



## GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Wednesday, May 24, 2017, 4:00 p.m.

55 Zina Street, Orangeville – Sutton Room (2<sup>nd</sup> 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 24, 2017– ITEM #1  
Memorandum of Understanding – Headwaters Tourism and Dufferin Board of Trade

A report by the Clerk/Director of Corporate Services, dated May 24, 2017, to seek approval to enter into a memorandum of understanding with Headwaters Tourism and Dufferin Board of Trade to assist the two organizations in providing information technology support.

***Recommendation:***

***THAT the report of the Director of Corporate Services, Clerk dated May 24, 2017, regarding the Memorandum of Understanding with Headwaters Tourism and Dufferin Board of Trade, be received;***

***AND THAT the County Clerk and Warden be authorized to execute a mutually agreed upon Memorandum of Understanding with the Headwaters Tourism and Dufferin Board of Trade for the provision of IT Services.***

2. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #2  
Emergency Management Program Revisions

A report by the Clerk/Director of Corporate Services, dated May 24, 2017, to provide recommendations to members on the revision to the Emergency Management Program to comply with the *Emergency Management and Civil Protection Act Compliance Guide for Municipalities 2017* and to seek approval for the Emergency Management Program Committee (EMPC) Terms of Reference.

**Recommendation:**

**THAT the report of the Director of Corporate Services/Clerk dated May 24th, 2017 with respect to Emergency Management Program Revisions 2017, be received;**

**AND THAT the attached Terms of Reference for the Emergency Management Program Committee dated May 24, 2017, be approved.**

**3. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #3  
Donation of Land for County Forest Purposes**

A report by the Clerk/Director of Corporate Services, dated May 24, 2017, to seek direction with respect to the offer of a land donation from a resident of Mulmur.

**Recommendation:**

**THAT the report of the Clerk/Director of Corporate Services dated May 24, 2017 regarding Donation of Land for County Forest purposes, be received;**

**AND THAT the donation of land referred to the report (adjacent to the Little Tract) be accepted and that the Warden and Clerk be authorized to affect this decision by signing the necessary documents;**

**AND THAT the County of Dufferin cover any legal costs from both parties, appraisals, etc.;**

**AND THAT the property be named “Thomson Tract”.**

**4. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #4  
Bill 68 – Modernizing Ontario Municipal Legislation, 2017**

A report by the Clerk/Director of Corporate Services, dated May 24, 2017, regarding Bill 68 – Modernizing Ontario Municipal Legislation, 2017.

**Recommendation**

**THAT the report from the Director of Corporate Services/Clerk dated May 24, 2017 regarding Bill 68 – Modernizing Ontario Municipal Legislation Act, 2017, be received;**

**AND THAT, once the legislation receives Royal Assent, staff be directed to review the Procedural By-law and provide committee with information on the mandatory and optional changes and bring forward any draft policies that required under the new legislation for review.**

5. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #5  
Financial Results of 2016

A report by the Treasurer, dated May 24, 2017, to provide an update on the 2016 financial results and recommend allocation of the 2016 surplus.

***Recommendation:***

***THAT the Report, 2016 Results and Future Planning, from the Treasurer, dated May 24, 2017, be received;***

***AND THAT the Public Works capital surplus be distributed as follows:***

- ***\$ 861,953 to the Roads Capital reserve***
- ***\$ 275,000 to capital account for land purchases related to roads projects***
- ***\$ 72,932 to 2017 structures capital works account***

***AND THAT operations surplus be allocated as follows:***

- ***\$ 484,265 to the Building Reserve Fund***
- ***\$ 140,681 to the Home Ownership Reserve***
- ***\$ 86,455 to the Forestry Reserve***
- ***\$1,658,397 to the Reserve for Rate Stabilization***

***AND THAT the Treasurer prepare a report that examines all of the existing County Reserves and Reserve Funds.***

6. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #6  
Health Unit Recovery

A report by the Treasurer, dated May 24, 2017, to inform members of a financial recovery from the Wellington-Dufferin-Guelph Public Health Unit (the “Health Unit”), and to recommend how to make use of those funds.

***Recommendation:***

***THAT the Report, Health Unit Recovery 2017, from the Treasurer, dated May 24, 2017, be received:***

***AND THAT the \$400,490 received from the Health Unit be transferred into the Reserve for Health Unit;***

***AND THAT the funds be included in the scheduled reserve review and long term financial planning process.***

7. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #7  
2017 Tax Ratio Changes

A report by the Treasurer, dated May 24, 2017, to address required changes to the 2017 Multi-Residential tax ratio.

***Recommendation:***

***THAT Report, 2017 Tax Ratio Change, from the Treasurer, dated May 24, 2017, be received;***

***AND THAT an amended Tax Ratio Bylaw and Tax Rate Bylaw be brought forward to County Council in June;***

***AND THAT the municipalities of Orangeville, Shelburne and Grand Valley be re-imbursed by the County for the local tax revenue impact caused by the changes to the multi-residential tax ratio.***

8. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #8  
2018 Budget Timetable

A report by the Treasurer, dated May 24, 2017, to propose a timetable for future meetings devoted to the 2018 County Budget.

***Recommendation:***

***THAT the Report 2018 Budget Timetable, from the Treasurer, dated May 24, 2017 be received;***

***AND THAT, 2018 Budget Timetable as outlined in the report be approved.***

9. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #9  
Human Resources Office Relocation

A report by the Chief Administrative Officer dated May 24, 2017 to seek approval for expenses associated with relocating the Human Resources offices.

***Recommendation:***

***THAT the report of the Chief Administrative Officer regarding the Human Resources Office Relocation dated May 24, 2017 be received;***

***AND THAT staff be authorized to proceed with purchasing additional office and interview room furniture using funds from the Rate Stabilization Reserve at a cost not to exceed \$20,000.***

## **CORRESPONDENCE**

### **10. GENERAL GOVERNMENT SERVICES – May 24, 2017 – ITEM #10 Association of Municipalities of Ontario (AMO) Delegation Request**

Correspondence from the Ministry of Municipal Affairs regarding Association of Municipalities of Ontario (AMO) delegation request for the 2017 Annual Conference.

