

GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA



Monday, June 25, 2012, at 4:45 p.m.
Sutton Room, 2nd Floor
55 Zina Street, Orangeville

Declarations of Pecuniary Interest by Members

REPORTS

1. GENERAL GOVERNMENT SERVICES – June 25, 2012 – Item #1
2011 Health and Safety Review

A report from the Health and Safety Officer dated June 25, 2012 to provide the Committee with an update on the Health and Safety activities for 2011

Recommendation:

THAT the report of the Health and Safety Officer dated June 25, 2012 with respect to the 2011 Health and Safety activities be received.

2. GENERAL GOVERNMENT SERVICES – June 25, 2012 – Item #2
Timetable for 2013 Budget

A report from the Treasurer dated June 25, 2012 to propose a timetable for setting the 2012 County Budget.

Recommendation:

THAT the Treasurer's Report dated June 25, 2012 with respect to the proposed 2013 Budget Timetable be received;

AND THAT the specific dates listed in the report be adopted, the meeting dates be scheduled and advertised and the facilities bookings be made as required.

3. GENERAL GOVERNMENT SERVICES – May 28, 2012 – Item #3
Municipal Delegations at AMO Conference

Email correspondence from the Ministry of Municipal Affairs and Housing to remind Municipalities of the July 25, 2012 deadline for the submission of requests for delegations with Ministers at the Association of Municipalities (AMO) Conference in August 2012. Information about delegations and a link to the request form is now available online at <http://www.mah.gov.on.ca/Page9882.aspx>.

Recommendation:

For Consideration of the Committee

NEXT MEETING: Monday, August 27, 2012, at 4:45 p.m.
55 Zina Street, Orangeville

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Ryan and Members of General Government Services Committee

From: Shara Bagnell, Health and Safety Advisor

Date: June 25th, 2012

Cc: Joint Health & Safety Committee

Subject: **2011 Health & Safety Review**

PURPOSE

The purpose of this report is to provide an update of the Health & Safety activities for 2011.

BACKGROUND & DISCUSSION

In an effort to keep Senior Managers and Council aware of the initiatives being taken by the County in terms of Health & Safety, this report will summarize training, JHSC activities, Incidents and Injuries, and Special Projects that took place in 2011, as well as provide objectives for 2012.

Training

In 2011, 337 County and Municipal staff received training related to workplace safety. This amount is down from 634 staff having received training in 2010, and 565 in 2009 due to a reprieve from targeted mandatory training requirements in previous years. See **Figure A** and **Figure B** below for a breakdown of 2011 course totals including all County and Municipal attendees. Individual Municipal training records have been posted on the Health & Safety site in their respective 'Documents' folder.

WHMIS training continues to be offered on a monthly basis on the fourth Tuesday of each month at Dufferin Oaks.

