

GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA



**Monday January 23, 2012, at 4:45 p.m.
Dufferin Room, Community Services
229 Broadway, Orangeville**

Declarations of Pecuniary Interest by Members

GRANTS

1. **GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #1
2012 Financial Grants**

2012 Financial Support Applications. The full application packages will be emailed to the committee members separately. A summary of the applications is attached to this agenda.

Recommendation:

For consideration of Committee.

2. **GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #2
Hills of Headwaters Tourism Service Agreement**

Correspondence from Ms. Michele Harris, Executive Director, Hills of Headwaters Tourism Association dated December 9, 2011 with respect to the Tourism Service Agreement. Copy of the agreement is attached.

Recommendation:

For consideration of Committee.

3. **GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #3
Service Agreements**

Report from the Treasurer, dated January 23, 2012 with respect to the renewal of the service agreement with the Greater Dufferin Area Chamber of Commerce. A copy of the agreement is attached.

Recommendation:

For consideration of Committee.

REPORTS

4. GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #4
Community Services Renovations- 41 Centre Street, Orangeville (former Bowling Alley)

Report from the Chief Building Official/Director of Property, dated January 23, 2012 with respect to the renovations at 41 Centre Street, Orangeville (former bowling alley).

Recommendation:

That the report of Michael A. Giles, Chief Building Official/Director of Property dated January 16, 2012 with respect to renovations at 41 Centre Street be received;

AND THAT the renovation of 41 Centre Street in Orangeville be approved in the approximate amount of \$4,000,000 and designated as a self-managed project in accordance with By-law 2007-28.

5. GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #5
User Fee By-law

Report from the Director of Corporate Services/Clerk, dated January 23, 2012 with respect to recommended changes to user fees charged for County provided services.

Recommendation

THAT the report of the Director of Corporate Services/Clerk dated January 23, 2012 with respect to changes in user fees charged for services or activities provided by the County, be received;

AND THAT the necessary by-law be presented to Council.

6. GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #6
Proposed Amendment to the Records Retention By-law

Report from the Director of Corporate Services/Clerk, dated January 23, 2012 with respect to recommended changes to the records retention by-law in response to recent updates in legislation and case law.

Recommendation

THAT the report of the Director of Corporate Services/Clerk dated January 23, 2012, with respect to Amendment to the Records Retention By-law, be received;

AND THAT Schedule A of by-law 2006-43 be amended to reflect the required retention periods in recent updates in legislation and case law.

7. GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #7
Request for Easement Along Rail Corridor and Outstanding Property Matters Regarding the Rail Line

Report from the Director of Corporate Services/Clerk, dated January 23, 2012 with respect to a request for an easement along the former rail corridor.

Recommendation

For consideration of Committee.

CORRESPONDENCE

8. GENERAL GOVERNMENT SERVICES – January 23, 2012 – Item #8
Thank you Letters

Thank you letters from Sweet Adelines Orangeville Chorus, Town of Orangeville First Night Committee and Westside Secondary School.

Recommendation:

THAT the thank you letters from Sweet Adelines Orangeville Chorus, Town of Orangeville First Night Committee and Westside Secondary School, be received.

NEXT MEETING: February 21, 2012
229 Broadway, Orangeville

2012 Grant Applications

ORGANIZATION	Requested 2012	Approved 2011	Notes
Orangeville District Secondary School (County of Dufferin Leadership Award)	\$300	\$300	
Centre Dufferin Secondary School (County of Dufferin Leadership Award)	\$300	\$300	
West Side Secondary School (County of Dufferin Leadership Award)	\$300	\$300	
Town of Orangeville, Small Business Enterprise Centre	\$30,250	\$15,000	
Friends of Island Lake	\$25,000	\$10,000	
<i>Community Environment Alliance</i>	\$21,370		
Highlands Youth for Christ	\$15,000	\$8,000	
Big Brothers and Big Sisters of Dufferin	\$15,000	\$8,000	
Dufferin Area Physician Search Committee	\$15,000	\$15,000	
Headwaters Communities in Action	\$12,500	\$5,000	
Dufferin Parent Support Network	\$12,000	\$8,000	
Monora Park Bowling Club	\$10,000	Nil	
Theatre Orangeville	\$10,000	\$5,000	
Headwaters Arts Festival	\$10,000	\$2,500	
Run Dufferin	\$9,250	\$1,000	
Hospice Dufferin	\$8,000	\$8,000	
Food and Friends	\$8,000	\$2,000	
Dufferin Children and Youth Festival	\$7,000	\$1,000	
Caledon/Dufferin Victim Services	\$5,500	\$5,000	
Orangeville Agricultural Society	\$5,000	\$500	
First Night Committee	\$5,000	\$5,000	
Dufferin Child and Family Services	\$5,000	\$1,000	
<i>Dufferin Farm Fresh</i>	\$5,000		
<i>Alzheimer Society of Dufferin County</i>	\$4,800		
Island Lake Rowing Club	\$4,200	\$1,000	
Ontario SPCA	\$3,000	\$1,000	
Dufferin Hi-Land Bruce Trail Club	\$2,850	\$1,000	
Rotary Club of Shelburne	\$2,000	\$1,000	
Orangeville Blues & Jazz Festival	\$2,000	\$1,000	
<i>Princess Margaret Public School</i>	\$1,500		
Grand Valley Lions Club	\$1,000	\$1,000	
Centennial Hylands & Hyland Heights	\$1,000	\$800	
Grand Valley Agricultural Society	\$750	\$500	
Dufferin Town & Country Farm Tour	\$500	\$500	
Shelburne District Agricultural Society	\$500	\$500	
Orangeville District Horticultural Society	\$250	\$250	
Dufferin Peel Women's Institute	\$200	\$200	
TOTALS	\$259,320	109,650	

Italics – new applicants

No application required

Over \$10,000

\$5,000 - \$10,000 requested

Under \$5,000 requested



TOURISM SERVICES AGREEMENT COUNTY OF DUFFERIN & THE HILLS OF HEADWATERS TOURISM ASSOCIATION

The Agreement is effective from January 1st, 2012 through to December 31st, 2014 (a term of 3 years).

It is agreed and understood that the Hills of Headwaters Tourism Association acts as the regional tourism agent on behalf of tourism industry stakeholders and municipal partners in the region that encompasses the Town of Caledon, as well as the County of Dufferin and the Town of Erin. This larger self-defined region is known as the Hills of Headwaters.

The fundamental principle defining this collaborative partnership, is that the tourism industry is an important component of municipal economic development, and that a collaborative partnership allows all partners to leverage and pool resources for the enhanced benefit of each partner.

It is also recognized that the Hills of Headwaters has achieved considerable brand equity in the provincial tourism framework, and that the Hills of Headwaters Tourism Association represents each of our partners and industry stakeholders in the larger marketplace, and with the Ontario Ministry of Tourism & Culture, with the Ontario Tourism Marketing Partnership Corporation, and with any other provincial and industry tourism agencies.

Obligations of the Hills of Headwaters Tourism Association

In consideration of the funding arrangement provided by the Tourism Association's municipal partners, the Hill of Headwaters Tourism Association agrees to provide the following services:

Product Development

- i. The Tourism Association will develop and recommend, in collaboration with its municipal and industry stakeholders, a regional product development strategy, for approval by the Board of Directors.
- ii. The Tourism Association will facilitate and coordinate tourism industry & municipal partner development of approved tourism products, subject to sufficient interest and engagement from industry stakeholders.
- iii. The Tourism Association will host quarterly regional tourism development workshops, to support the regional tourism product development strategies.
- iv. The Tourism Association will develop a product development/market-readiness toolkit, that will be made available to municipal & industry stakeholders to support their work in this area.



- v. The Tourism Association will identify tourism product development funding opportunities, and will make every attempt to secure additional funding to support product development strategies.
- vi. The Tourism Association will work with industry partners to develop 2 market-ready consumer packages annually; and will promote and submit these package opportunities to any interested provincial tourism agency.