#### ***Recommendation***

**For the consideration of the Committee.**

## **OTHER**

### **11. GENERAL GOVERNMENT SERVICES – May 24, 2017 – ITEM #11 Summer Meetings**

Chair McGhee requested the summer meeting schedule be listed on the agenda:

July	Council meeting on July 13 No committee meetings
August	no regular council meeting; however, we may be required to hold a special meeting to approve a development charges by-law Regular committee meetings held in August

**Next Meeting:** June 28, 2017 at 4:00 p.m.  
Sutton Room, 55 Zina Street, Orangeville



## REPORT TO COMMITTEE

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

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

**Date:** May 24, 2017

**Subject:** **Memorandum of Understanding – Headwaters Tourism and Dufferin Board of Trade**

**In Support of Strategic Plan Priorities and Objectives:**

Service Excellence 4.3: Enhance value for money, 4.4: Promote organizational excellence and innovation and celebrate success

---

### **Purpose**

The purpose of this report is to seek approval to enter into a memorandum of understanding with Headwaters Tourism and Dufferin Board of Trade to assist the two organizations in providing information technology support.

### **Background & Discussion**

The Chief Administrative Officer was approached by staff at Headwaters Tourism and Dufferin Board of Trade about the possibility of The County providing IT services. Dufferin County IT staff met with staff members at Headwaters Tourism and Dufferin Board of Trade on May 3, 2017, to review their current IT needs. Both organizations have approved the arrangements that were presented and were impressed by the way the IT Division handles its business. It is recommended that the County enter into a Memorandum of Understanding with both Dufferin Board of Trade and the Headwaters Tourism Association outlining the responsibilities of both parties and the cost of support. The County's IT Division has similar arrangements with the Township of Melancthon, Township of Amaranth, Township of East Garafraxa and the Town of Shelburne all of which are working very well.

As a result of this agreement for IT services, Headwaters Tourism and Dufferin Board of Trade benefit from the expertise of the IT staff and also use the County of Dufferin's

buying power to purchase hardware and software. Both organizations will see a significant savings in their IT costs.

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

The workload increase will be around 5% based on adding roughly 10 supported workstations and to the 295 workstations that staff currently support. There is no immediate staffing implications as a result of this report; however, there will be an overall increase in the workload for staff. There will be revenue generated that could go towards hiring full time staff, part time staff or students as required in the future.

### **Strategic Direction and County of Dufferin Principles**

Collaborating with partners and offering the expertise of County staff to assist them meets the strategic priorities: 4.3 Enhance value for money, 4.4 and Promote organizational excellence and innovation and celebrate success.

It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively seeking to improve practices and to collaborate with municipal partners
2. We Deliver Quality Service – by delivering high-quality, cost effective services to municipal staff, municipal partners and the public
3. We Communicate – by engaging in conversations with our municipal partners to see how we can be of assistance
4. We Make Good Decisions – by fostering an environment of collaboration that contributes to informed and thoughtful decisions

### **Recommendation**

**THAT the report of the Director of Corporate Services, Clerk dated May 24, 2017, regarding the Memorandum of Understanding with Headwaters Tourism and Dufferin Board of Trade, be received;**

**AND THAT the County Clerk and Warden be authorized to execute a mutually agreed upon Memorandum of Understanding with the Headwaters Tourism and Dufferin Board of Trade for the provision of IT Services.**

Respectfully Submitted,

Pam Hillock, Director of Corporate Services/Clerk  
Prepared by: Steve Hett, Manager of Information Technology



## REPORT TO COMMITTEE

**To:** Chair McGhee and Members of General Government Services  
**From:** Pam Hillock, Clerk/Director of Corporate Services  
**Meeting Date:** May 24 , 2017  
**Subject:** **Emergency Management Program Revisions 2017**

**In Support of Strategic Plan Priorities and Objectives:**

Communication and Connections: 2.2 Foster Two Way Communication for lower tiers  
Good Governance: 3.3. Improve policies, practices and procedures

---

### **Purpose**

The purpose of this report to make recommendations to Committee and Council on the revision to the Emergency Management Program to comply with the recently published *Emergency Management and Civil Protection Act Compliance Guide for Municipalities 2017* and to seek approval for the Emergency Management Program Committee (EMPC) Terms of Reference.

### **Background & Discussion**

Following discussions with the Dufferin Municipal Officers Association they have supported the implementation of a number of changes to the existing emergency management program. The most significant of these changes includes appointing an employee of each member municipality as the local Community Emergency Management Coordinator and establishing a local Emergency Management Program Committee as required under the EMPCA and OReg 380/04. Currently, the County's CEMC is appointed by each municipality to act as their CEMC.

The Office of the Fire Marshal and Emergency Management has confirmed that Dufferin County can continue to coordinate emergency management programs (training, exercises, public education, risk assessment, planning, etc.) for each municipality and host joint EMPC meetings to ensure municipal compliance. Most municipalities have a certified Community Emergency Management Coordinator (CEMC) on staff at this time and a certification course will be coordinated in the coming months to ensure everyone who needs training has access to it within the provincially mandated timeline.

The Terms of Reference for the Dufferin County Emergency Management Program Committee have been drafted to reflect the requirements of the legislation. They are attached to this report as Schedule 'A'.

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

As a result of this report, there is no financial, staffing, legal or IT impact.

### **Strategic Direction and County of Dufferin Principles**

Collaborating with the area municipalities is an identified action in support of the strategic objective to promote cohesiveness between each. Also, by appointing the new committee, Council is complying ensuring compliance with Ministerial Standards and requirements.

It adheres to the County of Dufferin Principles:

1. We Manage Change - by researching legislation, best practices and procedures
2. We Deliver Quality Service – by ensuring compliance with legislation
3. We Communicate – by reporting to Committee, Council and the public in a transparent manner
4. We Make Good Decisions – by providing Council with the best options to choose from to make a decision

### **Recommendation**

**THAT the report of the Director of Corporate Services/Clerk dated May 24<sup>th</sup>, 2017 with respect to Emergency Management Program Revisions 2017, be received;**

**AND THAT the attached Terms of Reference for the Emergency Management Program Committee dated May 24, 2017, be approved.**

Respectfully Submitted By:

Pam Hillock  
Director of Corporate Services/Clerk

Prepared by:  
Michelle Dunne, Deputy Clerk  
Steve Murphy, Community Emergency Management Coordinator



## TERMS OF REFERENCE

### Emergency Management Program Committee May 24, 2017

#### *Emergency Management Civil Protection Act Ontario Regulation 380/04 – Part II Municipal Standards*

#### **Emergency management program committee**

**11. (1)** Every municipality shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).

- (2)** The committee shall be composed of,
- (a) the municipality's emergency management program co-ordinator;
  - (b) a senior municipal official appointed by the council;
  - (c) such members of the council, as may be appointed by the council;
  - (d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
  - (e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).
- (3)** The persons appointed under clause (2) (e) may only be,
- (a) officials or employees of any level of government who are involved in emergency management;
  - (b) representatives of organizations outside government who are involved in emergency management; or
  - (c) persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).
- (4)** The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).
- (5)** The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).
- (6)** The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).