Figure A – Training Attendees by Course

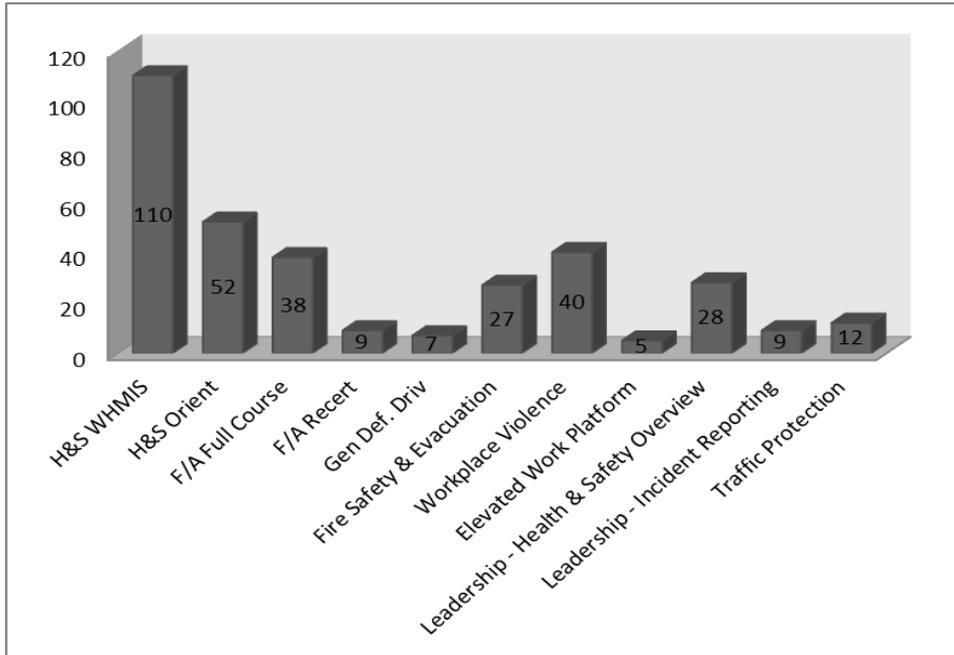
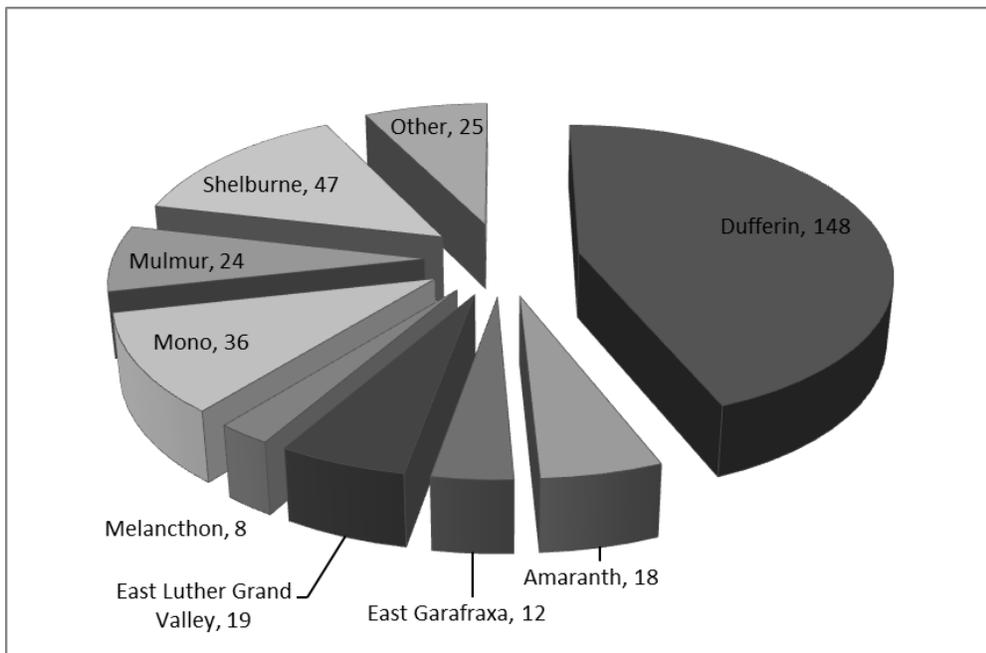


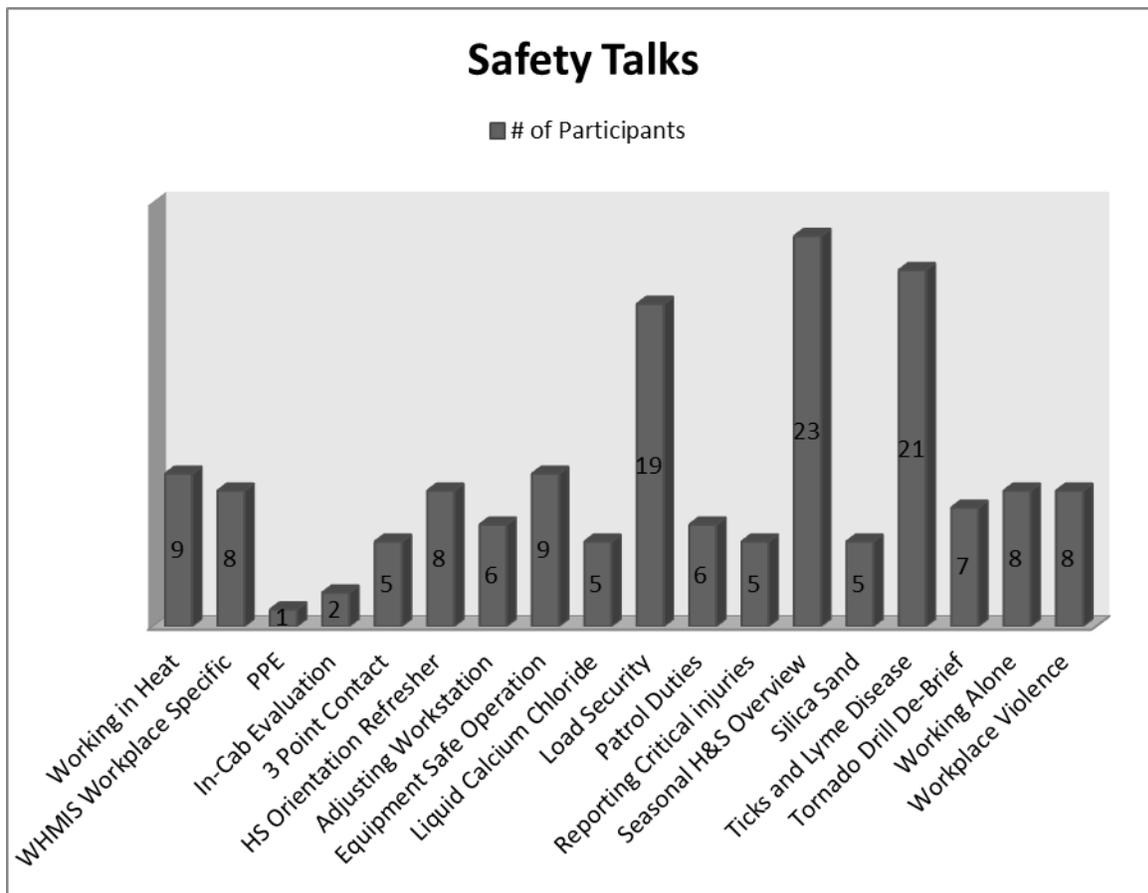
Figure B – Training Attendees by Municipality