Tourism Marketing:

- i. The Tourism Association agrees to facilitate, on behalf of our industry stakeholders, the publication of an annual Visitor Guide for the region; and distribute the Visitor Guide through mutually agreed upon distribution channels, in order to promote the Hills of Headwaters region to visitors from outside our geographic region. It is agreed that the annual Visitor Guide will include a regional map of the area, to support visitor needs.
- ii. The Tourism Association agrees to maintain and update the annual regional tourism website known as www.thehillsofheadwaters.com; the Tourism Association will monitor and recommend improvements and upgrades to said website, and will (where possible) identify and exploit potential funding opportunities for site upgrades and improvements.
- iii. The Tourism Association will continue to support the existing Hills of Headwaters highway directional signage program (through Canadian TODS), at three existing locations.
- iv. The Tourism Association will continue to sell and promote a regional brochure distribution program to 40 regional tourism brochure boxes; and will maintain each of the 40 regional brochure distribution boxes on a monthly basis (and subject to sufficient partner buy-in and financial viability of program).
- v. The Tourism Association will continue to sell and distribute a monthly electronic newsletter (News From the Hills) to our over 10,000 person database. The Tourism Association will continue to make every reasonable effort to grow the size of this database for the benefit of all our industry partners.

Tourism Marketing Communications:

- i. The Tourism Association will develop and recommend to the Board of Directors a marketing communications & social media strategy.
- ii. The Tourism Association will contract, on a part-time basis (40 hours/month), an online communications specialist, to help support the communications strategy.
- iii. The Tourism Association will continue to supply content, as required, to local area media publications, and to provincial tourism agencies, to support the brand & tourism product in the Hills of Headwaters region.



Tourism Advocacy & Partnership Development:

- i. The Tourism Association will facilitate the engagement of regional tourism industry stakeholders & municipal partners delegates and work with designated committees/sub-committees to seek guidance and input on regional tourism development strategies and initiatives.
- ii. The Tourism Association will facilitate the engagement of a regional Municipal Advisory Committee and will work with said committee to seek guidance and input on regional tourism development strategies and initiatives, and will ensure alignment with municipal economic development goals.
- iii. The Tourism Association will act as the regional tourism industry representative, on behalf of our industry & municipal partners, with all Ontario tourism agencies & ministries.
- iv. The Tourism Association will continue to serve (through representation of its Executive Director or appointed delegate) on the Board of Directors (and associated industry sub-committees) of the Regional Tourism Organization #6.
- v. The Tourism Association will provide a representative, as requested, to sit on any of our funding municipal partners' economic development committees.
- vi. The Tourism Association will act as the regional tourism spokesperson in regards to any regional tourism enquiry.
- vii. The Tourism Association will work with other municipal, provincial or federal organizations, as deemed necessary, in support of regional tourism development in the Hills of Headwaters region.
- viii. The Tourism Association will continue to work with and leverage partnerships with other regional business and community groups, to leverage opportunities, and support shared visions for the development of all communities within the Hills of Headwaters region.
- ix. The Tourism Association will electronically communicate, on a regular basis, with tourism industry stakeholders & municipal partners, with any pertinent industry news, information or relevant data.
- x. The Tourism Association will continue to seek opportunities for partnership & funding that will allow us to expand our industry development and level of service.

Tourism Industry Partner Support:

- i. The Tourism Association will operate an administrative office that will be available to support tourism industry and municipal partners, Monday to Friday, for a minimum of 6-hours per day.
- ii. The Tourism Association will identify and apply for supplemental funding opportunities to enhance hours of operation; and will provide additional staff resources should funding become available.
- iii. The Tourism Association will provide front-line, electronic and telephone support to visitor enquiries about the region.
- iv. The Tourism Association will distribute supplied community information materials concerning area attractions, businesses and services.
- v. The Tourism Association will continue to distribute supplied tourism materials for areas outside the region.



- vi. The Tourism Association will maintain a database of community organizations and service providers.
- vii. The Tourism Association will maintain a toll-free number for incoming calls.
- viii. The Tourism Association will ensure that all staff are properly trained in regards to regional tourism offerings, to support our goal of promoting area tourism businesses, and will help train (as required) industry and municipal partners who are interested in supporting tourism information dissemination.
- ix. The Tourism Association will provide letters of support for regional industry undertakings that support regional tourism & economic development strategies.
- x. The Tourism Association will continue to seek out funding and partnership opportunities on behalf of our municipal and industry partners.
- xi. The Tourism Association will act as a resource for all tourism related matters to industry stakeholders & municipal partners.
- xii. The Tourism Association will continue to recognize tourism businesses and operators who exemplify excellence, through our annual tourism awards.

Obligations of municipal funding partners

In consideration of the Tourism Association supplying the aforementioned services, and recognizing that this service delivery model is based on the notion of collaboration, partnership & engagement, each municipal partner agrees that the Tourism Association is acting as their agent to support the development of a strong, viable and sustainable tourism industry. Each municipal partner agrees to support the Tourism Association and the development of regional tourism as follows:

- i. Each municipal partner agrees to work in a collaborative manner, to be an advocate for tourism, and to recognize the mutual value derived from this partnership Agreement by all partners.
- ii. Each municipal partner recognizes that the Tourism Association is no more than a collaborative framework representing all municipal partners who are signatory to this Agreement, and that the Tourism Association will be working to support and enhance municipal tourism & economic development objectives.
- iii. Each municipal partner agrees to fully engage with the Tourism Association, and agrees to appoint a representative to serve as a member of the Tourism Association's Board of Directors and/or Municipal Advisory Committee.
- iv. Each municipal partner representative agrees to provide two-way communication between the Tourism Association and their respective municipality, through regular committee reports.



- v. Each municipal partner will encourage the participation of the Tourism Association in all tourism related activity, either in a direct or indirect capacity, in an effort to ensure alignment of strategic goals and undertakings.
- vi. Each municipal partner will consider supporting the Tourism Association, through the provision of letters of support, applications for additional funding that would support the work of the Tourism Association on behalf of its industry and municipal partners.
- vii. Recognizing that the primary funding for the Tourism Association is derived from partner municipalities, and that the Tourism Association is working on behalf of our municipal partners and industry stakeholders, the municipal partners agree to provide, where feasible and appropriate, other support (contra or in-kind) that will enhance the work of the Tourism Association, and that will ensure that municipal funding dollars are used to their best advantage in the support of tourism development on behalf of our municipal funding partners.

Insurance & Indemnity

The Tourism Association agrees to obtain and maintain at its own expense, throughout the terms of this Agreement:

- i. comprehensive general liability insurance that will include but not be limited to, non-owned automobile liability; personal injury; broad form property damage; blanket contractual liability; owners and contractors protective liability; products and completed operations liability; contingent employers' liability; and severability of interest and cross liability clauses.
- ii. liability insurance shall have a limit of not less than \$2,000,000 for any one occurrence; be comprehensive liability insurance covering the operations and liability assumed under this Agreement; be endorsed to provide that the policy shall not be eligible to be cancelled or allowed to lapse without 30 days prior written notice.

The Tourism Association shall indemnify and save harmless, each of the municipal partners, including their elected officials, employees, agents and contractors, from and against any loss, cost and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Agreement, occasioned wholly or in part by any act or omission of the Tourism Association but only if such loss, claim, action, damages, liability, expense or injury arose by reason of the breach of the Agreement by the Tourism Association, or as a result of the illegal or wilful or negligent action of the Tourism Association or its agents, employees or other persons for whom the Tourism Association is in law responsible.



Each of the municipal partners shall indemnify and save harmless the Tourism Association, its officers, employees, agents and contracts, from and against any loss, cost and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Agreement, occasioned wholly or in part by any act or omission of the applicable municipal partner or partners but only if such loss, claim, action, damages, liability, expense or injury arose by reason of the breach of the Agreement by the partner or partners, or as a result of the illegal or wilful or negligent action of the partner or partners or its/their agents, employees or other persons for whom the municipal partners is/are in law responsible.

Terms of Agreement & provisions for amendment

This Agreement commences on the date hereof and continues in full force and effect for a period of three years, subject to earlier termination of this Agreement as provided herein.

It is the intention of the parties to provide continuity of regional tourism services, as outlined in this Agreement. As such, unless one (1) of the municipal partners gives written notice to the other municipal partners and to the Association of its desire to terminate the Agreement, delivered not less than six months prior to the expiry of the initial term, or renewal term (if applicable), or unless subsequently otherwise agreed to in writing, then this Agreement shall be automatically renewed, subject to any amendments (as set out below) for a successive three year term.

Prior to renewal, an review of this Agreement shall be initiated by the Tourism Association, and in addition, may be initiated by one or more of the municipal partners, in order to respond to trends and changes in the tourism industry. Amendments to this Agreement will be considered at this time.

