



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

**Thursday, January 25, 2018 at 3:00 p.m.
55 Zina Street, Orangeville – Sutton Room (2nd Floor)**

Declarations of Pecuniary Interest by Members

PUBLIC QUESTION PERIOD

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

DELEGATIONS

1. **GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #1
Shelburne Police Services Board**

Mr. Len Mikulich, Chair, Shelburne Police Services Board and Chief Kent Moore to address the Committee regarding the location of the Provincial Offences courts for Dufferin County.

REPORTS

2. **GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #2
Provincial Offences Administration – Report #5**

A report by the Director of Corporate Services/Clerk, dated January 25, 2018, to follow up the report from October 25, 2017 which outlined options for Committee to consider regarding the location of Dufferin Provincial Offences Administration and Courts.

Recommendation:

THAT the report of Director of Corporate Services/Clerk, Provincial Offences Administration – Report #5, dated January 25, 2018, be received;

AND THAT Council approve, in principle, using the first floor at 55 Zina Street, Orangeville for County administration purposes while retaining Provincial Offences Court in Orangeville in a shared multi-purpose space to be used for POA court, County Council Chambers and other appropriate uses;

AND THAT staff be directed to develop an implementation plan including detailed cost estimates for the necessary renovations;

AND THAT the required notice be given to the Ministry of the Attorney General to terminate the Memorandum of Understanding for use of Courtroom 103.

3. GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #3
Council Remuneration 2018 to 2022 Term

A report by the Director of Corporate Services/Clerk, dated January 25, 2018, to seek direction regarding Council remuneration for the next term of Council, 2018 to 2022.

Recommendation:

For consideration of Committee.

4. GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #4
Re-classification of Administrative Student Co-op Position

A report by the Director of Corporate Services/Clerk, dated January 25, 2018, to advise Council of changes in the operations of the Corporate Services department and to seek approval to reclassify the Administrative Cooperative Education student position into a full-time position.

Recommendation:

THAT the current co-op position in the Clerk's Department be replaced with a full time Administrative Support Specialist commencing immediately after the current ongoing organizational review is complete.

5. GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #5
Headwaters Communities in Action (HCIA) Partnership Agreement

A report by the Chief Administrative Officer, dated January 25, 2018, to recommend the approval of a Partnership Agreement with Headwaters Communities in Action.

Recommendation:

THAT the report of the Chief Administrative Officer, Headwaters Communities in Action (HCIA) Partnership Agreement, dated January 25, 2018, be received;

AND THAT the Partnership Agreement with Headwaters Communities in Action be approved;

AND THAT the necessary by-law be presented.

6. GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #6
Municipal Emergency Readiness Fund Request – East Garafraxa

A report from the Director of Corporate Services/Clerk, dated January 25, 2018, to seek approval for a request for funding under the Municipal Emergency Readiness Fund by the Township of East Garafraxa for the purchase and installation of a back-up generator at their public works yard.

Recommendation:

THAT the report of the Director of Corporate Services/Clerk, dated January 25, 2018, with respect to Municipal Emergency Readiness Fund Request – East Garafraxa, be received;

AND THAT the request by the Township of East Garafraxa for funding under the Municipal Emergency Readiness Fund be approved in the amount of \$6,500 for the purchase and installation of a fixed generator at their Public Works building upon confirmation of the completion of the project.

7. GENERAL GOVERNMENT SERVICES – January 25, 2018 – ITEM #7
Land Transfer Request

A report by the Director of Corporate Services/Clerk, dated January 25, 2018, to seek approval to accept a donation of land as proposed by Dufferin Wind Power Inc.

Recommendation:

THAT the report from the Director of Corporate Services/Clerk, dated January 25, 2018, regarding Land Transfer Request, be received;

THAT the proposal from Dufferin Wind Power Inc. to purchase a strip of land, located at Part of Lot 30, Concession 2, Township of Amaranth, from a landowner adjacent to the former rail corridor and deed it to the County in order to gain better access to a transmission line station, be approved.

Next Meeting

February 22, 2018 at 3:00 p.m.
55 Zina Street, Orangeville – Sutton Room (2nd Floor)

SHELBURNE POLICE SERVICES BOARD

January 16, 2018

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

Attention: Ms. Pam Hillock
Clerk

Dear Ms. Hillock:

Re: Delegation Request – General Services Committee
Thursday, January 25th, 2018 at 3:00 p.m.

