



Working together with our community

Council Information Package The Corporation of Norfolk County

September 15, 2020

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Contact Information

Andy Grozelle, County Clerk

Andy.Grozelle@norfolkcounty.ca





RE: Town of Gore Bay - COVID-19 Funding Support Resolution

Please be advised that Township of Puslinch Council, at its meeting held on September 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-242: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.15 Town of Gore Bay - COVID-19 Funding Support Resolution be received; and

That Council direct staff to send support of the City of Oshawa resolution to Hon. Ted Arnott, Prime Minister Trudeau, Premier Ford, and all Ontario Municipalities.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Deputy Clerk



File: A-2100

June 26, 2020

DELIVERED BY EMAIL

The Right Honourable Justin Trudeau,
Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,
Premier of Ontario
Email: premier@ontario.ca

Re: COVID-19 Funding

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,
2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



Mary Medeiros
City Clerk

/fb

- c. Association of Municipalities of Ontario
Federation of Canadian Municipalities
Members of Parliament and Members of Provincial Parliament
Ontario Municipalities



September 10, 2020

In This Issue

- COVID-19 resources.
- 3 fall dates available for AMO's Land Use Planning training.
- SAVE THE DATE! Municipal Cyber Security 101 - October 22.
- LAS Blog: Back-to-School Update.
- FCM Municipal Asset Management Program funding update.
- Municipal Group Buying Highlight: Firefighting equipment & PPE.
- Provincial energy reporting link has changed.
- Investments 101 training available now.
- Careers with City of Orillia and Lake Simcoe Region Conservation Authority.

AMO Matters

AMO's COVID-19 [resource page](#) is updated continually so you can find critical information in one place. It has a section on mandatory face masks bylaws/directives for municipal governments considering similar bylaws. Send any of your municipally related pandemic questions to covid19@amo.on.ca.

Eye on Events

AMO's Land Use Planning course offers municipal decision makers deep understanding of the principles and key elements of land use planning that inform implementing and managing the land use policy framework in Ontario. [Registration details](#).

On October 22, join AMO and MISA-Ontario for a virtual half-day forum as we explore key aspects of cyber security that elected officials and municipal staff need to know. Stay tuned to for further announcements on registration details, speakers, and topics of discussion.

LAS

The weather is changing and kids are headed back to school, sounds like an (almost) normal start to the fall! [Check out the LAS Blog](#) to find out what we've been up to over the summer and our plans for the rest of 2020.

Due to overwhelming popularity FCM has decided to pause the intake of new applicants to the [Municipal Asset Management Program](#) effective September 22, 2020. If your municipality is pursuing the funding ensure your application is sent in before the cut-off date. Intake will reopen January 19, 2021.

Did you know the [LAS Municipal Group Buying Program](#) includes Fire Equipment and PPE? Download the [Capital Purchasing catalog](#) for the latest list of vendors, and [contact us](#) to learn how this program can save you time and money on your purchasing.

The Ministry link for reporting energy consumption under O.Reg. 507/18 has changed. Access the [new BPS Reporting Portal](#). This year, the deadline was extended to October 1. The Ministry is hosting a [webinar on September 22](#) at 12 pm on the regulation and how to submit. Still have questions? Email BPSSupport@ontario.ca.

ONE Investment

Online Investments 101 training available till December, 2020. To register [click here](#). Learn about fundamentals of investing and what it means for your municipality to invest under the Legal List and Prudent Investor Standard. For inquiries, contact one@oneinvestment.ca.

Careers

[City Treasurer - City of Orillia](#). Orillia is located one hour north of the GTA and offers affordable living alongside major employers like Lakehead University, Georgian College and the Ontario Provincial Police headquarters. This position is a member of the Senior Management Team. Please apply through the City's [on-line portal](#). Applications will be accepted until noon, September 23, 2020.

