



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Monday, January 28, 2013, 4.45p.m.
55 Zina Street, Orangeville – Sutton Room (2nd Floor)

Declarations of Pecuniary Interest by Members

DELEGATIONS

1. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #1
Headwaters Arts

Wayne Bagley, to provide an update on the Headwaters Arts.

2. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #2
Dufferin Farm Fresh

Marci Lipman, Dufferin Farm Fresh to provide the Committee with a project update as a condition of their 2012 application for funding.

REPORTS

3. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #3
Shelburne Hospital Funding

A report from the Treasurer dated January 28, 2013 to clarify the method of financing for the renovations of the former Shelburne hospital property.

Recommendation:

THAT the report of the Treasurer dated January 28, 2013 with respect to Shelburne Hospital financing be received;

AND THAT the Treasurer be directed to proceed to apply on-line to Infrastructure Ontario for loan approval using the figures in the report;

AND THAT the necessary authorizing by-law be prepared for adoption by Council.

4. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #4
Annual Tax Tools By-law

A report from the Treasurer dated January 28, 2013 to provide the committee with information regarding the Annual Tax Tools By-law.

Recommendation:

THAT the report of the Treasurer dated January 28, 2012 with respect to Annual Tax Tools Bylaw be received;

AND THAT the Tax Tools Bylaw for 2013 be brought forward to the February County Council meeting, containing the same parameters found in the 2012 Tax Tools Bylaw.

5. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #5
Property Exchange with the Town of Shelburne

A report from the Clerk/Director of Corporate Services dated January 28, 2013 to recommend a property exchange with the Town of Shelburne.

Recommendation:

THAT the report of the Clerk/Director of Corporate Services dated January 28, 2012 with respect to property exchange with the Town of Shelburne be received;

AND THAT a property transfer to the Town of Shelburne be approved as follows:

Concession 3 OS East Part of Lot 3 be transferred to the Town of Shelburne

AND THAT legal costs associated with the land exchange be shared equally between the Town of Shelburne and the County of Dufferin

CORRESPONDENCE

6. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #6
Thank you letters

Thank you letters from individuals and organizations who were approved for 2012 funding grants.

Recommendation:

THAT the thank you letters from Westside Secondary School, Danielle Riseborough and the Town of Orangeville be received.

7. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #7
Association of Municipal Clerks, Clerks and Treasurers of Ontario (AMCTO)

Correspondence dated December 14, 2012 from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) to advise of the recent graduation of the Executive Diploma in Municipal Administration by Steve Hett, Manager of IT Services.

Recommendation:

THAT the correspondence dated December 12, 2012 from AMCTO with respect to completion of the Executive Diploma in Municipal Administration by Steve Hett be received.

GRANTS

8. GENERAL GOVERNMENT SERVICES – January 28, 2013 – ITEM #8
2013 Grant Applications

2013 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.

Next Meeting: February 25, 2013 – 4.45 p.m.
55 Zina Street, Orangeville – Sutton Room

From: WAYNE BAGULEY

Sent: January-08-13 11:28 AM

To: Pam Hillock

Subject:

Hi Pam,

As we talked about I would like the opportunity on Jan 28th to attend the meeting on behalf of Headwaters Arts with regards to our organization and grant application.

Thanks very much,

Wayne

Wayne Baguley
President
Headwaters Arts

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TR13-01 TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Maycock and Members of GGS Committee
From: Alan Selby, Treasurer
Date: January 28, 2013
Subject: **Shelburne Hospital Financing**

Purpose

This report seeks to clarify the method of financing for the renovations to the former hospital property in Shelburne, converting it to housing units.

Background & Discussion

In recent years, the County's practice has been to finance additions to its inventory of buildings through long-term borrowing, which amounts to taking out a mortgage. This practice has been followed recently for the Courthouse addition, the Edelbrock Centre, and the Lawrence Avenue seniors building. This practice is being recommended for the Shelburne project as well.

Borrowing will enable the County to spread the project cost over future years, thereby charging the ratepayers less per year, and charging those living in the County during the time when the property in question is actually "up and running", instead of condensing the cost into a brief time-frame that impacts current ratepayers heavily. The term of borrowing used by the County for new buildings has been 20 years.

The best interest rates are available through Infrastructure Ontario (I-O). Interim loans are taken out during the period of construction, and upon project completion, the interim loans are converted into a single long-term loan with a 20-year term.