Please be advised that the Shelburne Police Services Board passed the following resolution at their November 21st, 2017 Board meeting as follows:

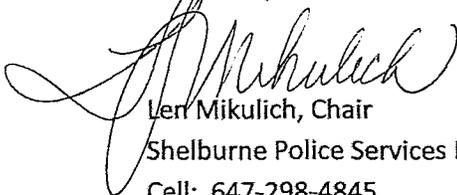
THAT The Shelburne Police Services Board approve and authorize the Chair and Police Chief to address the General Government Services for the County of Dufferin to express support for the continuance of courts for a Provincial Offences Court in Orangeville, and the tremendous expense for the Shelburne Police Services and the Board if the Provincial Offences Courts were relocated outside the County of Dufferin,

AND further that this motion be circulated to all police service boards and municipalities within Dufferin County for their support.

Carried

This is to request permission for the Chair, Shelburne Police Services Board and Chief of Police Kent Moore to address the General Services Committee as directed by the Shelburne Police Services Board.

Yours truly



Len Mikulich, Chair
Shelburne Police Services Board
Cell: 647-298-4845



REPORT TO COMMITTEE

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

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: January 25, 2018

Subject: **Provincial Offences Administration – Report #5**

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

Purpose

The purpose of this report is to follow up the report from October 25, 2017 which outlined options for committee to consider regarding the location of Dufferin Provincial Offences Administration and Courts.

Background & Discussion

The previous report outlined five options for committee to consider and the committee was leaning towards Option #4 as follows and asked staff to prepare a further report.

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.

Since that time, the local police services boards and a local Justice of the Peace have expressed concern with the court being in Caledon due to increased costs and police staffing issues.

The last Provincial Offences Board meeting was held on November 6, 2017. After that meeting, Dufferin and area municipal staff met to discuss the option of having Provincial Offences Administration move to Caledon. A suggestion was made that the Caledon staff could move to Caledon for the day-to-day administration of the program and the court could continue to be held in Orangeville 1-2 days per week. This may reduce the costs that are charged back to the municipalities.

A meeting was held with the Caledon Town Clerk, the Provincial Offences Court Manager and the Supervisor to discuss this concept and they indicated that they are willing to explore it. Many of the public dealings can be done over the phone, via email or via the internet so it's not necessary to have the staff located in Orangeville on a full time basis. Ticket payments can also be made at Service Ontario offices. Court staff would be present on court days.

The courtroom could be renovated so that the County could use it for a Council Chambers/Multi-purpose room and also for POA Court. A survey of other POA courts around the province has shown that POA courts are held in many different facilities and there are other examples of POA courts being in multi-purpose spaces. Under this scenario, the Memorandum of Understanding between the County of Dufferin and the Province to use Courtroom 103 would end. If Council approves this concept of renovation of shared space, the Regional Senior Justice of the Peace would be consulted. All provincial court matters would be held within the secure area of the building serviced by the single-point of entry. The lease for the 1881 and 1988 portions of the building (10 Louisa Street and 51 Zina Street) is up for renewal in 2023. At that time it would likely be appropriate to have that entire section of the building dedicated exclusively to MAG use.

Renovating the courtroom space and supporting areas on the first floor of 55 Zina Street could be done in a manner that would meet the needs of the County while still providing adequate POA court space. County Council would benefit from an updated and modernized Council Chamber space in the following ways:

- The space would meet accessibility requirements;
- There would be appropriate electronic presentation and audio equipment;
- It would be possible to live-stream the Council meetings;
- There would be adequate space for additional Council members should the number of representatives change after the next municipal election;
- The space would be appropriate for various quasi judicial hearings such as the Rent Tribunal, the OMB (or its successor), and others

In addition, to the Council Chamber space there is a significant amount of office space that could be repurposed. County staff could be located on the first floor to provide enhanced customer service for the public-facing services such as Building Permits. A more detailed plan for County staff accommodation will be considered as part of the on-going organizational review.

Financial, Staffing, Legal, or IT Considerations

There will be an expense to renovating the courtroom to convert it into a Council Chambers/multi-use room. A detailed cost estimate will be developed should Council wish to pursue this. There would no longer be revenue from the Province renting courtroom 103. Revenue could be generated from quasi-judicial entities such as Ontario Municipal Board, Landlord and Tenant Board, etc. using the renovated courtroom.

