



COMMUNITY DEVELOPMENT & TOURISM COMMITTEE

AGENDA

Thursday, April 25, 2024 at 3:00 pm

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON L9W 2X1

The meeting will be live streamed on YouTube at the following link:

<http://www.youtube.com/@DufferinOne>

Land Acknowledgement Statement

We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.

We also acknowledge that various municipalities within the County of Dufferin reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.

These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

Roll Call

Declarations of Pecuniary Interest by Members

PUBLIC QUESTION PERIOD

Members of the public in attendance are able to ask a question. If you unable to attend and would like to submit a question, please contact us at info@dufferincounty.ca or 519-941-2816 x2500 by 4:30 pm the day prior to the meeting.

REPORTS

1. COMMUNITY DEVELOPMENT & TOURISM – April 25, 2024 – ITEM #1
Legislative & Regulatory Changes Affecting Conservation Authorities Review & Development Permitting

A report from the Senior Planner, dated April 25, 2024, to provide an update on changes to the Conservation Authorities Act.

Recommendation:

THAT the Legislative and Regulatory Changes Affecting Conservation Authorities (CAs) Review and Development Permitting, dated April 25, 2024, be received.

2. COMMUNITY DEVELOPMENT & TOURISM – April 25, 2024 – ITEM #2
Community Insight Workshop Series: Dufferin County Economic Development Strategy

A report from the Manager of Economic Development, dated April 25, 2024, to outline the rollout of the Community Insights Workshop Series.

Recommendation:

THAT the report of the Manager of Economic Development, Community Insights Workshop Series: Dufferin County Economic Development Strategy, dated April 25, 2024, be received.

3. COMMUNITY DEVELOPMENT & TOURISM – April 25, 2024 – ITEM #3
Museum Event & Rental Policy

A report from the Acting Museum Services Manager, dated April 25, 2024, to seek approval for a Museum Event and Rental Policy that is required to ensure consistent rules and standards for third parties who rent spaces at the Museum.

Recommendation:

THAT the report of the Acting Museum Services Manager, “Museum Event & Rental Policy”, dated April 25, 2024, be received;

AND THAT The Museum Event & Rental Policy be approved.

4. COMMUNITY DEVELOPMENT & TOURISM – April 25, 2024 – ITEM #4
Museum Deaccession Report – April 2024

A report from the Museum Services Manager, dated April 25, 2024, to list objects to consider for deaccession from the Museum’s permanent collection, according to the Museum’s Collections Management Policy.

Recommendation:

THAT the report of the Acting Museum Services Manager, “Museum Deaccession Report”, dated April 25, 2024, be received;

AND THAT the objects identified in the Museum Deaccession Report be

deaccessioned in accordance with the Museum of Dufferin's Collections Management Policy.

5. GENERAL GOVERNMENT SERVICES – April 25, 2024 – ITEM #5
First Quarter Financial Results

A report from Manager of Corporate Finance, Treasurer, dated April 25, 2024, to outline the financial results for the period covering January 1 to March 31, 2024.

Recommendation:

THAT the report on First Quarter Financial Results, from the Manager of Corporate Finance, Treasurer, dated April 25, 2024, be received.

NOTICE OF MOTIONS

Next Meeting

Thursday, May 23, 2024

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON



A community that grows together

Report To: Chair Horner and Members of the Community Development & Tourism Committee

Meeting Date: April 25, 2024

Subject: Legislative and Regulatory Changes Affecting Conservation Authorities Review and Development Permitting

From: Silva Yousif, Senior Planner

Recommendation

THAT the Legislative and Regulatory Changes Affecting Conservation Authorities (CAs) Review and Development Permitting, dated April 25, 2024, be received.

Executive Summary

On February 16, 2024, the Province approved a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities (CA) Act*. This regulation, which came into effect on April 1, 2024, will revoke the existing 36 distinct conservation authority regulations and consolidate them into a single Minister's regulation governing prohibited activities, exemptions, and permits under the *Act*. The changes are designed to streamline approvals under the *Act* to focus on natural hazards and to improve clarity and consistency in decision-making.

Background & Discussion

While much of the *CA Act* regulatory process and requirements remain consistent, several notable changes have been introduced. These changes include the following:

- *Definition of Watercourse*: The definition of a "watercourse" has been amended to resemble the former definition prior to past *CA Act* and regulatory changes.
- *Regulated Area around Wetlands*: The regulated area around all wetlands, regardless of their size, type, or significance will be reduced from 120 meters to 30 meters from the wetland limit.

- *Regulated Area around floodplains:* The regulated area around engineered floodplains will increase from 5 meters to 15 meters, while the regulated area around estimated and approximate floodplains will remain at 15 meters.
- *Exceptions for Low-Risk Activities:* The new regulation exempts a few low-risk development activities from requiring a permit, such as the reconstruction of a non-habitable garage with no basement, as long as the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use of the garage to create a habitable space.
- *Prescribed Timelines:* Prescribed timelines to deem a permit application complete (or incomplete) after receipt of application and associated fee is **21 days**. To make and give notice of decision once a permit is deemed complete, conservation authorities now have **90 days**.
- *Additional Review and Appeal Mechanisms:* Several new review and appeal mechanisms have been introduced to ensure transparency and accountability in the permit application process.
- *Plan Review and Plan Input Services:* There are no material changes to CA's plan review or plan input services at this time. Coordination with municipal staff will continue to allow conservation authorities to provide input and support on various matters, including natural hazard management and watershed planning.

Fee Schedule: The current fee schedule(s) remains applicable, with no changes or increases during 2024, as directed by the Ministry of Natural Resources and Forestry (MNR). The outlined changes generally aim to streamline development approval processes and improve the health of regulated Watersheds. These changes ensure that all stakeholders are kept informed throughout the process and that any concerns are addressed in a timely manner.

Financial, Staffing, Legal, or IT Considerations

None at this time.

In Support of Strategic Plan Priorities and Objectives

Governance - improve the County's internal and external communication

Respectfully Prepared Submitted By:

Silva Yousif, PMP, MCIP, RPP, EIT
Senior Planner

Attachments:

- NVCA Letter
- GRCA Letter

Reviewed by: Sonya Pritchard, Chief Administrative Officer



March 13, 2024

CAOs of Township of Adjala-Tosorontio, Township of Amaranth, City of Barrie, Town of the Blue Mountains, Town of Bradford West Gwillimbury, Township of Clearview, Town of Collingwood, Township of Essa, Municipality of the Grey Highlands, Town of Innisfil, Township of Melancthon, Town of Mono, Township of Mulmur, Township of Oro-Medonte, Town of Shelburne, Township of Springwater, Town of New Tecumseth, Town of Wasaga Beach

Re: Legislative and Regulatory Changes Affecting NVCA Plan Review and Development Permitting (Effective April 1, 2024)

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* (CA Act) was approved by the Province. This regulation will replace the existing individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation (Ontario Regulation 172/06) held by Nottawasaga Valley Conservation Authority (NVCA). **The new regulation is expected to come into effect April 1, 2024.** The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the CA Act.

While O. Reg. 41/24 represents a single regulation for all Conservation Authorities (CAs), much of the CA regulatory process and requirements remain the same. The administration of O. Reg. 41/24 is a Mandatory Program and Service of CAs as per Section 21.1.1 of the CA Act, and as stipulated in [O. Reg. 686/21: Mandatory Programs and Services](#). In addition, under section 8 of O. Reg. 686/21, CAs shall provide programs and services to ensure that they carry out their duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the CA Act and any associated regulations.

NVCA will continue to require Section 28 permit applications from property owners in order to receive permission for activities that are otherwise prohibited within regulated areas, as defined under the CA Act and in O. Reg. 41/24.

TRANSITION AND IMPLEMENTATION ACTIVITIES

Currently, NVCA staff are working on a transition plan for permit applications and appeals received before the new regulations come into effect. Once developed, we will be sure to further inform and coordinate with your staff to ensure a smooth transition and avoid delays to subsequent approval processes for municipal development and building permit applications.

Permitting - Key Regulatory Administration and Process Changes

While much of NVCA's regulatory process and requirements remain the same, some key changes that may be of interest for our municipal partners include:

- The definition of a "watercourse" has been amended from "***an identifiable depression in the ground in which a flow of water regularly or continuously occurs***" to "***a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs***" – this new definition resembles the former definition of a watercourse prior to past CA Act and regulatory changes;

- The regulated area around wetlands (“other areas”) will be consistent at 30 m, including around provincially significant wetlands (PSWs). The current buffer is 30 m from wetlands, and 120 m from PSWs;
- New exceptions for certain low-risk activities that meet specific requirements;
- New prescribed process and timelines for pre-consultation and deeming a permit application complete/incomplete (21 days);
- New prescribed timelines for CAs to make decisions on all permit applications regardless of size of development, once the application has been deemed complete (90 days); and
- New additional review and appeal mechanisms including:
 - CA administrative review for application completeness or requirements.
 - CA review of application fee and/or appeal to Ontario Land Tribunal (OLT).
 - Appeal a CA permit decision (or non-decision) to OLT.
 - MNRF review of a CA permit decision (including conditions).