**Composition:**

The Emergency Management Program Committee shall be composed of the following:

- Chief Administrative Officer
- Community Emergency Management Coordinator;
- Clerk/Director of Corporate Services
- Treasurer
- Chief Building Official
- Director of Public Works
- Director of Community Services
- Manager of Information Technology
- Manager of Human Resources
- All staff designated as Dufferin County Alternate Community Emergency Management Coordinators
- Those personnel who, from time-to-time, are invited to participate as determined by the core membership such as emergency services personnel

**Chair:** The Chair shall be the Community Emergency Management Coordinator

**Staff Resources:** Committee Secretariat – Clerk’s Staff

**Staff Liaisons:** Community Emergency Management Coordinator and Clerk/Director of Corporate Services

**Objectives:**

To create and maintain an emergency management program which meets or exceeds the requirement of the *Emergency Management and Civil Protection Act RSO 1990 (EMCPA)*. The program shall include the five core emergency management components: prevention, mitigation, preparedness, response and recovery.

The Committee shall advise Council and make recommendations on the development and implementation of the municipality’s emergency management program.

**Quorum:**

A quorum shall consist of a majority of members. Members are allowed to send an alternate in their place.

Agendas: Agendas will be circulated to the members prior to the committee meeting

Minutes: Minutes will be recorded and circulated to the committee

**Sub-Committee:**

The Emergency Management Program Committee may from time to time appoint a sub-committee from within the committee membership for specific purposes. The sub-committee will report back to the Emergency Management Program Committee.

**Reporting to Council:**

Minutes of the meeting will be presented to the General Government Services Committee for review and approval or to Council directly if time sensitive.

**Frequency of Meetings:**

The Committee Chairperson shall determine the frequency of meetings, but shall be no less than twice per year.

Joint meetings with the area municipalities will take place at least once per year to discuss common issues and exercises.

**Closed Session:**

Due to the nature of emergency management, portions of the committee meeting may be closed in accordance with the Municipal Act, 2001, S.O. 2001.

**Conflicts of Interest:**

Members shall abide by the rules outlined in the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair at the beginning of the meeting.

**Location of Meetings:**

The location of the meetings will be set by the Committee.

**Activities and Responsibilities:**

- ✓ Develop, implement and maintain an emergency management plan
- ✓ Identify and assess the various hazards and risks to public safety that could give rise to emergencies through the completion and maintenance of the Hazard Identification and Risk Assessment (HIRA)
- ✓ Ensure the development and coordination of emergency supplementary plans and emergency response plans based on the community risk profile
- ✓ Identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies and assist in the development of a list of identified critical infrastructure

*Terms of Reference – Emergency Management Program Committee*

- ✓ Assist in training programs and exercises for the Municipal Emergency Control Groups (MECGs), employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities
- ✓ Support public education on risks to public safety and on public preparedness for emergencies
- ✓ Address any other element required by the standards for emergency management programs as set under the *Emergency Management and Civil Protection Act*
- ✓ Conduct an annual review of the emergency management programs and make recommendations for revisions as necessary



## REPORT TO COMMITTEE

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

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

**Meeting Date:** May 24, 2017

**Subject:** Donation of Land for County Forest Purposes

---

**In Support of Strategic Plan Priorities and Objectives:**

Economic Vitality 1.3 Promote conservation and environmental stability, Good Governance 3.2 Increase Transparency

**Purpose**

The purpose of this report is to seek direction with respect to the offer of a land donation from a resident of Mulmur.

**Background & Discussion**

The Clerk/Director of Corporate Services received an email from the owner of land adjacent to the Little Tract portion of the County Forest, Mr. John Thomson, offering to donate the land which is approximately 29.58 acres. The land also has the Lisle Creek running through it. A map depicting the property is attached. The land has been in his family in excess of 50 years and his family has owned property in Mulmur since 1901. Mr. Thomson is requesting the Tract be named "Thomson Tract".

The General Manager of the Museum and the County Forest Manager have advised that this donation of land fits with the guidelines for donations to the Forest properties considering natural heritage, size, location, species variety, site recreation potential and land value. Also taken into consideration is the cost of the land (in this case the land is free except for legal costs), future maintenance costs and any restrictions that the owner wishes to place on future uses of the property. Mr. Thomson has indicated that he wishes to have land stay as a County Forest and not be sold.

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

The County will receive the land as a donation and the land will increase the value of the County assets as well as compliment the existing County Forest properties. There will be legal fees involved and the donor will require a tax receipt. It is recommended that the County cover the legal costs for the donor and any appraisals, etc. required to complete this transaction.

### **Strategic Direction and County of Dufferin Principles**

Accepting the land is in line with the priorities promoting conservation and environmental sustainability. It adheres to the following County of Dufferin principles:

#### **Strategic Direction and County of Dufferin Principles**

1. We Manage Change – by proactively seeking opportunities to enhance the public lands and also protecting trees and the environment
2. We Deliver Quality Service – by delivering high quality, cost-effective programs and services
3. We Communicate – by composing staff reports in a public forum, through social media and also through the local print and radio media
4. We Make Good Decisions - by collaborating with local residents are who interested in creating a legacy and providing council with the facts to come to an informed and thoughtful decision

### **Recommendation**

**THAT the report of the Clerk/Director of Corporate Services dated May 24, 2017 regarding Donation of Land for County Forest purposes, be received;**

**AND THAT the donation of land referred to the report (adjacent to the Little Tract) be accepted and that the Warden and Clerk be authorized to affect this decision by signing the necessary documents;**

**AND THAT the County of Dufferin cover any legal costs from both parties, appraisals, etc.;**

**AND THAT the property be named “Thomson Tract”.**

Respectfully Submitted,

Pam Hillock  
County Clerk/Director of Corporate Services



DUFFERIN COUNTY ROAD 21

RANDWICK TRACT

RANDWICK TRACT

RANDWICK TRACT

5TH LINE EAST

SIMMONS TRACT

SIMMONS TRACT

LITTLE TRACT

2216000004069500000

4TH LINE EAST

20 SIDEROAD

MAIN TRACT

20 SIDEROAD

DUFFERIN COUNTY ROAD 18

MAIN TRACT

MAIN TRACT

5TH LINE EAST

MAIN TRACT



DUFFERIN COUNTY ROAD 18

2216000004069500000





## REPORT TO COMMITTEE

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

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

**Meeting Date:** May 24, 2017

**Subject:** **Bill 68 – Modernizing Ontario Municipal Legislation Act, 2017**

**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 give Council a quick overview of upcoming changes to several pieces of legislation that affect local municipal government.