[Chief Administrative Officer/Secretary-Treasurer - Lake Simcoe Region Conservation Authority \(LSRCA\)](#). To explore this opportunity further, please contact Keri Christensen, Director of Human Resources, via email at k.christensen@lsrca.on.ca or apply by submitting your resume online to careers@lsrca.on.ca. Closing date: September 30, 2020

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



September 4, 2020

AMO Policy Update – Emergency Exercise Exemption, Child Care, and Great Lakes Investments

Emergency Planning Exercise Exemption for 2020

The Solicitor General [announced](#) an exemption for municipalities from the requirement to conduct a mock emergency exercise in 2020. The requirement for municipalities and provincial ministries to conduct exercises every year to test and practice their emergency plans is in *O. Reg 380/04 of the Emergency Management and Civil Protection Act, (EMCPA)*.

Child Care and Early Learning Agreement

The provincial and federal governments [announced](#) an additional investment through the one-year Canada-Ontario Early Learning and Child Care Agreement (ELCC) of nearly \$147 million to Ontario for 2020-21. This funding will help licensed child care providers and EarlyON child and family centres. This year the funding will be used to mitigate against the impacts of COVID-19. It will also support increased access for families and professional learning for staff. The agreement provides funding in addition to the \$234.6 million through the Safe Restart Agreement previously [announced](#) in August.

Ontario Invests in Great Lakes Health

The Ontario government is [investing \\$7.47 million](#) to improve the health of the Great Lakes. The funding will support projects that address environmental challenges such as increased levels of pollutants, excess nutrients, and rising levels of invasive species. Protecting the Great Lakes is a key commitment in the Province's Made in Ontario Environment Plan to ensure water resources and ecosystems are safeguarded for future generations. Applications for the Great Lakes Local Action Fund will open in September 2020 through [Transfer Payment Ontario](#).

AMO's [COVID-19 Resources](#) page is being updated continually so you can find

critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.



Office of the Chief Administrative Officer
Council Services Department
50 Colborne Street South,
Simcoe, Ontario N3Y 4N5
Phone: (519) 426-5870
Fax: (519) 426-8573

Memo

From: Andy Grozelle, County Clerk
To: Mayor Chopp and County Council
Date: September 9, 2020
Re: Electronic Meetings – Proxy Voting

This memo is to provide an update to Council Members respecting alternative meeting processes.

Advisory Committees

As reported to Council in June of 2020 Norfolk County has limited all Advisory Committees to holding web streamed electronic meetings. This excluded external or arm-length bodies such as Police Services, Library Board, Cemetery Boards and the Committee of Adjustment. Staff have monitored this over the summer and a survey has been conducted with Staff Liaisons to inform next steps.

At the time of writing this memo a draft protocol respecting meetings with public participants and volunteers is before the Senior Leadership Team. If endorsed the protocol will be subsequently brought to the Emergency Operations Sector Chairs.

Staff's intent is to continue to require all Advisory Committees to meet electronically; however also introduce the ability for General Managers to grant exemptions pending proper cleaning, safety and contact tracing processes.

Information gathered through an email list of over 100 Ontario municipal clerks indicates that most municipalities are relying upon only electronic meetings for Advisory Committees for the remainder of 2020.

Council/ CIC/ BOH

Council's ability to participate electronically has lapsed. By-Law 2020-19 enabled Council members to meet electronically during a declared emergency. The wording of By-Law 2020-19 requires a provincial or municipally declared emergency to be in place for Council to meet electronically. The same is not true for Advisory Committees and other bodies that are still able to meet electronically.

Staff have attached a letter and two information sheets from the Ministry of Municipal Affairs and Housing upon the extension of electronic voting and the introduction of the ability for proxy votes. Staff have the ability to bring forward a simple amending By-Law to allow Council Members to participate electronically if that is desired. Proxy voting by Council Members raises some fundamental issues around representative democracy, however staff are able to bring forward a detailed options upon request.