These expected changes will require NVCA to review and update our regulatory mapping (as appropriate) to reflect the new requirements. Municipalities are advised that NVCA’s regulatory mapping which has been shared for screening purposes may require updates, and in the interim, NVCA staff may need to undertake site visits to further confirm the extent of regulated features and areas.

Permitting – Policy, Manuals and Procedural Document Updates

Over the coming weeks, it is our intent to prepare a transition plan to scope a policy, mapping and procedural conformity exercise to ensure compliance with the updated legislative and regulatory changes coming into effect April 1, 2024. Once underway, we will be reaching out to all our watershed stakeholders, including municipal partners, for input on any draft documents prior to the NVCA Board of Directors considering them for approval, where necessary.

Plan Review and Plan Input Services

There are no material changes to NVCA’s plan review or plan input services at this time.

Municipalities must continue to circulate NVCA on *Planning Act* applications for reviews related to natural hazard management and wetland related matters, and for proposals under Acts referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services.

Through our plan review and plan input programs, NVCA staff will coordinate with municipal staff to provide input and support on a wide range of matters, beyond those only related to natural hazard management. This includes natural heritage and water resource protection where the activity is not directly related to an application submitted under a prescribed act (pursuant to Ontario Regulation 596/22). Discussions may include municipal strategic and master planning exercises, watershed planning and subwatershed study activities (and supporting documents), development of watershed planning implementation tools (e.g., technical guidelines, protocols and GIS tools), and training and knowledge transfer.

Fee Schedule

The [current fee schedule](#) remains applicable, and meets the requirements of the Minister’s List of classes of programs and services in respect of which CAs may charge a fee. The MNRF has issued direction to freeze CA fees for planning and permitting for 2024, so no increase or changes to NVCA’s existing fees will be made during this time.

We look forward to continuing our strong working relationship and pursuing opportunities to further streamline development approval processes, while improving the health of the Nottawasaga Watershed

for the enjoyment and protection of watershed residents. We will continue to be in contact as we work to transition to this new legislative and regulatory framework. If you have any questions or concerns, please feel free to contact the undersigned.

Sincerely,

Doug Hevenor
Chief Administrative Officer
NVCA



March 22, 2024

To: Planning Directors and Chief Building Officials of Grand River Watershed Municipalities

Re: Legislative and Regulatory Changes Affecting GRCA Development Permitting – Effective April 1, 2024

On February 16, 2024, a new Minister's regulation, [Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits \(O. Reg. 41/24\)](#) under the *Conservation Authorities Act* (CA Act) was approved by the Province to be used by all Conservation Authorities. This regulation will replace GRCA's "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" Regulation (O. Reg. 150/06) and comes into effect on April 1, 2024. The enactment of O. Reg. 41/24 coincides with the proclamation of associated sections within the CA Act.

While O. Reg. 41/24 represents a single regulation for all conservation authorities (CAs), much of the CA regulatory processes remain the same. **CAs will continue to require permit applications for development activities in regulated areas as defined under the *Conservation Authorities Act* and O. Reg. 41/24.** The administration of O. Reg. 41/24 is a Mandatory Program and Service of CAs as per Section 21.1.1 of the [Conservation Authorities Act](#) and as stipulated in O. [Reg. 686/21: Mandatory Programs and Services](#).

Key Changes

While much of GRCA regulatory processes remain the same, key changes of interest for our municipal partners include:

- The regulated area around Provincially Significant Wetlands and wetlands greater than or equal to 2 hectares will decrease from 120 metres from the limit of the wetland to 30 metres from the limit of all wetlands, regardless of significance, size or type;
- The regulated area around engineered floodplains will increase from 5 metres to 15 metres (no change to regulated area around estimated and approximate floodplains which remains at 15 metres);
- A number of low-risk development activities are now exempt in the Regulation from requiring a permit. The GRCA already exempted the majority of the listed activities, except for the following new exemption:
 - the reconstruction of a non-habitable garage with no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use of the garage to create a habitable space.

- Prescribed timelines to deem a permit application complete (or incomplete) after receipt of application and associated fee (21 days) or to make a decision on a permit once deemed complete (90 days); and
- New administrative review and appeal mechanisms are available to applicants.

Among other things, some of the actions required to implement the CA Act-related changes include: 1) updates to GRCA's regulatory mapping with revised regulation limits; 2) updates to regulatory and legislative references on all applications, forms, website, templates, technical guidelines, maps, etc.; 3) re-delegation of permit approvals to senior staff; 4) conformity reviews/updates to GRCA's policies; and 5) development of a procedures document.

Implementation

The transition period from the release of O.Reg. 41/24 to when the changes come into effect is limited (April 1, 2024). As such, GRCA staff are prioritizing items that need to be addressed immediately (e.g., mapping, interim policy guidance, application forms) and those that will need to be completed over the coming months (e.g., conformity review/updates to policies, development of a procedures document).

Municipalities are advised that upon approval by the General Membership of the GRCA, updated regulatory mapping will be posted on April 1st and available for download from our Grand River Information Network (GRIN) on our [website](#). Municipal staff in planning and building departments should be made aware of the changes to GRCA's regulation mapping since it is often used as a screening tool for building permits and *Planning Act* application circulations.

For those applications submitted prior to the enactment of O. Reg. 41/24, the current permitting process will be followed. New permit applications submitted on or after April 1, 2024 will follow the processes outlined in the updated Section 28 of the *Conservation Authorities Act* and O. Reg. 41/24. **Applicants are encouraged to confirm permit exemptions with the GRCA prior to carrying out work within a regulated area.**

GRCA will provide updates as we work to develop and update our implementation support materials to ensure that disruptions to approvals processes for development applications are minimized.

Plan Review Services

There are no changes to GRCA's planning services at this time. **GRCA continues to provide mandatory or Category 1 programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts** referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services. Municipalities must continue to circulate planning applications and other matters, including technical reports so that we may review and comment on natural hazards and wetland matters per Ontario Regulation 686/21 as well as regulatory requirements with a view to streamlining the overall development review and approval process while protecting life and property. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

We look forward to continuing our strong working relationship, and will continue to be in contact as we work to transition to this new legislative and regulatory framework. In the meantime, if you or your staff have any questions or concerns regarding the new regulation, please feel free to contact me.

Sincerely,

Beth Brown

Beth Brown
Manager of Planning and Regulations Services
519-621-2763 ext. 2307
bbrown@grandriver.ca.



A community that grows together

Report To: Chair Horner and Members of the Community Development and
Tourism Committee

Meeting Date: April 25, 2024

**Subject: Community Insights Workshop Series: Dufferin County
Economic Development Strategy**

From: Yaw Ennin, Manager Economic Development

Recommendation

THAT the report of the Manager of Economic Development, Community Insights Workshop Series: Dufferin County Economic Development Strategy, dated April 25, 2024, be received.

Executive Summary

The purpose of this report is to outline the rollout of the Community Insights Workshop Series. This process will be guided by the Community Engagement Framework for the County's Economic Development Strategy and Action Plan. Employing an involving and collaborative approach to public engagement, the Community Insights Workshop Series will aim to achieve the following goals:

1. Equip a diverse range of stakeholders with the knowledge and tools necessary to foster economic development within their communities.
2. Gather important community feedback and economic development priorities that will inform the direction and goals of the County's Economic Development Strategy and Action Plan.

Background

Economic Development is a critical driver of societal progress and well-being. It encompasses a wide range of policies, programs, and initiatives aimed at improving economic conditions of a region or a nation. Developing a robust economic development

strategy and action plan is essential for achieving long-term economic growth, job creation, and improved living standards. However, the process by which a strategy is formulated can greatly impact its authenticity, effectiveness, and long-term relevance.

In November 2023, Dufferin County hosted an economic development workshop which was attended by County Councillors, county and local municipal staff, and community stakeholders. This workshop marked the first phase of the development process for the County's Economic Development Strategy. Through this workshop, it was identified that there is a gap in the availability of comprehensive data about Dufferin's unique economic opportunities. The workshop also revealed a lack of consensus on the appropriate direction for the County's economic development efforts. These revelations informed the direction of this Community Insights Workshop Series, which will equip a diverse range of stakeholders with the knowledge and tools necessary to foster economic development within their communities and facilitate the gathering of important community feedback and economic development priorities to inform the direction and goals of the County's Economic Development Strategy and Action Plan.