Safety Talks

In 2011, 155 staff participated in ‘Safety Talks’ delivered either by the Health & Safety office, or by Departmental Supervisors, compared to 130 in 2010 across all Municipalities. **Figure C** shows a breakdown of the safety talks conducted, and numbers that attended each safety talk. Municipal safety talk records that were submitted to the Health & Safety office have been posted on the Health & Safety site in their respective Municipal ‘Documents’ folder.

Figure C



Department Supervisors are beginning to embrace the concept of delivering safety talks since the concept was introduced and promoted in 2010. Safety talks are a quick, task-specific discussion regarding operational safe work procedures. They are a great way of increasing the overall culture of safety within workplaces. Supervisors that have taken on this initiative should be commended for their diligence in improving safety in their workplace. Supervisors are reminded that a variety of ‘canned’ safety talks can be found on the Health & Safety site in the ‘Health & Safety Resources’ section.

Joint Health & Safety Committees & Health & Safety Representatives

The Health & Safety Advisor attends all County & Municipal Joint Health & Safety Committee Meetings. Each of the Committees has put a great deal of effort into their workplace inspection program and establishing and maintaining an appropriate schedule of inspections. A summary of Municipal workplace inspections has been posted on the Health & Safety site in each Municipality's respective document folder.

Joint Health and Safety Committee members and Health & Safety Representatives were offered, and attended training, in Workplace Inspections in 2011.

Moving forward, an appropriate goal across all Municipalities should be to ensure that corrective actions to identified hazards are outlined by department managers on the workplace inspection report, and returned to the Health & Safety Rep that conducted the inspection within 5 business days, as delineated on the workplace inspection form.

From the 2011 Summary of Inspections for Dufferin County, it can be seen that there were 44 hazards noted throughout the year with 1 item being listed for at least 2 consecutive inspections of a particular area. Of the 44 hazards noted, none are outstanding.

In general, workplace inspection forms are completed fully, and corrective actions responded to within the appropriate timeline. The Joint Health & Safety Committee members should be commended in their efforts to help maintain a safe work environment for all.

Incidents & Injuries

This year statistical incident data was included from Dufferin Oaks, which accounts for a significant increase in the overall incident frequency rates from previous years as long term care incident data was not previously included.

There were 84 incidents reported to the health & safety office in 2011 County-wide, compared to 19 in 2010. Of those incidents, 74 of them occurred in Long Term Care, and 11 occurred in the remaining Municipal Departments County-wide. **Figure D**, **Figure E**, and **Figure F** outline the different types of incidents that were reported in 2011. It is important to show the separate trends identified in both Long Term Care, and other Municipal Departments as they vary due to the nature of the work and the hazards associated.