### **Background & Discussion**

Bill 68 - Modernizing Ontario's Municipal Legislation Act, 2016 was introduced in the provincial legislature on November 16, 2016, and as of the date of this report, the Standing Committee on Social Policy completed its review and ordered Third Reading.

The County Clerk was a member of the AMCTO (Association of Municipal Clerks and Treasurers of Ontario) Municipal Act Advisory Team which made recommendations and opinions to the Province during the consultation period. Many of the suggestions by AMCTO were incorporated into the new legislation including a clear definition of a meeting, new rules around open meetings, a requirement for municipalities to adopt codes of conduct and a shorter lame duck period amongst others.

### **Codes of Conduct & Integrity Commissioner**

Codes of Conduct will be mandatory for all municipalities. Also, all municipalities will need to provide their citizens access to an Integrity Commissioner. The County of Dufferin currently has a Code of Conduct and also has appointed an Integrity Commissioner to deal with any complaints.

No requests, complaints or reports during nomination period in election year are permitted.

The role of the Integrity Commissioner will also be changed and expanded.

### Old Role

1. The application of the code of conduct for Members of Council and local boards
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and local boards

### Additional Roles

3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards
4. Requests from Members of Council and of local board for advice respecting their obligations under the code of conduct applicable
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members
6. Requests from members of council and of local board for advice respecting their obligations under the Municipal Conflict of Interest Act
7. The provision of educational information to members of council, members of local board, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act.

## **Council Meetings**

### Meeting Definition

There is a new definition of “meeting” under the open meetings provision. The new definition is:

- requires there to be (1) a quorum of council members; and (2) that those present discuss issues in a way that “materially advances” the business or decision-making of council, for it to be formally considered a “meeting” that should be open to the public

### Closed Session

There is an expanded list of discretionary exemptions where councils can meeting in closed session:

- When information is supplied in confidence by the federal government, provincial government or a crown agency/corporation
- Certain third party information supplied in confidence
- Trade, financial or commercial information that belongs to the municipality and has potential monetary value
- Information related to negotiations being conducted by or with the municipality

These additional criteria closely line up with up with the current exemptions under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Municipalities must report on how they intend to address a closed-meeting investigation report.

### Electronic Participation

Councillors will be able to participate in meetings electronically as long as there is an in-person quorum of councillors. It would be up to Council if they choose to allow this. If Council wishes to go in this direction, staff could review best practices with other organizations such as school boards to see which method could best suit: audio, video, web cast, etc.

### Vacancies

#### Parental Leave

Council Members are permitted to take a parental leave of 20 consecutive weeks without having their seat declared vacant. The current legislation declares the seat vacant after three consecutive months unless the member has leave of council.

#### Alternate Members at County Council

The council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the council's local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. The Standing Committee did make changes to this provision by imposing several limitations, including only appointing one alternate member during the term of council.

The current legislation allows for temporary replacements if a member is going to be absent for greater than one month.

### Municipal Conflict of Interest Act (MCIA)

The Municipal Conflict of Interest Act (MCIA) received a number of amendments:

- Written statement of interest required by Members of Council
- Municipalities required to create a registry that tracks all registered conflicts of interest
- Range of penalties will be expanded giving Judges more latitude including declaring the member's seat vacant
- Changing the provision that would allow for "any person" to be able to request an inquiry to any "elector"

### Staff-Council Relations

- Municipalities are required to have a formal policy on staff-council relations addressing the formal roles of staff and council.

### **Administrative Penalties**

- Municipalities will be given the authority to use AMPs (administrative monetary penalties) for a broader range of offences beyond parking.

### **Municipal Elections**

There are a number of changes to the Municipal Elections Act that will have an impact on municipal elections, including:

- The lame duck period will be shortened, and the start of a new council term will now be November 15th
- A change of the individual contribution limit from \$750 to \$1,200 (this will place it in-line with the provincial limit)
- Imposing new formula-based limits on self-finance campaigns, with a maximum limit of \$25,000

### **Climate Change**

The Municipal Act will now give municipalities explicit authority to deal with climate change.

### **Other**

- Municipalities will now be required to meet prescribed conditions before establishing small business programs
- Municipalities will be given the ability to regulate all signs in their jurisdiction (this will remove any signs that have been grandfathered in)

### **Strategic Direction and County of Dufferin Principles**

By providing Council with information regarding legislative amendments is in line with the strategic priority good governance. It adheres to the County of Dufferin Principles:

1. *We Manage Change – by proactively keeping informed on changing legislation*
2. *We Deliver Quality Service – by ensuring policies and procedures reflect statutory responsibilities*
3. *We Communicate – by providing as much available information to the public as possible in a timely manner*
4. *We Make Good Decisions – by recognizing the need to inform Council new changes to legislation that affect them and updating policy and procedures as required*

## **Recommendation**

**THAT the report from the Director of Corporate Services/Clerk dated May 24, 2017 regarding Bill 68 – Modernizing Ontario Municipal Legislation Act, 2017, be received;**

**AND THAT, once the legislation receives Royal Assent, staff be directed to review the Procedural By-law and provide committee with information on the mandatory and optional changes and bring forward any draft policies that required under the new legislation for review.**

Respectfully Submitted By:

Pam Hillock  
Director of Corporate Services

Link to Bill 68

[http://www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&BillID=4374&detailPage=bills\\_detail\\_the\\_bill](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill)



## REPORT TO COMMITTEE

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

**From:** Alan Selby, Treasurer

**Meeting Date:** May 24, 2017

**Subject:** 2016 Results and Future Planning

**In Support of Strategic Plan Priorities and Objectives:**

Good governance: 3.2 Increase transparency

---

### **Purpose**

The purpose of this report is to provide an update on the 2016 financial results and recommend allocation of the 2016 surplus.

### **Background and Discussion**

This report uses the cash basis of accounting used for the annual budget and tax levy requirements not the PSAB-basis mandated for the audited financial statements.

