



## GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Wednesday, October 25, 2017, 4:00 p.m.  
55 Zina Street, Orangeville – Sutton Room (2<sup>nd</sup> Floor)

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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 – October 25, 2017– ITEM #1  
Headwaters Communities in Action Proposal

A report by the Chief Administrative Officer dated October 25, 2017, to provide Committee and Council with additional information with respect to the Headwaters Communities in Action (HCIA) Funding Request initially presented at the August General Government Services Committee meeting.

***Recommendation:***

**THAT, the report of the Chief Administrative Officer, Headwaters Communities in Action Funding Request dated October 25, 2017 be received;**

**AND THAT, the County of Dufferin Community Grant program be administered by Headwaters Communities in Action;**

**AND THAT, the County of Dufferin provide annual funding to Headwaters Communities in Action through a partnership agreement to be developed by staff and HCIA;**

**AND THAT, \$45,000 be allocated to HCIA in 2018 by taking \$10,000 from grants and adding \$35,000 to the tax levy.**

2. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #2  
Provincial Offenses Administration Lease

A report by the County Clerk/Director of Corporate Services dated October 25, 2017, to seek direction on a lease agreement between the Town of Caledon and County of Dufferin.

***Recommendation***

**For consideration of committee.**

3. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #3  
Anti-Chasing By-law 2009-29

A report by the County Clerk/Director of Corporate Services dated October 25, 2017, to seek approval from committee to rescind the Anti-Chasing By-law 2009-29.

***Recommendation:***

**THAT the report from the Director of Corporate Services/Clerk dated October 25, 2017 be received:**

**AND THAT By-law 2009-32 be rescinded as of January 1, 2018.**

4. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #4  
Bill 148

A report by the Manager of Human Resources dated October 25, 2017, to provide an update on Bill 148 – Fair Workplaces, Better Jobs Act, 2017

***Recommendation:***

**THAT the report from the Human Resources Manager dated October 25, 2017 with respect to Bill 148 – The Fair Workplaces, Better Jobs Act 2017 be received.**

5. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #5  
Contract for Paramedic Services

A report by the Treasurer, dated September 27, 2017, to recommend future action related to the Paramedic Services contract with Headwaters Healthcare (HHC).

***Recommendation:***

**THAT the Report, *Contract for Paramedic Services*, from the Treasurer, dated September 27, 2017, be received;**

**AND THAT County staff be directed to conduct negotiations with Headwaters Healthcare for a new Paramedic Services contract, for the five years 2019 to 2023 inclusive.**

6. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #6  
Request from Health Unit

A report by the Treasurer, dated September 27, 2017, to respond to a request from the Health Unit (HU) to rectify an anomaly in the existing agreement between the three municipal partners and the HU.

***Recommendation:***

**THAT the Request from the Health Unit, from the Treasurer, dated October 25, 2017, be received;**

**AND THAT the resolution from the Health Unit Board Chair be placed on the November County Council agenda for adoption.**

**CORRESPONDENCE**

7. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #7  
AMO Report on Public Health

Correspondence from the Association of Municipalities of Ontario regarding the proposed changes to the Public Health System.

***Recommendation:***

***For consideration of Committee.***

8. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #8  
Delegation at ROMA

Correspondence from the Ministry of Municipal Affairs regarding Rural Ontario Municipal Association (ROMA) delegation request for the 2018 Annual Conference.

***Recommendation:***

***For consideration of Committee.***

## **BUDGET**

**9. GENERAL GOVERNMENT SERVICES – October 25, 2017– ITEM #9  
2018 Budget**

Review and discussion of the Draft 2018 Operating and Capital Budget for Office of the CAO, Corporate Services, Building and Property and Treasury. The budget package is available by clicking on the following link:

<https://www.dufferincounty.ca/files/content-pdf/2018-budget-package.pdf>

**Next Meeting:** November 22, 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:** Sonya Pritchard, Chief Administrative Officer

**Meeting Date:** October 25, 2017

**Subject:** Headwaters Communities in Action Funding Request

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

Service Excellence: 4.2 Improve seniors and social services, 4.3 Enhance value for money

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### **Purpose**

The purpose of this report is to provide Committee and Council with additional information with respect to the Headwaters Communities in Action (HCIA) Funding Request initially presented at the August General Government Services Committee meeting

### **Background & Discussion**

HCIA has continued to take a strong role in promoting community well-being and citizen engagement since the initial Community Well-being Report in 2011. An update to the report in 2016 reaffirmed citizen priorities such as trails, local food, not-for-profit support and rural/public transportation. Increased community connectivity and social engagement along with an enhanced local economy were also identified as important.

Over the past several years HCIA and Dufferin County have partnered on a number of initiatives including: DC Moves (which receives \$30,000 annually), trails consultation, and transportation consultation. HCIA plays a lead role in the DC Moves project and has been integral part of the success of the initiative. The current scope of HCIA projects is impressive and continues to advance community well-being and engagement.

At the August GGS meeting HCIA put forward a request for \$50,000 in annual funding to ensure long term sustainability for the organization. The funds were allocated to support the following programs (additional detail provided by HCIA is attached):

- Trails - \$5,000
- Headwaters Food and Farming Alliance - \$5,000
- Volunteer Dufferin - \$15,000
- Well Being report - \$5,000
- Dufferin County Community Foundation - \$5,000
- Administration of County grant program - \$15,000 (or 10% of grant funding)

Most of these project areas have previously received funding from Dufferin County which has in turn been used to leverage other funding such as Trillium grants. In total \$68,500 plus \$30,000 for DC Moves has been provided to HCIA over the past several years. If HCIA is to remain a viable organization a source of ongoing funding is required.