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
Western Ontario
659 Exeter Road, 2nd Floor
London ON N6E 1L3
Tel: 519 873-4020
Toll Free: 1 800-265-4736
Fax: 519 873-4018

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
de l'Ouest de l'Ontario
659 Exeter Road, 2^e étage
London ON N6E 1L3
Tél: 519 873-4020
Sans frais: 1 800-265-4736
Télééc: 519 873-4018



July 22, 2020

Dear Municipal CAO / Clerk:

I am writing to inform you of recent changes to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

The Government has made changes to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place. Extending the ability for municipalities to hold electronic meetings responds to feedback we have heard from municipalities that the ability to participate electronically in municipal meetings during the past months has been beneficial to continue the important work that municipalities do and has led to increased engagement with members of the public.

In addition, the Government has also passed changes to the legislation to give municipalities the authority to amend their procedure by-law to allow members of council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

For more information on these amendments, please see the attached information sheets.

Both of these initiatives are optional, and it is up to your municipality to decide whether to provide for electronic participation in meetings and/or proxy appointments and what arrangements are suitable for your municipality.

If you have questions regarding these new provisions, please let me know.

Kind Regards

A handwritten signature in black ink, appearing to read "Ian Kerr", written over a light blue horizontal line.

Ian Kerr
Regional Director
Municipal Services Office – Western Region

Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
 - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



Public Works
Environmental Services
183 Main Street of Delhi
Delhi, Ontario N4B 2M3
Tel: 519-582-2100 x 1503

Information Package Memo

To: Mayor Chopp and Members of Council
From: Merissa Bokla, Supervisor, Waste Management
Date: September 1, 2020
Re: Closure of South Walsingham Transfer Station October 13th to 17th

The South Walsingham Transfer Station (SWTS) will be closed starting Tuesday, October 13th to Saturday, October 17th for paving of internal roadways at the facility. The transfer station will reopen on Monday, October 19th at 10 am.

Corporate Communications will post notification of the closure on social media and the County website. A poster will be placed in the window of the scale house at the transfer station notifying customers of the upcoming closure.

Upon reopening on Monday October 19th, SWTS will be operating on winter hours, which are Monday, Wednesday and Friday, 10 am to 3:45 pm and Saturdays, 9 am to 1 pm. Summer hours resume in May, following Victoria Day.

Residents are encouraged to visit the Simcoe Transfer Station during the closure. The Simcoe Transfer Station is located at 164 Fourteenth St, Simcoe and the hours of operation are Monday to Friday, 8 am to 4:15 pm and Saturdays 9 am to 1 pm. The tipping fee is \$124/tonne and a minimum fee of \$16.

Please do not hesitate to contact me if you require additional information.

Prepared by:

Merissa Bokla
Supervisor, Waste Management
519-582-2100 x 1503



Corporate Support Services
185 Robinson Street, Suite 100
Simcoe, Ontario N3Y 5L6
Tel: 519-426-5870
Fax: 519-426-5900

Information Package Memo

To: Mayor Chopp and Members of Council

cc: Jason Burgess, Chief Administrative Officer
Shelley Darlington, Interim General Manager, Corporate Services

From: Lynda Toft, Senior Procurement Officer
Karen Judd, Manager, Purchasing Services

Date: September 15, 2020

Re: Delegated Purchasing Authority Activity

The purpose of this memo is to inform Council of the Delegated Purchasing Authority Activity during the period of January 1, 2020 – June 30, 2020.

In accordance with Section 3.2.2 of the Purchasing Policy approved by Council on December 5, 2017 under the authority of By-Law 2017-133, Council delegated its authority to General Managers to award all Requests for Tenders and Requests for Proposals with purchase amounts between \$50,000 and \$250,000 when all of the following conditions apply:

1. It is the lowest Tender meeting specifications, or the Proposal meeting the Price per Point methodology, and
2. The scope of the project has not changed from what was approved by Council, and
3. The amount of the Bid, plus all related costs, is within the approved allocations, and
4. Any contract not anticipated to be financed by debentures.

