



COMMUNITY SERVICES/ DUFFERIN OAKS COMMITTEE AGENDA

**Tuesday, June 28, 2016 – 7:00 p.m.
Mel Lloyd Centre, Shelburne- EOC (Entrance C)**

Declarations of Pecuniary Interests

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).

MUSEUM

1. **COMMUNITY SERVICES/DUFFERIN OAKS – June 28, 2016 - ITEM #1**
Departmental Operation Plan – Museum & Archives

A report from the General Manager, DCMA dated June 28, 2016 to present Committee members with a general framework for the development of an operation plan for the Dufferin County Museum & Archives (DCMA).

Recommendation:

THAT the report of the General Manager, DCMA dated June 21, 2016 regarding DCMA Departmental Operation Plan be received.

2. **COMMUNITY SERVICES/DUFFERIN OAKS – June 28, 2016 - ITEM #2**
Forest Operation Review Committee

Minutes from the Forest Operation Review Committee meeting held on May 31, 2016.

Recommendation:

THAT the minutes of the Forest Operation Review Committee meeting held on May 31, 2016 be received.

COMMUNITY SERVICES

3. COMMUNITY SERVICES/DUFFERIN OAKS – June 28, 2016 - ITEM #3
Access Dufferin Minutes – June 13, 2016

Minutes from the Access Dufferin Committee meeting held on June 13, 2016

Recommendation:

THAT the minutes of the Access Dufferin Committee meeting held on June 13, 2016 be received.

DUFFERIN OAKS

4. COMMUNITY SERVICES/DUFFERIN OAKS – June 28, 2016 - ITEM #4
Seniors at Risk System Co-ordinator Agreement

A report from the Administrator of Dufferin Oaks dated June 28, 2016 to enter into an agreement with Community Mental Health Association-Peel for the Seniors at Risk Co-ordinator position.

Recommendation:

THAT the report of the Administrator dated June 28, 2016 regarding the Seniors at Risk Co-ordinator Agreement be received;

AND THAT staff be authorized to enter into the Seniors at Risk System Co-ordinator Agreement with Community Mental Health Association – Peel.

5. COMMUNITY SERVICES/DUFFERIN OAKS – June 28, 2016 - ITEM #5
Multi-Sector Accountability Agreement Declaration of Compliance

A report from the Administrator of Dufferin Oaks dated May 24, 2016 to sign the annual Declaration of Compliance as required by the Multi-Sector Accountability Agreement with the Central West Local Health Integration Network.

Recommendation:

THAT the report of the Administrator of Dufferin Oaks dated June 28, 2016 regarding the Multi-Sector Accountability Agreement Declaration of Compliance be received;

AND THAT the Council authorizes the Warden to sign the Declaration on behalf of Council for submission to the Central West Local Health Integration Network.

6. COMMUNITY SERVICES/DUFFERIN OAKS – June 28, 2016 - ITEM #6
Permanent Co-ordinating Minutes- May 2016

Permanent Coordinating minutes from the meeting held on May 30, 2016.

Recommendation:

THAT the minutes of the Permanent Coordinating meeting held on May 30, 2016, be received.

NEXT MEETING: August 23, 2016 at 7:00 p.m.
Sutton Room, 55 Zina Street, Orangeville



REPORT TO COMMUNITY SERVICES COMMITTEE

To: Chair Darren White and Members of the Committee
From: Darrell Keenie, General Manager, DCMA
Meeting Date: June 28, 2016
Subject: Departmental Operation Plan – Museum & Archives

**In Support of Strategic Plan Priority and Objective:
Communication and Connections: 2.4 Promote Internal Communications**

Purpose

The purpose of this report is to present Committee members with a general framework for the development of a operation plan for the Dufferin County Museum & Archives (DCMA).

Background & Discussion

The strategic direction and goals identified in the County's Corporate Strategic Plan include the requirement for County departments to complete a review of operations and development of a business or operation plan. In the case of the museum and archives department, the development of such a plan will also provide the public we serve – patrons, members and partners – with a clear statement of our direction and priorities moving forward.