Much of the work HCIA undertakes supports County mandates and initiatives and they have proven to be an effective partner. In addition, their work supports many other community organizations and non-profit groups. This is further highlighted now that they have taken over the Volunteer Dufferin website with the aim to removing fees and barriers to small groups participating.

HCIA has suggested they could effectively manage the County community grant program. As noted above they are very familiar with community needs and initiatives and are well-suited to evaluate funding requests. It may be advantageous to have HCIA screen and review the applications and then make a recommendation to County Council on the award of each year's grant allocations. The funding request at the August GGS identified \$15,000 or 10% of the grant allocation to administer the program. The 2017 budget allocation for grants (after scholarships and high school awards) was \$103,800. 10% would be about \$10,000. Paying this administrative fee would reduce the grant funds available to \$93,800.

Staff is supportive of HCIA's work and recommends entering into a partnership agreement with the organization to clearly define expectations and roles.

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

Funds for HCIA are not included in the 2018 draft budget. The total request was \$50,000. Without the administration of the Dufferin grant program this would be reduced to \$35,000. The additional funds could be added to the tax levy portion of the budget or offset with a contribution from reserves for 2018.

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

Providing ongoing financial support for Headwaters Communities in Action is an effective way to strengthen community partnerships and enhance the delivery of services.

This action adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively responding to community priorities;
2. We Deliver Quality Service – by collaborating with partners;
3. We Communicate – by engaging in dialogue and sharing information with partners and the community;
4. We Make Good Decisions – by fostering an environment of collaboration to ensure community and stakeholder objectives are taken into account..

**Recommendation:**

**THAT, the report of the Chief Administrative Officer, Headwaters Communities in Action Funding Request dated October 25, 2017 be received;**

**AND THAT, the County of Dufferin Community Grant program be administered by Headwaters Communities in Action;**

**AND THAT, the County of Dufferin provide annual funding to Headwaters Communities in Action through a partnership agreement to be developed by staff and HCIA;**

**AND THAT, \$45,000 be allocated to HCIA in 2018 by taking \$10,000 from grants and adding \$35,000 to the tax levy.**

Respectfully Submitted,

Sonya Pritchard, C.P.A, C.M.A  
Chief Administrative Officer

Attached: HCIA Funding Request detail

## HCIA Funding Request Details - Sept 2017

**1. TRAILS** Dufferin County holds several hundred thousand dollars designated for trails development. The money is a result of the wind power electric transmission line using the old rail right of way. In 2017, a Trails Summit was funded by Dufferin County and hosted by HCIA to drive community involvement in a regional trails council. The new regional trails council (RTC/CHATT) could serve as a community advisory group and a partner of Dufferin County for further trails projects and effective utilization of some of these funds.

Trails consistently prove to be a priority for residents, reported via the well-being report and anecdotally. We envision if Dufferin County had safe, active transportation routes connecting all our communities and every Dufferin resident walked or cycled at least once a week, rain or shine. A regional trails council would enable champions, stakeholders and funding to come together to help action a trails strategy. There are currently no funds for Trails. 5K Would allow such a platform to continue. **\$5000**

Today there are 241km of trails in Dufferin County (DCATT, May 2010).

### Health impact:

- Reduce obesity risk by 5% for every km walked (Heart & Stroke Foundation, 2010);
- 1km walked = \$0.45 saved from health care spending (OTC, Nov 2010)

Environment & Transportation - Trails offer efficient and affordable transportation, reduced road congestion, reduce maintenance/infrastructure costs and increased road safety.

Community users & Tourism - It has long been known that the trails in Dufferin County are one of the things that residents value. We also know that they draw visitors from the GTA and beyond for a hike, a meal and often some shopping.

HCIA's Trail Counter Loan Program (2013 stats)

- Island Lake: 40K visitors
- Monora Park: 36.4K visitors
- KC Gardens: 10K visitors

**2. FOOD** The local food project (Headwaters Food & Farming Alliance – HFFA) currently has two key components; the Farm to School Program and the HUB driven Food Charter and Local Food Map. These programs increase awareness and use of local food, and facilitate networking with various parts of the food system in Dufferin. The foundational work and implementation of the food programs were funded by an Ontario Trillium Foundation grant. That grant will end in June and funding is required to support HFFA as it strives towards sustainability and funding opportunities. **\$5000**

**3. Volunteer Dufferin** is now a project of HCIA, with the previous board of Volunteer Dufferin dissolving early this year.

Funding from the Partnership Grants Program (Ministry of Citizenship and Immigration) has allowed HCIA in partnership with Volunteer Dufferin and Big Brothers Big Sisters to create a new interactive and mobile friendly

## HCIA Funding Request Details - Sept 2017

Volunteer Dufferin website. This new website will connect volunteers with the organizations that both interest and need them. The project requires ongoing support to further awareness, grow and engage users and maintain a valuable and dynamic site. Unlike most volunteer tools in other regions, Volunteer Dufferin has charged each organization a \$100 fee to be listed on the site. The fee has covered minimal administrative costs for soliciting membership, billing & collections. It did not allow site innovation and it limited users as it was an added expense for cash starved non-profits. Dufferin County funding would allow us to remove the barrier of listing fees thereby freeing up resources for all Dufferin agencies and Volunteer Dufferin. Citizen engagement via volunteering has been identified as key to healthy and vibrant communities. With a refurbished website there is opportunity for this resource to be a far better community convener and information conduit.