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 looking at several options for Council to consider
2. We Deliver Quality Service – by collaborating with the area municipalities
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:

THAT the report of Director of Corporate Services/Clerk, Provincial Offences Administration – Report #5, dated January 25, 2018, be received;

AND THAT Council approve, in principle, using the first floor at 55 Zina Street, Orangeville for County administration purposes while retaining Dufferin Provincial Offences Court in Orangeville in a shared multi-purpose space to be used for POA court, County Council Chambers and other appropriate uses;

AND THAT staff be directed to develop an implementation plan including detailed cost estimates for the necessary renovations;

AND THAT the required notice be given to the Ministry of the Attorney General to terminate the Memorandum of Understanding for the use of Courtroom 103.

Respectfully Submitted,

Pam Hillock, County Clerk/Director of Corporate Services



REPORT TO COMMITTEE

To: Chair McGhee and Members of General Government Services

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: January 25, 2018

Subject: **Council Remuneration 2018 to 2022 Term**

In Support of Strategic Plan Priorities and Objectives:

Good Governance 3.2: Increase transparency, 3.3: Improve policies, practices and procedure

Purpose

The purpose of this report is seek direction regarding Council remuneration for the next term of Council 2018 to 2022.

Background & Discussion

Council Remuneration

In 2002, a council remuneration by-law (By-law 2002-50) was passed. Section 6 of the by-law provides for a formal review of the Council's remuneration every three years in February of an election year. The rationale behind the by-law was that any recommendations for a pay adjustment could be implemented with the new council on December 1st of an election year.

Current Salary: as of July 1, 2017

Council currently receives the same economic increases as non-union staff.

Councillor: \$17,291.64

Committee Chair: \$18,791.64

Warden: \$45,532.20

One-Third Tax Free Allowance

At present Dufferin Councillors receive the one-third tax-free allowance; however, commencing January 1st, 2019, the tax exemption will be eliminated. A quick poll of other Counties indicates that a number of them are planning to adjust the council pay to maintain the same net pay by increasing the gross salaries effective January, 2019 to offset the elimination of the one-third tax-free portion of the salary.

Options for Review of Council Remuneration

There are a number of approaches to determining the appropriate remuneration for members of Council. Many municipalities have struck citizen committees consisting of members of the business community and the general public.

Options for Council to consider are:

- a) Retain an independent consultant
- b) Conduct an in-house review by staff
- c) Create an ad-hoc citizens' advisory committee to review
- d) Strike a committee of Council to conduct the review

The Human Resources Manager would assist if any of the above options were chosen either working with the consultant, committee or by conducting the in-house review.

Financial, Staffing, Legal, or IT Considerations

There is no financial, staffing, legal or IT considerations resulting from this report.

Strategic Direction and County of Dufferin Principles

By reviewing Council salaries in the public eye, this confirms the commitment to encourage feedback and comments in a variety of innovative forms. By following the policy established, it confirm to the strategic priority to improve policies, practices and procedures.

It adheres to the County of Dufferin Principles:

1. We Manage Change – by responding to changes in legislation that directly affect the organization
2. We Deliver Quality Service – by bringing forward options to consider and choosing the best possible solution
3. We Communicate – by publishing agendas, minutes, staff reports, publications, media releases
4. We Make Good Decisions – by keeping our policies current and in compliance with legislation

Recommendation

For consideration of committee.

Respectfully Submitted,

Pam Hillock,
Director of Corporate Services/Clerk



REPORT TO COMMITTEE

To: Chair McGhee and Members of General Government Services
From: Pam Hillock, Director of Corporate Services/Clerk
Meeting Date: January 25, 2018
Subject: **Re-classification of Administration Student Co-op Position**

In Support of Strategic Plan Priorities and Objectives:

Good Governance 3.3: Improve policies, practices and procedure Service Excellence
4.4 Promote organizational excellence and innovation and celebrate success

Purpose

The purpose of this report is advise Council of changes in the operations of the Corporate Services department and to seek approval to reclassify the Administrative Cooperative Education student position into a full-time position.

Background & Discussion

In 2016, the position of Corporate Services Administrative Assistant was changed to an Information Management Coordinator in order oversee the records management function of the corporation.

