



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Wednesday, May 25, 2016, 4:00 p.m.

55 Zina Street, Orangeville – Sutton Room (2nd Floor)

Declarations of Pecuniary Interest by Members

PUBLIC QUESTION PERIOD

Members of the public will be provided an opportunity to ask questions of the Committee during this time. (Limited to 10 minutes)

REPORTS

1. GENERAL GOVERNMENT SERVICES – May 25, 2016 – ITEM #1
Request for Proposal - Award for Integrity Commissioner

A report from the Clerk/Director of Corporate Services dated May 25, 2016 to recommend the award of the Request for Proposal for Integrity Commissioner Services.

Recommendation:

THAT the report of the Clerk/Director of Corporate Services dated May 25, 2016 regarding Request for Proposal Integrity Commissioner, be received;

AND THAT Guy Giorno at the firm of Fasken Martineau be appointed Integrity Commissioner for the County of Dufferin for the term July 1, 2016 to July 1, 2019 with a two-year optional renewal;

AND THAT the Warden and Clerk be authorized to execute the necessary agreement.

2. GENERAL GOVERNMENT SERVICES – May 25, 2016 – ITEM #2
Information Management Team Activity Update

A report from the Clerk/Director of Corporate Services dated May 25, 2016 to provide the Committee and Council with an update on the activities of the Information Management Team.

Recommendation:

THAT the report of the Director of Corporate Services, dated May 25, 2016 Information Management Team Activity Update, be received.

3. GENERAL GOVERNMENT SERVICES – May 25, 2016 – ITEM #3
Provincial Offences Administration – Report #3

A report from the Clerk/Director of Corporate Services dated May 25, 2016 to provide further information and updates on the administration of the Provincial Offences Court in Dufferin County. The last update was provided on January 27, 2016.

Recommendation:

THAT the report from the Clerk/Director of Corporate Services regarding Provincial Offences Administration – Report #3 dated May 25, 2016, be received.

4. GENERAL GOVERNMENT SERVICES – May 25, 2016 – ITEM #4
2017 Budget Timetable

A report from the Treasurer dated May 25, 2016 to propose a timetable for future meetings devoted to the 2017 County Budget.

Recommendation:

THAT the Report, 2017 Budget Timetable, from the Treasurer dated May 25, 2016, be received,

AND THAT the budget timetable be approved and for Council budget be set as follows:

Overview Presentation to Council	October 13, 2016
Committee Budget Discussions	October 24-29, 2016
Council Budget Discussion	November 10, 2016
Council Budget Discussion	December 8, 2016

Next Meeting: Wednesday, June 24, 2016 – 4:00 pm
55 Zina Street, Orangeville – Sutton Room



REPORT TO COMMITTEE

To: Chair McGhee and Members of General Government Services
From: Pam Hillock, Clerk/Director of Corporate Services
Date: May 25, 2016
Subject: Request for Proposal - Award for Integrity Commissioner

In support of Strategic Plan Priorities and Objectives

Communication and Connections: 2.2 Foster Two-Way Communication with Lower Tier Municipalities

Good Governance: 3.3.2 Review and Update Current Policies and Procedures

Service Excellence: 4.3 Enhance value for money

Purpose

The purpose of this report is to recommend the award of the Request for Proposal for Integrity Commissioner Services.

Background and Discussion

At the direction of Council in February, a request for proposal (RFP) was issued to seek the services of an Integrity Commissioner.

The Integrity Commissioner's role is to be responsible for administering the Councillor Code of Conduct and conducting investigations in an independent and neutral manner, in accordance with the accountability and transparency provisions of the Municipal Act, 2001 and Council Code of Conduct.

The Request for Proposal asked that candidates be excellent communicators, possess both personal and professional integrity and discretion, and have familiarity with investigatory procedures and the legal principles involved, particularly as they relate to evidence, legal interpretation and natural justice. Candidates were also asked to demonstrate that they have extensive knowledge and appreciation of Provincial Statutes, municipal by-laws and the ability to interpret the provisions of various statutes, regulations, policies and other enabling frameworks.

Another stipulation was that the County of Dufferin Integrity Commissioner will have had no involvement in political campaigning, endorsements or any other related conflict of

interest with respect to the County of Dufferin during or since the most recent municipal election. The service will be provided on "as required" basis.

The RFP was issued on Thursday, March 31, 2016 and closed on Thursday, April 21, 2016. Ads were placed in the local newspapers and the Request for Proposal was posted on the electronic tendering network Biddingo.