A case study of just one of our Volunteer Dufferin partners, **Hospice Dufferin**, helps illustrate the impact: Hospice Dufferin is a volunteer based organization that served 466 clients in 2016/17. They have three staff that depend on volunteers for governance, fundraising, training and client care. Volunteers fundraise 75% of their budget. Last year, volunteers provided 1394 hours (\$41K value at \$29.36 per hour) of direct client care to 111 clients. "Volunteer Dufferin is an essential part of our volunteer recruitment strategy. Last year, we were able to recruit forty volunteers from the Volunteer Dufferin website. We are very grateful for the Volunteer Dufferin website." . **\$15000**

4. **Headwaters Community Well-Being Report** has been a core project of HCIA. It is updated about every 5 years depending on funding available. In order to be able to sustainably continue this project, the results of which can be used by service agencies and municipal governments across the country, the digital contacts must be maintained; email lists, digital media, web sites etc. Dufferin County refers to the well-being report for data, as does United Way. This admin infrastructure supports **all projects and initiatives** that HCIA undertakes. The well-being report is but one. **\$5000**

5. **Dufferin County Community Foundation** This is a new initiative of HCIA and is currently entirely volunteer driven. Start-up costs are significant, and community organizations, municipal governments, business, and individuals, are being solicited to donate to the initialization of this great alternative non-profit funding source. Sustainable funding will be a long term accomplishment. **\$5000**

6. **Dufferin County annual granting process.** With HCIA's reach in the non-profit sector across Dufferin County, and with the developing of abilities to manage grants, HCIA could take on the responsibility of in-depth reviews of all applications for funding from the county's non-profit funding envelope, make grant recommendations based on the review and produce an annual report of grant funding activities and impact. **\$15000**



## REPORT TO COMMITTEE

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

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

**Meeting Date:** October 25, 2017

**Subject:** **Provincial Offences Administration – Report #4  
Lease Request from Caledon**

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

Communication and Connections: 2.2 Foster two-way communication with lower tiers and neighbouring municipalities

Good Governance: 3.1.1 Collaborate with area municipalities to look for innovative opportunities to partner and share resources

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### **Purpose**

The purpose of this report is to seek direction on a lease agreement between the Town of Caledon and County of Dufferin.

### **Background & Discussion**

The Town of Caledon is responsible for the delivery of Provincial Offence Court Administration (POA) for Dufferin Council and the eight local municipalities. Further to the January 25, 2017 update, the Provincial Offences Court and the Caledon admin staff continue to operate at the 55 Zina Street, Orangeville location for the Dufferin POA matters. There is currently no Memorandum of Understanding or Lease in place due to the Dufferin municipalities looking into investigating the feasibility of administering the courts locally instead of Caledon providing the service. Caledon is currently paying rent in the amount of \$1,000 per month and using the County's internet and phone system on a cost-recovery basis.

The Chief Administrative Officer received a letter from the Caledon Chief Administrative Officer asking for a lease agreement between the Town of Caledon and the County of Dufferin for Provincial Offences Court Services. The ask is a three year lease with an option to renew at two years. Their needs are as follows:

- Office Space (650 square feet) for the administration of POA including a separate office
- Access and utilization of the Jury Room
- Access and utilization of a police room
- Access and utilization of one common Judicial Chambers
- Access and utilization of an intake court located within proximate distance to the administration office as required according to court master plan (one day a week commencing in 2018)
- Access and utilization of Courtroom 103 as required according to the court master plan (2018 need is one day per week on Wednesdays)
- A secure server cabinet (42 rack units) to be co-located in the Dufferin server room. Caledon IT staff will require access to server room during regular business hours
- Provision of telephones and support Monday to Friday – 8:30 a.m. to 4:30 p.m.
- Provision of internet services support Monday to Friday – 8:30 a.m. to 4:30 p.m. A minimum bandwidth of 25 mbps up and down is preferred

To provide “access and utilization” would mean that these spaces would be part of the lease agreement. County staff and public would have no access to these areas. In other words, they are asking to lease to entire first floor of 55 Zina Street, Orangeville. There are currently three staff occupying the office space.

There are several options for the lease of space. The chart below outlines the total non-public square footage of the space.

Square Footage at 55 Zina Street, Orangeville - First Floor

Judge's retiring room #1	233
Judge's retiring room #2`	243
admin space	654
Jury Room	520
Intake Court	327
AV closet	45
remote testimony room	182
police room	115
witness waiting	95
interview room #1	123
interview room #2	76
courtroom 103	1334
private corridor	928
TOTAL	4875

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### Current Scenario

The Town of Caledon is paying a monthly flat rate of \$1,000 per month and using the County's internet connection and phone system on a cost-recovery basis. They currently have access to the entire first floor of 55 Zina Street (4,875 square feet) and they also utilize file storage space and a server rack in the basement. Provincial Offences Court is held two days per week in the large courtroom; however, it will be one day a week commencing in 2018. If the Province wishes to rent Courtroom 103, they will find an alternate courtroom for POA matters on the Louisa Street side. The small intake court is being used for telephone court.