As part of this delegation, Section 25 of the Purchasing Policy states that a semi-annual information report shall be submitted to Council and shall contain the details relevant to authorization for all formal bid opportunities that are equal to or greater than \$50,000 up to \$250,000 in value. Given the current situation an information memo is being submitted to Council in place of the report as a method to provide the information to Council while expediting the process of reporting.

A detailed summary of the purchasing activity has been provided as Attachment A to this memo. All purchasing activity outlined in the attachment have met the conditions for

delegated purchasing authority as reported by staff in the required Bid Award Summary form.

A report to Council would be required for approval if staff was to recommend award to any bidder other than the lowest compliant bidder, or if any of the other required criteria as noted above was not met, as per Section 25.1.3 of Purchasing Policy.

All staff that have been delegated purchasing authority for The Corporation of Norfolk County must strictly follow the guidelines outlined in the Purchasing Policy and Purchasing Procedures. The use of delegated purchasing authority enables all divisions and departments to proceed with projects without delay.

Please contact us if you require further information.

Lynda Toft
Senior Procurement Officer
For more information, call:
519-426-5870 ext. 1334

Karen Judd
Manager, Purchasing Services
For more information, call:
519-426-5870 ext. 1263

Attachment:

Attachment A – Delegated Purchasing Authority Activity January 1, 2020 – June 30, 2020.

Attachment A - Delegated Purchasing Authority Activity - January 1 to June 30, 2020

Bid Number:	Bid name:	Bids Received	Bids Rejected	Successful Bidder Name:	Bid Amount (excl. taxes)	Approved Budget	Finance Comments	Bid Type	Finance Approval	GM Approval	Closing Date of Bid:
Silver Group	Silver Group Purchasing	1	0	Gordon Food Service	\$ 60,000.00	\$ 623,300.00	The Approved 2020 Levy Supported Operating Budget includes \$623,300 for Food Supplies required at Norview Lodge. This amount includes all Silver Group purchases needed for raw food during the year which are individually identified in multiple bid awards. The combined contracts are sufficient to support the requirements needed at Norview Lodge and are within the Approved 2020 Operating Budget allocations.	COOPERATIVE	Yes	Yes	1/3/2020
CS-PR-19-16	Lighting Upgrades at Wind-Del Sports Park (Baseball Field)	3	0	Arcadian Projects Inc.	\$ 113,133.00	\$ 145,000.00	The Approved 2019 Capital Plan includes \$145,000 for the Steel Light Tower Replacement Program at WinDel Park with funding to be provided from the tax levy.	RFT	Yes	Yes	1/7/2020
Chlorine for Water Treatment Facilities	Chlorine for Water Treatment Facilities	1	0	Lavo Inc.	\$ 57,700.00	\$ 57,700.00	Public Works staff have issued a PO for \$57,700 equal to the approved 2020 budget however, it is unknown if the budget is sufficient as the amount of chemicals required is not controllable and affected by of water conditions.	SINGLE SOURCE	Yes	Yes	1/31/2020
PW-E-20-73	Engineering Services for South Drive Reconstruction, Simcoe	4	0	WT Infrastructure Solutions Inc	\$ 147,909.00	\$ 170,000.00	The Approved 2019 Capital Plan includes an overall budget allocation in the amount of \$1,373,000 for the South Drive Reconstruction Project - \$170,000 for Engineering Services and \$1,203,000 for Construction Costs. Funding will be provided from the Water Development Charges Reserve Fund (\$26,000), Wastewater Development Charges Reserves Fund (\$19,000), Roads and Related Development Charges Reserve Fund (\$92,000), Wastewater Capital Replacement Reserve Fund (\$255,000), Water Capital Replacement Reserve Fund (\$334,000) and the Road Construction Reserve (\$647,000). Sufficient funds in the amount of \$170,000 have been allocated for Engineering Services. Construction to be completed in 2021.	RFP	Yes	Yes	2/11/2020

Attachment A - Delegated Purchasing Authority Activity - January 1 to June 30, 2020