Presented below are the major components of the operation plan to be developed through this process, based on an internal review. These are the major items that are central to how we operate, to the role we fulfill within the community, and to the specific programs, services and experiences we provide. It is anticipated that the operation plan will be developed over the summer and early fall months of this year, with a draft being presented to the Community Services Committee in October.

Operation Plan Components:

Mandate & Mission, Key Priorities

This section of the plan will clearly establish the mandate and mission of the department, while setting forth key priorities moving forward. To provide a context to these priorities, this part of the plan will also include a brief history of the DCMA, a sense of the current socio-economic environment within which museums operate, and a description of how the Museum's operation plan aligns with the County's Strategic Plan and policies.

Core Responsibilities

This portion of the plan will establish the department's purpose and direction in terms of our core responsibilities in collections management, research, exhibits, educational programming

and community events. An overview of how these core responsibilities reflect and support the Ontario Government's *Standards for Community Museums* will be presented.

Business Operations

Within this section of the plan, the manner in which the department operates will be established, particularly as it relates to the DCMA's governance and reporting structure, staffing and professional development, community access/hours of operation, marketing and promotion, facility and grounds maintenance, museum-specific policies and procedures, and the Museum's patron membership program.

Financial Sustainability

This section of the plan will present information on the department's annual operating budget and long term capital plan, and establish key priorities and direction relating to fundraising (including grants), the DCMA Trust Fund and planned giving program.

Community Engagement & Outreach

Community engagement in the Museum's activities, in a number of important ways, is essential to the department's operation and success. The operation plan will identify key areas of community engagement, which include volunteerism and partnerships, and set forth priorities in building, sustaining and managing a balanced program of involvement and outreach.

Implementation, Monitoring & Measuring

The process and timeframes by which priorities and goals established within the operation plan are to be implemented will be set forth in this portion of the plan. A schedule for monitoring progress, including specific measures of performance and achievement, will be identified.

Public Consultation & Review

Together with a first draft of the operation plan developed for the review of Committee members in the fall, staff will also recommend a process by which the public may review and provide input on the plan. This could involve, for instance, an open house held at the Museum as well as an opportunity to review the plan and provide comment online. As part of the review process, staff will also consult with our region's advisor from Ministry of Tourism, Culture and Sport.

Financial, Staffing, Legal, or IT Considerations

None at this time.

Strategic Direction and County of Dufferin Principles

Communication and connections are supported through the development of a transparent and integrated Operation Plan for the Dufferin County Museum & Archives department. The Dufferin County Principles are adhered to as follows:

1. *We Manage Change* – by proactively addressing changes in community needs; meeting Ontario Standards for Community Museums; and responding to shifts in environmental, economic and demographic conditions as they relate to the County's museum and archives function;

2. *We Deliver Quality Service* – by consistently delivering high quality, cost-effective programs and services that reflect the needs of the community and partners;
3. *We Communicate* – by ensuring that information about the Dufferin County Museum & Archives' operation, and the development of a departmental operation plan, are readily available;
4. *We Make Good Decisions* – by developing a transparent departmental operation plan on which to base informed and thoughtful decisions that are reflective of the needs of the County, the community and Museum patrons, members and partners.

Recommendation

THAT the report of the General Manager dated June 21, 2016 re: DCMA Departmental Operation Plan be received.

Respectfully Submitted By:

Original signed by,
Darrell Keenie, General Manager
Dufferin County Museum & Archives



FOREST OPERATION REVIEW COMMITTEE MINUTES

Tuesday, May 31, 2016, 7:00 p.m.

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

The Committee met at 55 Zina Street, Orangeville at 7.00 p.m.