### Things to consider:

Any option that Council chooses, the costs will eventually filter down to the municipalities on a full recovery basis.

Dufferin County is the landlord and does not have any control how the Provincial Offences operation is handled. The Town of Caledon provides the Provincial Offences Administration for Dufferin County and its municipalities through an agreement with the Province. They will have ultimate approval of the scenario that is chosen.

The County of Dufferin will also need additional space in a near future. There is a potential for additional members of Council in the next term and Courtroom 103 could be utilized as a Council Chambers/multi-purchase and also a POA court. There is an example of this in Haldimand County.

### Options for Space:

#### Option #1

Lease the entire floor space to the Town of Caledon under the same terms as the Province for the court space.

Revenue: \$121,875 per year

This is the request from Caledon.

#### Option #2

Status Quo:

Charge a flat rate of \$1,000 per month and provide internet and phone on a cost-recovery basis and provide access to entire first floor. This would also include periodic rentals to Ministry of the Attorney General for provincial court. Caledon has indicated this is not acceptable.

Revenue: \$12,000 per year flat rate plus provincial court rental of approximately \$80,000 annually.

### Option #3

Lease the admin space to Caledon and create a shared used arrangement for the space that includes a renovated Council Chambers/multi purpose space. The existing arrangement for Council is not ideal given that if new members are added there will not be sufficient space. It is likely that after the 2018 municipal election that one or two members could be added.

Revenue: \$16,350 per year or \$1,362.50 monthly.

### Option #4

Retain the entire space for County purposes and ask Caledon to re-locate staff and use the courtroom at the Caledon Town Hall for Dufferin matters. This may reduce the costs to the municipalities. The local police would travel to Caledon one day per month.

### Option #5

Re-locate POA staff on the Louisa Street side of the building and move the County staff located there to 55 Zina Street. Renovate Courtroom 103 to be a multi-purpose/Council Chambers/POA Court.

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

**The revenue generated through rent varies depending on the scenario that Council wishes to pursue.**

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

Working with various stakeholders in the County adheres to the corporate priority Communication and Connections 2.2 Foster two-way communication with lower tier municipalities

This action adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively responding to local concerns
2. We Deliver Quality Service – by collaborating with partners
3. We Communicate – by providing information to the local media, posting information on the website, social media posts, electronic newsletters and newspaper advertising
4. We Make Good Decisions – by fostering an environment of collaboration with municipal and other partners

## **Recommendation:**

**For consideration of committee.**

Respectfully Submitted,

Pam Hillock  
County Clerk/Director of Corporate Services



October 11, 2017

Ms. Sonja Pritchard, CAO  
County of Dufferin  
55 Zina Street  
Orangeville, Ontario  
L9W 1E5

Dear Ms. Pritchard:

**Re: Lease Agreement for Provincial Offences Court Services**

The purpose of this correspondence is to request a lease agreement with the County of Dufferin for the purpose of providing provincial offences court services for the Dufferin County Court Services Area. The current Memorandum of Understanding for space between the Town of Caledon and the County of Dufferin has expired.

As you are aware, the Town of Caledon has utilized space within the Dufferin County Courthouse building since 1999 for the purpose of delivering court services for the Dufferin County Court Services Area. In 2011, the County of Dufferin constructed a new facility and the Town of Caledon entered into a Memorandum of Understanding directly with the County of Dufferin for space allocation for the Provincial Offences Dufferin operations. This current space allows for enhanced customer service delivery as the office space, courtroom and intake court are located on one level.

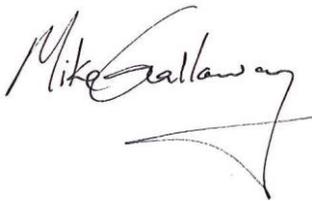
The Town of Caledon is seeking a three year lease agreement for office and court space within the Dufferin County Building at 55 Zina Street, Orangeville with the option to renew for an additional two years . The specific needs are as follows:

- Office Space (650 square feet approximate) for the administration of the Dufferin Court Services including a separate office.
- Access and utilization of the Jury Room/Kitchen
- Access and utilization of a Police Room
- Access and utilization of one common Judicial Chambers
- Access and utilization of an intake court located within proximate distance to the administration office as required according to court master plan (2018 need is one day per week on Wednesdays)
- Access and utilization of Courtroom 103 as required according to the court master plan (2018 need is one day per week on Wednesdays)

- A secure server cabinet (42 rack units) to be co-located in the Dufferin County server room for Caledon IT equipment. Caledon IT staff will require access to the server room during regular business hours (8:30 a.m. to 4:30 p.m. Monday to Friday) and, on occasion, after regular business hours in the event of a service interruption.
- Provision of telephones and telephone support Monday to Friday – 8:30 a.m. to 4:30 p.m.
- Provision of internet services and support Monday to Friday – 8:30 a.m. to 4:30 p.m. A minimum bandwidth of 25 mbps up and down is preferred.

It is essential that the space needs outlined be assigned together on the same floor and without interruption to maintain customer service levels. If you have any questions regarding this request, please speak directly to Darlene Noakes, Court Services Manager at 905.584.2272 x.4119.

Thank you,

A handwritten signature in black ink that reads "Mike Galloway". The signature is written in a cursive style with a large, stylized initial "M".