Figure D

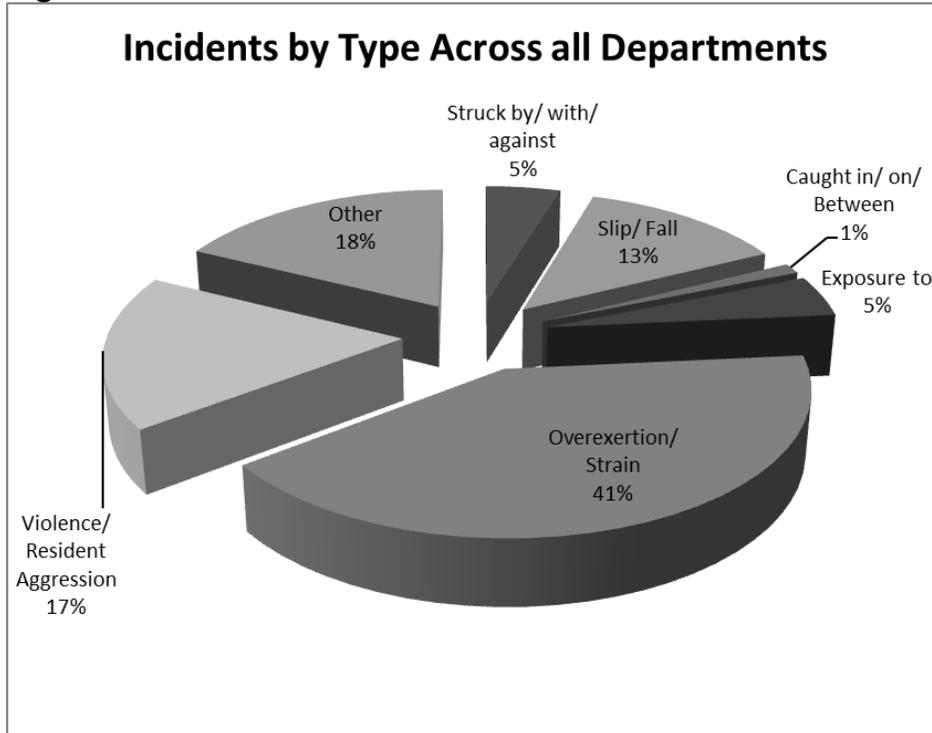
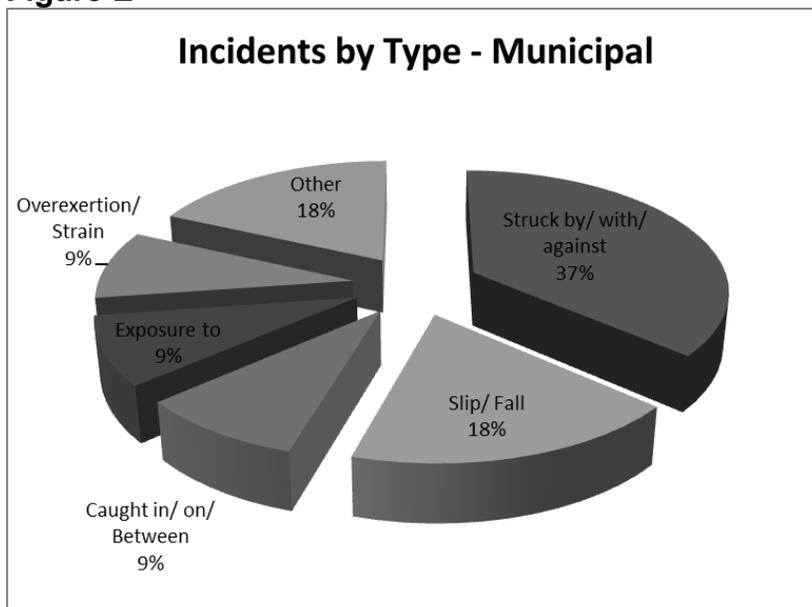