Members Present: Councillor Laura Ryan (Chair)
Councillor Heather Hayes
Al Buck (Public Member)
Anne Marie Roussy (Public Member)
Johnny Yeaman (Public Member)
Colleen Mitchell (Public Member)
John Riley (Public Member)

Members Absent: Councillor Geoff Dunlop (prior notice)

Staff Present: Darrell Keenie, DCMA General Manager
Caroline Mach, County Forest Manager
Pam Hillock, Clerk/Director of Corporate Services

Chair Ryan called the meeting to order at 7.00 p.m.

Declarations of Pecuniary Interest by Members (None)

1. PUBLIC QUESTION PERIOD

There were no questions from the members of the public in attendance.

COMMITTEE DISCUSSION

2. FOREST OPERATION REVIEW COMMITTEE – May 31, 2016 – ITEM #2 Recreational Use of the Dufferin County Forest

Al Buck distributed letters from various Counties that allow off-road vehicles. He suggested that if off-road vehicles were permitted in the forest that you could allow it through an organization such as the OFTR (Ontario Federation of Trail Riders). He also circulated a document entitled “Impact of Housing Developments and Trails on the Integrity of Ganaraska Forest Bird Communities”.

The committee referred to the spreadsheet prepared by staff that listed all of the various forest properties and the existing uses for the lands. The Committee also viewed a map showing the various trails.

The committee spoke about motorized vehicles being permitted in a certain area of the forest for events that are pre-planned on a trial basis.

The following points were raised during the discussion:

- need a plan that excludes motorized vehicles except on certain days in certain areas
- application and permit process needs to be in place
- suggest rules for the users for any event taking place
- main tract more suitable for off-road vehicles due to parking available
- if off-road single events are permitted will the use of rogue riders increase?
- how would the success of the single event be measured?
- keep in mind the ANSI areas (Areas of Natural and Scientific Interest)
- establishment of a Recreation Committee to discuss issues pertaining to events in County Forest
- Recreation plan is about “getting people off the couch”
- how will the public be consulted? Open house type meeting at the Museum on a Saturday was suggested

3. FOREST OPERATION REVIEW COMMITTEE – May 31, 2016 – ITEM #3
Next Steps

Staff were directed to create a draft recreation policy together with a policy for issuing permits for events and a mandate for a Recreation Committee using research and best practices from other Counties and municipalities.

4. ADJOURNMENT

The meeting adjourned (8:45 p.m.).

Next Meeting: To be determined
55 Zina Street, Orangeville – Sutton Room

Respectfully Submitted,

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Warden Laura Ryan, Chair
Forest Operation Review Committee.



ACCESS DUFFERIN COMMITTEE MINUTES

Monday, June 13, 2016, 1:00 p.m.

55 Zina Street, Orangeville – Sutton Room

The Committee met at 1:00 p.m. in the Sutton Room, 55 Zina Street, Orangeville

Members Present: Anne Jordan, Chair
Mike Gravelle
Frank Hunt Jr
Anthony Kilmartin (until 2:20 p.m.)
Trevor Lewis
Walter Benotto

Members Absent: Peggy Bond
Richard Carrera

Staff Present: Steve Murphy, Accessibility Coordinator
Pam Hillock, Clerk/Director of Corporate Services
Antonio Corkovic, Corporate Services Co-op Student

Chair, Anne Jordan called the meeting to order at 1.00 p.m.

Declarations of Pecuniary Interest by Members – None.

1. **ACCESS DUFFERIN – June 13, 2016 – ITEM #1**
Review of the Minutes of May 2, 2016

The Committee reviewed the minutes of the May 2, 2016 meeting, for information only.

Moved by Walter Benotto, seconded by Anthony Kilmartin.

THAT the minutes of the Access Dufferin Committee meeting held on May 2, 2016 meeting be received.

2. ACCESS DUFFERIN – June 13, 2016 – ITEM #2
Vicki Barron Lakeside Trail Accessibility

Joana Marquis from the Credit Valley Conservation Authority lead a discussion regarding accessibility on the trails surrounding Island Lake Conservation Authority (Vicki Barron Lakeside Trail).

