-05	Public Works 58182	FRM - SNG	CIMA Canada Inc.(CIMA)	2018-RFP-86 Consultant for Lagoon Upgrades Stevensville - Douglastown	\$ 297,025.00	\$ 782,263.00	\$ 1,079,288.00	\$ 472,059.00	\$ 607,229.00

JUSTIFICATION

CIMA was retained through a competitive bid process 2018-RFP-86 and awarded detailed design and tendering of the Stevensville Douglastown Lagoon Upgrades. The original award for CIMA was for design of phases 1 and 2 and 3 and construction of only phase 1. CIMA+ was subsequently awarded the provisionally procured Construction Administration and Inspection services. However due to additional findings through the design process and requests from the Niagara Region, there is a need to increase the scope of the project in conjunction with the award of the provisional services. Due to construction delays on site beyond CIMAs control and their continued presence required on site there is a need to increase their budget to cover those additional costs.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2020-11-19 / 2024-08-11	Public Works 84445	FRM - SNG	MTE Consultants Inc	2020-RFP-137 Quaker Rd Trunk Sewer Design Consulting Services	\$ 122,510.00	\$ 459,410.00	\$ 581,920.00	\$ 278,830.00	\$ 303,090.00

JUSTIFICATION

MTE was retained through a competitive bid process (2020-RFP-137) and awarded engineering design for Quaker Road Sanitary Sewer and was subsequently Provisional Construction Administration and Inspection. Due to changes in the design as part of construction and requests from the Niagara Region, there is a need to increase the the assignment, including: Design Changes to Flow Chamber Size/Location and Sanitary Trunk Alignment, a new 600mm gravity sewer on Quaker Rd between Pelham St and Rice Rd trunk sewers, increase of hours for construction phase, additional Virtual meetings, additional coordination and changes with Pelham Street Design, Changes to City of Welland portion of watermain design, Sanitary Trunk Changes (MH Size, location), Prepare PIC Documentation, additional Watermain Design at Line Ave and Drawing. Also, due to the tight timelines, project constraints, and additional coordination with LAMs during construction, the Region has requested that MTE assemble a pre-qualification package for contractors to submit ahead of tendering. MTE has been asked to prepare the package, review the submissions, and participate in the evaluation process.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2024-01-31 / 2024-09-16	Public Works 130562	FRM - SNG	Demar Const. Inc.	2023-T-151 Victoria Ave. Watermain Replace & Road Resurfacing	\$ 1,456,943.19	\$ 689,000.00	\$ 2,145,943.19	\$ 1,456,943.19	\$ 689,000.00

JUSTIFICATION

Demar Construction Inc. was initially retained through a competitive bid process RFT 2023-T-151 Victoria Avenue Watermain Replacement Project. Due to additional findings during construction and requests from the Niagara Region – Transportation Group, there is a naced to increase the scope of the project and add asphalt resurfacing the full road width of Regional Road 24 Victoria Avenue from King Street to Fly Road because the road surface lifespan is overdue and require the resurfacing. The resurfacing will extend to Fly Road which is beyond the original project limit.

BY-LAW SECTION***	PO ORIGINAL / LAST CHANGE DATES	DEPT.* & PO #	ORIG. CHANGE PO TYPE	SUPPLIER	PO LINE DESCRIPTION	ORIGINAL PO VALUE	CHANGE IN VALUE**	CURRENT PO VALUE	TOTAL VALUE FORMALLY PROCURED	TOTAL VALUE SINGLE SOURCE
18.(a) (i) Compatability	2023-06-19 / 2024-08-19	Public Works 121692	FRM - SNG	Ritestart Limited	2022-T-95 BS / HS / NL DOD Improvements	\$ 3,405,700.00	\$ 235,175.91	\$ 3,640,875.91	\$ 3,405,700.00	\$ 235,175.91

JUSTIFICATION

Ritestart Ltd. was the lowest bidder from 2022-T-95 Landfill Improvements and was awarded the contract to provide tailored operational improvements at the three landfill sites. The Region worked closely with Associated Engineering (AE) to address concerns at each landfill. Additional costs stemmed from unexpected soil conditions which resulted in additional quantities of granular, asphalt, concrete and restoration activities.