#### **Part 1, Summary of 2016 Public Works Capital financial results**

All road and structure projects were completed by the end of the year \$1.2 million under budget. There was no year-end work-in-progress, beyond the normal statutory construction holdbacks. This marks the first time in several years that a calendar year has finished without any incomplete road or structure projects.

As in previous years it is recommend that the surplus be used for future public works projects. It is recommended that \$861,953 be transferred to the Roads Capital reserve, to be either used in the 2018 Budget, or used to cover any unexpected costs in 2017 approved projects. \$275,000 be used in 2017 to cover property purchases, and possibly other costs such as re-routing Hydro lines, for the 2017 phase of the Road 11 project, and \$72,932 remain in the structures capital account for costs related to 2017 structure projects (if needed).

<b>TABLE 1</b>	<b>Unspent funds c/f from 2015</b>	<b>Financing raised in 2016</b>	<b>Actual spending in 2016</b>	<b>Project Balance</b>	<b>Savings shifted to cover-off over-runs</b>	<b>Added to Roads Capital reserve</b>	<b>Carried forward for 2017 Budget</b>
Road 24 Resurfacing		2,110,000	-1,826,114	+283,886	-283,886	0	0
Road 11 Resurf&widen	535,425	2,612,770	-2,160,920	+987,275	0	712,275	275,000
Road 15 resurfacing		856,000 (Gas Tax)	-500,649	+355,351	-355,351	0	0
Road 19 resurfacing		700,000 (Gas Tax)	-575,147	+124,853	-124,853	0	0
Road 21 extra job added		nil	-249,587	-249,587	311,061	61,474	0
(4) Structure Projects	368,661	1,119,000	-1,779,554	-291,893	453,029	88,204	72,932
	<b>904,086</b>	<b>7,397,770</b>	<b>-7,091,971</b>	<b>1,209,885</b>	<b>0</b>	<b>861,953</b>	<b>347,932</b>

It is expected that 2017 PW projects will be on, or below budget, and any savings could go into the Roads Capital Reserve at 2017 year-end. Road Tender results seen for 2017 have been positive, thereby supporting this expectation.

## Part 2, Summary of 2016 County Operations financial results

The second part of this review of 2016 results involves the Operations Budget. There was an overall surplus, as shown in Table 2. The 2016 Operations result was closer to what is considered a normal year, unlike the unusually large operations surplus from 2015.

There were a small number of unusual items to be accounted for in 2016, and they are shown separately in the Table, to identify their impact more clearly (tax appeals, Waste Services contract correction) Two major tax appeals, both involving large retail stores in Orangeville, were finalized with MPAC, in 2016. This included tax rebates covering eight tax-years, from 2016 back to 2009. The County's cost was \$188,727. Fortunately, supplementary tax revenues received were strong once again in 2016 at \$260,000 ahead of the budget, and they offset the unplanned cost of those tax appeals. For more information on the Waste Services item please refer to the report to the Public Works Committee dated April 24, 2017).

County departmental final results for 2016 were close to the net budgets, as shown:

Gross 2016 Budget	<b>TABLE 2 OPERATING Function Names</b>	Net 2016 Budget (= Tax Cost)	ACTUAL NET RESULTS	Variance from Budget (Pos. or - Neg.)	
3,609,525	General Gov. Admin.	3,220,250	<b>3,164,279</b>	55,971	
966,775	Building Dep't., Bylaw	15,675	<b>-473,219</b>	488,894	
1,448,710	Facilities, Courthouse	704,370	<b>702,414</b>	1,956	
5,463,550	Transport. / Roads	5,328,750	<b>4,988,018</b>	340,732	
5,449,270	Waste Serv., regular	4,111,520	<b>4,113,884</b>	- 2,364	
6,057,675	Paramedic services	3,028,838	<b>2,995,744</b>	33,094	
16,504,360	Dufferin Oaks, CSS	3,114,270	<b>3,110,287</b>	3,983	
12,124,411	Edelbrock facility, Ontario Works, Child Care	2,241,419	<b>2,095,458</b>	145,961	
6,618,088	Social Housing	3,460,254	<b>3,318,843</b>	141,411	
1,796,725	WDG Health Unit	1,546,654	<b>1,546,649</b>	5	
985,670	Museum	888,180	<b>837,746</b>	50,434	
154,180	County Forest oper.	57,220	<b>- 29,235</b>	86,455	
554,480	Planning, SWIFT, misc Econ. Develop. supports	474,480	<b>564,798</b>	- 90,318	
<b>\$61,733,419</b>	<b>SUBTOTALS</b>	<b>\$ 28,191,880</b>	<b>\$26,935,666</b>	<b>\$1,256,214</b>	<b>Positive</b>
-230,630	Interest Income	-230,630	-290,967	60,337	
884,500	Levy payable to MPAC	884,500	888,634	-4,134	
	OPER. TAX LEVY plus Supplem. Tax – w/offs	-28,845,750	-29,106,052	(a) 260,302	
	Retro-active tax appeals	0	188,727	(a) -188,727	
<b>\$62,387,289</b>	<b>CORE SUBTOTALS</b>	<b>Balanced = \$0</b>	<b>\$-1,383,992</b>	<b>\$1,383,992</b>	<b>Positive</b>
	Waste Services contract correction		-985,806	985,806	<b>Positive</b>
				<b><u>\$2,369,798</u></b>	<b><u>SURPLUS</u></b>

(a) Related items, but separated for purpose of clearer disclosure

## Financial, Staffing, Legal and IT Considerations

The largest positive variance within the core surplus, per Table 2, came from Public Works, specifically Winter Control, which was \$370,000 under-budget (other roads areas went over by \$30,000, leaving a net positive Public Works variance of \$340,000 as per Table 2). Other significant, positive contributors to the \$672,591 surplus of 2016 were Ontario Works administrative and staffing costs (\$84,000 under), Child Care program costs (\$62,000 under), and Investment Income (\$60,000 higher than budget target).