Bid Number:	Bid name:	Bids Received	Bids Rejected	Successful Bidder Name:	Bid Amount (excl. taxes)	Approved Budget	Finance Comments	Bid Type	Finance Approval	GM Approval	Closing Date of Bid:
ECS-HR-20-01	Provision of Employee and Family Assistance Program (EFAP) Services	3	0	Homewood Health	\$ 172,005.12	\$ 150,800.00	There are two components to the budget. The first component is for the above bid which is budgeted at \$37,700/year. The second component budgeted at \$12,100/year is for 'purchased services' from the above bidder and will include items not covered by the contract which includes part time and casual staff. As the second component is used as needed, it is expected that there will be adequate budgeted funds for 2020 for the bid. The budget for 2021 and beyond will be adjusted to incorporate the bid award amount within the first component.	RFP	Yes	Yes	2/11/2020
PW-D-20-08	Fick Drain & Curtis Drain Improvements	4	0	Robert M. Simon Construction Ltd	\$ 53,483.30	\$ 78,000.00	This bid for culvert improvements is part of the approved Asphalt Resurfacing - NC Rd 23, Col. Talbot Rd to NC 60 project. The total project is \$4,154,000 with funding to be provided from the Gas Tax Revenue Reserve Fund in the amount of \$3,746,000 and \$408,000 from the Road & Related Development Charges Reserve Fund. Overall, sufficient funds exist to complete the drain improvement component.	INFORMAL	Yes	Yes	2/20/2020

Attachment A - Delegated Purchasing Authority Activity - January 1 to June 30, 2020

Bid Number:	Bid name:	Bids Received	Bids Rejected	Successful Bidder Name:	Bid Amount (excl. taxes)	Approved Budget	Finance Comments	Bid Type	Finance Approval	GM Approval	Closing Date of Bid:
PW-E-20-72	Engineering Design of Union Street	3	0	G. Douglas Vallee Ltd	\$ 186,987.00	\$ 350,000.00	<p>This bid relates to the engineering component for the approved Union Street - Queen to Norfolk Street, Simcoe reconstruction project. The Approved 2020 Capital Plan for engineering services totals \$350,000. The successful bid of \$186,987 will be within budget as no other expenses incurred to date. Additional engineering will be required per Public Works staff(Geotechnical and Hydrological studies) but are expected to collectively be within budget.</p> <p>In addition the Approved 2020 Capital Plan includes \$2,650,000 for the construction component.</p> <p>The funding source for both engineering and construction is from the Gas Tax Reserve Fund in the amount of \$2,184,000; \$ 459,000 - Water Capital Replacement Reserve Fund; and \$ 357,000 - Wastewater Capital Replacement Reserve Fund.</p> <p>Any changes for funding will be determined once the construction component for project has been determined.</p>	RFP	Yes	Yes	3/3/2020
HSS-NL-20-01	Registered Dietitian Services for Norview Lodge 2020-2023	3	0	Urshott Faulds Dietetics	\$ 196,000.00	\$ 201,600.00	The Approved 2020 Levy Supported Operating Budget includes \$63,800. Based on the tender results, the annual cost will be \$66,500 resulting in a minor budget shortfall of \$2,700. Future operating budgets will need to be adjusted accordingly.	RFP	Yes	Yes	3/3/2020
PW-PWAS-20-01	Six (6) New Standard Cab Half Ton Pick Up Trucks	3	0	Gord Anderson Automotive Group Inc.	\$ 197,310.00	\$ 246,000.00	The Approved 2020 Capital Plan includes a sufficient allocation of \$246,000 for the purchase and replacement of six Pick-Up Trucks with funding to be provided from the Capital Equipment Pool Reserve.	RFT	Yes	Yes	3/3/2020
CSD-PR-20-01	2020 Spring Tree Plant	4	0	1302750 Ontario Limited O/A Phillips Tree Farm	\$ 71,949.00	\$ 131,000.00	The Approved 2020 Levy Supported Operating Budget includes sufficient in the amount of \$131,000 for tree planting along County roadsides and various County properties.	RFT	Yes	Yes	3/10/2020