Approval from County Council is required before starting the on-line I-O loan application process.

Financial Impact

Cost estimates for the hospital project are \$4.0 million less IAH grant funding of \$850,000 leaving \$3,150,000 to be financed by new debt. An application to I-O in the amount of \$3,250,000 is recommended, in case unexpected costs might arise.

The interest paid on interim construction loans from I-O will be added to the cost of the project. Once the long-term loan is secured, the loan repayments will be included in the annual budget. This will likely begin in 2015 if the project is completed summer 2014.

Currently the I-O rate for 20-year funding is 3.53% and the annual cost would be about \$227,930 starting in 2015.

The building, upon full occupancy, should generate about \$225,000 annual rental revenue, or more, so the budget impact of this facility would be limited to the building's operating expenses, such as maintenance, utilities and property taxes.

This project was included, for the first time, in the 2012 Development Charges (DC) Bylaw. That means that some DC's are being collected every year, to be applied against the future debt repayments, so that the ratepayers will only have to cover the difference in each year's budget. The budget for DC revenue would be set on a one-year-delay basis, so that in each budget, beginning in 2015, the budget for revenue from DC will equal what was collected in the prior year, so that there is certainty in the revenue figure in the budget. For example, 2018 loan payment expense will be financed, in part, by the actual 2017 DC collections. This will prevent over-drawing the DC fund, and putting it into a negative balance, should future DC collections not meet the targets in the DC Bylaw.

The DC revenue each year plus the rental income received should cover the annual debt repayment, as well as covering much of the operating expenses, leaving just a small amount as a net budget impact.

Finally, whenever new debt is proposed, there is the question of the County's borrowing limits and its existing debt load. The amount of this loan is well within the County's capacity to borrow, and this is not of concern. There will be a report coming soon on the overall County debt position, along with a draft Debt Management Policy for Council's review, discussion and adoption later in 2013.

Recommendation:

THAT, the Treasurer's report on Shelburne Hospital Financing be received;

AND THAT the Treasurer be directed to proceed to apply on-line to Infrastructure Ontario for loan approval, using the figures in the report;

AND THAT the necessary Authorizing Bylaw be prepared for adoption by Council.

Respectfully submitted,

Alan Selby
Treasurer

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TR-13-02 TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair Maycock and Members of GGS Committee
From: Alan Selby, Treasurer
Meeting Date: January 28, 2013
Subject: **Annual Tax Tools Bylaw**

Purpose

The purpose of this report is to provide background on the annual Tax Tools Bylaw.

Background & Discussion

The annual tax-capping exercise has been required since Current Value Assessment (CVA) began. It provides tax protection to properties in non-residential classes (Commercial, Industrial and Multi-residential), from what would otherwise have been extreme property tax increases caused by the transition in 1998 to CVA. Capping permits those properties to be gradually moved toward full CVA over a period of years.

Eventually, all properties, of all classes, will be taxed at their full CVA values. Every year, there are fewer and fewer properties affected. In Dufferin, all Multi-Residential properties are at full CVA. Commercial and Industrial classes continue to be impacted, but for only a small number of properties.

“Tax Tools” is the name used for the Bylaw that must be passed by the upper-tier every year to spell-out how the capping exercise is to be administered. The tax tools used in 2012 by Dufferin County were those that will permit the fastest exit from the Capping exercise, by removing as many properties from Capping, as quickly as the rules allow, each year. Staff recommend that this continue to be the County’s direction.

Several years ago, following complaints from municipalities about a lack of flexibility, the Province introduced some new tools to speed-up the process, and the County has adopted them. However, for 2013 the available tools remain the same and are laid out in the bylaw.

Local Municipal Impact

In 2012, capping impacted just 39 properties (17 Commercial and 22 Industrial) and the dollar values of the capping adjustments totalled \$67,620.

There will be a small number of Capping adjustments still required in 2013, and no final 2013 tax bills (for non-residential, non-farm properties) can be sent out by local municipalities until the Capping calculations are finished. Residential and Farm property final-billing may proceed, however, for several reasons it is preferable that all final tax billings for properties in all classes in one municipality are produced at the same time.

In order to complete the capping work, which is co-ordinated at the County level, every local municipality in Dufferin County must first complete their 2013 budget, set their 2013 tax rates, and input their rates into the OPTA web-site so that the capping calculations can be done.