Discussion

Inclusivity is a fundamental principle that underpins the Community Insights Workshop Series. This public engagement initiative will be made up of a series of workshops across the County where stakeholders and community members will explore the transformative potential of data-driven approaches in shaping community prosperity.

As outlined below, this Plan will bring together diverse perspectives, foster community engagement, and ensure the incorporation of comprehensive data and analysis. By involving a diverse range of stakeholders, including upper and lower-tier municipalities, local industry, not-for-profit organizations, and residents, a broader and more representative perspective can be achieved. This process will also ensure that economic development initiatives developed by the County are resilient, relevant, and in line with the unique aspirations and needs of the local communities and municipalities.

Community Insights Workshop Series

The County will be partnering with local municipalities and two key community organizations (the Dufferin Board of Trade (DBoT) and Headwaters Communities In Action (HCIA)) to develop content and facilitate the execution of the Workshop Series. These partnerships will enable the pooling of resources, expertise, and networks, facilitating the development of comprehensive workshop content tailored to local needs and priorities. By leveraging the diverse perspectives and knowledge base of our local municipalities and partner organizations, the workshops will offer participants a holistic understanding of economic development strategies, community assets, and growth

opportunities. There will be a minimum of 8 in-person workshops held at various locations across the County, with the goal of targeting a diverse range of audiences and stakeholders from across the County. There are three main categories that will characterize these workshops: Industry; municipal; and the general public.

- **Target Industry Workshops:** The industry workshops will target the agriculture, tourism, manufacturing, and real estate industries by leveraging existing connections with industry groups and County-facilitated roundtables. The County will also be partnering with the economic development departments at the Town of Orangeville and the Town of Shelburn to facilitate these workshops. (Engagement Level: Involve)
- **Municipal Workshops:** The municipal workshops will be facilitated in conjunction with local municipalities who have chosen to partner with the County to develop their economic development priorities. (Engagement Level: Collaborate)
- **General Workshops:** These workshops will strategically target stakeholders and community members whose voices were not heard during the industry and municipal workshops. (Engagement Level: Involve)

There are ongoing efforts to develop a risk assessment plan that would identify the potential challenges that could arise during the course of these workshops. Once finalized, the Economic Development Strategy and Action Plan will contain a full review of the Community Insights Workshop Series and its impact on the direction of the Strategy.

Content

A major feature of the workshop content will be the data insights presented through Localintel's data visualization tools. These tools will include data that captures Dufferin County's logistics advantages, workforce advantages and community wellbeing advantages. The tools will also capture key community profile data for each local municipality. By utilizing Localintel's data visualization tools, the workshops will delve into diverse topics such as understanding local economic trends, identifying growth opportunities, and leveraging data for informed decision-making. Additional targeted data will be purchased through Statistics Canada and presented at the workshops.

The DBoT will be leveraging local industry data and resources from provincial and national connections to provide a broad comparative analysis of industry trends. HClA will be leveraging local community insights and data to explore connections between local industry and social and environmental factors. Local municipal partners will be leveraging local strategies and action plans to contextualize the information that is presented.

This layered content structure will enable workshop participants to not only gain a deeper understanding of the economic dynamics within their local communities, but also acquire the skills to bridge the gap between data analysis and actionable goals. By harnessing the power of data and inclusive community engagement, the Community Insights Workshop Series endeavors to foster resilient, innovative, and thriving communities that are poised for long-term success.

Schedule and Communications

The Community Insights Workshop Series will invite participation from a wide range of stakeholders, including upper and lower-tier municipalities, local industry, not-for-profit organizations and residents. The attached communications plan outlines the various mediums through which the community stakeholders will be invited to participate in the workshops. The first round of workshops will invite participation from members of the following local industries and municipality:

- **Agriculture:** Wednesday, April 24, 2024 at 7:00 pm (Edelbrock Centre, 30 Centre St., Orangeville)
- **Township of Amaranth:** Wednesday, May 1, 2024 at 2:30 pm (Township of Amaranth Office, 374028 6th Line, Amaranth)
- **Manufacturing:** Wednesday, May 15, 2024 at 6:00 pm (E. Hofmann Plastics, 51 Centennial Rd., Orangeville)
- **Tourism:** Wednesday, May 22, 2024 at 6:00 pm (Museum of Dufferin, 396029 Airport Road, Mulmur)
- **Real Estate:** Wednesday, June 5, 2024 at 1:30 pm (Monora Park Pavilion, 500 MOnora Park Drive, Mono)

By fostering collaboration among diverse stakeholders, the Community Insights Workshop Series aims to harness the collective expertise and resources of partner organizations to catalyze inclusive growth, foster resilient communities, and create a long-lasting legacy of sustainable development. The Workshop Series is also expected to foster a culture of collaboration and knowledge-sharing between the County and local municipalities, leading to more coordinated and effective approaches to economic development and community building.

Financial, Staffing, Legal, or IT Considerations

A total of \$65,000 for strategic economic development planning work was approved in the 2024 budget. All costs associated with this Community Insights Workshop Series, including the County's partnerships with the HCIA and DBoT, data purchases, and all other costs associated with promoting and hosting the Community Insights Workshop Series

will fall within this budget line item. There will also be no additional costs to incorporating the Localintel tools into the new County website.

In Support of Strategic Plan Priorities and Objectives

Community - Support community well-being and safety through collaboration and partnerships.

Economy - Advance County-wide economic development workforce development.

Respectfully Submitted By:

Yaw Ennin
Manager of Economic Development

Attachment: Community Insights Workshop Series Communication Plan

Reviewed by: Sonya Pritchard, Chief Administrative Officer



Communications Plan

Community Insights Workshop Series

Month	Date	Required Actions	Communication Mediums
April	Apr 3	Announce Community Insights Workshop Series as part new Ecdev strategy development process. Provide industry workshop dates/locations/times.	Media release + Council communications + Social media + DBoT newsletter
	Apr 17	Call for community members to participate in first workshop taking place on April 24.	Social media + DBoT newsletter
	Apr 23	Call for community members to participate in first workshop taking place on April 24.	Social media + Council communications
May	May 8	Call for community members to participate in workshop taking place on May 15 and May 22.	Social media + Council communications + DBoT newsletter
	May 14	Call for community members to participate in workshop taking place on May 15.	Social media + Council communications
	May 21	Call for community members to participate in workshop taking place on May 22.	Social media + Council communications + DBoT newsletter
	May 22	Announce dates/times/locations for Community Insights Workshops tailored to individual municipalities and general public.	Media release + Council communications + Social media + DBoT newsletter
	May 29	Call for community members to participate in workshop taking place on June 5.	Social media + DBoT newsletter
June	Jun 4	Call for community members to participate in workshop taking place on June 5.	Social media + Council communications

Month	Date	Required Actions	Communication Mediums
	Jun 5	Call for community members to participate in workshop taking place on June 12.	Social media + DBoT newsletter
	Jun 11	Call for community members to participate in workshop taking place on June 12.	Social media + Council communications
	June 18	Call for community members to participate in workshop taking place on June 19.	Social media + Council communications + DBoT newsletter
	June 25	Call for community members to participate in workshop taking place on June 26.	Social media + Council communications
	June 26	Announce dates/times/locations for remaining Community Insights Workshops taking place in July.	Media release + Council communications + Social media + DBoT newsletter
July	Jul 2	Call for community members to participate in workshop taking place on July 3.	Social media + Council communications
	Jul 9	Call for community members to participate in workshop taking place on July 10.	Social media + Council communications + DBoT newsletter
	July 16	Call for community members to participate in workshop taking place on July 17.	Social media + Council communications
	July 23	Call for community members to participate in workshop taking place on July 24.	Social media + Council communications + DBoT newsletter



A community that grows together

Report To: Chair Horner and Members of the Community Development and
Tourism Committee

Meeting Date: April 25, 2024

Subject: Museum Event & Rental Policy

From: Sarah Robinson, Acting Museum Services Manager

Recommendation

THAT the report of the Acting Museum Services Manager, "Museum Event & Rental Policy", dated April 25, 2024, be received;

AND THAT The Museum Event & Rental Policy be approved.

Executive Summary

The Museum of Dufferin offers rental spaces to the public and community groups. A Museum Event and Rental Policy is required to ensure consistent rules and standards for third parties who rent spaces in the Museum for meetings, events, weddings, gatherings, and other uses.

Background & Discussion

The Museum of Dufferin (MoD) has several spaces available for rentals and events. Rentals and events are a unique way for the MoD to connect with its community, local organizations, and museum members, while adding to the overall revenue of the MoD. Being a venue for rentals and events not only allows the MoD to strengthen relationships within our community but also acts as a platform for the museum to promote new and upcoming exhibits, workshops, and programs.