There were five proposals received from the followings firms:

ADR Chambers
Aird & Berlis
Faskin Martineau
Robert J. Swayze
Temmleman Manninga

Staff reviewed the proposals and provided a weighted ranking based on the criteria listed below:

Company/Individual Profiles

- Profile of company or individual
- Length of time in business and the principals involved.

Experience

- Approach to project
- Previous Experience
- General Municipal Knowledge
- Knowledge of Ontario Municipal Law
- Investigative Experience

Value Added Services

- Details on any aspects of the proposal that provide additional value or provide for any extra service not requested within the scope of work

Pricing

- An hourly rate for their services along with a list of proposed related expenses

References

- Three references for similar assignments

Staff are recommending that the firm of Faskin Martineau be awarded the RFP based on the weighted factors. Guy Giorno would be the main contact at the firm to deal with Integrity Commissioner issues and he is an expert in accountability and ethics law. The response document states "Guy has lectured and publically demonstrated advanced knowledge of Municipal Ethics or Code of Conduct matters."

Warden Ryan, Pam Hillock and Sonya Pritchard conducted a telephone interview with Mr. Giorno on May 18, 2016 and they are confident in the recommendation to appoint Mr. Giorno as the County of Dufferin's Integrity Commissioner. Mr. Giorno will also offer services to the local municipalities if they wish. He has also agreed to conduct a

training session for County and local Councillors if Council wishes. To appoint Mr. Giorno, each municipality would need to appointment him by resolution or by-law.

Financial, Staffing, Legal and IT Consideration Impact

There is a financial impact to the County of Dufferin and the area municipalities who choose to use the service. For the 2016 year, it recommended that the funds be taken from the Clerk's Division – Consulting Fees budget line which may create an overage in that budget line. The price proposal is \$220 annual retainer for the County of Dufferin and \$90.00 annual retainer for the area municipalities. The hourly rate for service is \$100 per hour.

Strategic Direction and County of Dufferin Principles

The creation of an Integrity Commissioner position adheres to the Strategic Priorities: Communication and Connections: 2.2 Foster Two-Way Communication with Lower Tier Municipalities, Good Governance: 3.3.2 Review and Update Current Policies and Procedures and Service Excellence: 4.3 Enhance value for money

1. We Manage Change - by proactively meeting regulatory requirements and taking services to the marketplace for competitive bids and to seek innovative ways to deliver a service
2. We Deliver Quality Service – by choosing the firm that will best suit the needs of Dufferin County and local municipalities in cost effective manner
3. We Communicate – by engaging in regular communication with the local municipalities and Members of Council
4. We Make Good Decisions – by fostering an environment of collaboration with the local municipalities and council that are reflective of the needs of those involved

Recommendation

THAT the report of the Clerk/Director of Corporate Services dated May 12, 2016 regarding Request for Proposal Integrity Commissioner, be received;

AND THAT Guy Giorno at the firm of Fasken Martineau be appointed Integrity Commissioner for the County of Dufferin for the term July 1, 2016 to July 1, 2019 with a two-year optional renewal;

AND THAT the Warden and Clerk be authorized to execute the necessary agreement.

Respectfully submitted

Pam Hillock
Clerk/Director of Corporate Services



REPORT TO COMMITTEE

To: Chair McGhee and Members of General Government Services Committee

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: May 25, 2016

Subject: Information Management Team Activity Update

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.2 Increase Transparency; 3.3 Improve policies practices and procedures.

Purpose

The purpose of this report is to provide the Committee and Council with an update on the activities of the Information Management Team.

Background & Discussion

The Information Management Team is a team of staff from each department and is headed by the Deputy Clerk. This team consists of Michelle Dunne, Steve Hett, Graham Halkett, Aimee Raves, Angela Pollard, Kirby Silvester, Diane Whitten-Franks, Laura Camilleri, and Mary Ellen Rodwell, and they have been tasked with several initiatives that relate to information management.

On January 1, 2016, Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014 came into effect. This Act requires Municipalities to have reasonable records preservation measures. To ensure that all staff understand proper records management and how it applies to their job, the Information Management Team has created a three module education package that will be rolled out throughout 2016. The first module, Records Management 101 was delivered by the Deputy Clerk to over 90 employees in 10 sessions. In this session, training was given on the email retention policy that will come into effect as of June 1, 2016. The second module is on the file classification system the County uses, TOMRMS (The Ontario Municipal Records Management System) - Why it Matters is beginning in June. It is anticipated that the final module TOMRMS and TAB – How they work together, will be rolled out in the fall. As part of this exercise, the team has also scheduled SharePoint refresher training sessions and they are reviewing the retention schedule and updating the scope notes to

assist staff in proper records management. The revised retention schedule will be presented to committee at a future meeting.