This position has brought professional expertise and training to the records management function for the corporation, along with incorporating legislative requirements and best practices for records management working with all the departments.

As a result of this change the administrative duties from the previous position were transferred to the student and, whenever possible, other staff within the department. At that time, the Clerk's department was able to streamline processes allowing it to continue to meet the departments obligation to ensure effective delivery of services internally and externally.

Over the past year, the Clerk's department has been tasked with a couple of large projects; cataloguing Dufferin Oaks files into the current records management software, implementing electronic records management across the corporation and leading the development of the new corporate website.

Additionally changes in legislation as a result of Bills 8 and 68 and the requirements of increased transparency and privacy rules will place further demands upon the department's personnel. This increased workload has resulted in situations where no one was available to staff the customer service counter or main phone line.

In the past 18 months the job description for the student position has become increasingly administrative and is not attracting interest from students or recent graduates looking to start their career in a municipality. Also starting on April 1, 2018 the Fair Workplaces, Better Jobs Act, 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.

There has been no response to the 2016 or 2017 winter term job posting and when the position can be filled a great deal of time is dedicated to training the employee who is only staying for 4 months before a new student is brought in and the training must start again. In almost every case the student is only beginning to understand their responsibilities when the contract comes to an end.

Staff is requesting approval to reclassify the year round cooperative education student position to a full time position. This will allow for the hiring of the right person to fulfil the demands of the position and eliminate the need for training of a new student every four months. It is anticipated that this will improve customer service for both internal and external stakeholders.

Financial, Staffing, Legal, or IT Considerations

There will be an additional cost of \$35,000 annually.

Strategic Direction and County of Dufferin Principles

By reviewing the Clerks department employee complement, it confirms to the strategic priority to improve policies, practices and procedures.

It adheres to the County of Dufferin Principles:

1. We Manage Change – by addressing and acknowledging changes in the various departmental tasks
2. We Deliver Quality Service – by bringing forward options to consider and choosing the best possible solution
3. We Communicate – by providing Council with staff reports that have all the background information needed to make good decisions
4. We Make Good Decisions – by keeping our policies and practices up to date to best serve the public

Recommendation

THAT the current co-op position in the Clerk's Department be replaced with a full time Administrative Support Specialist commencing immediately after the current ongoing organizational review is complete.

Respectfully Submitted,

Pam Hillock,
Director of Corporate Services/Clerk

Prepared by Michelle Dunne, Deputy Clerk



REPORT TO COMMITTEE

To: Chair McGhee and Members of General Government Services Committee

From: Sonya Pritchard, Chief Administrative Officer

Date: Thursday, January 25, 2018

Subject: Headwaters Communities in Action (HCIA) Partnership Agreement

In Support of Strategic Plan Priorities and Objectives:

Economic Vitality: 1.4 Support initiatives that improve social determinates of health

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

Purpose

The purpose of this report is to recommend the approval of a Partnership Agreement with Headwaters Communities in Action

Background and Discussion

During the 2018 budget process Council approved an annual contribution of \$45,000 to Headwaters Communities in Action. The funding is intended to support the following program areas:

- Citizens of Headwaters for Active Transportation Team (CHATT)
- Headwaters Food and Farming Alliance (HFFA)
- Volunteer Dufferin
- Community Well-being refresh and measuring vitality
- Dufferin County Community Foundation
- County of Dufferin Grant program administration

As part of the approval for funding, Council directed staff to work with HCIA to develop a partnership agreement. The attached agreement lays out the obligations of HCIA and the County of Dufferin. Schedule A to the agreement is a work plan describing the deliverable and performance indicators for the year. This schedule shall be updated annually and presented to Council each January.

One of the HCIA obligations is to administer the County grant process and make recommendations to Council. For 2018, HCIA will review the grants submitted via the County application process using the criteria previously approved by Council. A report

containing recommendations for grant awards will be presented to General Government Services at the February committee meeting. For 2019, HCIA will make recommendations to update the criteria and selection process.

Financial, Staffing, Legal and IT Considerations

There is no additional impact at this time.

Strategic Direction and County of Dufferin Principles

Providing ongoing financial support through a Partnership Agreement with 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 (HCIA) Partnership Agreement** , dated January 25, 2018, be received;

AND THAT the Partnership Agreement with Headwaters Communities in Action be approved;

AND THAT, the necessary by-law be presented.

