



## GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Tuesday, February 25, 2015, 3:15 p.m.  
55 Zina Street, Orangeville – Sutton Room (2<sup>nd</sup> Floor)

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Declarations of Pecuniary Interest by Members

### REPORTS

1. GENERAL GOVERNMENT SERVICES – February 25, 2015 – ITEM #1  
Indexing of Development Charges

A report from the Treasurer dated February 25, 2015 with respect to the annual indexing of Development Charge rates.

***Recommendation:***

***THAT the Treasurer's report dated February 25, 2015, with respect to indexing of Development Charges Indexing be received;***

***AND THAT the residential per-unit Development Charge be set at \$2,647.00, and the non-residential Development Charge be set at \$6.24 per square metre, and the Wind Turbine charge be set at \$4,052.95 per unit, as of 1st of April, 2015.***

2. GENERAL GOVERNMENT SERVICES – February 25, 2015 – ITEM #2  
Tax Policies 2015

A report from the Treasurer dated February 25, 2015 with respect to the annual property tax policy option available to Dufferin County.

***Recommendation:***

***THAT the Treasurer's report dated February 25, 2015 with respect to 2015 Tax Policy Setting be received;***

***AND THAT the Tax Ratios, and Tax Rate Reductions, for 2015 remain as they were in 2014;***

***AND THAT the Tax Ratios Bylaw for 2015 be presented at the March meeting of County Council.***

3. GENERAL GOVERNMENT SERVICES – February 25, 2015 – ITEM #3  
Legal Services RFP - Process

A report from the Director of Corporate Services dated February 25, 2015 with respect to a Request for Proposal for Legal Services.

***Recommendation:***

***THAT the report of the Clerk/Director of Corporate Services dated February 25, 2015, regarding the Request for Proposal for Legal Services be received;***

***AND THAT the RFP be issued immediately;***

***AND THAT an interview team of the Clerk, Chief Administrative Officer, Chief Building Official, Warden and the Standing Committee Chairs be struck.***

4. GENERAL GOVERNMENT SERVICES – February 25, 2015 – ITEM #4  
Procedural By-law Report – February 25, 2015

A report from the Clerk/Director of Corporate Services dated February 25, 2015 with respect to seek direction regarding the Procedural By-Law review that commenced in 2013.

***Recommendation:***

***For Consideration of the Committee.***

**CORRESPONDENCE**

5. GENERAL GOVERNMENT SERVICES – February 25, 2015 – ITEM #5  
Greater Dufferin Area Physician Search Committee

Correspondence from Louise Kindree, Chair, Greater Dufferin Area Physician Search Committee dated January 24, 2015 thanking Council for their generous financial support.

***Recommendation:***

***THAT the correspondence from Louise Kindree, Chair, Greater Dufferin Area Physician Search Committee dated January 24, 2015 thanking Council for their generous financial support, be received.***

6. GENERAL GOVERNMENT SERVICES – February 26, 2015 - ITEM #6  
Battlefield Tour

Correspondence from Neil Orford, dated February 19, 2015 requesting annual financial assistance towards the Battlefield Tour.

***Recommendation:***

***For consideration of committee.***

**BUDGET**

7. GENERAL GOVERNMENT SERVICES – February 25, 2015 – ITEM #7  
2015 Draft Budget

Review and discussion of the 2015 Draft Budget if necessary.

**Next Meeting:** Tuesday, March 24, 2015  
55 Zina Street, Orangeville – Sutton Room



## REPORT TO GENERAL GOVERNMENT SERVICES

**To:** Chair McGhee and Members of General Government Services Committee

**From:** Alan Selby, Treasurer

**Meeting Date:** February 25, 2015

**Subject:** **Indexing of Development Charges**

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### **Purpose**

The purpose of this report is to recommend the annual indexing of Development Charge rates.

### **Background & Discussion**

The County Development Charge By-law 2012-31 took effect in September 2012. It followed the recommendations from Hemson Consulting's study, completed in the spring of 2012. Annual indexing for inflation is required in the Bylaw.