Notwithstanding the above, the municipal partners may terminate this Agreement if the Tourism Association is in default of any of its obligations herein provided that the municipal partners shall first have given ninety (90) days written notice to the Tourism Association of the nature of the default and provided that such default has not been cured or remedied within the said ninety (90) day period. If such notice has been given, resolutions of the Councils of the municipal partners specifying the default and the fact of its occurrence during the nine (90) day period shall be deemed to be conclusive evidence of the continuing default and this Agreement shall thereafter be terminated effective the date of such Council resolutions.

Where a municipal partner or municipal partners have terminated this Agreement in accordance with this provision of any other provision, the municipal partner(s) shall be relieved of their obligations at the beginning of the next calendar year.

Notwithstanding the above, the Tourism Association may, at its option, terminate this Agreement at any time after the municipal partners default in making the required payments or obligation hereunder provided that it shall give sixty (60) days written notice to the municipal partners of its intention to terminate the Agreement and further provided that the municipal partners have failed to cure the default within the said sixty (60) day period.



Funding formula

It is agreed that the Hills of Headwaters Tourism Association will provide the tourism related services on behalf of our partner municipalities, as outlined in this Agreement, subject to each municipal funding partner agreeing to the following schedule of payments, based on a per capita contribution.

MUNICIPAL PARTNER	2012	2013	2014
Town of Caledon	\$78,433.	\$81,178.	\$84,019.
County of Dufferin	\$36,878.	\$38,168.	\$39,504.
Town of Erin	\$15,326.	\$15,862.	\$16,417.
Town of Orangeville	\$26,111.	\$27,025.	\$27,971.
Town of Mono	\$6,857.	\$7,094.	\$73,42.
Town of Shelburne	\$4,997.	\$5,172.	\$5,353.

This Agreement shall ensure to the benefit of and be binding upon the parties hereto, their respective successors and assignees.



THE HILLS OF
HEADWATERS
TOURISM ASSOCIATION

In witness whereof the Parties have caused to be affixed their corporate seals under the hands of their duly authorized officers on that behalf.

The Corporation of the County of Dufferin

Dated:

Warden

CAO

The Hills of Headwaters Tourism Association

Dated:

Chair, Board of Directors

Executive Director

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TR-11-14 TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Ryan and Members of Government Services Committee
From: Alan Selby, Treasurer
Meeting Date: January 23, 2012
Subject: **Renewal of GDACC Agreement**

Purpose

The purpose of this report is to present to committee members a proposed agreement with the Greater Dufferin Chamber of Commerce for 2012-2016.

Background & Discussion

The General Government Services Committee (GGS) discussed the renewal of the County of Dufferin's agreement with the Greater Dufferin Chamber of Commerce (GDACC) at the June 2011 meeting and directed staff to prepare a draft agreement.

County staff met with GDACC personnel on August 15 and reviewed a draft agreement. The new agreement would be adopted by Bylaw. The proposed agreement is attached to this report.

Out-dated references that appeared in the last agreement have been removed. Updated commentary about the GDACC has been inserted on page 1, including reference to the Dufferin.biz website project. This agreement is not intended to outline the specifics of that website project, but rather for support of the overall activities of the GDACC.

The new agreement proposes continuing the fixed \$30,000 annual financial support by the County, as in prior years. The renewal term is four years, being 2012-2015 inclusive. The next Council will be responsible for considering a subsequent renewal. Section 7.2 says renewals will be automatic every four years, unless a new Council wishes to make changes, and so advises the GDACC six months in advance, which would be during a Council's first year of its term (for example, mid-2015).

The GDACC commits to providing County Council with its annual budget, and offers to make in-year status reports available to Council. Council would receive financial updates on GDACC activity upon request.

Section 1 spells out the general activities to be conducted by the GDACC, and Section 2 spells out the informational services the GDACC undertakes to perform.

In Section 5, the County continues its commitment to appoint a representative on the GDACC Board of Directors. The County also agrees to support the GDACC, when requested, in its efforts to secure other grants and subsidies. The GDACC is part of an Internet group that regularly researches funding opportunities.

Local Municipal Impact

Section 4.3 specifies that the GDACC will provide memberships to each local municipality in the County.

Financial, Staffing, Legal, or IT Considerations

The annual County funding remains unchanged from prior years, and it has been included in the Draft 2012 County Budget.

The County support represents about 10% of the annual budget of the GDACC, based on their 2010 financial statements. As a revenue source to the GDACC, it is only exceeded by membership fees and gross fundraising revenues.

Recommendation

For the consideration of the Committee.

Respectfully Submitted,

Alan Selby
Treasurer

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Ryan and Members of General Government Services

From: Michael A. Giles, Chief Building Official, Director of Property

Meeting Date: January 23, 2012

Subject: **Community Services Renovations, 41 Centre Street
Orangeville (former Bowling Alley)**

Purpose

The purpose of this report is to recommend that Council designate the renovation of the 41 Centre Street project as “self-managed” in accordance with the procurement by-law.

Background & Discussion

The County of Dufferin is leasing, and will be gifted the property in the future. The existing building is 32,000 square feet. Community Services will require approximately 18,000 square feet. It is expected that the remainder will be leased to other community agencies that provide support services. The lease for the space that Community Services occupies at 229 Broadway expires in March of 2013.

The Centre Street building renovations need to be completed and the facility ready for occupancy prior to April 2013. Due to the tight time line to complete the renovation, staff is requesting that job be designated as a self-managed project. Staff has previously had good success with self-managed projects, bringing them in on time and in budget. This project is estimated to be in the four million dollar range.

Local Municipal Impact

There is no local municipal impact as a result of this report.

Financial, Legal, IT Implications

The project is to be financed through a combination of new long-term debt (estimate \$3 million) and reserves (Rate Stabilization/2010 surplus estimate \$1 million). The debt will create annual debt repayment costs, likely for a 20-year term, which will be added to the County Budget beginning in 2013. Any short-term construction loan taken out during the

renovation period will incur interest which will be capitalized as part of the renovation cost. Upon project completion, the short-term loan will be converted into long-term debt. Current borrowing rates would result in annual debt payments of about \$215,000 on a 20-year term, which is less than the current lease cost on Broadway.

For Budget impact, the existing lease payments on Broadway will drop-out of the Budget in April-2013, to partially offset the new long-term debt repayment cost. Some space in the Centre Street property may be sublet to external organizations, generating revenues to further offset the debt repayment costs.

County purchasing by-law 2007-28 requires tendering for purchases over \$50,000 except in instances where a project is deemed to be self-managed. Under the Self-Managed Projects section 8.1.1 of the by-law, Council may establish a tender/RFP limit that is higher than the \$50,000. It is recommended that this amount be increased to \$100,000 for Centre Street building renovation. This amount is in accordance with new procurement rules issued in July 2011 under the Broader Public Service Procurement Directive.

All products and services under the \$100,000 limit may be procured by obtaining three written quotes. Records of the quotes are to be retained to ensure fairness to vendors and to provide evidence that efforts were made to achieve price competitiveness on the project. Items \$100,000 and over must be tendered in accordance with the process outlined in the procurement by-law.

Recommendation

That the report of Michael A. Giles, Chief Building Official/Director of Property dated January 23, 2012 with respect to renovations at 41 Centre Street be received;

AND THAT the renovation of 41 Centre Street in Orangeville be approved in the approximate amount of \$4,000,000 and designated as a self-managed project in accordance with By-law 2007-28.

Respectfully Submitted,

Michael A. Giles
Chief Building Official, Director of Property

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO GENERAL GOVERNMENT SERVICES



To: Chair Ryan and Members of the Committee

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: January 23, 2012

Subject: **User Fee By-law**

Purpose

The purpose of this report is to recommend changes to user fees charged for County provided services and activities.

Background & Discussion

The Municipal Act 2001, S.O. 2001 allows a municipality to pass a by-law to impose fees or charges for services and activities provided by or on behalf of the municipality and for the use of the municipality's property. The current County fee by-law 2007-14, was passed on April 12, 2007, prior to the start of Ontario replacing the federal goods and services tax (GST) and the provincial sales tax (PST) with the Harmonized Sales Tax (HST) on July 1, 2010. Some of the services offered by the County are subject to HST and now need to be noted in the by-law. There have also been increased costs to the County to provide some services, therefore proposed fee increases are being recommended. A copy of the fee schedule is attached, noting the changes.

A revised fee schedule showing the changes is attached as Schedule A.

Local Municipal Impact

There is no impact on the local municipalities.

Financial, Staffing, Legal, or IT Considerations

It is anticipated that the proposed fee increases will provide an increase in revenue and help off-set the costs to provide the services.