The attached document contains the framework, rules, and standards for third parties to rent spaces in the museum for meetings, events, weddings, gatherings, and other uses. It also outlines the division of responsibilities between the renter/ client and the Museum.

Financial, Staffing, Legal, or IT Considerations

Rentals are booked and facilitated by the Visitor Services Coordinator at the Museum of Dufferin. Staffing (accruing overtime) must be carefully considered when a rental request is outside of normal operating hours. Where possible, museum staff may adjust their work hours to accommodate rental requests.

The County of Dufferin Insurance Providers (Crewson Insurance Brokers and Intact Public Entities) have reviewed the Event and Rental Policy. Any accompanying forms (i.e. Waiver, Release and Indemnity form) will be reviewed by the insurance providers.

As of June 1, all Museum of Dufferin rental quotes/invoices will include a small fee for liability insurance. The liability fee will be adjusted based on the type of event, the amount of people in attendance, the duration of the event and if alcohol will be served. The facility user rate sheet is provided by Intact Public Entities.

To encourage more rental bookings in the future, necessary upgrades to the Programming Room will include: the addition of a door and an upgraded projector and screen. 2024 marketing plans include strategies to promote rental spaces to the community.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery/
improve the County's internal and external communication

Respectfully Submitted By:

Sarah Robinson
Acting Manager of Museum Services

Attachment: Museum of Dufferin Event and Rental Policy

Reviewed by: Sonya Pritchard, Chief Administrative Officer



POLICY & PROCEDURE MANUAL

SECTION	Planning, Economic Development and Culture	POLICY NUMBER
SUB-SECTION	Museum & Archives	EFFECTIVE DATE
SUBJECT	Rentals & Events Policy	
AUTHORITY		

Statement

The Museum of Dufferin (MoD) has several spaces available for rentals and events. Rentals and events are a unique way for the MoD to connect with its community, local organizations, and new groups, while adding to the overall revenue of the MoD. Being a venue for rentals and events not only allows the MoD to strengthen relationships within the community and other networks but also acts as a platform for the museum to promote new and upcoming exhibits, workshops, and programs.

The following document contains the framework, rules, and standards for the MoD to host an event, or for third parties to rent spaces in the MoD for meetings, events, weddings, gatherings, and other uses. It also outlines the division of responsibilities between the renter/client and the Museum.

Facilities and Equipment

The Museum of Dufferin has the following spaces available to host rentals:

- MoD Main Gallery
- Historic Corbetton Church

SUBJECT Rentals & Events Policy	POLICY NUMBER
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- Programming Room / Lounge
- Archives

The Museum of Dufferin has the following equipment available for rental (for use only on-site):

- Tables
- Chairs
- Linens (black)
- Speaker & Microphone
- Projector and Screen
- Kitchen Facilities (non-licensed)

Occupancy and Restrictions

- **MoD Main Gallery:**
 - Occupancy may not exceed 200 people (assembly use).
 - Occupancy may not exceed 85 people (lecture-style, with non-fixed seats).
 - Rentals that require non-fixed tables and chairs must be discussed with Museum of Dufferin Staff, occupancy is determined by Ontario Building Code restrictions.
 - May not be rented during regular hours of operation.
 - The exhibitions and objects displayed in this space cannot be altered or moved to accommodate rental requests.
 - All third-party equipment rentals (i.e. tables, chairs) and placement must be pre-approved by Museum of Dufferin staff. A map will be provided by Museum of Dufferin staff for planning purposes.
 - Food and drink may not enter the historic buildings.
 - Seating for people using an assistive device or wheelchair must be reserved before the rental using signage provided by the Museum of Dufferin.
 - Rental of this space includes use of the Programming Room / Lounge Kitchen. If the kitchen is used, a Kitchen Cleaning Fee is applied.
 - Decorations may not be adhered to walls, historic buildings or other surfaces. The only decorations permitted in the event space are those that may be placed on the floor or on tables. Free standing signage must adhere to fire codes.
- **Historic Corbetton Church:**
 - Occupancy may not exceed 100 people.
 - No food or drink (alcoholic or non-alcoholic)

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- No tape, glue, staples, or nails may be used on walls, floors, doors, mouldings, or artifacts.
- The objects displayed in this space cannot be altered or moved to accommodate rental requests.
- **Programming Room/Lounge:**
 - Rental of this space includes use of the Programming Room / Lounge Kitchen. If the kitchen is used, a Kitchen Cleaning Fee is applied.
 - Occupancy may not exceed 30 people (assembly use)
 - Occupancy may not exceed 25 people (non-fixed seating)
 - Rentals that require non-fixed tables and chairs may not exceed 25 people.
 - Alcohol may not be served during regular hours of operation.
 - Decorations may not be adhered to walls or other surfaces. The only decorations permitted in the event space are those that may be placed on the floor or on tables. Free standing signage must adhere to fire codes.
 - Seating for people using an assistive device or wheelchair must be reserved before the rental using signage provided by the Museum of Dufferin.
- **Archives/Reading Room:**
 - Occupancy may not exceed 25 people (assembly use)
 - Occupancy may not exceed 20 people (lecture style, non-fixed chairs).
 - Occupancy may not exceed 15 people (with non-fixed tables and chairs)
 - No food or drink (alcoholic or non-alcoholic)
 - May not be rented during regular hours of operation.
 - No decorations may be used in this space.
 - Seating for people using an assistive device or wheelchair must be reserved before the rental using signage provided by the Museum of Dufferin.

Fees and Cancellations

Fees to rent spaces will be reviewed and updated annually by staff, management, and council. Prices can be found in the most up-to-date version of the County of Dufferin Fees By-Law 2015-41.

If a client requires more time, a fee per hour will be charged to them for the extra hours they need to complete their rental/event/meeting. If a client wishes to book extra time the day before their rental/ event/meeting, this can be booked at the per hour rate of

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the space, not an additional full rental booking price. Please refer to the availability and scheduling section for booking across multiple days.

A 50% non-refundable deposit fee is required upon booking to reserve the rental/event spot at the Museum. Clients may pay this deposit fee at the MoD with cash, cheque, or credit card. Clients may also pay this deposit fee with their credit card online via an electronic invoice sent through a secure link.

The remainder of the rental fee will be due six (6) weeks before the date of the rental/event in full, including any equipment rentals. Failure to complete this payment on time may result in the cancellation of the rental/event.

If equipment rentals are not known six (6) weeks before the rental, they may be added on and paid for later. MoD staff will not provide or set up any equipment until the payment has been made. Requests for tables and chairs must be made at least one (1) week prior to the rental date and must be paid in full. If requests are made with less than one (1) week notice the MoD may not be able to provide the equipment rental service.

Postponements may be made if the MoD staff are notified at least three (3) weeks before the event date. The postponement date must work for both the client and the MoD's availability. If a postponement date cannot be agreed upon within six (6) months of the first rental/event date, the client will lose the original deposit and may pay a new deposit for a date later than six (6) months after the original rental/event date.

Cancellations can be made at any time, but refunds are not guaranteed. If the cancellation is made three (3) weeks before the event/rental the MoD will refund the final payment (50% of the full rental fee). If there is a cancellation made within three (3) weeks or less of the event date, there will be no refund provided. If cancellations result from an 'act of god' (for example, related to COVID-19) a full refund will be processed regardless of timeline.

Clients will be required to pay for any damages incurred during or as a result of their rental/event, set up/decorating, and tear down/clean up. This fee will be determined based on the need to clean, repair, or replace what was damaged. An invoice will be sent to the client to pay these fees.

Clients will be charged an additional cleaning fee if they leave the rental/event space in a state that it was not found in at the beginning or their rental. This fee will be determined based on the scope of work needed to bring the rental space back to its original state. The fee will be sent as an invoice to the client.

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Indemnity

For all rentals, a "Waiver, Release & Indemnity" form must be completed, signed and dated and returned to the Museum of Dufferin before the rental period.

Insurance

Through the County of Dufferin, the Renter shall purchase insurance with limits of not less than \$2 million covering all claims for bodily injury, including injury resulting in death, personal injury, and property damage for the entire rental period and shall also provide verification that the insurer is aware of this Agreement. Museum of Dufferin staff will assist in this process.