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Bid Number:	Bid name:	Bids Received	Bids Rejected	Successful Bidder Name:	Bid Amount (excl. taxes)	Approved Budget	Finance Comments	Bid Type	Finance Approval	GM Approval	Closing Date of Bid:
DCS-P-20-01	Consulting Services for Port Dover Secondary Plan	2	0	The Planning Partnership Limited	\$ 142,492.00	\$ 150,000.00	The Approved 2020 Capital Budget includes \$150,000 with funding to be provided from the tax levy in the amount of \$82,000 and from the General Government Development Charges Reserve Fund for \$88,000. Based on the tender award of \$145,000 (net H.S.T.) and expenses to date in the amount of \$7,300 a minor budget shortfall of \$2,300 will occur which will be provided accordingly from the tax levy and the General Government Development Charges Reserve Fund.	RFP	Yes	Yes	3/10/2020
PW-E-20-78	Engineering Services for LynnRiver Forcemain	4	0	Quartek Group	\$ 157,600.00	\$ 250,000.00	This bid pertains to the engineering component only for the Lynn River Forcemain Crossing project. The approved 2020 Capital Plan includes an engineering budget in the amount of \$250,000 which will accommodate this bid. Engineering staff has indicated additional engineering studies will be required however, are expected to collectively be within budget. In addition, the 2021 Capital Plan includes \$1,000,000 for the construction component. Funding for the entire \$1,250,000 Lynn River Forcemain Crossing project will be provided from the Wastewater Capital Replacement Reserve Fund. Any changes in project costs and funding will be determined once the construction component has been awarded.	RFP	Yes	Yes	4/7/2020
PW-ES-20-02	Instrument Calibration Services	5	0	Induscontrol Incorporated	\$16,100 for 4 Years	\$ 35,000.00	The approved rate budget includes sufficient funds in the amount of \$35,000.	RFT	Yes	Yes	4/21/2020
PW-PWAS-20-08	Short Term Vehicle Leases	3	0	Enterprise Rent-A-Car Canada Company	\$ 55,124.82	\$ 65,000.00	Sufficient funds in the amount of \$65,000 is included in the approved levy supported budget.	RFT	Yes	Yes	4/21/2020
PW-PWAS-20-07	Supply and Delivery of Three (3) New One Ton Trucks	4	0	Blue Mountain Chrysler Ltd.	\$ 206,589.00	\$ 240,000.00	The approved 2018 and 2019 capital budgets includes sufficient budgets in the amount of \$240,000 for the purchase and replacement of 3 One Ton Truck Replacements. Funding will be provided from the Capital Equipment Pool Reserve.	RFT	Yes	Yes	4/21/2020

Attachment A - Delegated Purchasing Authority Activity - January 1 to June 30, 2020