### **Local Municipal Impact**

The Town of Orangeville collects the County development charge on behalf of the County, and forwards the funds to the County, and so Town staff must be informed of any rate change.

### **Financial, Staffing, Legal, or IT Considerations**

Indexing development charge rates will modestly increase the funds collected, which are used to partially finance growth-related capital project expenses.

The Statistics Canada Quarterly Construction Price index, Toronto area, CANSIM Table 327-0043 was

- For 2013 Qtr. 4 at 152.2
- For 2014 Qtr. 4 at 155.1

Taking 155.1 over 152.2 gives an indexing factor of 1.9% for the full year 2014. It is recommended that development charge rates be increased by 1.9% effective April 1, 2015.

The new development charge rates after indexing will be:

County-wide Charges	RESIDENTIAL CHARGE PER UNIT			NON-RESIDENTIAL CHARGE calculated on per sq. metre of gross floor area	Turbines per unit
	Single & Semi-Detached	Multiples	Apartments	Uniform Non-residential	
<b><u>Service Component</u></b>					
Roads and Bridges	\$ 688.50	\$ 580.50	\$ 515.60	\$ 3.78	\$2,406.25
Other Services	\$1,958.50	\$ 1,651.85	\$ 1,468.65	\$ 2.46	\$1,646.70
<b>County-wide Total</b>	<b>\$2,647.00</b>	<b>\$2,232.35</b>	<b>\$1,984.25</b>	<b>\$ 6.24</b>	<b>\$4,052.95</b>

### Recommendation

**THAT the Treasurer's report dated February 25, 2015, with respect to Indexing of Development Charges be received;**

**AND THAT the residential per-unit Development Charge be set at \$2,647.00, and the non-residential Development Charge be set at \$6.24 per square metre, and the Wind Turbine charge be set at \$4,052.95 per unit, as of 1<sup>st</sup> of April, 2015.**

Sincerely Submitted,

Alan Selby  
Treasurer



## REPORT TO GENERAL GOVERNMENT SERVICES

**To:** Chairman McGhee and Members of General Government Services Committee

**From:** Alan Selby, Treasurer

**Meeting Date:** February 25, 2015

**Subject:** Tax Policies 2015

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### Purpose

The purpose of this report is to consider the annual property tax policy options available to the County of Dufferin.

### Background & Discussion

The County, as the upper-tier, is responsible for making annual tax policy decisions affecting all local municipalities in Dufferin. One decision involves the setting of Tax Ratios, and Tax Rate Reductions.

Tax Ratios are the tool used to allocate the property tax burden among classes of property. The Ratio system was started by the Province in 1998 as part of major tax reform measures. The Residential ratio was fixed as the basis of all ratios, at 1.0.

Multi-residential, Farm, Commercial and Industrial ratios are adjustable by the County within specific ranges set by the Province. Since the ratio system began in 1998, Dufferin County has never changed its ratios, which are:

- Multi-residential MT 2.6802
- Commercial CT 1.2200 [the same for Shopping Centres ST class]
- Industrial IT 2.1984 [the same for Large Industrial LT class ]
- Pipelines PT 0.8421
- Farm and Forest FT 0.2500

### Local Municipal Impact

Local municipalities must use the ratios set by the County to prepare local tax bills. If a ratio is changed, the tax burden shifts by property class. For example, decreasing the

commercial ratio below 1.2200, for example, would shift some taxes from commercial properties to all other classes, including residential.

Some other municipalities have altered their ratios slightly. Typically, the ratio for industrial property is reduced, and justified as part of an economic development strategy to attract new industry. Sometimes the same logic has been applied to the commercial ratio, or the multi-residential ratio.

### **Financial, Staffing, Legal, or IT Considerations**

Lowering any ratio will cause a shift of taxes onto all other classes, including residential, and so mostly for that reason, Dufferin County has never altered any of its ratios since 1998. Raising the ratios is not an option as the County of Dufferin ratios are not within the prescribed range.