Responsibility

- The conduct and behaviour of all event participants while on the property of the Museum of Dufferin shall be the responsibility of the Renter.
- The Renter accepts responsibility for any loss or damage to the Museum of Dufferin and the Museum of Dufferin's grounds that occurs due to the rental/event.
- The Museum of Dufferin does not endorse any specific third-party service providers.
- The booking, coordination and payment of third-party service providers is the sole responsibility of the Renter.
- The Renter accepts responsibility for any loss or damage to personal property or theft of personal property that occurs on the grounds of the Museum of Dufferin during the rental/event.
- Any failure by the Renter or their guests to follow these rules and regulations can be cause for immediate eviction and cancellation of contract. The Museum of Dufferin retains the right to remove those who pose a risk to attendees, staff or the facility at any time.
- A rental agreement or event must not compromise the integrity of an exhibit or any artifact on display. Where a large number of visitors are expected in an exhibition area, Curatorial/Collections staff must be consulted to determine potential threats to artifacts and display materials, including the historic buildings.

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- Museum of Dufferin staff must be informed should any damages occur during a rental/event in or on the grounds of the Museum of Dufferin. Clients are required to pay for damages incurred during or as a result of their rental/event, and an additional invoice will be forwarded to the Renter.
- The Renter is responsible for post-event clean-up. Should the venue not be returned to its original condition, the Renter will be charged an additional cleaning fee.
- The Renter understands and agrees that it is their responsibility to inspect the Facility and any related surrounding area thoroughly prior to use to ensure safe conditions. The Renter agrees that unsafe Facilities will not be used and that all unsafe conditions will be reported immediately to the onsite Facility staff or to the Museum of Dufferin staff.
- The Renter agrees to ensure that all exits and hallways of the Facility must be kept free of obstruction and debris at all times.
- The Renter is aware of and agrees to abide by, and ensure any individuals in connection with the Renter will abide by, all applicable safety standards and laws regarding its use of the Facility.

Museum of Dufferin Staff Services

- Museum of Dufferin staff will only be responsible for the set-up and take down of the MoD-owned tables and chairs in the event space.
- Museum of Dufferin staff may oversee the set-up of third-party rental equipment.
- The Renter will submit a layout for the event **no later than ten (10) days** prior to the rental.
- Museum of Dufferin staff will open the facility as well as close the facility upon conclusion of the reservation.
- Museum of Dufferin staff will provide reasonable assistance during the event should any issues arise (pertaining to the facility).
- Museum of Dufferin/County of Dufferin staff will be permitted to enter the rental space at any time before, during or after the event.

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- Museum of Dufferin staff are not responsible for the packing, lifting, sorting, etc. of any third-party rental equipment.
- At no time are Museum of Dufferin staff responsible for the care or supervision of children during a third-party rental or event.
- Museum of Dufferin staff are not responsible for the marketing, promotion, coordination of rentals, catering, moving of equipment while onsite.

Rules

- The Renter must follow the Occupancy restrictions and rules as outlined for each specific rental space (see Occupancy and Restrictions section). Occupancy may be reduced at any time based on public health restrictions.
- The artifacts and items in the Museum cannot be touched, climbed on, sat on, moved, or relocated.
- No open flames, smoke machines or pyrotechnics are permitted in the museum buildings or on the museum grounds. Some exceptions may apply for ceremonial purposes, with the permission of the Museum Services Manager and after obtaining permits (i.e. fire permit) from local officials.
- No smoking, vaping or cannabis use is permitted within five (5) meters or sixteen (16) feet of all buildings on Museum of Dufferin property.
- All guests attending the event shall remain within the designated areas. Renter(s) will be held responsible for ALL their guests at all times while on the premises.
- The Museum of Dufferin will not be held liable for any property left on the premises after the event's conclusion.
- It is the Renter(s) responsibility to familiarize all persons with the facility, the location of parking, entrance doors and fire exits. There is no parking on the grass.
- Renter(s) agree that in the event that any term of this Rental Agreement is breached, the event shall be terminated immediately by the Museum of Dufferin/County of Dufferin staff who are hereby authorized to enter and inspect the premises at any time and to terminate the event for any breach of condition.
- The Museum of Dufferin reserves the right to add additional rules and stipulations to use of the event space from time to time in its sole discretion, which rules and

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regulations shall be shared with Renter(s) and are hereby made part of this agreement.

- Games of chance, lotteries or gambling in any form are not permitted without the applicable provincial license. This license must be presented to Museum of Dufferin Staff two weeks prior to any use of the Facility by the Renter.
- Animals other than Service animals are not permitted inside the Facility.
- Renter(s) shall at all times comply with all applicable laws and regulations and shall not use or occupy the event space for any unlawful purpose or permit others to use or occupy the event space for unlawful purposes.

Rental Chairs, Tables and Other Equipment Owned by a Third-Party:

- Renter(s) shall be solely responsible for the set-up and take down of any third-party rentals, under the supervision and direction of a designated Museum of Dufferin staff member. The Renter(s) shall promptly remove any chairs, tables or other equipment at the end of the rental period.
- No tables, chairs or equipment may be leaned on the facility walls or historic building walls.
- There must be 3ft of clearance around all exits, emergency exits and emergency equipment (fire extinguishers, pull stations and AED equipment).
- For lecture-style seating, aisles must be a minimum of 32 inches in width for accessible devices and wheelchairs.
- Renter(s) will not be provided with additional time for equipment or third-party rental take-down or pick-up. All property belonging to Renter(s) and its contractors must be removed by the end of the rental period agreed to. Requests must be made in advance with Museum of Dufferin staff if the Renter wishes for the third-party rental items to be picked up the next business day. **There is no storage for third-party rental equipment. Third-party rental equipment may not impede the regular operations of the museum or museum visitor experience.**
 - Example: If the rental period takes place on a Saturday, the rental items must be removed before the end of the rental period on the same day. Alternately, a request must be made **in advance** with Museum of Dufferin staff for the items to be picked up the next business day before the museum opens to the public.

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- An additional storage fee of \$75.00 per day will be charged to the renter if a third-party rental company does not retrieve equipment on time.

Use of Programming Room/Lounge Kitchen

- Use of the event space kitchen facilities shall be subject to the following rules, which may be supplemented at any time by specific instructions.
 - The kitchen facilities shall be kept clean at all times and all boxes and food originating from Renter(s) shall be promptly removed by the end of the rental period.
 - All kitchen equipment must be fully cleaned and free of debris by the close of Renter(s) event. Failure to do so will result in an additional hourly cleaning fee charged to Renter(s).
 - Renter(s) must supply their own plates, utensils, glassware and serving ware. No utensils, plates, serving dishes or glassware in the kitchen or adjoining locked closet may be used by Renter(s).
 - The Museum of Dufferin kitchen is not a licensed/commercial kitchen. No food may be cooked or prepared in the kitchen.
 - All food and beverages are the responsibility of Renter(s).
 - Renter(s) may use the fridge provided to keep food and drinks cold before use. All food must be removed from the fridge at the end of the rental period.
 - Renter(s) are not permitted to use the oven or microwaves onsite (staff use only).
 - The Renter must check with the Museum facility representative about the use of portable cooking or heating appliances. Open flames are not permitted. The Renter is responsible for ensuring food vendors are aware of these conditions.
 - A Kitchen Cleaning Fee is automatically applied to all rentals that use the Programming Room/Lounge Kitchen.

Serving of Food

- When serving food, the Renter, hired food vendors/caterers and Museum of Dufferin staff must follow Wellington Dufferin Guelph public health guidelines and regulations. PPE including gloves, tongs and masks must be utilized where applicable.

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Use of Alcohol

- All renters and Museum of Dufferin staff must follow the rules and regulations outlined in the County Alcohol Risk Management Policy (2-9-01).
- Alcohol may only be served in the Main Gallery and Programming Room.
- Alcohol may not be served for any rental taking place during museum operating hours.
- At no time may alcohol be served in the Historic Corbetton Church or Archives rental spaces.
- At no time may alcohol be served on the Museum Grounds (outdoors).
- If Renter(s) intend to serve alcoholic beverages at the event, they must obtain any licenses, Smart Serve Certificates (SSC) and Special Occasion Permits (SOP) required under applicable law and provide Museum of Dufferin staff with such licenses, SSC certificates and SOP permits fourteen (14) days or two (2) weeks prior to the rental date specified. Failure to provide the required certificates, permits and licenses on time will result in the cancellation of the use of alcohol.
- The Renter(s) must bring all licensing and permits printed off and ready for display at the rental.
- Renter(s) must purchase primary Comprehensive Liquor Liability Insurance coverage or provide proof of \$1,000,000 (including Host Liquor Liability) Comprehensive Liquor Liability Insurance through Renter(s)'s own insurer naming the County of Dufferin as additional insured.
- The exact location and event space must be named on the SOP. Example: Museum of Dufferin, Programming Room/Lounge. No alcoholic beverages may be consumed outside of the areas specified in the SOP.
- SOP's are only applicable for the day of the event.
- Only individuals named on the Smart Serve Certificate (SSC) may serve alcohol during the event and must strictly follow all Smart Serve Guidelines. It is the Smart Serve Certified server(s) responsibility to avoid any violations. (<https://www.smartserve.ca/avoiding-violations>).