Bid Number:	Bid name:	Bids Received	Bids Rejected	Successful Bidder Name:	Bid Amount (excl. taxes)	Approved Budget	Finance Comments	Bid Type	Finance Approval	GM Approval	Closing Date of Bid:
PW-E-20-31	Sidewalk Reconstruction	8	0	Chad Hartman Construction Inc	\$ 147,670.00	\$ 191,000.00	The Approved Capital and Operating Budgets include sufficient funds in the amount of \$191,000 for the 2020 Sidewalk Replacement Program and minor sidewalk replacements. Funding will be provided from the Road Construction Reserve (\$113,000) and from the Tax Levy (\$78,000).	RFT	Yes	Yes	4/28/2020
PW-E-20-70	Engineering Services for Tyrell St. and Bellevue Ave.Reconstruction, Simcoe	10	1	G. Douglas Vallee Ltd	\$ 196,591.00	\$ 2,872,000.00	The Approved 2020 Capital Budget contains an overall budget of \$544,000 for Bellevue Ave – Foster to Tyrell Simcoe with \$300,000 allocated for engineering and an overall budget of \$2,328,000 for Tyrell Street – Beckett to King with \$70,000 allocated for engineering. The current tender for Engineering is within the approved budgeted amount. Once detailed design is complete and construction is tendered budgets will need to be reviewed to ensure the construction phase, currently set for 2021, is within budget. The current funding for the Bellevue Ave project is from the Roadway Construction Reserve, the Water Capital Replacement Reserve Fund and the Wastewater Capital Replacement Reserve Fund. The current funding the for the Tyrell Street project is from the OCIF Obligatory Reserve Fund, the Water Capital Replacement Reserve Fund and the Wastewater Capital Replacement Reserve Fund.	RFP	Yes	Yes	5/5/2020
PW-R-20-62	Supply and Apply Granular A	1	0	Waterford Sand & Gravel Ltd	\$ 209,932.00	\$ 2,877,000.00	The Approved 2020 Capital Budget contains an overall budget of \$2,877,000 for the Surface Treatment Program. The Supply/Apply Granular A is contained within this program with a budget allocation of \$222,200. Based on the Bid Amount provided, this component is within the current budgeted amount with funding to be provided from the Roadway Construction Reserve fund.	RFT	Yes	Yes	5/26/2020
PW-PWAS-20-09	Supply and Delivery of One (1) New or Demonstrator Loader Backhoe	4	1	Halnor Farm Equipment Ltd.	\$ 144,000.00	\$ 150,000.00	The Approved 2020 Capital Budget contained a budget of \$150,000 for the replacement of a Backhoe. Based on the bid amount there is sufficient budget to support this bid.	RFT	Yes	Yes	5/26/2020



Office of the CAO
County Solicitor and By-Law Department
185 Robinson Street, Suite 200
Simcoe, Ontario N3Y 5L6
Tel: 519-426-5870
Fax: 519-426-5901

Information Package Memo

To: Mayor Chopp and Councillors
CAO Jason Burgess

From: Jim Millson, By-Law Supervisor

Date: September 10, 2020

Re: Cannabis Investigations Update

The following information is provided as a summary of the current scope, challenges and future direction of Norfolk County By-Law cannabis investigations.

OVERVIEW

In late 2018 the recreational use of cannabis was legalized in Canada and growers began to aggressively buy up land and farms in rural areas, especially across southern Ontario from Niagara to Windsor where established greenhouses and land were abundant. That year Norfolk County moved one of its five Municipal Law Enforcement Officers to a new and dedicated role as a full-time Cannabis Investigator.

Initially Bylaw Enforcement was directed to deal with cannabis growing operations in Norfolk through the issuing of a “cautionary letter”, encouraging growers to seek compliance with our Zoning By-Law (ZBL) and allowing time for operators to speak with a Planner to seek relief from the required setbacks and Site Plan Controls. This approach did not produce the desired results and was ignored by most of the new producers. As a result Norfolk refocused its approach to cannabis enforcement with new direction to investigate cannabis grow operations and, if violations were evident and reasonable grounds could be satisfied, to lay appropriate charges under our ZBL.

Our By-law investigations into cannabis do not deal with licensing or authorized growers, or the number of plants grown in a particular facility. These issues are managed federally, under the Cannabis Regulations (SOR/2018-144). The focus of our By-law investigations into cannabis relate only to the facility the plants are grown in, including ensuring that proper setbacks from nearby residences and site plan control issues such as parking, lighting and odour emissions are met.

Our current understanding is that there are over 70 cannabis growing operations in Norfolk County. That number may change if new facilities become established or as existing facilities are resolved through investigation and prosecution. By comparison, Brant advises that they are aware of six grow operations in their county with just two that are a problem and being investigated. Haldimand has just a few as well.

Under the Cannabis Regulations, there are operators licensed for retail purposes. There are also “designated growers”, who are authorized to grow cannabis for persons registered to use cannabis for medical purposes.