Just over 80% of the property assessment in Dufferin County is residential, where the Ratio is fixed at 1.0. Therefore, any tax shifting impacts arising from ratio changes would mostly be moving to the predominant residential property class.

Ratios apply to property classes. The other tax policy that accompanies ratios are rate reductions, for the property subclasses of vacant land, vacant units, and excess lands within the commercial and industrial property classes. Since 1998, the rate reduction for these subclasses has been unchanged at 30%. Therefore, these subclasses are taxed at 70% of occupied Commercial and Industrial properties.

### **Recommendation**

**THAT the Treasurer's report dated February 25, 2015 with respect to 2015 Tax Policy Setting be received;**

**AND THAT the Tax Ratios, and Tax Rate Reductions, for 2015 remain as they were in 2014;**

**AND THAT the Tax Ratios Bylaw for 2015 be presented at the March meeting of County Council.**

Respectfully Submitted,

Alan Selby, Treasurer



## REPORT TO GENERAL GOVERNMENT SERVICES

**To:** Chair McGhee and Members of the General Government Services Committee

**From:** Pam Hillock, Director of Corporate Services/Clerk

**Meeting Date:** February 25, 2015

**Subject:** Legal Services RFP - Process

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### Purpose

The purpose is to seek direction regarding the Request for Proposal for Legal Services.

### Background & Discussion

The current agreement for Legal Services with Aird & Berlis expired July 1<sup>st</sup>, 2014. Aird & Berlis are used for legal matters that require specific expertise for non-routine legal matters. For routine legal matters, such as real estate closings, a local firm is used.

Since the RFP process takes several months to complete and the Council term was nearly over, Council approved the extension of the contract with Aird & Berlis until the end of 2014 and directed that an RFP be issued in early 2015.

Any matters that are in process or ongoing, would be completed by Aird & Berlis. Below a proposed timeline.

It is proposed that the timeline for the RFP process be:

Activity	Date
General Government Services Committee	February, 25, 2015
Request for Proposal Issued	February 26, 2015
Request for Proposal Closing	March 19, 2015
Short Listed Proponent's Presentations/Interviews	Week of March 30

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Recommendation to Committee	April 28, 2015
Proponent Selected	May 14, 2015

After the proposals are received, a staff team will review them, come up with a top 3 or 4 firms and then interviews will be conducted with the staff team and also a number of councillors. It is proposed that the interviews take place the week of March 30.

**Local Municipal Impact**

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

**Financial, Staffing, Legal, or IT Considerations**

There are no financial, staffing, legal or IT considerations as a result of this report.

**Recommendation**

**THAT the report of the Clerk/Director of Corporate Services dated February 25, 2015, regarding the Request for Proposal for Legal Services be received;**

**AND THAT the RFP be issued immediately;**

**AND THAT an interview team of the Clerk, Chief Administrative Officer, Chief Building Official, Warden and the Standing Committee Chairs be struck.**

Respectfully Submitted,

Pam Hillock  
County Clerk/Director of Corporate Services



## REPORT TO GENERAL GOVERNMENT SERVICES

**To:** Chair McGhee and Members of the General Government Services Committee

**From:** Pam Hillock, Director of Corporate Services/Clerk

**Meeting Date:** February 25, 2015

**Subject:** Procedural By-law Report – February 25, 2015

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### **Purpose**

The purpose is to seek direction regarding the Procedural By-law review that commenced in 2013.

### **Background & Discussion**

A procedural by-law is a legislative requirement under the *Municipal Act, 2001, Section 238*, and governs the calling, place and proceedings of meetings of Council. The current procedural by-law was passed in 2008 and it is good practice to review this by-law every few years.