Recommendation

THAT the report of the Director of Corporate Services/Clerk dated January 23, 2012 with respect to changes in user fees charged for services or activities provided by the County, be received;

AND THAT the necessary by-law be presented to Council.

Respectfully Submitted,

Pam Hillock, Director of Corporate Services/Clerk

Prepared by: Michelle Dunne, Deputy Clerk

Status: Committee approval, date; County Council approval, date.

Schedule A to User Fee Report - All Changes highlighted in yellow

DUFFERIN COUNTY MUSEUM & ARCHIVES AND COUNTY FOREST

SERVICE	PROPOSED FEE	CURRENT BY-LAW
<u>Admission Rates:</u>		
Adult	\$5.00 *	\$5.00
Seniors	\$4.00 *	\$4.00
Students	\$2.00 *	\$2.00
Family	\$12.00 *	\$12.00
Photocopying – B & W	25¢ Letter or Legal Size 50¢ Tabloid/11X17 Size	25¢ - 50¢
Photocopying – Colour	\$1.00 Letter or Legal Size \$2.00 Tabloid/11X17 Size	\$1.00
User Fees – Archives Minimum charge	\$30.00/hour \$15.00	\$15.00/hour
<u>Membership Categories:</u>		
Individual	\$20.00/year *	\$20.00/year
Family	\$25.00/year *	\$25.00/year
Friend	\$75.00/year *	\$75.00/year
Patron	\$125.00/year *	\$125.00/year
Supporter	\$250.00/year *	\$250.00/year
Partner	\$500.00/year *	\$500.00/year
Educational Programs (Ontario Elementary School Curriculum presented to elementary level students is H.S.T. exempt)	\$250.00 * two hour on-site program \$150.00 * one hour off-site program \$350.00 * on-site + off-site package	\$250.00 two hour on-site program \$150.00 one hour off-site program \$350.00 on-site + off-site package
Tours	Regular admission/person	Regular admission/person
Tour Guide Fee	\$20.00/guide	\$20.00/guide
<u>Consignment Sales:</u>		
Gift Store and Art Work	25% gift store consignment 25% art sale commission	25% gift store consignment 25% art sale commission
<u>Facility Rental Fees:</u>		
Basic Rental Fee - Museum	\$500.00 *	\$100.00 – \$250.00
Basic Rental Fee - Church	\$300.00 *	\$250.00
Basic Rental Fee – Meeting room in Museum (Maximum 3 hours)	\$100.00 *	\$100.00

<p>NOTE: Basic Rental Fees apply to events that begin and end within the DCMA's operating hours.</p> <p>After Hour Fees: If events ends between 5 p.m. and 7 p.m. If events ends between 7 p.m. and 9 p.m. If events ends between 9 p.m. and 11 p.m.</p>	<p>\$50.00* to the Basic Rental Fee \$100.00* to the Basic Rental Fee \$150.00* to the Basic Rental Fee</p>	
<p>Equipment Rental Fees: Up to 10 eight foot tables Up to 50 folding chairs Small PA System and microphone Large PA System and microphone Use of piano (Museum or Church) or pump organ (Church only)</p>	<p>\$10.00* each \$2.00* each \$25.00* \$100.00* Free – pre-arrangement with DCMA and pre approval by DCMA of organist/pianist</p>	
Hunting Permits (valid for calendar year)	\$30.00*/year	\$30.00/year
Scheduled Event Fees	\$50.00*/application fee PLUS \$2.00*/person	\$50.00/application fee event fee \$2.00/person
Land Use Permits (Mansfield Outdoor Centre)	Depends on # of users \$500.00-\$1000.00*/year	Depends on # of users \$500.00-\$1000.00/year

DUFFERIN OAKS HOMES FOR THE AGED

SERVICE	PROPOSED FEE	CURRENT BY-LAW
Income Tax Preparation for Residents	\$30.00	\$30.00
Auditorium – Mel Lloyd Centre	\$90.00* per day or \$50.00* per half day	\$60.00 for large meeting room
Set-up and take down fee	\$25.00 per hour	
Dufferin County Community Support Services:		

Adult Day Program	\$15.00 per day	\$15.00 per day
Adult Day Program With Transportation	\$21.00 per day	\$21.00 per day
Home Help (laundry, meal prep., leaning, etc)	\$12.50 per hour	\$12.00 per hour
Transportation Out of Town	\$0.41 per kilometer	\$0.41 per kilometer
Transportation In Town	\$7.00 flat rate	\$7.00 flat rate
Respite	\$12.50 per hour	\$12.00 per hour
Home Maintenance (yard work, snow removal, grass cutting)	Negotiated Fee	\$12.00/hour
Meals on Wheels - Orangeville	\$5.00 per meal	\$5.00 per meal
Meals on Wheels - Shelburne	\$5.00 per meal	\$5.00 per meal
Frozen Meals (7 entrees or 5 entrees, 5 soups and/or desserts)	\$27.00 per package	\$27.00 per package
Congregate Dining	\$6.00 per meal	

PUBLIC WORKS DEPARTMENT

SERVICE	PROPOSED FEE	CURRENT BY-LAW
Entrance Permit – Residential	\$100.00 plus refundable deposit of \$300.00	\$100.00 plus refundable deposit of \$300.00
Entrance Opinion – Residential	\$150.00 (Transferable to Entrance Permit Fee within 12 months)	
Entrance Permit – Commercial	\$200.00 plus refundable deposit of \$1,000.00	\$200.00 plus refundable deposit of \$1,000.00
Entrance Opinion – Commercial	\$250.00 (Transferable to Entrance Permit Fee within 12 months)	
Commercial Tourism Signs	\$200.00* initial installation	\$200.00 initial

		installation
Maintenance of Tourism Signs	\$70.00 per year	\$70.00 per year
Re-installation of Tourism Signs	\$100.00*	\$100.00
Emergency Signs	\$20.00*	\$20.00
Emergency Sign Posts	\$15.00*	\$10.00
Emergency Sign Shipping & Handling	\$10.00*	\$10.00
Individual Excess Load Permit	\$40.00	\$40.00
Annual/Special Annual Excess Load Permit	\$200.00	\$200.00
Adopt-A-Road Signs	No charge	No charge
County Maps in Digital Form (double line road network containing all roads and containing the layers of information purchaser requests)	\$250.00 plus cost of disk/C.D. *	\$250.00 plus cost of disk/C.D.
Small Base Map (24x28)	\$6.00	\$6.00
Large Base Map (36x42)	\$10.00	\$10.00
Large With Key Base Map (36x42)	\$12.00	\$12.00
Dufferin/Halton/Peel/map	\$43.00	\$43.00
Customization of maps	Cost plus cost of labour at \$50.00 per hour (paid in advance)	Cost plus cost of labour at \$50.00 per hour (paid in advance)
Lot Parcel Mapping	\$0.60 per lot	\$0.60 per lot
Single Line Road Network	\$2,500.00 (signed waiver is required)	
Digital Airphotos Full County Tile (1606 tiles total)	\$2,000.00 * \$50.00 per tile*	
Backyard Composters	\$30.00	\$30.00
Organic Composting Kitchen Bins	\$5.00	\$5.00
Organic Composting Large Bins	\$20.00	\$15.00

ADMINISTRATION OFFICE FEES

SERVICE	PROPOSED FEE	CURRENT BY-LAW
Prints – Museum and Courthouse	\$75.00*	\$75.00
Photocopying – B & W	25¢ Letter or Legal Size 50¢ Tabloid/11X17 Size	25¢ - 50¢
Photocopying – Colour	\$1.00 Letter or Legal Size \$2.00 Tabloid/11X17 Size	\$1.00

COMMUNITY SERVICES DEPARTMENT

DIVISION	SERVICE DESCRIPTION	PROPOSED FEE	CURRENT BY-LAW
HOUSING	Rent	In accordance with legislation	In accordance with legislation
	Laundry (coin operated)	\$1.00 and \$1.25 per cycle	\$1.00 and \$1.25 per cycle
	Damages (repairs/reimbursement)	Cost (pro-rated)	Cost (pro-rated)
	Keys	\$10.00 - Entrance \$7.00 - Apartment	\$10.00 - Entrance \$7.00 - Apartment
EARLY YEARS	Family Membership - Toy Library	\$25.00	\$25.00
	Caregiver Membership - Toy Library	\$30.00	\$30.00
	Lost/Broken Toys – Toy Library	\$10.00 maximum	\$10.00 maximum
	Overdue Charge – Toy Library	\$5.00 maximum	\$5.00 maximum
	Trip Charge	Cost Recovery	Cost Recovery
	Respite Care	\$5.00 per family maximum	\$5.00 per family maximum
JEAN HAMLYN DAY CARE	Full Day (Pre-School/Kindergarten, School Age)	\$41.00 per day (Part time) \$38.00 per day (Full time)	\$41.00 per day (Part time)
	Before School	\$10.00	\$10.00
	After School	\$14.00	\$14.00
	Before and After School Program	\$17.00	\$17.00
GENERAL	Meeting Room Rental – Full Day	\$90.00*	\$90.00
	Meeting Room Rental - ½ Day	\$50.00*	\$50.00
	The use of training room is restricted to use by Non-Profit, Government Agencies or Business entities co-ordinating programming in the County of Dufferin.		
Agencies that are co-ordinating programming within the County of Dufferin and undertake activities that support core services may have the use of the meeting rooms at no charge.			