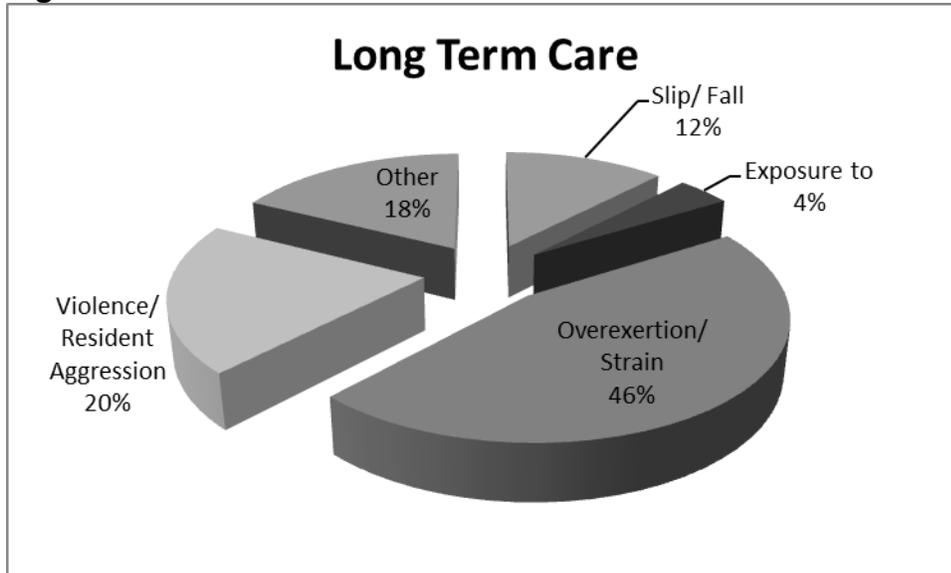
Figure E



Comparing Municipal data (excluding Long Term Care) from 2010 (19) to 2011 (11), it can be seen that there was actually a significant decrease (43% fewer in 2011) in the number of incidents reported.

In Municipal Departments, the most frequently reported incidents involved a worker being ‘struck by/with/against’ something. Examples of this incident category would be motor vehicle collisions, and workers being struck with objects as a result of equipment operation. Of the 11 incidents reported across all Municipalities in 2011, County staff reported 7 of those incidents from Community Services, Building/Facilities, and Public Works Departments.

Figure F



Although appearing for the first time in annual reporting from the Health & Safety Department, Dufferin Oaks has tracked incident frequency for some time now, and compared to historic data, although the number of incidents reported have increased for some injury types, the number of lost-time incidents for all types of injuries has decreased by 40% compared to 2010, and by 79% since 2008! This means that fewer staff are missing work due to a work-related injury or illness.

The most frequently reported type of incident in long term care involved overexertion/strain injuries. These injuries occur most often when workers are involved in lifting or transferring residents.

Legislation & Ministry of Labour Updates

This past year, the Ministry of Labour visited various Municipalities throughout Dufferin primarily through various targeted enforcement “Blitzes” to review industry-specific equipment or procedures. It is anticipated that the Ministry of Labour will visit many Municipal workplaces in the spring of 2012 as part of their “New and Young Worker” Blitz across all sectors.

The solid working relationship that has been developed between local Ministry of Labour Inspectors, and the Health & Safety Advisor over the past couple of years has been beneficial to the Health & Safety program.

Legislatively, on April 1, 2012 the Ministry of Labour became responsible for 'Prevention' in Ontario's Health & Safety system. Prior to this time the Workplace Safety & Insurance Board (WSIB) had been responsible for this important aspect of Ontario's Health & Safety program. The Minister of Labour has hired a Chief Prevention Officer to provide direction for 'prevention' in Ontario. The WSIB and Safe Workplace Associations will still be the service providers for this function, but now they will be reporting administratively and fiscally to the Ministry of Labour. As clients accessing the prevention services of Safe Workplace Associations such as Public Services Health & Safety Association and Infrastructure Health & Safety Association, Municipalities should not notice any changes.

Currently, the Chief Prevention Officer is working with a steering committee to review training provider certification requirements, similar to the Ministry of Training Colleges and Universities. As well, the recertification requirements for high risk tasks are being reviewed, and clear guidance around recertification requirements and 'approved' training programs in the Province of Ontario are being developed.

2011 Achievements

The following is a list of some of the notable achievements by the County and Member Municipalities with respect to the Health & Safety program in 2011.

- Severe Weather Procedures for 51 Zina plan approved, 4 training sessions, and drill in March!
- Council violence training
- Critical injury reporting form
- JHSC Education day
- Leadership program – Overview and Incident Reporting
- Added to safety resource base through creation of safety talks, provision of podcasts, and timely industry-relevant Alerts
- Assisted JHSC members in conducting 13 Job Hazard Analysis County-wide
- Conducted ergonomic assessments

2012 Goals

The following is a list of some of the current and planned initiatives to be undertaken by the County and Member Municipalities with respect to the Health & Safety program in 2012.