Respectfully Submitted by:

Sonya Pritchard, CPA CMA
Chief Administrative Officer

Attached:

Headwaters Communities in Action Partnership Agreement
Schedule A - Headwaters Communities in Action Partnership Agreement



Partnership Agreement January 1, 2018 – December 31, 2020

Headwaters Communities in Action (HCIA) promotes and convenes community conversations providing citizens with information about emerging issues and opportunities. HCIA supports the start-up of collaborative projects that enhance community well-being. Project areas have been identified from priorities identified in the Community Well-Being Report and the follow up Community Well-Being Refresh project. This work is done collaboration with community and government partners that share similar goals and aspirations.

HCIA is headed by a Leadership Council made of community leaders who:

- Act as Ambassadors for HCIA within the community
- Identify and engage citizens to join the organization
- Ensuring that all committees and projects are true to HCIA's vision and mandate
- Monitor the work of the Working Groups
- Selecting and monitor consultants and other resources to support the work of HCIA
- Keep an eye out for new initiatives, partnerships and connections
- Approve an annual budget and oversee our financial management

The leadership Council currently supports the following projects:

- DC MOVES
- Citizens of Headwaters for Active Transportation Team (CHATT)
- Headwaters Food and Farming Alliance (HFFA)
- Volunteer Dufferin
- Community Well-being refresh and measuring vitality
- Dufferin County Community Foundation
- County of Dufferin Grant program administration
- Supporting our not-for-profit sector

HCIA and the County of Dufferin have a longstanding partnership and work together on various projects. In the past the County of Dufferin has provided financial and technical support and HCIA has provided community leadership and project management. Many projects have been introduced by HCIA while others such as DC Moves have started as County of Dufferin initiatives. This partnership agreement recognizes the strong relationship that has evolved over many years and formalizes the partnership.

Obligations of Headwaters Communities in Action:

Community Leadership

HCIA shall provide support, community leadership and project management in the following

project areas. An annual workplan describing the deliverables shall be developed and attached to this Agreement as Schedule A.

DC MOVES

HCIA shall continue provide support to DC Moves through the DC Moves Charter and separate funding agreement.

Trails/CHATT

HCIA shall continue to lead the community trails initiative. The group is reforming towards a central Trails Council that facilitates discussion and discovers opportunities to work together amongst Trail bodies and enthusiasts.

Headwaters Food and Farming Alliance

HCIA shall provide administrative support to the Farm to School program and the Food Charter program.

Volunteer Dufferin

HCIA shall administer the Volunteer Dufferin program and website to help match potential volunteers and organizations seeking volunteers.

Community Well-being refresh

HCIA shall continue to monitor community priorities and plan for a future update.

Dufferin County Community Foundation

HCIA shall lead the initiative to set up the Dufferin County Community Foundation. A foundation for Dufferin that will establish links between donors and needs in the community.

Dufferin County Community Grant program

HCIA shall administer the community grant program and make recommendations for grant awards to County Council. 2018 shall be a transition year for the program with HCIA reviewing the applications under the current grant criteria and program parameters. Updates to the program will be recommended for 2019 and beyond.

Communications

HCIA shall provide regular communication to the public and community stakeholders on the status of their work, project activities, events, and opportunities for engagement. HCIA shall endeavor to seek community input in various forms.

Reporting

HCIA is to provide an interim report to the County Chief Administrative Officer by June 30th of each year. An annual report shall be provided by December 31st of each year to be followed by a presentation to Council at the January Council meeting. Reports shall include a summary of activities completed, illustrate progress achieved on indicators, provide a financial overview, and detail any changes to the previously approved project areas. An updated Schedule A shall be included with the annual report.

Obligations of the County of Dufferin:

The County of Dufferin:

- Agrees to work in collaborative manner, to be an advocate for the HCIA role, and to recognize the mutual value derived from this partnership agreement;
- Shall provide annual funding of \$45,000 to be paid in two equal installments in January and June of each year;
- Will provide letters of reference and support for any additional funding sought by HCIA that leverages the funding from the County. Such opportunities must also be in support of overall County goals and objectives.
- Shall endeavor to participate in community engagement activities led by HCIA.