Mike Galloway, *MBA, CMO*  
Chief Administrative Officer

cc. Carey deGorter, General Manager of Corporate Services, Town of Caledon  
Darlene Noakes, Manager, Court Services, Town of Caledon



## REPORT TO COMMITTEE

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

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

**Date:** October 25, 2017

**Subject:** **Anti-Chasing By-law 2009-29**

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

**Good Governance 3.3 Improve policies, practices and procedures**

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### **PURPOSE:**

The purpose of this report is to seek approval from committee to rescind the Anti-Chasing By-law 2009-29.

### **BACKGROUND & DISCUSSION:**

During a review of current by-laws, it was found that By-law 2009-29, the Anti-Chasing by-law, is outside the authority of the County because it essentially allows a third party to create rules and a rotation order for tow trucks attending accidents. Councils do not have the authority to make such a delegation.

In early 2017, County staff met with Dufferin Area Towing Association (DATA), the Orangeville Towing Association (OTA), OPP and the Orangeville Police Service to discuss towing allocation procedures and the possibility of rescinding by-law 2009-29. The Police Services did not express any concerns with the proposed repeal. A follow up email to all local police services was distributed, and again, no concerns or comments were received. The repeal of by-law 2009-29 was further discussed at the 911 Service Delivery Working Group meeting held on October 4<sup>th</sup>, 2017 and the consensus was that any regulation of the towing services would be a matter for the local municipalities and their respective Police Service Boards.

Staff has been actively consulting with the two towing associations and they have been advised to meet with the local Police Services Boards to negotiate a Memorandum of Understanding (MOU) which would more effectively regulate towing services in Dufferin

County. Staff has further assisted the associations by drafting a sample MOU for presentation to the local Police Services Boards. Section 425 (2) of the Municipal Act, 2001 provides the local Police Services Board with the legal authority to implement the by-law necessary to support and enforce the MOU once the terms have been agreed upon. County staff have provided the associations with the contact information for the Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur, Orangeville and Shelburne Police Service Board representatives so that they can pursue this matter further.

Staff is recommending that by-law 2009-09 be rescinded as of January 1, 2018, This will allow the affected associations to work with the local Police Services Boards on behalf of their members to better regulate towing services and the rotational allocation of requests for towing services by emergency services in Dufferin County.

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

If Council decides not to rescind the current by-law, there could will be risks that would have to be managed including possible legal challenges.

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

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

### **Recommendation:**

THAT the report from the Director of Corporate Services/Clerk dated October 25, 2017 regarding the Anti-Chasing By-law be received:

AND THAT By-law 2009-29 be rescinded as of January 1, 2018.

Respectfully submitted,

Pam Hillock  
Clerk

Prepared by:  
Michelle Dunne, Deputy Clerk



## REPORT TO COMMITTEE

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

**From:** Cheri French, Manager of Human Resources

**Meeting Date:** October 25, 2017

**Subject:** **Bill 148 – The Fair Workplaces, Better Jobs Act 2017**

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

Good Governance: 3.3 Improve policies practices and procedures.

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### **Purpose**

The purpose of this report is to provide an update on Bill 148 – Fair Workplaces, Better Jobs Act, 2017

### **Background & Discussion**

In 2015, the Changing Workplaces Review was initiated by the Ontario Ministry of Labour and was lead by two Special Advisors. The Special Advisors were mandated to review the Labour Relations Act, 1995 (LRA) and the Employment Standards Act, 2000 (ESA) in conjunction with the changing nature of work, workplaces and, in particular, the growth in precarious employment. This mandated review marks the largest review of Ontario's labour laws within decades. As part of the review, public consultations were held across Ontario where presentations and written submissions were heard.

In July 2016, an interim report was released. Feedback was requested and further submissions were then reviewed and considered.

On May 25, 2017, a Final Report on “Changing Workplaces Review” was issued which proposed amendments to Ontario's Employment Standards Act and Labour Relations Act. The report outlined 173 recommendations intended to strengthen workplace safety, collective bargaining, and wage fairness.

On June 1, 2017, the provincial government introduced Bill 148, the Fair Workplaces, Better Jobs Act, 2017. The Act includes a wide range of proposed changes to Ontario's Employment Standards Act and the Labour Relations Act. The Act was referred to the

Standing Committee on Finance and Economic Affairs, who adopted significant amendments to Bill 148 in August 2017.

Bill 148 has had its second reading and is currently under debate. The proposed changes outlined in Bill 148 are broad reaching and have significant impact for municipal employers, in relation to both employment terms and conditions and an increased cost of employment. If passed, most of the changes will come into effect January 1, 2018.

Proposed areas of change for the Employment Standards Act identified in the Bill include, but are not limited to: Requests for Changes to Schedule or Work Location, Scheduling, Overtime Pay, Determination of Minimum Wage, Public Holidays, Vacation with Pay, Equal Pay for Equal Work, Leaves of Absence, Personal Emergency Leave, Temporary Help Agencies, Employee 'misclassification' (independent contractors), Enforcement.

Proposed areas of change for the Labour Relations Act identified in the Bill include, but are not limited to: Information sharing, Remedial Certification and mandatory first contract arbitration, Review and Consolidation of Bargaining Units, Just Cause protection post certification.

Of the proposed changes, several will have a significant impact on the County of Dufferin.

### **General Minimum Wage**

The general minimum wage is set to increase on January 1, 2018 to \$14.00 per hour and to \$15.00 per hour on January 1, 2019. Following this, increases will be made each October based on changes in Consumer Price Index. It is expected that the student rates will increase proportionately as well.