The core 2016 Operations Surplus was **\$1,383,992**, which is about 2.22% of the Gross budget of \$62.387 million. Some portions of the surplus are directed to specific County Reserves, as per legislative requirements and standard procedures:

<b>2016 Core Operating Surplus</b>	<b>\$1,383,992</b>
<b>Less transfers to specific reserves:</b>	
<i>Building Inspection surplus to Building Reserve Fund (mandated)</i>	484,265
<i>Housing Services recovery of home purchase assistance loans to Home Ownership Reserve (mandated)</i>	140,681
<i>Forestry surplus to Forestry reserve (past practice)</i>	86,455
<b>2016 Total transferred to specific reserves</b>	<b>\$711,401</b>
<b>2016 Core Surplus Funds to be allocated</b>	<b>\$672,591</b>
Waste Services Contract Adjustment from 2016 and Prior Years	985,806
<b>Total surplus funds to be allocated</b>	<b>\$1,658,397</b>

The following points should be considered when allocating the 2016 surplus:

- standard County practice would add this Surplus to the Roads Capital Reserve, however as was shown above, there has already been \$861,953 placed in that reserve, from capital project savings, and the Reserve is now at just over \$1 million
- there have been several small, unbudgeted items that have come up in recent months, that were approved with funding to come from either the 2016 Surplus (the Canada 150 funds) or the Rate Stabilization Reserve (example, Budget software);
- It is likely there will be additional unexpected opportunities and funding requests that could benefit from having reserve dollars readily available;

In an effort to ensure ongoing flexibility for the rest of 2017 and the 2018 budget process, it is recommended that the 2016 surplus funds be allocated to the Reserve for Rate Stabilization. A long term financial plan and the review of all reserves is underway and a subsequent report will be presented to Council to consider long term reserve use and requirements along with redistribution of reserve funds to specific accounts if appropriate.

### **Strategic Direction and County of Dufferin Principles**

Financial disclosure is an identified action in support of the strategic objective of Increased Transparency (3.2), through more open, routine disclosure, and developing a long-term financial plan. It adheres to the County of Dufferin Principles:

1. We Manage Change - by reviewing County financial results and responding to changes in financial position;
2. We Deliver Quality Service – by providing a variety of County services effectively and in a cost efficient manner as compared to other municipalities;
3. We Communicate – by sharing results of operations and capital projects with staff, Councils, and the community on a regular basis;
4. We Make Good Decisions – by working with stakeholders to ensure County resources work in cohesion with County priorities.

### **Recommendation**

**THAT** the Report, 2016 Results and Future Planning, from the Treasurer, dated May 24, 2017, be received;

**AND THAT** the Public Works capital surplus be distributed as follows:

- \$ 861,953 to the Roads Capital reserve
- \$ 275,000 to capital account for land purchases related to roads projects
- \$ 72,932 to 2017 structures capital works account

**AND THAT** operations surplus be allocated as follows:

- \$ 484,265 to the Building Reserve Fund
- \$ 140,681 to the Home Ownership Reserve
- \$ 86,455 to the Forestry Reserve
- \$1,658,397 to the Reserve for Rate Stabilization

**AND THAT** the Treasurer prepare a report that examines all of the existing County Reserves and Reserve Funds.

Respectfully Submitted by:

Alan Selby, CPA CGA  
County Treasurer



## REPORT TO COMMITTEE

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

**From:** Alan Selby, Treasurer

**Meeting Date:** Wednesday, May 24, 2017

**Subject:** Health Unit Recovery 2017

**In Support of Strategic Plan Priorities and Objectives:**

Good Governance; 3.2 Increase transparency

---

### **Purpose**

The purpose of this report is to inform members of a financial recovery from the Wellington-Dufferin-Guelph Public Health Unit (the "Health Unit"), and to recommend how to make use of those funds.

### **Background and Discussion**

For the second time, Dufferin County (as well as the City of Guelph and the County of Wellington), as a municipal partner of the Health Unit, has received a recovery of funds from the project that created two new Health Unit buildings. The first recovery amount was \$321,000 in early 2015. The second recovery amount is \$400,490, received by the County of Dufferin on April 3, 2017.

Both recoveries relate to capital funding, contributed by the municipal partners towards the project, which remained unspent, because of some developments that happened during the project:

- the Health Unit received additional Ministry of Health funding for the project, which they had applied for, but then cautiously budgeted as if they would not receive it, in case they were unsuccessful in their grant application
- the Health Unit's Board authorized using a larger amount of its own Facilities Reserve, which had been put in place prior to the project, towards the project, than had been originally expected

This second recovery payout by the Health Unit, to the three partners, now fully liquidates the Health Unit's original Facilities Reserve.

Since 2014, after the project started, the Health Unit began building two new Reserve Funds, the "Guelph Facilities Reserve Fund" and the "Orangeville Facilities Reserve

Fund”, in accordance with a Reserve Fund Plan, that the Health Unit developed with assistance from consultants The Altus Group.

This Reserve Fund Plan, now in place and functioning, raises additional funds through the Health Unit’s annual budget, over many years into the future, to fully fund their building-related future capital costs, as components of the buildings wear-out and need replacement. In effect, this Plan puts Asset Management (AM) Planning principles into action at the Health Unit, similar to the actions that Dufferin County has been taking, in its recent annual budgets.

With their AM strategy and actions now in place, the remaining balance of the Health Unit’s original Facilities Reserve was no longer required. Again being cautious, the Health Unit Board held onto this remaining balance, until it was certain there were no more facility costs still to come. For example, in 2016 some of the funds were used for additional parking lot work that had not been forecasted. The Board passed a motion in late 2016 to release the funds in the Reserve to its partners in 2017.

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

The County’s 2015 receipt of \$321,000 from the Health Unit went into a Reserve of Dufferin County, to be applied in equal amounts of \$80,250 to reduce health unit contribution in the County budgets of 2015-2018. This process continues.

It is recommended that the latest receipt be transferred to the Health Unit Reserve. This reserve will be part of a comprehensive review of reserves and reserve funds currently being prepared by staff. It is anticipated that a Reserve Review and Analysis Report with recommendations for use of current reserves and future reserve requirements will be completed prior to the 2018 Budget discussions.

It is important to note that the funds contributed to the Health Unit building projects were financed in part with a long-term bank loan. This bank loan has no early payment option and it is not possible to use the monies being returned from the Health Unit to pay down the debt sooner.