Insurance & indemnity:

Headwaters Communities in Action agrees to obtain and maintain at its own expense, throughout the terms of this Agreement:

- i. comprehensive general liability insurance that will include but not be limited to, non-owned automobile liability; personal injury; broad form property damage; blanket contractual liability; owners and contractors protective liability; products and completed operations liability; contingent employers' liability; and severability of interest and cross liability clauses.
- ii. liability insurance shall have a limit of not less than \$2,000,000 for any one occurrence; be comprehensive liability insurance covering the operations and liability assumed under this Agreement; be endorsed to provide that the policy

shall not be eligible to be cancelled or allowed to lapse without 30 days prior written notice.

Headwaters Communities in Action shall indemnify and save harmless, the County of Dufferin including the elected officials, employees, agents and contractors, from and against any loss, cost and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Agreement, occasioned wholly or in part by any act or omission of the Headwaters Communities in Action but only if such loss, claim, action, damages, liability, expense or injury arose by reason of the breach of the Agreement with Headwaters Communities in Action or as a result of the illegal or wilful or negligent action of Headwaters Communities in Action or its agents, employees or other persons for whom Headwaters Communities in Action is in law responsible.

The County of Dufferin shall indemnify and save harmless Headwaters Communities in Action, its officers, employees, agents and contracts, from and against any loss, cost and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Agreement, occasioned wholly or in part by any act or omission of the applicable municipal partner or partners but only if such loss, claim, action, damages, liability, expense or injury arose by reason of the breach of the Agreement by the partner or partners, or as a result of the illegal or wilful or negligent action of the partner or partners or its/their agents, employees or other persons for whom the municipal partners is/are in law responsible.

Terms of agreement & provisions for amendment:

This Agreement commences on the date hereof and continues in full force and effect for a period of three years, subject to earlier termination of this Agreement as provided herein.

This Agreement may be amended as necessary following the presentation of the Annual Report. Amendments shall be recommended to County Council via a staff report from the Chief Administrative Officer or designate.

Six months prior to the termination date of December 31, 2020, a review of this Agreement shall be initiated by Headwaters Communities in Action. The review shall consist of an evaluation of each project area and an overall assessment of the value and effectiveness of the agreement. A review of current community priorities in relation to the project areas shall also be conducted.

Notwithstanding the above, either party may terminate this Agreement with 120 days written notice.



Partnership Agreement January 1, 2018 – December 31, 2020

In witness whereof the Parties have caused to be affixed their corporate seals under the hands of their duly authorized officers on that behalf.

On behalf of Dufferin County:

Warden

Dated:

Clerk

Dated:

On behalf of Headwaters Communities in Action:

Chair, Leadership Council

Dated:

Executive Director

Dated:

Schedule A

2018 Partnership Agreement Deliverables

HCIA Obligations (Activities supported by the County of Dufferin)	Objectives	Indicators
PROJECT AREAS		
DC Moves Currently funded by DC	Defined per DC MOVES charter	Defined per DC MOVES charter
Trails/CHATT The group is reforming towards a central Trails Council that facilitates discussion and discovers opportunities to work together amongst Trail bodies and enthusiasts.	Establish a table of Trails stakeholders that will meet quarterly to discuss emerging issues, opportunities for alignment, and support project proposals.	4 Meeting invitations with follow up action items. The engagement of emerging project proposals. List of key stakeholders that have been engaged.
HFFA Admin and HUB support, Farm to School (Trillium, United Way) Food Charter: (Trillium Grant request for Food Charter mobilization)	HCIA provides a backbone to the activities and operations of HFFA. Without grant funding, the aim of the HUB will be to determine what aspects of the Headwaters Food Charter can be actioned in 2018.	Supporting four HFFA HUB meetings per year, 20% Increase in number of new Food Charter Endorsements, F2S Sustainability plan
Volunteer Dufferin - The purpose and aim of Volunteer Dufferin is to provide a central conduit whereby any member of the community can find opportunities to volunteer. Any organization will be able to post opportunities. It will be a central repository for volunteer resources.	Track site activity via google analytics, increase in number of site of visits, increased length of stay on site. Placement of Vol Duff logo on all municipal sites and member organizations.	Increase site traffic 20% from original site. The Vol Duff logo will be placed with all municipalities and 90% of member organizations. The resources section will be developed with topic headings and reference articles.
Well-Being survey (2016) (United Way) The local measure by which the priorities and needs of the community are measured. Anchored by the Canadian Index of Well Being	Review/Compare our current metrics to Vital Signs to determine best practices. Form a plan to hand over to Dufferin Community Foundation at such time as it can be sustainable.	
Dufferin Community Foundation – A foundation for Dufferin that will establish links between donors and needs in the community.	Establish the DCF as a key community investment opportunity, and encourage greater philanthropy.	Incorporation to be achieved in 2018. Logo to be designed and processes established. Second generation of promotional materials to be developed and distributed. Increase founders circle by 10. Hold a launch event.
Dufferin County granting process: manage application intake, form citizens assessment committee, connect assessment to community priorities, develop innovative grant categories, 10% of grant funding	Review the 2018 applications under the current program and criteria and make recommendations to Council. Identify a new process to review and assess community grant applications submitted annually to the County.	New process successfully mapped: 1. Assessment Committee formed.2: assessment criteria and scoring system developed 3: applications reviewed and recommendations made 4: workplan and development of intake criteria and process recommendations for future applications & review 5:communication needs identified and community meetings held to inform on requirements
COMMUNICATIONS		
HCIA Social Media , Website, Constant Contact (Invitations, Registrations, Newsletters, Distribution Lists for all initiatives, admin activities) (United Way partially funded)	HCIA to generate monthly Newsletters and increase overall connectivity. Draft and implement a marketing strategy that fully utilizes social media, and reflects a cohesive organization that is coordinated, reflects the diverse portfolios, and engages the community.	Increase newsletter distribution by 10%. Establish benchmarks for media impressions, social media hits and likes. Maintain and report on event registrations and surveys.