In September 2014 Council approved the purchase of an electronic software management system, an electronic document management system to help manage the entire lifecycle of corporate records and significantly reduce staff time in retrieval of various documents. Staff are pleased to report that TAB Fusion (physical files) was implemented and completely rolled out in 2015. TAB Enterprise (electronic files) is currently being rolled out on a department-by-department schedule after working out some of the technical issues.

Another project the Team has been working on is an Open Data initiative. They are researching open data policies and what data the County currently collects that can be shared with the public on an open data forum on the website.

Over the past year, the team has also created and implemented the following policies:

1. Email retention
2. Routine Disclosure
3. Video Surveillance (under review)

The Corporate Services Administrative Assistant position, due to a retirement, has been restructured to have a larger focus on corporate records management and the position will now help lead this team along with the Deputy Clerk. The purpose of this is to focus corporately on the information management initiatives and to recruit a staff person with the required specialized education and training.

Financial, Staffing, Legal, or IT Considerations

There are no financial, staffing or legal impacts resulting from this report.

Strategic Direction and County of Dufferin Principles

Reviewing and updating records management policies and procedures supports Good Governance and adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively keeping aware of best practices and new legislation and the affect it has on Dufferin County
2. We Deliver Quality Service – by providing the proper tools and training to allow staff to deliver quality service
3. We Communicate – by providing information on the activities of our internal committees and reporting the outcomes
4. We Make Good Decisions – by researching legislation, best practices, procedures and review existing policies

Recommendation

THAT the report of the Director of Corporate Services, dated May 25, 2016 Information Management Team Activity Update, be received.

Respectfully Submitted By:

Pam Hillock
Director of Corporate Services

Prepared by:

Michelle Dunne
Deputy Clerk



REPORT TO COMMITTEE

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

From: Pam Hillock, Clerk/Director of Corporate Services

Meeting Date: May 25, 2016

Subject: Provincial Offences Administration – Report #3

In Support of Strategic Plan Priorities and Objectives:

Communication and Connections 2.2 Foster two-way communication with lower tier municipalities and neighbouring municipalities
Service Excellence 4.3 Enhance Value for money

Purpose

The purpose of this report to provide further information and updates on the administration of the Provincial Offences Court in Dufferin County. The last update was provided on January 27, 2016.

Background & Discussion

At the October 8th, 2015, Council meeting staff were directed to investigate options for Provincial Offences Administration. Since that time, staff have met with the Town of Caledon Clerk and Manager of Court Operations to discuss the potential transfer of the court operations on many occasions. The Ministry of the Attorney General has indicated that they are willing to approve the necessary transfer agreements if the Town of Caledon is in agreement. A letter was sent to the Town of Caledon in late November asking if they would agree. Also, the Province is asking for a detailed proposal on what the process might look like in Dufferin County.

The Dufferin Municipal Officers, at its meeting held December 17, 2015, struck a working group to investigate various options. The group consists of:

Pam Hillock, County of Dufferin
Heather Boston, Township of Mulmur
Carey Holmes, Town of Shelburne
Les Haluka, Town of Mono
Susan Greatrix, Orangeville

This working group has met three times to discuss the feasibility of a “made in Dufferin” service delivery model and also to try to do a financial analysis of the service in Dufferin. A number of questions were posed to Caledon, mostly financial, and the answers were received on May 9th. The Town of Caledon staff has recently expressed an interest to keep the Dufferin arm of the Provincial Offences Administration. The working group formulated a number of questions for the Town of Caledon and received a response.

There is a Provincial Offences Board meeting to be held on Friday, May 20th at which Chair Ken McGhee of General Government Services and the Clerk/Director of Corporate Services will both be attending. A number of area municipal staff will also be in attendance at the meeting and will be able to provide their various councils with updates after the meeting. The working group is analysing the responses from Caledon and will be meeting on May 20th at 8:30 a.m. prior to the Provincial Offences Board meeting.

A verbal update of the Board meeting will be provided at the General Government Services Committee on May 25th, 2016 by Chair McGhee and the Clerk.