### **Strategic Direction and County of Dufferin Principles**

Contributing additional funds to a reserve and completing a comprehensive review of all reserves supports the strategic objective 3.2 Increase Transparency, to develop a long-term financial plan. It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively evaluating available options for additional funding, to enhance financial stability;
2. We Deliver Quality Service – by providing a variety of services effectively and in a cost efficient manner as compared to other municipalities;
3. We Communicate – by sharing new financial data, not in the annual budget, with staff, Council, and the community, for discussion of possible strategies;

4. We Make Good Decisions – by working with stakeholders to promote financial stability.

**Recommendation**

**THAT** the Report, Health Unit Recovery 2017, from the Treasurer, dated May 24, 2017, be received:

**AND THAT** the \$400,490 received from the Health Unit be transferred into the Reserve for Health Unit;

**AND THAT** the funds be included in the scheduled reserve review and long term financial planning process.

Respectfully Submitted by:

*Original signed by,*

Alan Selby, CPA CGA  
County Treasurer



## REPORT TO COMMITTEE

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

**From:** Alan Selby, Treasurer

**Meeting Date:** Wednesday, May 24, 2017

**Subject:** 2017 Tax Ratio Changes

**In Support of Strategic Plan Priorities and Objectives:**

Good governance: 3.3 Improve policies, practices, and procedures

---

### **Purpose**

The purpose of this report is to address required changes to the 2017 Multi-Residential tax ratio.

### **Background and Discussion**

The Province has passed legislation (O. Reg. 62/17 and 65/17, both filed on March 9, 2017) that imposes “Ratio and Levy Change restrictions” for the Multi-Residential (MT) property class. The regulations say “any MT ratio equal to, or above 2.0 cannot be increased and no levy increase can apply to the MT class if the ratio is above 2.0”.

The County’s MT ratio has been 2.6802 for almost 20 years. This is above 2.0 and so there is an impact to the County from this legislation. Only three County municipalities have property in the MT class (Orangeville, Shelburne and Grand Valley). Although the County did not increase its MT ratio, the County is required to alter its 2017 MT ratio to comply. The legislation will mean changes to the MT ratio in every subsequent year.

There is a second minor change, which does not impact the County in 2017, but will in 2018 and beyond. Any newly built MT property will be placed in a new property class, to be called NT. Municipalities will have to add an NT ratio to their list of ratios.

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

The Table attached shows the impacts on 2017 MT taxation. The net impact is about \$46,755 of reduced taxation on the MT class, \$14,733 County, \$4,384 Shelburne, \$333 Grand Valley and \$27,304 Orangeville. From the County MT tax-revenue reduction of \$14,733 the County will realize savings of \$10,034 on the tax bills received for County-owned MT properties, leaving a very small net impact to the County.

The change in the MT ratio will automatically reduce the MT tax rate of the local municipalities, from the amounts originally set in their tax rate bylaws. The 2017 tax bills they issue to MT properties will be lower than originally expected. In future years the reduction in taxation on multi-residential properties will be shifted to other property tax classes. Given that most municipalities have already established their 2017 tax levies and corresponding tax rates it is unreasonable to recalculate the taxes for all of the property tax classes.

The amounts involved are small enough that they fall within the normal annual variances in the County budget Taxation section, for the estimated annual County share of supplementary tax revenues, minus tax write-offs. Therefore, the County could absorb both the County and local municipal re-imburements within the 2017 taxation budget. Many of the multi-residential properties are County owned.

The 2017 County Tax Ratio and Tax Rate Bylaws must be amended, before the local municipalities can issue their Final MT tax bills for 2017.

### **Strategic Direction and County of Dufferin Principles**

Policy updating is an identified action in support of the strategic objective to improve policies and procedures. It adheres to the County of Dufferin Principles:

1. We Manage Change - by responding to changes imposed under legislation;
2. We Deliver Quality Service – by providing a variety of diversion services effectively and in a cost efficient manner;
3. We Communicate – by sharing tax policy changes with staff, Councils, and the community;
4. We Make Good Decisions – by working with stakeholders to reflect the best solutions possible.

### **Recommendation**

**THAT Report**, 2017 Tax Ratio Change, from the Treasurer, dated May 24, 2017, be received;

**AND THAT** an amended Tax Ratio Bylaw and Tax Rate Bylaw be brought forward to County Council in June;

**AND THAT** the municipalities of Orangeville, Shelburne and Grand Valley be re-imbursed by the County for the local tax revenue impact caused by the changes to the multi-residential tax ratio.

Respectfully Submitted by:

Alan Selby, CPA CGA  
County Treasurer

## Multi-residential Tax Review

<b>ALL MT Properties</b>	<b>ORANGEVILLE</b>	<b>SHELBURNE</b>	<b>GRAND VALLEY</b>	
<b>2017 phased CVA</b>	<b><u>75,490,700</u></b>	<b><u>14,005,975</u></b>	<b><u>1,081,750</u></b>	
<b>COUNTY ONLY</b>				
adopted MT Ratio	2.6802	2.6802	2.6802	
adopted MT tax rate	1.023404888	1.023404888	1.023404888	
adopted MT taxation	\$772,575.51	\$143,337.83	\$11,070.68	\$926,984.03
amended MT Ratio	2.637601	2.637601	2.637601	
amended MT tax rate	1.007138928	1.007138928	1.007138928	"Revenue-Neutral"
amended MT taxation	\$760,296.23	\$141,059.63	\$10,894.73	\$912,250.58
<b>DIFFERENCE</b>	<b>-\$12,279.29</b>	<b>-\$2,278.21</b>	<b>-\$175.96</b>	<b>-\$14,733.45</b>
<b>COUNTY ONLY taxation</b>				impact to County taxation budget
	<b>ORANGEVILLE</b>	<b>SHELBURNE</b>	<b>GRAND VALLEY</b>	
<b>LOCAL MUNICIPALITY ONLY</b>				
adopted MT Ratio	2.6802	2.6802	2.6802	
adopted MT tax rate	2.27562917	1.969569092	1.940161937	-2016
adopted MT taxation	\$1,717,888.39	\$275,857.35	\$20,987.70	\$2,014,733.45
amended MT Ratio	2.637601	2.637601	2.637601	
amended MT tax rate	2.239460404	1.938264833	1.909325075	"Revenue-Neutral"
amended MT taxation	\$1,690,584.34	\$271,472.89	\$20,654.12	\$1,982,711.35
<b>DIFFERENCE</b>	<b>-\$27,304.05</b>	<b>-\$4,384.47</b>	<b>-\$333.58</b>	<b>-\$32,022.10</b>
<b>LOCAL MUNICIPALITY ONLY taxation</b>				
<b>COMBINED DIFFERENCE</b>	<b>-\$39,583.34</b>	<b>-\$6,662.67</b>	<b>-\$509.53</b>	<b>-\$46,755.55</b>
<b>COUNTY-Owned MT Property</b>				
<b>2017 phased CVA</b>	<b><u>11,073,500</u></b>	<b><u>7,816,750</u></b>	<b><u>1,081,750</u></b>	
decreased County tax	-\$1,801.21	-\$1,271.47	-\$175.96	<b>-\$3,248.64</b>
decreased Local tax	-\$4,005.15	-\$2,446.98	-\$333.58	<b>-\$6,785.70</b>
	-\$5,806.36	-\$3,718.45	-\$509.53	<b>-\$10,034.34</b>
MT property not County-owned	-\$33,776.98	-\$2,944.23	\$0.00	-\$36,721.21



## REPORT TO COMMITTEE

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

**From:** Alan Selby, Treasurer

**Meeting Date:** May 24, 2017

**Subject:** 2018 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 2018 County Budget.

### Background and Discussion

Part of a successful budget process is establishing a schedule that is focused and timely. This requires setting deadlines and meeting dates well in advance to ensure information is available to both compile the budget documents and review the impacts of proposed changes.