BUILDING DEPARTMENT

SERVICE	PROPOSED FEE	CURRENT BY-LAW
Compliance Letters	\$100.00	\$100.00
Compliance Letters (less than 5 working days)	\$200.00	\$200.00
By-law Enforcement – normal business hours	\$60.00/hour	\$60.00/hour
By-law Enforcement – evenings and weekends	\$80.00/hour	\$80.00/hour
Nuisance Beaver Compensation	\$75.00 per beaver	\$75.00 per beaver
Nuisance Coyote Compensation (new)	\$50.00 per coyote	

TREASURY DEPARTMENT

SERVICE	PROPOSED FEE	CURRENT BY-LAW
Vendor Registration – Set Up Fee	\$30.00	\$30.00
Vendor Registration – Change Fee	\$10.00	\$10.00
Request for Proposal Document – paper copy	\$30.00	\$30.00
Request for Proposal Document – email copy	\$25.00	\$25.00
Tender Document – paper copy	\$20.00	\$20.00
Tender Document – email copy	\$15.00	\$15.00
NSF Cheque Fee	\$20.00	\$20.00

* plus 13% H.S.T.

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO COUNCIL/ COMMITTEE



To: Chair Ryan and Members of the Committee

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: January 23, 2012

Subject: **Amendment to the Records Retention By-law**

Purpose

The purpose of this report is to provide information on the change of retention periods for the County of Dufferin Records in response to recent updates in legislation and case law.

Background & Discussion

In October of 2006 Council passed the Records Retention by-law as part of the records management project that implemented TOMRMS (The Ontario Municipal Records Management System). TOMRMS is a municipal records management program that is an alpha numeric filing system that classifies records in a consistent manner and maintains these records using legislative and operation requirements reflecting current practice. Due to changes in legislation and recent case law, Schedule A in Retention By-law 2006-43 needs to be updated to reflect the retention requirements.

The County subscribes to a service from The Information Professionals that provides an annual retention schedule update. This update consolidates the retention requirement or limitation period due to recent updates in legislation and case law based on the TOMRM filing system and notes all changes within a Citation Table. The Citation Table gives clarification on the retention requirements by citing the Act and Section. The 2011 update has noted changes in the required retention for some municipal records and it is recommended that our current retention schedule reflect those changes.

Local Municipal Impact

There is no local municipal impact resulting from this report.

Financial, Staffing, Legal, or IT Considerations

There is no financial, staffing, legal or IT considerations resulting from this report.

Recommendation

THAT the report of the Director of Corporate Services/Clerk dated January 23, 2012, with respect to Amendment to the Records Retention By-law, be received;

AND THAT Schedule A of by-law 2006-43 be amended to reflect the required retention periods in recent updates in legislation and case law.

Respectfully Submitted,

Pam Hillock, Clerk

Prepared by: Michelle Dunne, Deputy Clerk

Attachments: revised Schedule A

Status:

By-law 2012-xx – Schedule “A”

Records Management

03-01-04

County of Dufferin

Tab: Records Retention
Section: The Schedule

Subject: Records Retention Schedule

Date: Jan 2012

Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
A00	Administration - General	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		303, 305
A03	Computer Systems and Architecture Information	Treasury	S	6	S+6		2, 39, 515, 516
A04	Conferences and Seminars	Originating	1	-	1**	Only those sponsored by the Municipality are subject to archival review.	
A05	Consultants	Originating	2	-	2**		
A06	Inventory Control	Originating	1	5	6		2, 7, 8, 17, 19, 20, 21, 22, 23, 24, 25, 26, 28, 190, 196, 197
A07	Office Equipment and Furniture	Originating	T	-	T	T= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		33, 34, 35, 499
A10	Records Management	Clerk's	S	-	S		388, 462, 463, 465, 466
A11	Records Disposition	Clerk's	P	-	P		388, 462, 463, 465, 466
A12	Telecommunications Systems	Originating	S	-	S		
A13	Travel and Accommodation	Originating	1	-	1		

Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
A14	Uniforms and Clothing	Originating	S	-	S**		
A15	Vendors and Suppliers	Originating	2	-	2		
A16	Intergovernmental Relations	Originating	1	4	5**		
A17	Accessibility of Records (F.O.I.)	Clerk's	2	-	2		220, 465
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	T	6	T+6**	T = Completion of Project – Specifications Permanent	306, 368, 369, 372, 406
A20	Building and Property Maintenance	Originating	2	4	6		172, 244, 245, 398, 399, 400, 401, 402, 403, 406
A21	Facilities Bookings	Originating	1	-	1		
A22	Accessibility of Services	Clerk's	2	3	5	No retention requirements	493, 494, 495, 496, 498
A23	Information Systems Production Activity & Control	Information Technology	2	-	2		39, 515, 516
A24	Access Control & Passwords	Information Technology	2	-	2		39, 515, 516

Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
C00	Council and By-Laws - General	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	246
C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C03	Council Agenda	Clerk's	1	5	6		
C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes to be deleted when minutes are adopted by Council	109, 110, 111, 112, 462, 466
C05	Council Committee Agenda	Clerk's	1	5	6		462, 466
C06	Council Committee Minutes	Clerk's	6	-	6**		109, 110, 111, 112, 246
C07	Elections	Clerk's	T+4	-	T+4	T= day action took effect or voting day Ballots T= 120 days after voting or resolution of recount	297, 412 to 450
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	1	-	1**		246
C10	Motions and Resolutions - Other Municipalities	Clerk's	1	-	1		
C11	Reports to Council	Clerk's	1	P	P**		
C12	Appointments to Boards and Committees	Clerk's	1	P	P**		

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
D00	Development and Planning - General	Originating	1	-	1		
D01	Demographic Studies	Clerk's	5	5	10**		
D02	Economic Development	Clerk's	5	5	10**		
D03	Environment Planning	Planning	5	5	10**	A document related to environmental assessment may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purposes of inspection under s. 36(6) of the Environmental Assessment Act	155, 158
D04	Residential Development	Clerk's	5	5	10**		
D05	Natural Resources	Clerk's	5	5	10**		309
D06	Tourism Development	Clerk's	5	5	10**		
D07	Condominium Plans	Public Works	5	P	P	Applications can be destroyed 2 years after final decision.	
D08	Official Plans	Public Works	S	P	P**	Copy retention S	312
D09	Official Plan Amendment Applications	Public Works	T+1	4	T+5	T= Final decision.	
D10	Severances	Public Works	T+1	4	T+5	T= Final decision.	
D11	Site Plan Control	Public Works	5	P	P	Application 2 years after final decision	
D12	Subdivision Plans	Public Works	5	P	P	Application 2 years after final decision.	
D13	Variances	Public Works	T+2	P	P	T= Final decision	

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
D14	Zoning	Public Works	T+2	-	T+2	T= Final decision	
D15	Easements	Clerk's	T+1	5	T+6**	T= Termination of right	
D16	Encroachments	Clerk's	T+1	5	T+6**	T= Termination of right	
D17	Annexation/Amalgamation	Clerk's	1	P	P**		
D18	Community Improvement Projects	Clerks	T+1	5	T+6**	T= Completion of project	
D19	Municipal Addressing	Public Works	S	10	S+10**		
D20	Reference Plans	Building	S	P	P		
D21	Industrial/Commercial Development	Public Works	5	5	10**		
D22	Digital Mapping	Public Works	S	-	S	Excludes the actual data residing on these systems.	
D23	Agricultural Development	Clerk's	5	5	10**		
D24	Background Reports for Official Plan	Public Works	T+1	4	T+5	T= Final Decision	