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- The sale, service and consumption of alcohol must end one (1) hour prior to the "END TIME" agreed to in the rental contract. The Alcohol and Gaming Commission of Ontario states "The signs of alcohol must be cleared no later than 45 minutes after the end of the serving period". (E.g., if serving period ends at 8:00 PM, all alcohol must be cleared by 7:15 PM, which includes the removal of any alcohol that has not been consumed, empty bottles, cans and glasses that contained alcohol).
- A police officer or an AGCO Compliance official may revoke a SOP while the event is underway if they reasonably believe that the Liquor Licence Act or its regulations are being contravened in connection with the event.
- If a Renter does not follow these rules and bring alcohol onto the property without proper licensing, permits, and permissions the MoD will cancel the event and close the facility. The Renter will be financially responsible for any associated fines.

Decorations

- Decorating hours is the Renters choice, as long as they fall within the agreed rental period on the agreed date.
- The exhibitions and objects displayed in the Museum cannot be altered or moved to accommodate rental requests.
- The artifacts and items in the Historic Corbetton Church cannot be moved (i.e. the historic pump organ, piano etc.).
- No tape, glue, staples, or nails are to be used on walls, floors, doors, mouldings, or artifacts.
- No open flames are allowed in any museum spaces (candles, sparklers, etc.). Flameless, battery-operated candles may be used.
- No smoke or fog machines may be used in the museum.
- Due to conservation considerations, additional lighting/spotlights must be pre-approved by Museum of Dufferin staff.
- No confetti, glitter, piñatas, or other throwables are permitted in the buildings or on the grounds. Some exceptions may be made for the grounds if natural/

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biodegradable materials are being used such as flower petals. Permission from museum staff must be obtained two (2) weeks before the rental date.

- Renters must leave the rental space how it was found by removing any decorations or personal effects at the end of the rental period.
- Living flowers are not permitted in the museum. Living flowers may be used in the church. Vases containing water must not be set on any pews, the piano, windowsills, the organ, or wooden tables provided by the museum. Vases that do not contain water or could have the potential to produce condensation may be set on the surfaces listed above with permission from museum staff.
- A clearance of three (3') feet around all emergency exits must be maintained at all times and all exit signs must be clearly visible and not blocked.

Third-Party Vendors Onsite

- For events such as markets, craft shows and art fairs where third-party vendors/exhibitors bring products onsite for sale, the renter is responsible for ensuring all vendors obtain Exhibitor Liability Insurance and listing the County of Dufferin as an "additional insured". The MoD requires proof of insurance no less than two weeks before the event date.

Availability and Scheduling

Rentals and Events may be requested for any time on any day. Staff will review the request and determine if there is sufficient staff capacity and resources available to confirm the requested date and time. The MoD will book no more than one (1) large rental per day and will ensure that there is sufficient clean-up and set-up time before the next rental. If the client's desired date and time are not available, MoD staff will give up to three alternative dates and times that we can accommodate. Dates and times are not held unless the non-refundable deposit has been paid, it is a first-come, first-serve availability.

Historic Corbetton Church: the client may book additional hours in the days leading up to their rental for purposes such as set-up and decorating. This can only be booked if the client's set-up and decorations do not conflict with another rental, museum exhibit/workshop/program, and the experience of the MoD's visitors. Any additional time for set-up and decorations must be completed within regular staff working hours (Tuesday – Saturday, 8:30am- 4:30pm). Staff will only adjust their hours with prior

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approval from the Museum Services Manager and on days of the client's full rental/ event.

Rental of additional equipment such as tables, chairs, AV, linens, etc., must be requested six (6) weeks before the rental.

Advertising

If an event is being held at the MoD but not hosted by the MoD, all advertising must be sent to and approved by the Museum Services Manager before being made available to the public and participating parties.

The Museum of Dufferin reserves the right to take photos of decor, set-up, and other photos of the event including the clients mentioned in the agreement/ contract and use them for promotional advertising and on the MoD social media platforms. Photos will not be taken of any guests without permission.

Tickets

The MoD may sell tickets for Museum run events only. The Museum will not sell tickets for private events, even if the MoD is the venue.

Approval Criteria

The MoD has a right to refuse any rental request without cause or explanation.

The MoD will not rent out to an organization or individual that is renting with the purpose of supporting a political campaign.

Clients and their representatives agree to act in a professional and respectful manner with staff, volunteers, and visitors. Failure to abide by any of the rules or regulations or to act in a professional manner will result in termination of the rental agreement.

The MoD has a right to refuse any rental request where the organization or individual has in the past has broken museum rules, rental agreements, and contracts.

Partnerships and Waiving of Rental Fees

- Partnerships with third-party organizations must be carefully considered and must mutually benefit both the community partner and the Museum of Dufferin.
- If there is an event where an organization, community group, or individual would like to partner with the MoD as a co-host of an event, either at the MoD or offsite

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at a different location, a separate contract will be drafted. This contract will outline:

- The roles and responsibilities of the event partners
 - The health and safety rules & guidelines for the event
 - The in-kind contributions for the event
 - The financial responsibilities of the event
 - The marketing standards, guidelines, and rules for the event
 - The legal responsibilities and licensing for the event
 - The rules and guidelines for acting in a professional and respectful manner
- In the event that the contract is not followed or is broken, the MoD may sever the contract and cancel the event. If the MoD decides to move forward with the event, they have the right to refuse a future partnership with the organization, community group, or individual.
 - Where partnerships with third-party organizations use MoD spaces, fees may be adjusted or waived at the discretion of the Museum Services Manager, with the approval of the Director of Development and Tourism.

Conflict of Interest/Nepotism

- In relation to rental and events by third-parties, Museum of Dufferin staff must disclose any perceived conflicts of interest/nepotism as outlined in the County of Dufferin Anti-Nepotism Policy (2-4-17).
- In situations where a County of Dufferin employee or member of Dufferin County Council wish to book a museum rental space for personal use (not affiliated with a County of Dufferin event), the Museum Services Manager or designate must be made aware and review the invoicing/rental agreement to ensure transparency.



A community that grows together

Report To: Chair Horner & Members of the Community Development and
Tourism Committee

Meeting Date: April 25, 2024

Subject: Museum Deaccession Report – April 2024

From: Sarah Robinson, Acting Museum Services Manager

Recommendation

THAT the report of the Acting Museum Services Manager, “Museum Deaccession Report”, dated April 25, 2024, be received;

AND THAT the objects identified in the “Museum Deaccession Report” be deaccessioned in accordance with the Museum of Dufferin's Collections Management Policy.

Executive Summary

Deaccessions are an important part of museum management and are considered best practice for all museums. This report lists objects to consider for deaccession from the Museum’s permanent collection, according to the Museum’s Collections Management Policy.

Background & Discussion

The process of “deaccessioning” is when a cultural-heritage institution permanently removes an object from its collection. This is a normal and standard process within museum collections management as it ensures objects are properly inventoried, have adequate provenance, sufficient documentation, and are cared for in a manner that ensures their longevity. The process of deaccessioning objects is a recognized industry best-practice, both on a national and international scale.

Today, it is the mandate of the Museum of Dufferin to collect objects that represent the history of Dufferin County specifically. The MoD follows Ministry of Tourism, Culture and

Sport Museum Standards, Ontario Museum Association Standards, Canadian Museum Association Standards and Archives Association of Ontario Standards, all of which include professional guidelines for collecting.

Deaccessioning is a collections management best-practice that ensures:

- Improved care of objects.
- Reduced over-crowding and improved access to objects.
- Removal of potentially hazardous objects.
- Retention of objects within the community.

In November 2023, the first deaccession report was presented to committee and accepted. Since this time, two items have been disposed (metal scrap) and as a result \$495.00 was collected for Exhibitions and Collections purposes. 14 items with provenance unrelated to Dufferin County have been accepted by and transferred to other museums, including Museum on the Boyne, Wellington County Museum & Archives and Markham Museum. The remaining 39 objects from this list will now go to public auction in May/June, coordinated by a third-party auctioneer.

The MoD is bringing forward this additional list of 24 items for proposed deaccession. Once again, these items do not have provenance relating to the history of Dufferin County OR have been identified as hazardous to people (ex. arsenic), pose a risk to other objects in the collection, or are deemed to be beyond repair and will be disposed of immediately. The items will once again be offered to other heritage institutions, any items not transferred will be included in the upcoming public auction.

Financial, Staffing, Legal, or IT Considerations

This work is part of the curatorial staff workload. Disposals will only be made to institutions that operate in the public trust ensuring a level of care for the artifacts in keeping with the County of Dufferin's expectations. All transportation costs will be borne by the accepting museums or galleries.