A timetable similar to the one followed for the 2017 County Budget is proposed.

Capital Budget Call to Senior Management	June 16, 2017
Capital Budgets to be returned to Treasury by	July 14, 2017
Operating Budget Call to Senior Management	July 7, 2017
Operating Budgets to be returned to Treasury by	August 4, 2017
Budget Reviews with CAO and Department Heads	Sept. 5 to 12, 2017
<u>Council discussions:</u>	July 14, 2017
Review County Reserve position	October 12, 2017
Initial "big-picture" Presentation to Council (at regular meeting)	
Detailed Reviews at Standing Committees	October 23-27, 2017
Council Budget Discussion <u>Public Consultation</u>	November 9, 2017
Council Budget Discussion/Approval	December 14, 2017
Estimates By-law Approval	January 11, 2017

A brief presentation will be held at County Council October 12<sup>th</sup> at 7 p.m., to outline the contents of the 2018 budget package, highlight specific points of interest, and take a high-level overview of the 2017 starting position.

A complete budget package, Capital plus Operating combined, will be made available to Council members shortly after the October 12<sup>th</sup> Presentation and Overview.

It is expected that the final Tax Levy figure for 2018 will be determined by the December County Council meeting, and that the 2018 Estimates Bylaw would then be placed on the Council agenda for January 2018.

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

The objective for the County is to develop an annual budget that promotes financial stability and is part of a long term financial strategy.

**Strategic Direction and County of Dufferin Principles:** Specific timing for the stages of budget development is an identified action in support of the strategic objective to promote communication among County departments, the Council, and the public. 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 2018 Budget Timetable, from the Treasurer, dated May 24, 2017 be received;

**AND THAT**, 2018 Budget Timetable as outlined in the report be approved.

Respectfully Submitted by, and Original signed by,

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



## REPORT TO COMMITTEE

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

**From:** Sonya Pritchard, Chief Administrative Officer

**Date:** May 24, 2017

**Subject:** Human Resources Office Relocation

**In Support of Strategic Plan Priorities and Objectives:**

Service Excellence 4.4: Promote organizational excellence and innovation and celebrate success

---

### **Purpose**

The purpose of this report is to seek approval for expenses associated with relocating the Human Resources offices.

### **Background & Discussion**

The Human Resources Manager has identified a number of improvements to the department since her arrival just over one year ago. There have been advances in a management staff training program, improvements to the onboarding program, and significant changes to day to day operations such as payroll processing and policy updates. Throughout the course of this work a number of other areas for additional improvement have been identified (job description updates, further policy improvements, employee evaluations).

An ongoing area of concern is the lack of privacy for employees wishing to seek out support and advice from the HR staff; and for interview candidates. The Human Resources staff are co-located with the CAO and Clerks department. Staff wishing to meet with HR in confidence are forced to pass by a number of other employees to get to the HR Offices. In addition, the HR Manager's office has a window that further prevents privacy. This is especially problematic when employees are required to meet with HR to deal with disciplinary issues or express concerns about the workplace. For interview candidates there is no waiting area and no way to ensure candidates' identities remain confidential.

The small building located at 53 Zina Street has recently become vacant following the move of IT staff to the front hallway of 51 Zina Street. Relocating the HR staff to 53 Zina Street will address the concerns around privacy and provide adequate space for the interview process. In order to facilitate this move it will be necessary to purchase some additional office furniture. The estimated cost for office and interview room furniture is approximately \$20,000.

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

The purchase of additional office furniture was not included in the 2017 Budget. It is recommended that the funds be transferred from the Reserve for Rate Stabilization to cover this purchase. The purchase of furniture is to be completed in accordance with the County of Dufferin Procurement Policy.

### **Strategic Direction and County of Dufferin Principles**

Providing appropriate space for staff enhances their ability to provide excellent service.

It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively seeking to improve practices and to support staff and potential candidates
2. We Deliver Quality Service – by delivering high-quality, cost effective services
3. We Communicate – by engaging in conversations with frontline staff and managers to ensure concerns are addressed and improvements are implemented
4. We Make Good Decisions – by fostering an environment of collaboration that contributes to informed and thoughtful decisions

### **Recommendation**

**THAT** the report of the Chief Administrative Officer regarding the Human Resources Office Relocation dated May 24, 2017 be received;

**AND THAT** staff be authorized to proceed with purchasing additional office and interview room furniture using funds from the Rate Stabilization Reserve at a cost not to exceed \$20,000.

Respectfully Submitted,

Sonya Pritchard, CPA, CMA  
Chief Administrative Officer

**From:** [Sonya Pritchard](#)  
**To:** [Rebecca Whelan](#)  
**Subject:** FW: Municipal Delegations at AMO Conference  
**Date:** Wednesday, May 17, 2017 9:59:38 AM

---

---

**From:** Delegations (MMA) [mailto:Delegations@ontario.ca]  
**Sent:** Monday, May 8, 2017 3:41 PM  
**Subject:** Municipal Delegations at AMO Conference

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the Association of Municipalities of Ontario (AMO) 2017 Annual Conference is available online. Information about delegations and a link to the form are available here: <http://www.mah.gov.on.ca/Page15319.aspx>. The deadline to submit requests is Wednesday June 28, 2017.

Veillez noter que le Formulaire de demande d'une délégation municipale au congrès annuel 2017 de l'Association des Municipalités de l'Ontario (AMO) est disponible en ligne. Les renseignements sur les délégations et un lien vers le formulaire sont disponible ici: <http://www.mah.gov.on.ca/Page15322.aspx> . La date limite pour présenter votre demande est le mercredi, 28 juin 2017.

Thank you/ Merci