REPORTING		
Interim report	HCIA to provide a written interim report to the CAO by June 30 each year. This may be followed up with an in person meeting.	Interim report is to include a mid-year assessment of the progress towards achieving the objectives. It must also identify any anticipated shortcomings or necessary changes.
Annual report	HCIA to provide a written interim report to the CAO by December 31 each year followed by a presentation to County Council in January.	Annual report to overview of progress for the year and upcoming changes and initiatives including new objectives and indicators.



REPORT TO COMMITTEE

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

From: Pam Hillock, Director of Corporate Services/Clerk

Date: January 25, 2018

Subject: **Municipal Emergency Readiness Fund Request – East Garafraxa**

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.1 Promote rural/urban cohesiveness: Service Excellence: 3.1.1 Collaborate with the area municipalities to look for innovative opportunities to partner and responsibly share resources: 4.2 Improve seniors and social services:

Purpose:

The purpose of this report is to seek approval for a request for funding under the Municipal Emergency Readiness Fund by the Township of East Garafraxa for the purchase and installation of a back-up generator at their public works yard.

Background and Discussion:

The Municipal Emergency Readiness Fund was established in 2015 by County Council to provide funds to assist local municipalities with costs associated with emergency preparedness. In accordance with the guidelines of the fund, local municipalities in Dufferin County have the ability to access assistance to offset costs associated with emergency prevention, mitigation or preparedness. The funds are not available for emergency recovery events. The type of projects eligible for funding align with identified emergency risks found in the Hazard Identification and Risk Assessment (HIRA) assessed and reviewed by Dufferin County's Emergency Management Coordinator in collaboration with member municipality emergency leads.

The fund allows for member municipalities to receive from the reserve 50% of an approved project cost up to a maximum of \$10,000. Prior to any request for assistance being approved, an application for assistance must have been received by the County Clerk and approved by County Council.

Projects seeking assistance must meet the following criteria in order for their request to be considered:

- Request for funding must be accompanied by an approved application for assistance
- Projects must align with the County-wide emergency management program and which will enhance the resilience of the community.
- Work on the project must not have started or been completed without an approved application
- Projects must have an agreed, identifiable beginning and end date.
- Projects must be completed and accompanied by invoices
- Request must be within the project year
- All costs being claimed must be documented including all invoice and proof of payment

Eligible Projects:

- Emergency Operations Centre - Includes construction/renovation, mapping, communications, furnishings, displays screens, etc.
- Generators - A fixed generator used to power an EOC, Back-up EOC, shelter or municipally owned critical infrastructure
- Public Alerting System - Includes an automated system designed to alert members of a community to the presence of a hazard through telephone, email, SMS or other electronic means
- Specialized Training - Includes training that is directly related to Emergency Management but is not available locally
- Telecommunications - Includes radios, telephones and satellite communications equipment

Applicant:

The Corporation of the Township of East Garafraxa has not previously accessed this fund. After review of the application by the County Clerk and the Emergency Management Coordinator, staff conclude that the project meets the criteria set out in the guidelines.