MoD staff plan to have an additional deaccession report in late 2024 as the large and small artifact storage rooms continue to be inventoried and reorganized. Committee can expect to see similar annual deaccession reports for the next several years. Annual deaccession reports will demonstrate that staff are conducting an inventory of the collection and managing it appropriately.

Terms

Accession: Recording the addition of a new object to a collection. Accessioning is the formal commitment to care for objects over the long-term.

Deaccession: The formal process of removing an object from the collection of an institution.

Disposal: The physical removal of the object from the institution.

In Support of Strategic Plan Priorities and Objectives





Governance - identify opportunities to improve governance and service delivery

Respectfully Submitted By:





Sarah Robinson
Acting Manager of Museum Services




Attachment: Appendix A: Museum Deaccession Report, April 2024





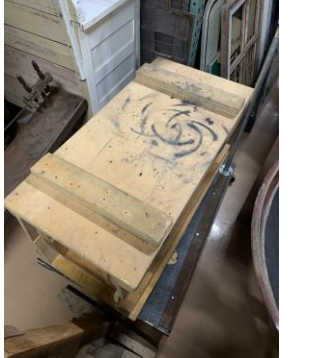
Reviewed by: Sonya Pritchard, Chief Administrative Officer


	Catalogue Number	Image	Object Title	Reason for Deaccession	Staff Suggestion	Collection/Area
1	A205-075 D		Taxidermy Loon, Date Unknown	Hazard - potential use of arsenic and other chemicals to create taxidermy animals. These are hazardous to both staff and other artifacts in the collection.	Remove from permanent collection. Recommend immediate disposal due to hazardous chemicals.	Permanent - Artifacts
2	A212-033		Taxidermy Hawk, Date Unknown	Hazard - potential use of arsenic and other chemicals to create taxidermy animals. These are hazardous to both staff and other artifacts in the collection.	Remove from permanent collection. Recommend immediate disposal due to hazardous chemicals.	Permanent - Artifacts
3	FF-048		Tractor, Farmall 140, Caledon, ca. 1960	Not within collections mandate - provenance not related to Dufferin.	Remove from permanent collection. Recommend transfer to Peel Art Gallery Museum and Archives.	Permanent – Artifacts
4	A205-141		Wallet, Peterborough, 1884	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts

5	A205-125-3		Romper, Cobourg, ca. 1910	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Cobourg Museum.	Permanent – Artifacts
6	A205-126 1-12		12 Dinner Plates, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
7	A205-126 13-18		6 Tea Plates, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
8	A205-126 19-23		5 Bowls, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
9	A205-126-24		Sauceboat, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
10	A205-126-25		Sauceboat, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts

11	A205-126-26		Serving Dish, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
12	A205-126-27 A-B		Serving Dish, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
13	A205-127 1-7		6 Tea Spoon Set, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
14	A205-128		Powder Horn, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
15	A205-129 A-C		Mustard Set, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts

16	A205-130			Vase, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
17	A205-132			Mantel Clock, Peterborough, ca. 1900	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
18	A205-133-1			Doll, Peterborough, ca. 1923	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts

19	A205-133-2			Doll, Peterborough, ca. 1923	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
20	A205-134-1			Dresser Tray, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
21	A205-134-2 A-B			Cosmetic Set, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
22	A205-134-3 A-B			Hair Receiver, Peterborough, Date Unknown	Not within collections mandate - provenance not related to Dufferin	Remove from Permanent Collection. Recommend transfer to Peterborough Museum and Archives.	Permanent – Artifacts
23	FF-0005			Mold, used to create replica metal pieces for a banister that was once in the museum. It was used as a tool when the museum was built in 1993. Was most likely accidentally given a number as staff didn't know what it was.	Not within collections mandate, not an artifact required for collection.	Remove from permanent collection. Recommend disposal.	Permanent – Artifacts

24	AR-6426 A-G, J and K		Genealogy Research, Huron County Families, ca. 2000	Not within collections mandate - provenance and genealogy research are not related to Dufferin.	Remove from permanent collection. Recommend transfer to Huron County Archives.	Permanent – Archives



A community that grows together

Report To: Chair Horner and Members of the Community Development & Tourism Committee

Meeting Date: April 25, 2024

Subject: First Quarter Financial Results

From: Aimee Raves, Manager of Corporate Finance, Treasurer

Recommendation

THAT the report on First Quarter Financial Results, from the Manager of Corporate Finance, Treasurer, dated April 25, 2024, be received.

Executive Summary

This report outlines the financial results for the period covering January 1 to March 31, 2024. A few highlights have been included by division.

Background & Discussion

Attached are the operating and capital financial results as of the end of March 2024. The numbers presented are unaudited and subject to change but provide a picture of the current financial position. Generally, most operating areas should be at about 25% of budget. Capital work tends to ramp up later in the year thus minimal activity has occurred to date and thus no highlights have been included. Below are comments for each division. A more detailed financial review will be provided based on June 30 results.

Museum of Dufferin

- Majority of revenues are earned in the fall during holiday treasures
- An unexpected maintenance issue at Corbetton Church may result in higher than expected maintenance costs

Building Services

- Building permit fees are tracking higher than expected for this time of year and new rates implemented in January are expected to boost revenues

- Successful recruitment of additional building code enforcement inspector who is tasked with cleaning up open files and ensuring building code compliance

Planning

- MCR and final OPA completed and submitted for provincial approval
- Upcoming work on a guide for Additional Residential Units

Economic Development

- Explore Dufferin Guide will be ready for distribution in early-mid May. Funding of \$10,000 has been received from Central Counties Tourism with another \$14,000 pending.
- Community Insight Workshops underway, all work will be within budget

Financial Impact

No significant concerns have been identified at this time. All divisions are on track for this time of the year.

In Support of Strategic Plan Priorities and Objectives:

Governance - improve the County's internal and external communication

Respectfully submitted by,

Aimee Raves, CPA CMA
Manager of Corporate Finance, Treasurer

Attachment: Q1 Financial statements

Reviewed by: Sonya Pritchard, Chief Administrative Officer

Community Development & Tourism

(in 000s)	2023 ACTUAL	MAR 2024	2024 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	\$1,016	\$479	\$880	\$401	54.45%
Government Transfers	\$119	\$29	\$240	\$210	12.20%
Other Revenue	\$237	\$18	\$114	\$96	15.86%
Total Revenues	\$1,372	\$527	\$1,234	\$708	42.68%
Expenditures					
Salaries and Benefits	\$2,397	\$599	\$3,221	\$2,622	18.61%
Administrative and Office	\$408	\$87	\$472	\$384	18.52%
Service Delivery	\$493	\$37	\$233	\$195	16.13%
IT and Communications	\$138	\$96	\$161	\$64	60.12%
Facilities	\$242	\$50	\$278	\$228	17.97%
Vehicles and Equipment	\$34	\$7	\$46	\$40	14.56%
Internal Services Used	\$303	\$74	\$388	\$314	19.14%
Internal Services Recovered	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$4,016	\$952	\$4,799	\$3,847	19.83%
Transfers					
Transfers from Reserves	-\$697	\$5	-\$1,323	-\$1,327	-0.34%
Transfers from Trust	-\$8	-\$2	-\$8	-\$6	0.00%
Transfer to Trust	\$23	\$0	\$10	\$10	0.00%
DC Contribution	\$0	\$0	\$0	\$0	0.00%
Transfers to Reserves	\$0	\$0	\$25	\$25	0.00%
Total Transfers	-\$682	\$3	-\$1,296	-\$1,298	-0.19%
Total Operating Development	\$1,961	\$428	\$2,269	\$1,841	18.84%
Capital Investment	\$95	\$90	\$90	\$0	100.00%
Total Development & Tourism	\$2,056	\$518	\$2,359	\$1,841	21.94%

Development & Tourism - Capital Asset Fund

	2023 ACTUAL	2024 ACTUAL	2024 PLAN	2023 Carry- forward	2024 Revised PLAN
Prior Year Carry Forward			\$414		\$460
Opening Balance	\$710	\$765	\$352	\$0	\$352
Contributions					
Capital Levy	\$95	\$90	\$90	\$0	\$90
Other Revenue	\$26	\$0	\$0	\$0	\$0
Transfers from Reserves/Trust	\$0	\$0	\$106	\$0	\$106
Reserve Fund Contribution	\$0	\$0	\$0	\$0	\$0
DC Contribution	\$0	\$0	\$0	\$0	\$0
Total Contributions	\$121	\$90	\$196	\$0	\$196
Capital Work					
Land Improvements	\$13	\$0	\$15	\$0	\$15
Buildings	\$52	\$0	\$465	\$0	\$465
Equipment & Machinery	\$0	\$0	\$4	\$0	\$4
Vehicles	\$0	\$0	\$0	\$325	\$325
Total Capital Work	\$66	\$0	\$484	\$325	\$809
Ending Capital Asset Fund Balance	\$765	\$855	\$478		\$199