Committee members stated that the majority of issues regarding accessibility of the trail relate to physical issues, including signage, elevation and surface texture. Members agreed that the committee will take a tour of the trail to assist the conservation authority with accessibility.

The Chair suggested creating a guide of what sections of the trail are most accessible, including: color coding for difficulty levels, and implementing emergency phones or 911 buttons. Another member suggested that the parking lot must also be accessible.

The Committee set their site visit date for July 4th, 2016, at 9:00am. The Committee will first meet at 55 Zina Street and then go to the Vicki Barorn Lakeside Trail. Accessible vehicles and transport will be arranged. The regular meeting will convene at 55 Zina Street, Orangeville after the tour.

3. ACCESS DUFFERIN – June 13, 2016 – ITEM #3
Design of Public Spaces Standard Plan

Steve Murphy gave a presentation on the new Design of Public Spaces Standard.

The presentation included information on:

- An overview of the standard;
- Who must comply;
- Compliance timelines;
- Recreation Trails and Beach;
- General Outdoor Spaces;
- Accessible Parking; and
- Maintenance Planning.

One member noted that more effort needs to be made to get private lot owners to add accessible parking. The Chair suggested that the committee can use letters and media strategies to bring light to businesses who provide exceptional service for those with accessibility issues.

Anthony Kilmartin left the meeting at 2:20pm.

Another member suggested that picnic areas should have a certain amount of accessible tables. Members also discussed the idea of organizing an event where manufacturers of various accessibility aides can come and display their products.

Discussion on how Dufferin County's Multi-year Accessibility Plan will meet these standards will be discussed in the next committee meeting on July 4, 2016.

The Chair invited members of the committee for further one-on-one discussions regarding the multi-year plan draft document.

4. ACCESS DUFFERIN – June 13, 2016 – ITEM #4
Multi-Year Accessibility Plan

Committee discussion on this item was deferred to the next meeting on July 4, 2016.

5. ADJOURNMENT

There being no further business, the meeting adjourned at 2:43 p.m.

Next Meeting: Monday July 4, 2016 9:00 a.m.
 55 Zina Street, Orangeville

Respectfully submitted

Anne Jordan, Chair
Access Dufferin



REPORT TO COMMITTEE

To: Chair White and Members of Dufferin Oaks Committee of Management

From: Valerie Quarrie, Administrator

Date: June 28, 2016

Subject: **Seniors at Risk System Co-ordinator Agreement**

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.3.2 Review and update current policies and procedures.

Purpose:

The purpose of this report is recommend approval of an agreement with Community Mental Health Association-Peel for the Seniors at Risk Co-ordinator position.

Background & Discussion

The County of Dufferin funds, through an agreement with the Community Mental Health Association-Waterloo Wellington Dufferin, a part-time Seniors at Risk System Co-ordinator position. The Seniors at Risk System Co-ordinator role provides support and education to individuals and agencies in addressing the complex needs of the very vulnerable older adult in the County of Dufferin. The County has funded this position through the Community Mental Health Association-Waterloo Wellington Dufferin (formerly known as Trellis) since 2012.

Recently, Community Mental Health Association-Waterloo Wellington Dufferin and Community Mental Health Association-Peel underwent discussions to re-align their services to better match the Local Health Integration Network boundaries. As a result of these discussions, it has been decided that the adult and senior services and mental health and justice services of the Community Mental Health Association-Waterloo Wellington Dufferin will be shifted to be provided by Community Mental Health Association-Peel as Dufferin and Peel are in the Central West Local Health Integration Network. This change has been supported by the Central West Local Health Integration Network. The transfer of these services between the two branches is to take place effective July 1st, 2016. As a result of this transfer between the two branches, Dufferin County will now need to enter into an agreement with Community Mental Health Association-Peel instead of the Community Mental Health Association-Waterloo Wellington Dufferin branch. There will be

no changes in the services provided in Dufferin by the Seniors at Risk System Co-ordinator; it will just be provided by a different branch.