Licensed operations are virtually always found to be compliant with regulations having proper carbon filtration, ventilation systems and control mechanisms in place to ensure that odour is not an issue. These structures are most often very large, permanent greenhouses or greenhouse complexes with foundations and are inspected and approved by the county Building Division.

Designated grower facilities are often referred to as “hoop” style greenhouses that have no carbon filtration system installed.

Facilities without filtration require a 300 m set back from sensitive users (like dwelling houses), whereas those with suitable filtration require 150 m set back.

Structures associated with designated growers are very inexpensive to set up in comparison to traditional greenhouse structures and generally have no mechanical ventilation or odour control systems in place. As a result, these structures must ventilate with their doors and vents open which is what creates the inevitable odour complaints from nearby properties in the warmer months and is why the additional setback distance is required.

Most of the designated grower facilities operate from March to November before it becomes too cold to grow, and most are non-compliant with our ZBL.

Designated growers are permitted to grow cannabis for up to 4 individuals at one address, with up to 1500 plants per individual license, or potentially 6,000 plants per

site. A typical amount of cannabis for personal use is 1-2 grams per day, up to about 10-20 grams per day for those with more serious ailments. Police enforcement efforts across southern Ontario, and recently in Norfolk, indicate that many growers are producing well in excess of the maximum licensed number of plants and it has become clear that the excess being produced by designated growers is being funneled to the illicit market which is mostly controlled by Organized Crime. During a large-scale, multi-jurisdictional illicit cannabis growing investigation in August of this year, police seized over 60,000 plants in just one greenhouse facility here in Norfolk.

CURRENT SITUATION

Norfolk County By-Law has fully investigated (12) designated grower locations, laying 56 charges against 28 individuals. These charges were laid in 2019 and should have proceeded along substantially in the court system by now, however the COVID situation and the resulting closure of the courts has delayed all prosecutions significantly.

Earlier in the year, however, we obtained our first court conviction on a plea against a designated grower facility. Sentencing was contested with the County seeking a \$50,000 fine. The final determination sentencing was to be heard in April, however due to COVID that decision is still pending. Flowing out of that conviction, we also obtained a closure order on consent.

It should be noted that Norfolk was the first municipality to lay zoning by-law charges against a cannabis grower. We appear to be far ahead of other municipalities in our cannabis investigations, despite some challenges and setbacks, and our investigator and planning department has been contacted frequently by other municipalities enquiring about our approach to managing cannabis operations.

CHALLENGES

As mentioned, a few challenges have been identified which impact on our ability to efficiently investigate cannabis grow operations in Norfolk including:

(1) COVID-19

For a period of about four months, our officer, who otherwise would have been dedicated to these matters, was assigned full time to Migrant Farm Worker inspection duties with the Haldimand-Norfolk Health Unit. The four month delay in getting started this year, and the closure of the courts have all contributed to significant delays with the over 60 investigations carried from 2019 into 2020. In the meantime new information continues to come in from the public alerting By-Law to more suspected growing

locations. As for court re-opening, the latest information is that this has been pushed back into October from September.

(2) Human Resource Allocation

Norfolk County has allocated one officer to addressing this issue, without dedicated administrative support. Our geography alone dictates that progress is slower if the officer is tied to extensive administrative functions as well as investigations. We are currently looking at re-assigning one of the four remaining MLEO's to assist our cannabis officer with investigations and administrative work in the shoulder months during spring and fall to alleviate some of these challenges.

(3) Investigative Barriers

Investigating cannabis grow operations presents challenges. We are continually evaluating our approaches to minimize disruptions in our investigations and to ensure safety of our assigned officer(s). The addition of a Supervisor of Bylaw has assisted with this.

SUMMARY

With the limited resources we have, we are nonetheless making progress in both our ability to investigate and prosecute and conduct work more efficiently. To the extent that Norfolk County desires greater resources be allocated, relative to the number of operations that exist in Norfolk County, this is a budgetary decision for Council to make.

Jim Millson
Supervisor, By-Law Enforcement