### **Equal Pay**

Amendments related to equal pay would require casual, part-time, temporary and seasonal employees to be paid the same as full-time employees who perform substantially the same kind of work for the same employer, require the same experience and qualifications and have the same working conditions. It is unclear at this time if this provision will be inclusive of benefits. If passed, these rules would come into effect April 1, 2018.

### **On Call**

Currently we provide a weekly rate for employees who provide on call coverage as per policy. The proposed legislation will require employers to pay a minimum of three hours pay at an employee's regular rate for being on call and who are either not called in or who are called in but work less than three hours. This provision would apply once per 24-hour period and would significantly exceed the County's current on call compensation. If passed, this would come into effect January 1, 2019.

## **Scheduling**

Bill 148 provides several changes relating to scheduling which will come into force January 1, 2019. Some of these changes are as follows.

- Employees will be able to request a change in schedule or location without reprisal. Employers must discuss the request with the employee and provide a decision in writing. If the request is denied, the reason for the denial must be outlined.
- Employees can refuse to accept shifts when given less than 96 hours (four days) advance notice. This does not apply to emergency, public safety threat or other prescribed reasons.
- Employees must be paid for three hours' work at their regular rate of pay if a shift is cancelled within 48 hours of its start time, unless it is beyond the employer's control.

As several public services are reliant on last minute scheduling changes, service delivery in areas such as winter maintenance, childcare, and long-term care will become more challenging with these impending changes.

## **Public Holiday Pay**

A new calculation for public holiday pay is included in the proposed changes. If passed as proposed, there will be an expected increase to public holiday pay for part time and casual employees.

For employees who are scheduled to work on a public holiday, the proposed changes would require employers to pay public holiday pay and premium pay for hours worked rather than providing a substitute day off. The legislation also includes language addressing employees who are normally scheduled off work on the public holiday.

These changes are scheduled to come into effect January 1, 2018.

## **Leaves**

Several changes to existing leaves and one new leave are included in the proposed Bill and would come into effect January 1, 2018. The list below is not inclusive of all leaves with changes.

- Personal Emergency Leave has been extended to all employers rather than those with 50 or more employees. It provides 10 emergency leave days, of which the first two taken are to be paid and employers are prohibited from requiring a medical note as reasonable evidence for the leave. It is not yet clear if the two paid personal emergency leave days would be in addition to existing benefits provided, such as the County's paid incidental days.

- Family Medical Leave has been increased from 8 weeks in a 26-week period to 27 weeks in a 52-week period. This leave remains as unpaid.
- Domestic or Sexual Violence Leave is a new unpaid leave which allows employees to take up to 10 days of leave and up to 15 weeks of leave where an employee or employee's child experiences domestic or sexual violence or the threat of domestic or sexual violence.
- Pregnancy and Parental Leave has been extended in the event of stillbirth or miscarriage from 6 weeks to 12 weeks. Further, the length of Parental Leave in other circumstances has been extended by an additional 26 weeks, therefore providing a total of 61 weeks of parental leave for employees taking pregnancy leave and 63 weeks of leave for employees who do not.

There are also proposed changes to the Labour Relations Act that should be noted. Specifically, there are changes related to card based certification, union access to employee information and successor rights.

In response to these proposed changes, the County of Dufferin will be reviewing the proposed legislation changes alongside our current policies and practices to ensure we are aligned and prepared for the impending legislative changes. Although there are several changes included in the Bill that still require clarification on its application and handling, it is expected that more information will be available as the Bill progresses.

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

Although the full impact of Bill 148 is not yet known, it is anticipated that these changes will result in a significant financial impact to the County of Dufferin.

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

Reviewing Bill 148 and preparing for potential changes in legislation adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively addressing changes while reviewing, updating, and aligning the County's policies and practices.
2. We Deliver Quality Service – by providing timely and relevant updates.
3. We Communicate – by providing resources and information that could have organizational impact.
4. We Make Good Decisions – by researching and preparing for proposed legislative changes.

**Recommendation**

**THAT the report from the Human Resources Manager dated October 25, 2017 with respect to Bill 148 – The Fair Workplaces, Better Jobs Act 2017 be received.**

Respectfully Submitted By:

Cheri French  
Manager of Human Resources



## REPORT TO COMMITTEE

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

**From:** Alan Selby, Treasurer

**Meeting Date:** October 25, 2017

**Subject:** **Contract for Paramedic Services**

**In Support of Strategic Plan Priorities and Objectives:**  
3.3.2 review and update current policies and procedures

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### **Purpose**

The purpose of this report is to recommend future action related to the Paramedic Services contract with Headwaters Healthcare (HHC).

### **Background and Discussion**

Currently the Paramedic service is operating under a two-year extension of the contract between the County of Dufferin and HHC, which runs until the end of 2018.

A two-year extension was put into place at a time when the HHC was in transition to new leadership and building an addition to its facilities. The County opted for a shorter time-frame in order to allow the transitional matters to be worked out.

The HHC has successfully worked through their transitional activities. The services provided to the County have continued at the high standards that HHC has always delivered, and no large issues have arisen. The Ministry of Health sets multiple standards for all Paramedic services, and these requirements are consistently met or exceeded by the Dufferin Paramedics.