CD-ROM's are then produced, through OPTA, for each municipality, to be used with their local taxation-billing software, to correctly produce final tax bills for the year.

Therefore, the County needs to set its policies and pass its annual Tax Tools Bylaw before the last of its local municipalities set their 2013 tax rates, to enable the local municipal staff to conduct their final 2013 tax billing.

Financial, Staffing, Legal, or IT Considerations

The Capping exercise is self-financing (some properties get an increase in their taxes, called claw-backs, while others receive capping protection), and the net impact on the County of all capping adjustments, positive and negative ones combined, is zero.

Recommendation

THAT the Treasurer's Report on Annual Tax Tools Bylaw be received;

AND THAT the Tax Tools Bylaw for 2013 be brought forward to the February County Council meeting, containing the same parameters found in the 2012 Tax Tools Bylaw.

Respectfully submitted,

Alan Selby
Treasurer

CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO GENERAL GOVERNMENT SERVICES COMMITTEE



To: Chair and Members of the General Government Services Committee

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: January 28, 2012

Subject: **Property Exchange with the Town of Shelburne
Concession 3 OS East Part of Lot 3 and East Part of Lot
Concession 2 OS**

Purpose

The purpose of this report is to recommend a property exchange with the Town of Shelburne.

Background & Discussion

The County of Dufferin acquired a property from the province in 1970 that was used for salt storage by the Ministry of Transportation. The municipal address is 156070 Highway #10 and it is within the Town of Shelburne. The area of the lot is 0.31 acres. There is a restrictive covenant on title that requires that the lands are to be used only for municipal purposes. The Town of Shelburne has requested an easement over a portion of the land to allow for future repairs of a noise wall being installed as part of a development process on adjacent lands. The Director of Public Works has determined that the land is of no use to the County of Dufferin and a transfer of the land to the Town would be appropriate.

In the meantime, the Town of Shelburne is deeding land to the County of Dufferin for an expansion to the Shelburne Ambulance Station at 301 Rintoul Crescent. The land the Ambulance expansion requires from the Town of Shelburne's property 0.13 acres and it is described as a part of the East Part of Lot 1, Concession 2 OS, 101 Greenwood Street.

Discussions have taken place with the Town of Shelburne's Chief Administrative Officer and County staff. Staff recommends a straight exchange of the two properties and to share the legal costs 50/50.

Local Municipal Impact

The transfer of land will assist the Town of Shelburne to make repairs to a retaining wall as part of a development process.

Financial, Staffing, Legal, or IT Considerations

There will be legal costs to complete the transfer. Staff recommends that these costs be covered equally by the Town of Shelburne and the County of Dufferin.

Recommendation

THAT the report of the Director of Corporate Services/Clerk dated January 28, 2013 with respect to a property exchange with the Town of Shelburne, be received;

AND THAT a property transfer to the Town of Shelburne be approved as follows:

Concession 3 OS East Part of Lot 3 be transferred to the Town of Shelburne

AND THAT legal costs associated with the land exchange be shared equally between the Town of Shelburne and the County of Dufferin.

Respectfully Submitted,

Pam Hillock
County Clerk/Director of Corporate Services



WESTSIDE SECONDARY SCHOOL

300 Alder Street, Orangeville, Ontario, Canada L9W 5A2
Tel: 519•938•9355 Fax: 519•938•9860

December 17, 2012

County of Dufferin
51 Zina Street,
Orangeville, Ontario
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 2012.

Yours truly,

A handwritten signature in blue ink that reads "Deidre Wilson". The signature is fluid and cursive.

Deidre Wilson,
Principal



November, 2012.

Dear County of Dufferin,

I would like to thank you so much
for the bursary I received upon my graduation.
I will be putting it to good use as I
pursue my post secondary education!

Thank you very much!

Danielle Roseborough (Westside
Secondary)

December 17, 2012

Warden Laura Ryan
and Members of Council
County of Dufferin
55 Zina Street
Orangeville, Ontario
L9W 1E5

Dear Warden Ryan 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 Town of Orangeville to offer so many free activities and makes the event such a success. Your sponsorship is greatly appreciated and the County of Dufferin will be recognized in the First Night advertising campaign and on signboards.