- Continue with development of Health & Safety Leadership Program Modules

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- Development of Workplace Inspection Package (to provide consistent 'Branding') for JHSC members and Health & Safety Reps– with consideration to the use of electronic forms
 - Re-visit Asbestos program
 - R Zone – County-wide to provide Managers with consistent and effective tools to deal with inappropriate conduct in Municipal facilities
 - Departmental/job-specific Orientation tools for Managers
 - Develop Emergency Manual template for facilities to augment current fire safety and evacuation planning efforts.
 - Material Safety Data Sheet Management
 - Concerted effort towards the creation of Operating Guidelines for specific equipment and procedures by the Health & Safety student. Areas of focus will be Long Term Care, Operations, and Arenas.
 - More frequent statistical reporting of statistical data pertaining to outstanding inspection items, incidents, Ministry of Labour Activity, and training to Senior Management.

RECOMMENDATION

THAT the 2011 Health & Safety activities report be received.

Respectfully submitted,

Shara Bagnell,
Health & Safety Advisor

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TR-12-17 TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Ryan and Members of General Government Services Committee
From: Alan Selby, Treasurer
Meeting Date: June 25, 2012
Subject: **Timetable for 2013 Budget**

Purpose

The purpose of this report is to propose a timetable for setting the 2013 County Budget, the third budget in this term of Council.

Background & Discussion

Here is the proposed timetable for 2013 budget development.

Capital Budget Call to Senior Management	Wed. June 27 th , 2012
Capital Budgets returned to Treasury	Fri. July 20 th , 2012
Operating Budget Call to Senior Management	Fri. July 13 th , 2012
Operating Budgets returned to Treasury	Fri. August 10 th , 2012
Budget Reviews with CAO and Department Heads	Sept 4 th to 7 th , 2012
Budget Packages provided to Council (at regular meeting)	Thurs. Oct. 11 th , 2012
<u>PLUS</u> Budget Workshop, review the opening position; start at 7 pm	
Budget Review at Standing Committees	October 22-25, 2012 Committee Cycle
COW Budget Discussion / <u>Public Consultation</u>	@ Council Nov. 8, 2012
COW Budget Discussion #2, 3, etc. (<i>as necessary</i>)	@ Council Dec. 13, 2012 plus extra dates if required
Regular Council Meeting - Approval of 2013 Budget	<u>January 10, 2013</u>

A complete budget package, Capital plus Operating combined, will be included with the normal materials for the regular meeting of Council on October 11th. A brief workshop meeting will be held the same evening at 7 p.m., to introduce the contents of the budget package and take a high-level overview of the starting position.

This timetable has been pushed back slightly from the 2012 timetable in order to allow time for any impact that the Strategic Plan may have on the 2013 Budget.

Local Municipal Impact

Local municipalities will often take into consideration the County Budget details when setting their local budgets. Therefore, it is in their best interest that the County Budget is set in a timely manner, to prevent undue delays in setting local budgets.

Financial, Staffing, Legal, or IT Considerations

The 2013 County Budget will officially authorize the taxation levels and spending for all activities and projects of the County for 2013.

If the last budget changes are made during Committee of the Whole sessions in Nov./Dec. then an Estimates Bylaw would be brought to January 2013 Council for adoption, setting the amount of the 2013 County Tax Levy and all spending limits. This would be followed by a Tax Rate Bylaw in February, using the new property assessment values that will have been received from MPAC in mid-December.

Recommendation

THAT the report on 2013 Budget Timetable be received;

AND THAT the specific dates listed in the report be adopted, the meetings be scheduled and advertised, and facilities bookings be made as required.

Respectfully submitted,

Alan Selby
Treasurer

From: DELEGATIONS (MAH) [<mailto:Delegations.mah@ontario.ca>]

Sent: June-19-12 1:07 PM

Subject: Municipal Delegations at AMO Conference / Délégations municipales au congrès de l'AMO

Please be advised that the Municipal Delegation Request Form for the annual Association of Municipalities of Ontario (AMO) conference is now available online. Information about delegations and a link to the form are available here: <http://www.mah.gov.on.ca/Page9882.aspx>. The deadline to submit requests is Wednesday, July 25, 2012.

Veillez noter que le Formulaire de demande d'une délégation municipale au congrès de l'Association des municipalités de l'Ontario (AMO) est maintenant disponible en ligne. Les renseignements sur les délégations et un lien vers le formulaire sont disponible ici: <http://www.mah.gov.on.ca/Page9883.aspx>. La date limite pour présenter votre demande est mercredi, le 25 juillet 2012.

- Tejas Aivalli

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