**Listing of Non-Competitive Procurement Activity by Change PO
Q3 (Jul-Sep) 2024**

NOTES:

*NRPS, NRH and NTC are not included in the datasets outlined herein as these agencies operated under their own Procurement By-law and/or Governing Bodies

**Existing system reports are generated at a point in time and POs may have multiple change orders over the reporting period. As such, it is difficult to distinguish dollar values where Change POs (amendments) were formally procured and those which were additional in scope (Single Source); the totals in the reports represent the cumulative of both amounts.

***All Purchase Orders referenced herein were created with a minimum mandatory reference to the applicable By-law section and exception and a detailed and appropriate justification which supported the referenced exception; staff implemented they were created in alignment with initiatives which addressed control deficiencies outlined in the previous audit (as evidenced in the findings outlined in Report AC-C 16-2023), and all were approved in accordance with the authorities for non-competitive procurement as outlined in the Procurement By-law.

Procurement By-Law Section 18.(a) References:

- (i) the compatibility of a Purchase with existing equipment, product standards, facilities or service is a paramount consideration;
- (ii) a Good or Service is Purchased for testing or trial use;
- (iii) there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier;
- (iv) an unforeseeable situation of urgency exists and the Goods and/or Services cannot be obtained in time by means of open procurement procedures;
- (v) the Corporation has a rental contract with a purchase option and such purchase option is beneficial to the Corporation;
- (vi) for matters involving security, police matters or confidential issues, in which case a Purchase may be made in a manner that protects the confidentiality of the Supplier or the Corporation;
- (vii) there are no bids in response to a Bid Solicitation;
- (viii) a roster for Professional Services has been developed in accordance with Section 20 of this By-law.

Memorandum

CSC-C 14-2024

Subject: Municipal By-law Enforcement Officer Appointments

Date: December 4, 2024

To: Corporate Services Committee

From: Angelo Apfelbaum, Manager, Business Licensing

Niagara Region's Business Licensing Division primarily provides licensing and enforcement services for the following Regional By-laws:

- Adult Entertainment Parlour Licensing By-law 2018-76
- Taxicab and TNC By-law 2021-57
- Vehicle for Hire By-law 2021-58
- Salvage Business By-law 2021-59
- Second-Hand Goods Business By-law 2021-60

The Business Licensing Division, through delegated authority to the Region, administers and enforces local adult entertainment and body rub parlour by-laws for the Cities of St. Catharines and Niagara Falls and the Adult Entertainment By-law for the City of Thorold.

The Business Licensing Division is also requested, from time to time, to provide support for the enforcement of other Regional by-laws or Provincial or Federal Legislation.

Regional Council may appoint Municipal By-Law Enforcement Officers pursuant to the Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched. subsection 55(1) and when appointed are deemed Peace Officers pursuant to subsection 55(2) of the same Act. Municipal By-law enforcement officers are further designated as Provincial Offences Officers under the Provincial Offences Act, R.S.O. 1990, c. P.33, subsection 1(1)(d).

These appointments allow Licensing and Enforcement Officers the ability to enforce Regional By-laws, designated local municipal by-laws, Provincial and Federal legislation and use enforcement provisions contained in the Provincial Offences Act, R.S.O. 1990, c. P.33 and the Municipal Act, 2001, S.O. 2001, c.25.

Due to staffing changes within the Business Licensing Division, it is necessary to seek Council approval of an updated list of proposed appointees. The following individuals are employees of Niagara Region, within the Business Licensing Division, and are trained and qualified to provide municipal enforcement services:

- Vanessa Blair, Licensing Enforcement Officer (New Appointment)
- Ken MacLean, Licensing Enforcement Officer (New Appointment)
- William “Cody” Dwyer, Licensing Enforcement Officer (New Appointment)
- Jim Cross, Licensing Enforcement Officer (New Appointment)
- Pam Medvesky, Licensing Enforcement Officer (Previous Appointment)
- Michael Langelaan, Licensing Enforcement Officer (Previous Appointment)
- Sean Elliott, Licensing Enforcement Officer (Previous Appointment)
- Angelo Apfelbaum, Manager, Business Licensing (Previous Appointment)

It is therefore recommended that these individuals be appointed as Municipal By-law Enforcement Officers. A by-law to formalize the appointments will be placed on the December 12, 2024, Regional Council agenda for Council’s consideration.

Respectfully submitted and signed by

Angelo Apfelbaum
Manager, Business Licensing