Financial, Staffing, Legal or IT Considerations

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

Strategic Direction and County of Dufferin Principles

Working with the local municipalities to investigate a “made in Dufferin” solution to the Provincial Offences Court Administration, adheres to the corporate priority Communication and Connections 2.2 Foster two-way communication with lower tier municipalities. Investigating new ways of delivering service adheres to the priority Service Excellence 4.3 Enhance Value for Money.

Reviewing the Provincial Offences Administration in collaboration with the local municipalities adheres to the Dufferin County principles as follows:

1. We Manage Change – By proactively investigating alternative service delivery to achieve efficiencies
2. We Deliver Quality Service - By collaborating and investigating other methods of service delivery
3. We Communicate – We provide information to the local media, posting information on the website, social media posts, electronic newsletters and newspaper advertising
4. We Make Good Decisions - By collaborating with our municipal partners and recommending the best options for Council to consider

Recommendation:

THAT the report from the Clerk/Director of Corporate Services regarding Provincial Offences Administration – Report #3 dated May 25, 2016, be received.

Respectfully Submitted,

Pam Hillock
County Clerk/Director of Corporate Services



**REPORT TO
GENERAL GOVERNMENT SERVICES COMMITTEE**

To: Chair McGhee and Members of General Government Services Committee

From: Alan Selby, Treasurer

Meeting Date: Wednesday, May 25, 2016

Subject: 2017 Budget Timetable

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.2 Increase transparency

Purpose

The purpose of this report is to propose a timetable for future meetings devoted to the 2017 County Budget.

Background and Discussion

Dates must be established for the various meetings required to develop, and ultimately adopt, the 2017 Budget. This will enable the Treasury Department to have clear deadlines, for inclusion in the internal communications to be sent to other County departments, regarding the assembly of financial data.

A timetable which is similar to the one that was followed for the 2016 County Budget is proposed.

Financial, Staffing, Legal and IT Considerations

The purpose of laying out the schedule is to develop the annual budget to support strategic priorities. In addition, staff are in the process of developing a long-term financial plan and updating the asset management plan. Long term planning coupled with an efficient budget process enables Council to identify and realize future goals and objectives. Laying out the budget process and setting clear expectations provides County staff with the information and resources necessary to implement Council goals. For example, identifying the need to close the infrastructure gap as a strategic objective and providing funding through the budget and adhering to the budget schedule allows staff to prepare and release tender and Request for Proposal documents at an earlier point which generally results in better pricing and more work being completed.

The following schedule is proposed for the 2017 County Budget:

Capital Budget Call to Senior Management	June 17, 2016
Capital Budgets to be returned to Treasury by	July 15, 2016
Operating Budget Call to Senior Management	July 8, 2016
Operating Budgets to be returned to Treasury by	August 5, 2016
Budget Reviews with CAO and Department Heads	September 6 to 12, 2016

Council discussions:

Overview Presentation to Council	October 13, 2016
Committee Budget Discussions/Public Consultation	October 24-29, 2016
Council Budget Discussion	November 10, 2016
Council Budget Discussion/Approval	December 8, 2016
Approval of Budget Estimates Bylaw	January 12, 2017

A brief presentation will be held at County Council October 13th at 7 p.m., to outline the contents of the 2017 budget package, highlight specific points of interest, and take a high-level overview of the 2017 starting position. Copies of the Presentation will be made available to Council.

A complete budget package, Capital plus Operating combined, will be made available to Council members shortly after the October 13th Presentation and Overview.

It is expected that the final Tax Levy figure for 2017 will be determined by the December County Council meeting, and that the 2017 Estimates Bylaw would then be placed on the Council agenda for January 2017.

Strategic Direction and County of Dufferin Principles: Laying out the budget process and developing long term financial goals supports the strategic objective to increase transparency. It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively addressing expectations for timely budget discussions;
2. We Deliver Quality Service – by providing an organized process for budget development, and by enforcing deadlines;
3. We Communicate – by sharing budget planning with staff, Council, and the community;
4. We Make Good Decisions – by working with stakeholders to ensure financial data is accurate, timely, and clearly presented, so that stakeholders can be well-informed, as they work towards their decisions

Recommendation

THAT the Report, *2017 Budget Timetable*, from the Treasurer dated May 25, 2016, be received,

AND THAT the budget timetable be approved and for Council budget be set as follows:

Overview Presentation to Council	October 13, 2016
Committee Budget Discussions	October 24-29, 2016
Council Budget Discussion	November 10, 2016
Council Budget Discussion	December 8, 2016

Respectfully Submitted by, and Original signed by,

Alan Selby, B. Math, CPA, CGA
County Treasurer