Work Plan Summary

	2023 ACTUAL	2024 ACTUAL	2024 PLAN	2023 Carry- forward	2024 Revised PLAN
Expenditures					
Asphalt Paving	\$13	\$0	\$15	\$0	\$15
Land Improvements	\$13	\$0	\$15	\$0	\$15
HVAC	\$16	\$0	\$69	\$0	\$69
Building Automation	\$0	\$0	\$150	\$0	\$150
Security	\$0	\$0	\$11	\$0	\$11
Electrical	\$0	\$0	\$150	\$0	\$150
Windows	\$0	\$0	\$20	\$0	\$20
Roof	\$36	\$0	\$50	\$0	\$50
Exterior Doors	\$0	\$0	\$15	\$0	\$15
Buildings	\$52	\$0	\$465	\$0	\$465
Small Equipment	\$0	\$0	\$4	\$0	\$4
Equipment & Machinery	\$0	\$0	\$4	\$0	\$4
Vehicles	\$0	\$0	\$0	\$325	\$325
Vehicles	\$0	\$0	\$0	\$325	\$325
Total Work Plan Summary	\$66	\$0	\$484	\$325	\$809

Museum of Dufferin

(in 000s)	2023 ACTUAL	MAR 2024	2024 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	\$38	\$7	\$28	\$21	25.61%
Government Transfers	\$54	\$0	\$54	\$54	0.00%
Other Revenue	\$134	\$3	\$111	\$108	2.49%
Total Revenues	\$226	\$10	\$193	\$183	5.15%
Expenditures					
Salaries and Benefits	\$707	\$181	\$966	\$785	18.69%
Administrative and Office	\$88	\$15	\$113	\$98	13.51%
Service Delivery	\$91	\$10	\$62	\$52	15.78%
IT and Communications	\$27	\$2	\$28	\$26	7.61%
Facilities	\$242	\$50	\$278	\$228	17.97%
Vehicles and Equipment	\$5	\$2	\$9	\$8	17.20%
Internal Services Used	\$146	\$0	\$124	\$124	0.00%
Total Expenditures	\$1,306	\$259	\$1,580	\$1,321	16.41%
Transfers					
Transfers to Trust	\$23	\$0	\$10	\$10	0.00%
Transfers from Trust	-\$8	-\$2	-\$8	-\$6	0.00%
Total Transfers	\$15	-\$2	\$2	\$4	-100.0%
Total Operating Museum	\$1,095	\$247	\$1,389	\$1,142	17.81%
Capital Investment	\$95	\$90	\$90	\$0	100.00%
Total Museum of Dufferin	\$1,190	\$337	\$1,479	\$1,142	22.81%

Museum of Dufferin - Capital Asset Fund

	2023 ACTUAL	2024 ACTUAL	2024 PLAN	2023 Carry- forward	2024 Revised PLAN
Prior Year Carry Forward			\$227		\$227
Opening Balance	\$550	\$579	\$352		\$352
Contributions					
Capital Levy	\$95	\$90	\$90	\$0	\$90
Transfers from Reserves/Trust	\$0	\$0	\$60	\$0	\$60
Total Contributions	\$95	\$90	\$150	\$0	\$150
Capital Work					
Land Improvements	\$13	\$0	\$15	\$0	\$15
Buildings	\$52	\$0	\$465	\$0	\$465
Equipment & Machinery	\$0	\$0	\$4	\$0	\$4
Total Capital Work	\$66	\$0	\$484	\$0	\$484
Ending Capital Asset Fund Balance	\$579	\$669	\$245		\$245

Work Plan Summary

	2023 ACTUAL	2024 ACTUAL	2024 PLAN	2023 Carry- forward	2024 Revised PLAN
Expenditures					
Asphalt Paving	\$13	\$0	\$15	\$0	\$15
Land Improvements	\$13	\$0	\$15	\$0	\$15
HVAC	\$16	\$0	\$69	\$0	\$69
Building Automation	\$0	\$0	\$150	\$0	\$150
Security	\$0	\$0	\$11	\$0	\$11
Electrical	\$0	\$0	\$150	\$0	\$150
Windows	\$0	\$0	\$20	\$0	\$20
Roof	\$36	\$0	\$50	\$0	\$50
Exterior Doors	\$0	\$0	\$15	\$0	\$15
Buildings	\$52	\$0	\$465	\$0	\$465
Small Equipment	\$0	\$0	\$4	\$0	\$4
Equipment & Machinery	\$0	\$0	\$4	\$0	\$4
Total Work Plan Summary	\$66	\$0	\$484	\$0	\$484

Building

(in 000s)

	2023 ACTUAL	MAR 2024	2024 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	\$945	\$466	\$792	\$327	58.78%
Other Revenue	\$3	\$5	\$3	-\$2	161.50%
Total Revenues	\$948	\$471	\$796	\$325	59.21%
Expenditures					
Salaries and Benefits	\$1,180	\$269	\$1,493	\$1,224	18.01%
Administrative and Office	\$135	\$24	\$130	\$106	18.14%
Service Delivery	\$4	\$2	\$11	\$9	19.19%
IT and Communications	\$110	\$92	\$118	\$25	78.51%
Vehicles and Equipment	\$29	\$5	\$37	\$32	13.89%
Internal Services Used	\$157	\$74	\$265	\$190	28.07%
Total Expenditures	\$1,614	\$467	\$2,054	\$1,587	22.72%
Transfers					
Transfers from Reserves	-\$666	\$5	-\$1,258	-\$1,262	-0.36%
Total Transfers	-\$666	\$5	-\$1,258	-\$1,262	-0.36%
Total Building	\$0	\$0	\$0	\$0	0.00%

Building - Capital Asset Fund

	2023 ACTUAL	2024 ACTUAL	2024 PLAN	2023 Carry- forward	2024 Revised PLAN
Prior Year Carry Forward			\$186		\$233
Opening Balance	\$160	\$186	\$0		\$0
Contributions					
Other Revenue	\$26	\$0	\$0	\$0	\$0
Total Contributions	\$26	\$0	\$46	\$0	\$46
Capital Work					
Vehicles	\$0	\$0	\$0	\$325	\$325
Total Capital Work	\$0	\$0	\$0	\$325	\$325
Ending Capital Asset Fund Balance	\$186	\$186	\$233		-\$46

Work Plan Summary

	2023 ACTUAL	2024 ACTUAL	2024 PLAN	2023 Carry- forward	2024 Revised PLAN
Expenditures					
Building Vehicles	\$0	\$0	\$0	\$325	\$325
Vehicles	\$0	\$0	\$0	\$325	\$325
Total Work Plan Summary	\$0	\$0	\$0	\$325	\$325

Planning

(in 000s)	2023 ACTUAL	MAR 2024	2024 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	\$33	\$7	\$60	\$54	10.83%
Government Transfers	\$59	\$7	\$136	\$128	5.32%
Total Revenues	\$92	\$14	\$196	\$182	7.01%
Expenditures					
Salaries and Benefits	\$287	\$88	\$441	\$353	19.93%
Administrative and Office	\$133	\$11	\$93	\$81	12.24%
IT and Communications	\$1	\$1	\$1	\$0	82.23%
Total Expenditures	\$421	\$100	\$535	\$434	18.74%
Transfers					
Transfers to Reserves	\$0	\$0	\$25	\$25	0.00%
Total Transfers	\$0	\$0	\$25	\$25	0.00%
Total Planning	\$329	\$86	\$364	\$278	23.75%

Economic Development

(in 000s)	2023 ACTUAL	MAR 2024	2024 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	\$6	\$22	\$50	\$28	44.00%
Other Revenue	\$100	\$10	\$0	-\$10	100.00%
Total Revenues	\$106	\$32	\$50	\$18	64.00%
Expenditures					
Salaries and Benefits	\$223	\$62	\$321	\$259	19.28%
Administrative and Office	\$52	\$37	\$136	\$99	27.36%
Service Delivery	\$399	\$26	\$160	\$134	16.05%
IT and Communications	\$1	\$1	\$14	\$13	6.60%
Total Expenditures	\$675	\$126	\$631	\$505	19.93%
Transfers					
Transfers from Reserves	-\$32	\$0	-\$65	-\$65	0.00%
Total Transfers	-\$32	\$0	-\$65	-\$65	0.00%
Total Economic Development	\$537	\$94	\$516	\$422	18.17%