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

Sincerely,



Rob Adams
Mayor

Administration Department
Received

JAN 03 2013

For Information: _____

For Action: _____



December 14, 2012

Laura Ryan
55 Zina St.
Orangeville, ON
L9W 1E5

Dear Laura Ryan:

Re: Steve Hett – Graduation from AMCTO’s Executive Diploma in Municipal Management

On behalf of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), I am extremely pleased to announce that Steve Hett has successfully completed the intensive process to graduate from the Association’s Executive Diploma in Municipal Management. We believe that this is a tremendous accomplishment and should be regarded with pride by your municipality.

Founded in 1938, with a membership of more than 2,200 municipal professionals across the province, AMCTO is proud to be the largest municipal professional association in Ontario, with the mandate to provide high quality education and professional development programs in order to foster municipal excellence in the province.

The Executive Diploma in Municipal Administration is the most comprehensive career development program designed specifically for Ontario’s municipal managers. Graduates of this Diploma Program are informed leaders with a comprehensive understanding of the complex and interrelated components of municipal management, and who can immediately implement their knowledge and thus have an integrated and positive impact on any municipal corporation.

Steve Hett has successfully completed the rigorous evaluation process to graduate from this Diploma Program.

We hope that you, and your colleagues on Council, will join us in congratulating Steve Hett on this significant achievement.

Should you have any questions, please contact Manjit Gill at 905-602-4294 ext: 228

Yours truly,

Andrew Koopmans, CMA
Executive Director

**Administration Department
Received**

DEC 18 2012

For Information: _____

For Action: _____

AMCTO (ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO)

2680 Skymark Avenue, Suite 610, Mississauga, Ontario L4W 5L6

Tel: (905) 602-4294 Fax: (905) 602-4295 E-mail: amcto@amcto.com Web: www.amcto.com

2013 Grant Applications

ORGANIZATION	Requested 2013	Approved 2012	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	\$36,417	\$15,000	
Friends of Island Lake	\$25,000	\$10,000	
Dufferin Area Physician Search Committee	\$20,000	\$15,000	
Dufferin Parent Support Network	\$15,500	\$8,000	
Highlands Youth for Christ	\$15,000	\$8,000	
Headwaters Communities in Action	\$10,000	\$5,000	
Theatre Orangeville	\$10,000	\$5,000	
Big Brothers & Big Sisters	\$10,000	\$8,000	
Hospice Dufferin	\$10,000	\$8,000	
Dufferin Child and Family Services	\$10,000	\$1,000	
<i>Orangeville Music Theatre</i>	<i>\$10,000</i>		
Food and Friends	\$9,500	\$2,000	
<i>Lorne Scots Royal Canadian Army Cadets</i>	<i>\$7,500</i>		
First Night Committee	\$7,000	\$5,000	
Run Dufferin	\$5,300	\$1,000	
Headwaters Arts	\$5,000	\$2,500	
Orangeville Agricultural Society	\$5,000	\$500	
Caledon/Dufferin Victim Services	\$5,000	\$5,000	
Dufferin Farm Fresh Local Food Map	\$5,000	\$5,000	
<i>Rotary Club of Orangeville</i>	<i>\$5,000</i>		
Volunteer Dufferin	\$5,000	\$1,000	
Ontario S.P.C.A	\$3,000	\$1,000	
Orangeville Blues & Jazz Festival	\$2,500	\$1,000	
<i>Community Torchlight</i>	<i>\$2,000</i>		
Princess Margaret Public School	\$2,000	\$800	
Grand Valley Agricultural Society	\$2,000	\$500	
Rotary Club of Shelburne	\$1,500	\$1,500	
Grand Valley Lions Club	\$1,375	\$1,000	
Dufferin Hi-Land Bruce Trail Club	\$1,000	\$1,000	
<i>St. John Ambulance Peel-Dufferin</i>	<i>\$1,000</i>		
<i>Peel-Dufferin Plowmen's Association</i>	<i>\$500</i>		
Shelburne District Agricultural Society	\$500	\$500	
Dufferin Town & Country Farm Tour	\$500	\$500	
Hyland Heights	\$500	\$800	
Centennial Hylands	\$400	\$800	
Orangeville District Horticultural Society	\$250	\$250	
Dufferin Peel District Women's Institute	\$200	\$200	
Totals	\$251, 342		

Italics – new applicants

No application required

Over \$10,000

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