Service delivery options open to the County for 2019 and beyond include bringing the services in-house, going out for an external Request for Proposals, or negotiating a new contractual agreement with HHC.

Staff have been in touch with Stacey Daub, the new President and CEO of Headwaters, to advise her of this report coming before the Committee, and to invite her to attend the GGS meeting if she would like to be present for the discussion.

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

The existing arrangements with HHC have been working effectively. County Staff would recommend that the existing arrangements with HHC continue, and that negotiations take place during the first half of 2018 to prepare a new five-year agreement to cover the years 2019 to 2023 inclusive. Contract terms would remain similar to those now in effect. The goal would be to bring forward a draft agreement to Council by the mid-point of 2018.

Treasury staff anticipate that there would be nothing to gain by going to an RFP or in-house delivery. Many additional complications would ensue, including union contract changeovers, employee benefits co-ordination, and increased payroll processing for County Human Resources staff. Other complications of service delivery change were previously explained in the 2016 GGS report recommending the two-year extension.

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

Administration of the Paramedic Services contract is an identified action in support of the strategic objective to review and update current policies and procedures. It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively addressing existing contract arrangements and upcoming expiration dates;
2. We Deliver Quality Service – by providing a variety of services effectively and in a cost efficient manner;
3. We Communicate – by sharing options for service delivery with staff, Councils, and the community;
4. We Make Good Decisions – by working with service providers to ensure service contracts are in place to meet all required levels of service, and all Provincially established performance standards.

## **Recommendation**

**THAT** the Report, *Contract for Paramedic Services*, from the Treasurer, dated October 25, 2017, be received;

**AND THAT** County staff be directed to conduct negotiations with Headwaters Healthcare for a new Paramedic Services contract, for the five years 2019 to 2023 inclusive.

Respectfully Submitted by:

Alan Selby, CPA CGA  
County Treasurer



## **REPORT TO GENERAL GOVERNMENT SERVICES COMMITTEE**

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

**From:** Alan Selby, Treasurer

**Meeting Date:** Wednesday, October 25, 2017

**Subject:** Request from Health Unit

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

3.3 Improve policies, practices, procedures

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### **Purpose**

The purpose of this report is to respond to a request from the Health Unit (HU) to rectify an anomaly in the existing agreement between the three municipal partners and the HU.

### **Background and Discussion**

The HU uses the Statistics Canada Census data for determining their municipal funding split between the City of Guelph, the County of Wellington, and the County of Dufferin. This practice has occurred uncontested by the municipalities in recent corporate memory, because it is believed to be the most accurate and fair basis for the allocation. Using Statistics Canada Census figures is an acceptable way of determining the funding split under the legislation; provided that the municipalities have a formal agreement in place. The HU partners have a formal agreement in place from 1997; however, the agreement does not reflect current practices, which is why all parties would like to update the agreement.

In 2017, the HU conducted a survey to understand which allocation methods were used by other Ontario health units. Of the 36 health units surveyed, 22 responded, with varying responses:

- Ten health units use the MPAC report;
- Five health units use the Statistics Canada Census; three use this method without an agreement between their municipalities;
- One uses the Ontario Municipal Directory with an agreement from the municipalities;
- Six are regional or single tier municipalities where the health units are a department in the municipality, and so the funding allocation doesn't apply.

Although there are other health units and municipalities using the Ontario Population Report, prepared by MPAC, it is believed that this is influenced more by the legislation than it is by the equity of the data source.

The following is taken from the report, from the Treasurer of Guelph, to their Committee of the Whole:

“The City of Guelph, County of Wellington and County of Dufferin have had an agreement in place since 1997 that speaks to using the Ontario Population Report as the source of the population to determine the funding calculation; however, the population listed in the Census Report has been used as the data source since at least 2011. In the 2011 Supreme Court case *Guelph v Wellington-Dufferin-Guelph Health Unit* the funding allocation from the 1997 agreement was not taken into consideration, and the City was required to fund the Health Unit based on the population listed in the Statistics Canada Census Report.

Staff at all three obligated municipalities have met with WDGPH to discuss the agreement, and all parties have agreed in principal that the current process of allocating the budget based on the Statistics Canada Census population is appropriate, due to the superiority of the data and its public availability.

The County of Wellington and the County of Dufferin will be moving similar motions with their respective Councils, to revise the agreement to reflect current practices.”

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

Following its Board meeting, the HU Board Chair sent a letter to the Treasurers of the three municipal partners (copy is attached), asking for a Resolution to be passed, to clarify this matter.

Passing the resolution, as it appears in the letter from the HU Board Chair, will simply ensure the practice currently followed for the calculation, in prior years, will continue to be followed in 2018 and beyond.

The municipal Treasurers and the HU Treasurer have discussed this matter, and all agreed to take this resolution to our respective Councils for adoption.

Following the adoption of the resolutions by all three HU partners, the 1997 Agreement will be updated, to reflect the allocation method that has been used.

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

Updating policies and agreements 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 addressing requests from the Health Unit to update existing policies;
2. We Deliver Quality Service – by providing a variety of services effectively and in a cost efficient manner;
3. We Communicate – by sharing Information from the Health Unit with members of County Council;
4. We Make Good Decisions – by working with stakeholders, like the Health Unit, to modernize and update policies to match current practices.

### **Recommendation**

THAT the Request from the Health Unit, from the Treasurer, dated October 25, 2017, be received;

AND THAT the resolution from the Health Unit Board Chair be placed on the November County Council agenda for adoption.