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Public Works	2	3	5	Specifications are kept permanently	
E02	Storm Sewers	Public Works	2	3	5**	Specifications are kept permanently	
E03	Treatment Plants	Public Works	2	3	5	Specifications are kept permanently	459 460, 461, 467, 468
E04	Trees	Forestry	2	3	5		
E05	Environmental Monitoring	Public Works	2	3	5**		158, 220, 376, 377
E06	Utilities	Public Works	2	3	5**		
E07	Waste Management	Public Works	2	8	10**		220, 234, 235, 236, 237, 238, 239, 240, 241, 328, 329, 330, 331, 332, 333, 334, 335
E08	Water Works	Public Works	1	14	15	Specifications are kept permanently	159, 467, 468, 469, 470, 475, 476, 477, 486
E09	Drains	Public Works	2	3	5**	Specifications are kept permanently	
E10	Pits and Quarries	Works	2	3	5**	Specifications are kept for the life of the pit or quarry.	
E11	Nutrient Management	Building	2	3	5**		
E12	Private Sewage Disposal Systems	Building	2	3	5**	Specification are kept permanently	

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
E13	Water Monitoring	Public Works	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
E14	Water Sampling	Public Works	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
E15	Chemical Sampling of Water	Public Works	2	13	15		158, 220, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
E16	Backflow Prevention and Cross Connection Control	Public Works	2	13	15		158, 220, 309, 469, 470, 471, 473, 474, 475, 477, 481, 482, 483, 484, 486, 487, 488, 489, 490

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
E17	Energy Management		T+1	6	T+7	T = End of reporting period to which relates	517, 518
E18	Natural Heritage		T+1	2	T + 3	T = end of designated year	519, 520, 521, 522, 523
E19	Renewable Energy		2	48	50		524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F00	Finance and Accounting – General	Originating	1	-	1	Do not file accounting records required for tax purposes	
F01	Accounts Payable	Treasury	2	4	6	<p>Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.</p> <p>Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.</p> <p>An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.</p>	2, 3, 4, 5, 9, 16, 17, 108, 149, 150, 151, 173, 174, 186, 198, 247, 254, 255, 256, 390, 410, 439
F02	Accounts Receivable	Treasury	2	4	6	<p>Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.</p> <p>Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.</p> <p>An information or complaint under the Provincial Offences Act, in respect of an offence under</p>	2, 3, 4, 5, 16, 17, 173, 174, 186, 189, 198, 247, 266, 410

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
						this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.	
F03	Audits	Treasury	2	4	6		439
F04	Banking	Treasury	2	4	6		3, 4, 16, 17, 149, 247
F05	Budgets and Estimates	Treasury	2	4	6**		181
F06	Assets	Treasury	T+1	5	T+6**	T= Disposal of asset	2, 4, 5, 16, 30, 149, 189, 247, 391, 392
F07	Cheques	Treasury	2	4	6		3, 16, 17, 30, 149, 173, 186, 198, 247
F08	Debentures and Bonds	Treasury	T+1	5	T+6	T= Debentures surrendered for exchange/cancellation	3, 16, 17, 30, 149, 247
F09	Employee and Council Expenses	Treasury	2	4	6		3, 4, 16, 17, 30, 149, 174, 189, 198, 247
F10	Financial Statements	Treasury	2	P	P**		247, 439
F11	Grants and Loans	Treasury	2	4	6		3, 4, 6, 16, 174, 186, 247,
F12	Investments	Treasury	T+1	5	T+6	T= Closure of account	3, 5, 16, 149, 247, 439
F13	Journal Vouchers	Treasury	2	4	6		2, 3, 16, 17, 149, 173, 174, 186, 189, 198, 247, 266

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	2	4	6**	Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.	1, 2, 3, 5, 9, 10, 11, 12, 13, 14, 16, 17, 30, 149, 173, 174, 186, 189, 198, 247, 266, 439
F15	General Ledgers and Journals	Treasury	1	P	P		3, 4, 16, 17, 149, 173, 186, 189, 198, 247, 266, 439
F16	Payroll	Treasury	1	5	6		1, 3, 9, 10, 11, 12, 13, 14, 16, 17, 30, 149, 186, 198, 220, 247, 355, 357, 358
F17	Purchase Orders and Requisitions	Treasury	2	4	6		2, 3, 5, 16, 17, 30, 149, 174, 198, 247
F18	Quotations and Tenders	Treasury	1	5	6**		
F19	Receipts	Treasury	1	5	6		2, 3, 16, 30, 186, 189, 198, 247, 266
F20	Reserve Funds	Treasury	1	5	6		439
F21	Revenues	Treasury	1	5	6	Records related to mortgages must be kept for 10 years.	2, 4, 6, 17, 149, 173, 186, 239, 390, 391, 392, 439
F22	Taxes and Records	Treasury	S	P	P	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.	3, 6, 16, 30, 101, 408

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F23	Write Offs	Treasury	1	5	6		2, 16, 17
F24	Trust Funds	Originating	T	6	T+6	T= Closure of account	178, 219, 439
F25	Security Deposit	Treasury	T	6	T+6	T= Closure of account	
F26	Working Papers	Treasury	T+1	-	T+1	T= After completion of audit	

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
H00	Human Resources – General	Originating	1	-	1		
H01	Attendance and Scheduling	Human Resources	2	-	2**		183, 220, 461
H02	Benefits	Human Resources	S	-	S		9, 150
H03	Employee Records	Human Resources	T+1	5	T+6**	T = date employee ceased to be employed by employer Every licensee of a long-term care home shall ensure that the record of every former staff member of the home is retained by the licensee for at least seven years after the staff member ceases working or being employed at the home.	220, 355, 357, 381, 382, 383, 406, 462, 466
H04	Health and Safety	Human Resources	1	6	7		167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377, 406
H05	Human Resource Planning	Human Resources	5	-	5**		220
H06	Job Descriptions	Human Resources	S	-	S**		
H07	Labour Relations	Human Resources	T	10	T+10**	T= Expiry of contract period	
H08	Organization	Originating	S	-	S**		
H09	Salary Planning	Human Resources	5	-	5		
H10	Pension Records	Human Resources	T	-	T	T= Death of employee/ beneficiary Pension plans, annual information returns are kept	1, 311, 462, 466

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
						permanently	
H11	Recruitment	Human Resources	1	-	1**		220
H12	Training and Development	Human Resources	T+2	-	T+2**	Only courses developed and presented by the Municipality are subject to archival selection T = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form	38, 458
H13	Claims	Human Resources	T+1	6	T+7	T = Resolution of claim. Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.	167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377
H14	Grievances	Human Resources	T+1	6	T+7	T = Resolution of claim.	406
H15	Harassment And Violence	Personnel	1	2	3		36, 37
H16	Criminal Background Checks	Human Resources	T+2	5	T+7	T = date of conviction, or where conviction resulted in imprisonment, date of release or parole)	535

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
H17	Employee Medical Records – Hazardous Materials	Human Resources	T+2	38	T+40	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record)	536, 537, 538, 539
H18	Employee Medical Records	Human Resources	T+1	1	T+2	T = When STD/LTD claims are resolved	167, 243, 304, 305
H19	Disability Management	Human Resources	T+2	3	T + 5	T = day issued or earlier as may be specified by Commission	167, 243, 540, 541, 542
H20	Confined Spaces	Human Resources	T+1	-	T+1	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained	543, 544, 545, 546, 547, 548, 549

Primary Heading: Information Technology							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
I00	Information Technology General	Originating	1	-	1		
I01	Applications	Information Technology	S+3	-	S+3		
I02	Hardware	Information Technology	S+3	-	S+3		
I03	Networking	Information Technology	S+3	-	S+3**		
I04	Project Management	Information Technology	T+3	-	T+3**		
I05	Computer Training Programs	Information Technology	S+3	-	S+3**		
I06	Service Management	Information Technology	S+3	-	S+3		

Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
J00	Justice General	Originating	2	2	4		
J01	Certificates of Offence (Part I)	Originating	3	5	8	From date of completion	
J02	Control Lists Information's (Part III)	Originating	3	5	8	From date of completion	
J03	Control Lists	Originating	2	2	4		
J04	Court Dockets	Originating	2	6	8		
J05	Transcripts and Records of Court Proceedings	Originating	2	6	8		
J06	Enforcements & Suspensions	Originating	2	6	8		
J07	Appeals & Transfers	Originating	3	4	7		
J08	Statistics	Originating	2	6	8		
J09	Disclosure	Originating	2	4	6		

Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
L00	Legal Affairs – General	Originating	1	-	1		
L01	Appeals and Hearings	Clerk's	T	P	P	T= Resolution of appeal	
L02	Claims Against the Municipality	Treasury	T	1	T+1	T= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	T	1	T+1	T= Resolution of claims and all appeals	
L04	Contracts and Agreements - Under Seal	Clerk's	T	20	T+20**	T= Termination of agreement	407
L05	Insurance Appraisals	Treasury	T+1	-	T+15	T= act or omission on which claim is based took place	407
L06	Insurance Policies	Treasury	T+1	19	T+20	T= Expiry of policy	107, 259, 261, 263, 407
L07	Land Acquisition and Sale	Clerk's	T	20	T+20**	T= Property disposition	392, 393, 397, 422, 408,
L08	Opinions and Briefs	Clerk's	S	-	S**		
L09	Precedents	Clerk's	S	-	S**		
L10	Federal Legislation	Originating	S	-	S		
L11	Provincial Legislation	Originating	S	-	S		
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	276, 277, 349, 462, 466
L13	Prosecutions	Originating	T	7	T+7	T= Delivery of judgement	
L14	Contracts and Agreements – Simple	Clerk's	T+1	5	T+6**	T= Expiry of contract	252, 401, 406

Primary Heading: Media and Public Records							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
M00	Media and Public Relations - General	Originating	1	-	1		
M01	Advertising	Originating	1	-	1**		
M02	Ceremonies and Events	Originating	1	4	5**		
M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M04	Complaints, Commendations and Inquiries	Originating	1	-	1**		
M05	News Clippings	Originating	1	-	1**		
M06	News Releases	Originating	1	-	1**		
M07	Publications	Originating	S	-	S**		
M08	Speeches and Presentations	Originating	1	2	3**		
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M10	Website & Social Media Content	Originating	S	-	S		515, 516

Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
P00	Protection & Enforcement Services – General	Originating	1	-	1		
P01	By-law Enforcement	Building	2	4	6**		
P02	Daily Occurrence Logs	Originating	1	4	5**		
P03	Emergency Planning	Community Services	S	-	S**		177, 191, 193
P04	Hazardous Materials	Originating	S	-	S		328
P05	Incident/Accident Reports	Originating	T	2	T+2	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	171, 243, 462, 466
P06	Building and Structural Inspections	Building	P	-	P		370, 371, 500-512
P07	Health Inspections	Building	P	-	P		370, 371, 376, 377
P08	Investigations	Originating	2	8	10**		316
P09	Licences	Clerk's	T	2	T+2	T= Expiry of licence	
P10	Building Permits	Building	P	P	P	5 years off-site for residential permits	
P11	Permits, Other	Originating	T	2	T+2	T= Expiry of permit	
P12	Warrants	Police	T+2	-	T+2	T= Execution of warrant	220
P13	Criminal Records	Police	T	5	T+5	T= Occurrence/ investigation closed or disposition of charge	220, 317
P14	Animal Control	Building	2	3	5		320, 321
P15	Community Protection Programs	Originating	S	2	S+2**		
P16	Emergency Services	Originating	S	2	S+2		
P17	EMS Incident & Impact Reports		S	2	S+2		
P18	EMS Accident Reports		S	2	S+2		
P19	EMS Accident Statistics		S	2	S+2		

Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
R00	Recreation and Culture - General	Originating	1	-	1		
R01	Heritage Preservation	Clerk's	T	-	T**	T= Removal of designation	307
R02	Library Services	Clerk's	2	3	5		322, 463
R03	Museum and Archival Services	Museum	2	3	5**		220
R04	Parks Management	Building	2	3	5**	Playground equipment maintenance records are retained permanently	
R05	Recreational Facilities	Building	2	3	5		325
R06	Recreational Programming	Parks & Recreation	2	3	5**		220

Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
S00	Social and Health Care Services - General	Originating	1	-	1		
S01	Children's Day Nursery Services	Community Service	T+2	18	T+20	Fire drills are kept 2 years and Inspection reports are kept for 2 years Records of handicapped children are kept for at least 2 years after discharge.	171, 175, 176, 179, 180, 182, 184, 187, 188, 192, 193, 194, 220, 380
S02	Elderly Assistance	Community Service	2	3	5	Fire drills 2 years	380, 451, 452, 453, 454, 455, 456, 457
S03	Homes for the Aged Residents	Dufferin Oaks	T+2	18	T+20	T= Date of last entry. Records pertaining to a resident can be destroyed 7 years after the death of the resident.	220, 380, 462, 466, 513
S04	Social Assistance Programs	Community Service	2	3	5		380
S05	Ontario Works Case Records	Community Service	T+2	5	T+7	T=File Closed	220, 308, 462, 466
S06	Medical Case Records	Dufferin Oaks	T+1	5	T+6	T=Discharge of patient Records pertaining to a resident can be destroyed 5 years after the death of the resident.	102, 220, 257, 462, 466
S07	Children's Services	Community Service	2	3	5	Records of handicapped children are kept for at least 2 years after discharge.	171, 175, 192, 195, 380
S08	Public Health	Originating	2	3	5		
S09	Cemetery Records	Clerk's	2	P	P**		160, 161, 162, 163, 462, 466

Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
S10	Day Nursery Case Records	Community Service	T+2	-	T+2	T= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child	102, 178, 192, 195, 220, 325
S11	Social Housing	Community Services	T	7	T+7	T= closure of case file	

Primary Heading: Transportation							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
T00	Transportation - General	Originating	1	-	1		
T01	Illumination	Public Works	T	6	T+6	T= Completion of project specifications P	
T02	Parking	Public Works	T	6	T+6	T= Closure of lot or space	
T03	Public Transit	Public Works	T	6	T+6**	T= Closure of route/shelter/stop	233
T04	Road Construction	Public Works	T	6	T+6**	T = project finished Specifications are kept permanently.	368, 369, 372
T05	Road Design and Planning	Public Works	T	6	T+6**	T = project finished Specifications are kept permanently.	368, 369 , 370, 371, 372
T06	Road Maintenance	Public Works	T	6	T+6	T = project finished Specifications are kept permanently.	368, 369, 372
T07	Signs and Signals	Public Works	T	6	T+6	T= Removal of sign/signal	373, 374, 375
T08	Traffic	Public Works	2	8	10**		373, 374, 375
T09	Roads and Lanes Closures	Public Works	T	1	T+1**		373, 374, 375
T10	Field Survey/Road Survey Books	Public Works	T	6	T+6	T = project finished	
T11	Bridges	Public Works	T	6	T+6	T = project finished Specifications are kept permanently.	368, 369, 372

Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
V00	Vehicles and Equipment - General	Originating	1	-	1		
V01	Fleet Management	Originating	T+1	5	T+6	T = termination of lease)	18, 220, 248, 249, 250, 251, 252, 253, 409
V02	Mobile Equipment	Originating	T+1	5	T+6	T=As long as the device is in service.	166
V03	Transportable Equipment	Originating	T+1	5	T+6		
V04	Protective Equipment	Originating	T+1	5	T+6		

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Ryan and Members of General Government Services

From: Pam Hillock, Clerk

Date: January 23, 2012

Subject: **Request for Easement Along Rail Corridor and Outstanding Property Matters Regarding the Rail Line**

Purpose

The purpose of this report is to provide information to committee regarding a request for an easement along the former rail corridor. Staff was directed to investigate the legal implications of providing an easement along the former CP Rail Corridor.

Background and Discussion

Mr. Jeff Hammond of Dufferin Wind Power Inc. appeared before the General Government Services Committee on October 24, 2011 asking for permission to locate a utility easement along the rail corridor to service a wind farm project in the Township of Melancthon. The committee asked that he provide a proposal which was submitted and reviewed by the committee on November 21, 2011. The committee referred the matter to staff to seek a legal opinion about the potential implications to the County if the easement is granted.

Staff has had discussions and received draft correspondence from the solicitor. In preparation for these talks and to provide the new solicitors with the necessary background information, staff reviewed the rail files. Over the past thirteen years the County has periodically dealt with a number of matters concerning the rail line which are listed below in chronological order. Some of these issues are very complex and still outstanding. To further complicate matters a number of these issues have been dealt with through different legal firms. Staff has attempted to provide Council with a summary of the matters; however, there may be others that arise.