Financial, Staffing, Legal or IT Considerations

The County had approved \$67,480 to fund the Seniors at Risk position in the 2016 budget. There is no change in funding with this change of agreement.

Strategic Direction and County of Dufferin Principles:

The signing of this agreement supports the strategic plan priority of good governance of updating current policies and procedures by updating the Seniors at Risk agreement to match the new service provision boundaries of the Community Mental Health Association. It adheres to the County of Dufferin principles:

1. We Manage Change – by addressing the changes as they occur.
2. We Deliver Quality Service – by signing this agreement to ensure ongoing provision of Senior at Risk Co-ordinator Services in Dufferin.
3. We Communicate – by providing an update of the changes of boundaries for the adult and senior services of the Community Mental Health Association.
4. We Make Good Decisions – by signing this agreement to ensure ongoing provision of services by the Community Mental Health Association to support the seniors in our community.

Recommendation

THAT the report of the Administrator dated June 28, 2016 regarding the Seniors at Risk Co-ordinator Agreement be received;

AND THAT staff be authorized to enter into the Seniors at Risk System Co-ordinator Agreement with Community Mental Health Association – Peel.

Respectfully submitted,

Valerie Quarrie
Administrator



Canadian Mental
Health Association
Waterloo Wellington Dufferin

Association canadienne
pour la santé mentale
Waterloo Wellington Dufferin

Patti Tardiff
Manager Dufferin County Community Support Services
County of Dufferin
167 Centre Street
Shelburne, ON
L9V 3R8

June 1, 2016

Re: 2016 MOU to provide Seniors at Risk System Coordinator Program

Dear Ms. Tardiff:

In light of the transfer of Dufferin based services from CMHA WWD to CMHA Peel, CMHA WWD would like to provide written notice for the termination of the current MOU.

CMHA WWD will cease to provide any Adult, Seniors, or Mental Health and Justice services, including the SARSC position, in Dufferin effective July 1, 2016. On that date CMHA Peel will assume responsibility for all of the above program areas.

We strongly support CMHA Peel working with the County of Dufferin to continue to provide Seniors at Risk programs starting July 1 2016.

CMHA WWD will provide a financial statement in regard to the ending of this program and return of any surplus should there be any.

Best regards,

Fred Wagner,
Executive Director



REPORT TO COMMITTEE

To: Chair White and Members of Dufferin Oaks Committee of Management

From: Valerie Quarrie, Administrator

Date: June 28, 2016

Subject: Multi-Sector Accountability Agreement Declaration of Compliance

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.3.1 Ensure compliance with ministerial standards and requirements.

Purpose:

The purpose of this report is to recommend signing of the annual Declaration of Compliance as required by the Multi-Sector Accountability Agreement with the Central West Local Health Integration Network.

Background and Discussion:

In order to receive funding from the Central West Local Health Integration Network for the services provided by Dufferin County Community Support Services, the County entered in to a Multi-Sector Accountability Agreement for the Period of April 1, 2014 until March 31, 2017. As part of the Multi-Sector Accountability Agreement, there is an annual requirement for the completion of a Declaration of Compliance. The Multi-Sector Accountability Agreement requires that the board of Directors of the Health Service Provider (HSP) will issue a declaration signed by its Chair declaring that the Health Service Provider has complied with the terms of the Agreement. The form of the declaration is set out in Schedule G of the Multi-Sector Accountability Agreement.

Financial, Staffing, Legal, or IT Considerations:

Signing of the Declaration of Compliance (Schedule G) is a requirement of the accountability agreement as part of our agreement with the Central West Local Health Integration Network in order to maintain funding.