The General Government Services at its meeting held on August 26, 2013, reviewed the current by-law and also took into consideration comments received from staff and from Members of Council. The committee made adjustments to the by-law and directed staff to bring forward a new by-law. Part of the recommendation was to remove the schedules that make reference to the committee structure and also the notice provisions. It is recommended that these policies be in separate documents because they tend to be amended more frequently and are not directly related to procedural matters.

On March 31, 2014, a report was put forward to the General Government Services Committee regarding the draft procedural by-law. The committee made a recommendation to approve the by-law to take affect for the next term of Council. The motion was put forward to Council at its April 10, 2014, meeting of Council and Council deferred the item until October, 2014. Council then deferred the matter to the new Council. There is nothing pressing that needs to be dealt with other than a review of the committee structure.

There was also a motion on the floor at the October, 2014 council meeting referencing the procedural by-law that was deferred to the new council.

Staff are looking for direction on how Committee would like to proceed. Here are some options to consider:

1. The draft by-law created by the previous committee could be placed on a future meeting agenda and carry on from that starting point.
2. The committee may wish to start from scratch given that a number of members are new.
3. The committee may wish to recommend creating an hoc committee to review the by-law and committee structure.
4. Just complete housekeeping changes as required.

### **Local Municipal Impact**

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

### **Financial, Staffing, Legal, or IT Considerations**

There are no financial, staffing, legal or IT considerations as a result of this report.

### **Recommendation**

For consideration of Committee.

Respectfully Submitted,

Pam Hillock  
County Clerk/Director of Corporate Services

## **GREATER DUFFERIN AREA \*** **PHYSICIAN SEARCH COMMITTEE**

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**P.O. Box 211, Orangeville Ontario L9W 2Z6 Tel: 519-941-6991 Ext. 2002 Fax: 519-941-0271**  
**E-mail: [opportunities@physicianswanted.ca](mailto:opportunities@physicianswanted.ca)**

January 24, 2015

Ms Sonya Pritchard  
CAO, Dufferin County  
55 Zina Street  
Orangeville ON  
L9W 1E5

Dear Ms Pritchard,

The Greater Dufferin Area Physician Search Committee is very grateful for the generous financial support it has received from the County in the past. As a result of this funding, many more citizens of Dufferin County now have access to a primary care physician close to their home.

At this time, for the following reasons, we have chosen to not submit a Funding Request for 2015. As we have indicated in previous years, our financial situation is quite favourable. In the past year the urgency of need for family physician recruitment has lessened. While we continue to be in need of new family physicians, it is expected that in the coming year our main focus will be activities directed at physician retention. Analysis of our budget has indicated that we have sufficient funds to carry out the required activities for the coming year. This analysis, coupled with our awareness of the County's continuing budget pressures, has led us to decide to not request additional funds at this time.

However, we are very conscious that in so doing we risk losing the County's support when inevitably, at some point in the future, we will require additional funding for recruitment as our population continues to grow, and our aging physicians start to reduce the size of their practices or retire. When this occurs, our business case for more funding will doubtless be very strong, and we are confident we will receive the needed support.

\* Encompassing communities of and area surrounding: Grand Valley – Orangeville – Shelburne

Our Committee wishes to thank the County for their past financial support. It has been our pleasure to contribute our efforts to improving primary health care for the citizens of Dufferin County.

If you have any concerns or questions, please do not hesitate to contact me at (905) 584 - 2583.

Yours sincerely,

*Original signed by  
Louise Kindree*

Louise H. Kindree  
Chair,  
Greater Dufferin Area Physician Search Committee

From: Neil Orford

Sent: Thursday, February 19, 2015 7:27 AM

To: Warren Maycock (External) Cc: Michelle Dunne; Darrell Keenie

Subject: Request for County of Dufferin Assistance for Veteran on DHP Battlefields Tours

Hello Warren,

Pursuant to our phone conversation from Feb 15th, I thought I should give you a fuller picture for the financial assistance I am seeking for the Battlefields Tours.