Background Information

1998/99

CPR, owner of the abandoned rail line removed the track in 1998 and was interested in disposing of the line running through the Counties of Dufferin and Grey. At that time both the County of Grey and the County of Dufferin expressed interest in obtaining ownership of the line. County Council and the County of Grey engaged a solicitor to negotiate with CPR the acquisition of the abandoned rail line. Several resolutions were passed by County Council showing interest in the acquisition of the line. During that same time, CPR donated 38 sections of abandoned lines across the country to the Trans Canada Trail

Network. This included the former Owen Sound line running through Grey and Dufferin. The Counties of Dufferin and Grey continued to show interest in the property and at the same time, the Trans Canada Trail Network decided that this piece of rail line did not fit with their trail development plans.

Also during this time period, the Town of Orangeville was working to maintain the line between Orangeville and Mississauga as an operational rail line.

2002

The County of Dufferin approached Trans Canada Trail to lease the south portion of the rail from Orangeville to Fraxa Junction (5th Sideroad in Amaranth) for use as a short line railway which would extend the Orangeville line to Holmes Agro.

2004

Trans Canada Trail advised that they did not have a need for this section of the line and agreed to a gifting agreement with the County of Dufferin. At the time Trans Canada Trail was the beneficial owner of the line. In July, 2004, County Council passed a motion to proceed with the acquisition of the corridor.

2006

Gifted Agreement Signed

A gifting agreement dated March 26, 2006 with Trans Canada Trail was approved. Title to a majority of the parcels has since been conveyed by CPR. There were some technical issues with conveyance that still need to be resolved. Solicitors for CPR have been working with the County's Solicitor to resolve the title matters. This is not a unique situation with abandoned rail lines. CPR is working a number of former corridors to transfer titles.

Talks with OBRAAG Continue

Also at this time talks continued with OBRAAG to have the line extended to Holmes Agro.

Conveyance to Orangeville

In 2006, a by-law was passed by Council to convey a portion of the County-owned lands north from the Orangeville-owned portion to 5 Sideroad in Amaranth to Holmes Agro (Fraxa Junction). This would allow the existing rail line between Orangeville and Mississauga to extend north to Holmes Agro. In January, 2008 the Town advised that they were waiting for Homes Agro to commit to laying track before accepting the property.

MOU with Snowmobile Club

The County of Dufferin entered into a Memorandum of Understanding with the Dufferin Drift Busters Snowmobile Club for use of the rail line for snowmobilers.

2008

Potential Sale of Line

In 2008, the County was approached by the Highland Railway Group to purchase the lands so that track can be re-laid on the line and used by their business. They submitted a term sheet for discussion purposes. An appraisal of the value of the line was obtained. Talks regarding the sale were stopped due to a conflict of interest matter between the County of Dufferin and the Town of Orangeville that was before the courts. On appeal, the Town of Orangeville was successful in their position that the two Orangeville representatives did not have a conflict of interest in the sale of the rail lands.

2010

Sale Talks Resume

Talks resumed again in 2010. A sub-committee composed of representatives of County Council, Township of Amaranth, Township of Melancthon and the Town of Shelburne re-convened meetings regarding the potential sale. No decision was made on this matter. With no clear direction, the matter has been essentially in limbo since March 21, 2011. No discussions or meetings have taken place regarding the rail line, with the exception of the ATV Club, until Mr. Hammond came forward to the General Government Services Committee asking for an easement on the lands.

2011

MOU with ATV Club

The County of Dufferin entered into an MOU with the Dufferin/Grey ATV Club to use the north portion of the line.

Request for an Easement

The request for an easement was made by Dufferin Wind Power Inc.

Discussion

The County Solicitors, Aird & Berlis have reviewed the matter and identified a number of issues that should be considered regarding the request for an easement.

Title

The main issue is that the County does not have title to several parcels along the line. Attempts to resolve this have been underway for many years. Unfortunately, it is extremely complicated and the solicitors for CPR must be involved. It is expected that it would take several months if not longer to deal with the issues. The County solicitor has advised that an easement for the full-length of the line cannot be granted before the title matters are resolved. However, it is possible to enter into an agreement, in principle, subject to the resolution of the title issues.

Conditions of an agreement

DWPI should be required to enter into an agreement with the County to contractually obligate it to satisfy terms and conditions such as:

- Proper public notice (including applicable signage)
- Installation of protective measures to ensure other users are not impacted
- Compliance with the minimum requirements provided in the Electrical Safety Code and all other applicable legislation
- Removal and disposal of any materials as required by law with appropriate classification
- Testing/studies with all results to be provided to County
- Obtaining all necessary permits required to utilize the easement for the purposes intended (including permission to construct, renewable energy approval or similar permits)
- Siting and location of works to County's specifications
- Access (for the County, adjacent land owners, and parties with other easement/use agreements)
- Maintenance of easement to County's standards
- Pre-construction survey of nearby wells
- Removal and decommissioning of any works installed or constructed on easement lands and the remediation of the easement lands (site clean up fund)
- Storage of equipment and works

- Financial security to be posted with County to ensure maintenance and removal of equipment and materials
- Compensation for use of County lands (\$420,000 offered by DWPI)
- Liability insurance coverage in an amount that is satisfactory to the County
- (including a continuing obligation to maintain/renew insurance)
- Indemnity in favour of the County
- Length or duration of easement (term)
- Exclusivity of arrangement

Local Municipal Impact

There may be planning issues and property tax revenue for the local municipalities. The solicitors will look into this further if Council decides to move forward with this request.

Financial Impact

There is an opportunity to receive revenue from Dufferin Wind Power Inc. It will be necessary to incur costs to clear up the title. The costs to resolve the title issues are unknown at this time.

Recommendation

For consideration of committee.

Respectfully submitted,

Pam Hillock
Clerk

Dec. 7, 2011

prepare for this event
and the chorus is
grateful for such
wonderful community
support.

Thanks again.

In harmony,

Anne Richardson
Chorus Manager
Orangeville Chorus
Sweet Adelines International

Dear Michelle,

Please convey our thanks
to the County of Dufferin
for the most generous
donation of \$500 to assist
the chorus with expenses
for the International
Convention in Denver in
2012.

We are already
working hard to

December 7, 2011

Warden and Members of Council
County of Dufferin
51 Zina Street
Orangeville, Ontario
L9W 1E5

Dear Warden and Members of Council:

On behalf of the Town of Orangeville, I wish to thank the County of Dufferin for its \$5,000 sponsorship to this year's First Night celebration on December 31 at the Tony Rose Memorial Sports Centre.

It is sponsorships like yours that make it possible for the First Night Committee to offer so many free activities and makes the Town's event such a success. Your sponsorship is greatly appreciated and will be recognized in the First Night advertising campaign, on signboards and vocally by our master of ceremonies at the event. I have enclosed your official receipt and this year's rack card for your information.

Again, thank you for the continued generous sponsorship and best wishes for you and your staff.

Sincerely,



Councillor Jeremy Williams
Chair, First Night Committee

**Administration Department
Received**

DEC 21 2011

For Information: _____

For Action: _____



The Town of Orangeville

87 Broadwav
Orangeville, Ontario
L9W 1K1
Phone: (519) 941-0440



Receipt Number: 281609

Cashier: DS

Date: 3/28/2011

<u>Type</u>	<u>Account</u>	<u>Description</u>	<u>Receipt Amount</u>
General	0405000623	First Night Revenues	\$5,000.00
		Tax Amount - not applicable	\$0.00
			<hr/>
			\$5,000.00

(Quick Code "GL" was chosen)

Payment Details:

Received from:
County of Dufferin
Re:
First Night

Payment Breakdown:

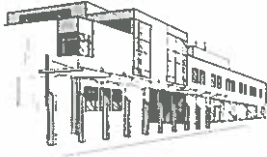
Cash:	\$0.00
Cheque:	\$5,000.00
Debit Card:	\$0.00
Direct Deposit:	\$0.00
	<hr/>
	\$5,000.00

Cheque #:
046529

Tax Schedule:
Posting Batch: GENERAL MAR 28

PER: _____

DS (on behalf of the Treasurer)



WESTSIDE SECONDARY SCHOOL

300 Alder Street, Orangeville, Ontario, Canada L9W 5A2

Tel: 519-938-9355 Fax: 519-938-9860

December 13, 2011

County of Dufferin
Pam Hillcock
51 Zina Street
Orangeville, ON
L9W 1E5

Dear Pam Hillcock,

We would like to take this opportunity to offer our sincere thank you for providing an award for one of our deserving students.

Your ongoing support is very much appreciated and your generous donation contributed to the success of Westside Commencement 2011.

Sincerely,



Scot Bishop
Principal

Administration Department
Received

DEC 21 2011

For Information: _____

For Action: _____