Strategic Direction and County of Dufferin Principles:

The completion of this certification supports the strategic plan priority of good governance by ensuring compliance with ministerial standards and requirements. It adheres to the County of Dufferin principles:

1. We Manage Change – by meeting regulatory requirements as they occur.
2. We Deliver Quality Service – by complying with Central West Local Health Integration Network requirements to continue to deliver quality, cost-effective services.
3. We Communicate – by providing an update of requirements of the Multi-Sector Accountability Agreement.
4. We Make Good Decisions – by completing this certification ensures ongoing funding from the Central West Local Health Integration Network

Recommendation:

THAT the report of the Administrator of Dufferin Oaks dated June 28, 2016 regarding the Multi-Sector Accountability Agreement Declaration of Compliance be received;

AND THAT the Council authorizes the Warden to sign the Declaration on behalf of Council for submission to the Central West Local Health Integration Network.

Respectfully Submitted,

Valerie Quarrie,
Administrator

PERMANENT CO-ORDINATING MEETING

May 30, 2016

PRESENT: Ann Abbott– MODC, Bruce Horsley– New Horizons, Ashley Lush- Family Health Team, Shelley Doney – Ontario Early Years, Patti Tardif – DDCCS, Kevin Norris – Building Maintenance Manager, Valerie Quarrie – Administrator

Items Discussed:

1. **New Horizons:**

- New Horizons club is very busy with upcoming Euchre/Bridge tournaments in Wiarton/Sauble/Chesley and Bridgeport
- June 23rd New Horizons is going to Elmwood for a Fun Day.
- On June 15th, 51 members will be attending Brighton Beach Memoirs in St. Jacobs.
- They will be selling tickets to Momma Mia in August.
- New Horizons is planning on donating to Fort McMurray. Several members have friends/family in the area.
- There are 2 light bulbs missing and 1 window screen that needs repaired. Kevin to follow up.

2. **March of Dimes Canada:**

- There is one opening in the Shelburne Assisted Living Program. Some referrals have been made to CCAC who manages the wait list.
- On July 14th, March of Dimes and Dufferin County Community Services will be holding information meetings about the Assisted Living program in Shelburne at the 3 County senior buildings in Shelburne.
- Village BBQ is set up and ready for summer use.

3. **Family Health Team (FHT):**

- Dr. Gill is the new physician recruited for the Health Team. She is helping to cover the mat/pat leaves and will roster up this fall.
- With so many people using the building, constantly having to provide direction to the public. All tenants are having to direct the public. Discussions took place on how to better direct the public as they often do not read the signs and just ask for help instead.

4. **Dufferin Oaks/DCCSS:**

- Dufferin Oaks and Dufferin County Alzheimer Society are offering a series of education days. Anyone interested is welcome to attend! Dates and topics are:
 - May 30- Volunteering or Caring for Persons with Dementia.
 - June 13- Caregiver Stress and Strategies.
 - June 27– Self Care Tips.All sessions will be held in the Mel Lloyd Centre Auditorium at 1:30pm. No RSVP required.
- Patti shared that the Shelburne Employment Resource Centre- Entrance E- is holding an open house for information about local service providers on Wednesday July 6th 1:00- 3:00 pm. All welcome.

- Dufferin Oaks/ Dufferin County Community Support Services will be holding their annual Volunteer Appreciation Dinner on Thursday June 23rd in the New Horizons at 5:30 pm.
- Dufferin County Community Support Services will be recruiting for a new casual driver for its transportation program as one of their drivers is retiring.

5. **Facility Issues:**

- There are several potholes in the Mill Street parking lot. Kevin will look after getting them filled. We are looking at having the Mill street parking lot repaved in the 2017/18 capital budget.
- The grass cutters covered the cars in the Mill Street parking lot with grass. Kevin to follow up with grass cutting company to have them blow the grass away from the cars.
- Ants are to be sprayed in June as have become a problem.

6. **Ontario Early Years:**

- Centre remains busy but programs will slow down in summer with family and staff vacations.
- Early Years will be having a potluck for their clients on June 23rd.
- A staff member had a purse stolen from the office. It has been reported to Police. All others should be aware to not leave valuables unattended.

7. **Next Meeting: Sept 12, 2016 @ 11:30 am at DCCSS office**