#### Background

CDDHS has led five successful Battlefields Tours with students since 2008. In three cases, we have worked in partnership with the DCMA to conduct deep historical research on behalf of the Veterans of Dufferin, to assist the Museum in its creation of the Virtual War Memorial (2008/ 2011/2013). Working with archivists and volunteers at the DCMA, we have been able to uncover the stories of many Dufferin veterans and honour them with a commemorative Brick at the Juno Beach Centre in Normandy France, on the site of the Canadian D-Day Invasions of 1944. In honouring these Veterans, the students of Centre Dufferin have raised over \$30 000 for the Juno Beach Centre and helped establish the partnership with the DCMA as an 'exemplary model', promoted by the JBC to all its stakeholders and in 2013, acknowledged with a Governor General's Award.

In 2001 & again in 2013, the DCMA sponsored a Dufferin Veteran to join our Tour, thereby representing the County and all Dufferin Veterans, at the commemorative ceremonies held throughout our Battlefields Tours: Both Cpl. Wayne Strudwick and Cpl. John McMurray became integral members of our Tours and performed admirably in representation of Dufferin County

Additionally, The County (viz a viz the DCMA) has supported the Battlefields Tours initiative in 2015 by hosting the exciting new experimental educational program entitled the Digital historian Project (DHP) at the Museum. This four-credit semester-long program for secondary students from all 3 Dufferin high schools, is an innovative intensive opportunity for students to conduct deep archival research into the stories of Dufferin veterans to produce data records for the DCMA Virtual War Memorial, while earning senior History/Math credits towards graduation. Nowhere else in Canada is this program being done - again Dufferin County (through the DCMA) is at the forefront in its commitment to support the Veteran's legacy and partner with schools to do so.

#### The Proposal

With this context in mind, I would propose the following:

- that the County of Dufferin make available from general levies, an amount up to \$4500 annually to subsidize the travel/expenses of a Dufferin Veteran (from any Canadian conflict or peacetime service) to travel with the Battlefields Tours (sponsored by CDDHS or the DHP) to represent all Dufferin Veterans at ceremonies in Europe and at the Juno Beach Centre
- that the County of Dufferin also support any Veteran, should they be an employee of the County, with time release to participate in this Tour
- that the subsidy should be directed from general levies and not come from the DCMA budget as a line item, since this Battlefields Tour will take students from across the County and may occur independent

from direct Museum involvement in the future thanks to the on-line capacity of the Virtual War Memorial for research

- that any one of the secondary schools in Dufferin may apply for this subsidy on an annual basis, through an application process, with no one school being permitted to secure this subsidy more than twice in any three year period

- that, should the DHP become an institutional program occurring year-over-year, the County consider assistance subsidy for the student transportation to the DCMA on a per semester basis. This subsidy would be done cooperatively with the Upper Grand District School Board (UGDSB), through an RFP with local bus transportation providers.

#### Timeline

Battlefields Tours are currently scheduled annually in either June or November, with full support of the UGDSB and chaperoned by UGDSB Staff.

The first request for this subsidy would occur precipitous of the June Battlefields 2015 Tour - this subsidy money would be required by March 1st.

The June 2015 Battlefields Tour is being hosted by the UGDSB through the DHP and an acceptable Veteran has already been identified to represent the County. He is an employee of the Town of Orangeville Fire Services.

#### Move-Forward

An Ad-Hoc committee should be established to work with County Staff to establish acceptable criteria for the Application Process and criteria for advertising and recruitment of an acceptable local Veteran.

Representation of this Committee should come from the County, the UGDSB and the 3 local schools and should have a Report to county prepared for June 2015.

This Ad Hoc Committee may also be charged with responsibility to consider the transportation subsidy proposal.

There should be no remuneration provided for this Committee

In Conclusion,

I am available to speak to this proposal at any point and I am open to any amendment.

Respectfully Submitted by  
Neil Orford  
Program Leader,  
Digital Historian Project (DHP)  
UGDSB