Respectfully Submitted by:

Alan Selby, CPA CGA  
County Treasurer



October 4, 2017

**DELIVERED VIA EMAIL:** aselby@dufferincounty.ca

County of Dufferin  
55 Zina Street  
Orangeville, ON L9W 1E5

Attention: Alan Selby, County Treasurer

Dear Mr. Selby:

**Re: Municipal Levy Apportionment**

At its meeting of October 4, 2017, the Board of Health for the Wellington-Dufferin-Guelph Health Unit requested that each municipality provide, in writing, clarification on whether the funding split between the municipalities of Wellington, Dufferin and Guelph is to be based on the most current Statistics Canada Census or on the MPAC population numbers produced in the Ontario Population Report. Please see attached background information (Finance Committee Report BH.04.SEP2017.R15 – WDGPH Municipal Funding Split).

WDGPH requests that the County of Dufferin submits the following Resolution to Council, for approval, to confirm the County's ongoing support for using the Statistics Canada Census population:

The County of Dufferin supports the continued use of the most accurate population numbers as produced by the Statistics Canada Census as the basis for calculating the proportion of municipal funding to be provided to the Board of Health for the Wellington-Dufferin-Guelph Health Unit by each obligated municipality under the *Health Protection and Promotion Act, Ontario Regulation 553: Areas Comprising Health Units, Schedule 39.*

Additionally, the County of Dufferin supports updating the version of the Statistics Canada Census used in this calculation in the budget year following the year in which the information is released (for example, the 2016 Statistics Canada Census population information was released in February 2017, and will be used for the 2018 budget year, and this census will be applied for the equivalent number of budget years in between Census population updates (currently 2018 to 2022 budget years). .../2

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160 Chancellors Way, Guelph, ON N1G 0E1  
Telephone: 519-822-2715 | Fax: 519-836-7215 | [www.wdgpublichealth.ca](http://www.wdgpublichealth.ca)

file S 08

**From:** [Pam Hillock](#)  
**To:** [Michelle Dunne](#)  
**Subject:** FW: AMO Breaking News - AMO Opposes Proposed Changes to Public Health System  
**Date:** Tuesday, October 17, 2017 2:56:49 PM

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Regards,

**Pam Hillock** | County Clerk/Director of Corporate Services  
County of Dufferin | Phone: 519-941-2816 Ext. 2503 |  
[phillock@dufferincounty.ca](mailto:phillock@dufferincounty.ca) | 55 Zina Street, Orangeville, ON L9W 1E5

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**From:** AMO Communications [mailto:communicate@amo.on.ca]  
**Sent:** Thursday, October 12, 2017 3:59 PM  
**To:** Pam Hillock <[phillock@dufferincounty.ca](mailto:phillock@dufferincounty.ca)>  
**Subject:** AMO Breaking News - AMO Opposes Proposed Changes to Public Health System

October 12, 2017

## **AMO Opposes Proposed Changes to Public Health System**

The government is considering far reaching changes to the public health system based on recommendations made by the Expert Panel on Public Health in their report – [Public Health within an Integrated Health System](#), which was released on July 20, 2017.

After careful consideration by AMO’s Board of Directors and our Health Task Force, AMO does not support the recommendations of the Expert Panel on Public Health and [urges](#) the government not to adopt them.

If the Expert Panel recommendations are implemented, it will completely change and dilute over time the mandate of the local public health system by integrating it with the health care system. There was no analysis provided by either the Expert Panel or the Ministry on the implications of this proposed integration from either a patient, program/service, or cost benefit analysis perspective. Further information on AMO’s analysis is found in the attached [briefing note](#).

AMO is encouraging municipal leaders and councils to review the report and voice their opposition to Minister Dr. Eric Hoskins, Minister of Health and Long-Term Care, and local MPP’s.

**AMO Contact:** Monika Turner, Director of Policy, [mturner@amo.on.ca](mailto:mturner@amo.on.ca), (416)

971-9856 ext. 318.

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**PLEASE NOTE:** AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of these email communications from AMO please click [here](#).



**From:** [Sonya Pritchard](#)  
**To:** [Pam Hillock](#); [Michelle Dunne](#)  
**Subject:** FW: CORRECT DATE: Municipal Delegations at ROMA 2018 Conference  
**Date:** Thursday, October 12, 2017 3:46:53 PM

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For October committees.

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**From:** Delegations (MMA) [mailto:Delegations@ontario.ca]  
**Sent:** Wednesday, October 4, 2017 3:51 PM  
**Cc:** Partanen, Karen (MMA/MHO) <Karen.Partanen@ontario.ca>; Wang, Susan (MMA) <Susan.Wang@ontario.ca>; agilchrist@admastonbromley.com  
**Subject:** CORRECT DATE: Municipal Delegations at ROMA 2018 Conference

**Correction: Deadline is Thursday November 2, 2017**

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the Rural Ontario Municipal Association 2018 Annual Conference is available online. Information about delegations and a link to the form are available here:

<http://www.mah.gov.on.ca/Page16603.aspx> . The deadline to submit requests is **Thursday November 2, 2017**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la ROMA (Rural Ontario Municipal Association) 2018 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant :

<http://www.mah.gov.on.ca/Page16604.aspx> . Date limite pour présenter une demande: **le jeudi 2 novembre 2017**.

Thank you/ Merci