Requested Amount:

- \$6,500

Requested Item and Rationale:

During a power outage the public works department in East Garafraxa is unable to open the bay doors for their apparatus, pump fuel or conduct necessary repairs and maintenance to equipment.

Eligible Funding Amount: Based on the quote provided by the applicant the maximum eligible amount under the Municipal Emergency Readiness Fund for this project is \$6,501.31 which equates to 50% of the project cost.

Financial, Legal and IT Implications:

The amount of \$6,500 is available in the Municipal Emergency Readiness Fund.

Strategic Direction and County of Dufferin Principles

The request to the Municipal Emergency Readiness Fund supports the promotion of rural/urban cohesiveness, service excellence, collaboration with the area municipalities to look for innovative opportunities to partner and responsibly share resources and it has the capacity to improve seniors and social services.

The actions outlined in this report adhere to the County of Dufferin Principles:

1. We Manage Change – by assisting municipal partners in improving their services relating to emergency response.
2. We Deliver Quality Service – By collaborating with the local municipalities and offering assistance where possible.
3. We Communicate – by sharing information about County funding opportunities.
4. We Make Good Decisions – by fostering an environment of collaboration that contributes to informed and thoughtful decisions that are reflective of the needs of those impacted by emergencies

Recommendation:

THAT the report of the Director of Corporate Services/Clerk dated January 25th, 2018, with respect to Municipal Emergency Readiness Fund Request – East Garafraxa be received;

AND THAT the request by the Township of East Garafraxa for funding under the Municipal Emergency Readiness Fund be approved in the amount of \$6,500 for the purchase and installation of a fixed generator at their Public Works building upon confirmation of the completion of the project.

Respectfully submitted
Pam Hillock, Clerk/Director of Corporate Services.

Report prepared by: Steve Murphy, CEMC/Communications Coordinator



REPORT TO COMMITTEE

To: Chair McGhee and Members of General Government Services
From: Pam Hillock, Director of Corporate Services/Clerk
Meeting Date: January 25, 2018
Subject: **Land Transfer Request**

In Support of Strategic Plan Priorities and Objectives:

Economic Vitality – 1.3. Promote conservation and environmental sustainability

Purpose

The purpose of this report is to seek approval to accept a donation of land as proposed by Dufferin Wind Power Inc. (DWPI)

Background & Discussion

Dufferin Wind Power Inc. (DWPI) has a transmission line station located in the rail corridor just south of 30th Sideroad in Amaranth that currently encroaches onto an adjacent landowner's property. In order to have better access to the west side of the transition station for long-term maintenance, DWPI has been working with the landowner to find a solution. The landowner does not want a long term lease on their property but is willing to sell a strip of land that is directly adjacent to the rail corridor to provide DWPI better access to the station. Knowing that a severance of this nature is not allowed or practical, DWPI has proposed to purchase the land and the landowner would then deed full ownership of the land directly to the County, so the County would own the land outright.

The land being considered is a 2m wide x 60m long access strip running directly adjacent to the rail corridor and the transition station. Under the proposed transaction, the land would be transferred to the County and added to the County's rail corridor ownership. The County would then grant access rights for this strip of land to DWPI under the same terms and conditions of the existing easement via a simple amendment or some form of agreement acceptable to the County.

DWPI's legal team has drafted the necessary documentation to accomplish this transfer of land and it has been provided to the County's lawyer.

Staff is recommending that Council approve the proposal from DWPI.

Financial, Staffing, Legal, or IT Considerations

There will be no financial costs as Dufferin Wind Power Inc. will cover all costs associated with legal expense for the review of the proposal and also the proposed transaction.

Strategic Direction and County of Dufferin Principles

By considering the proposal from Dufferin Wind Power Inc., it confirms to the strategic priority to promote conservation and environmental sustainability.

It adheres to the County of Dufferin Principles:

1. We Manage Change – by addressing and acknowledging needs of our local businesses
2. We Deliver Quality Service – by bringing forward options to consider and choosing the best possible solution
3. We Communicate – by providing Council with staff reports that have all the background information needed to make good decisions
4. We Make Good Decisions – by keeping our practices up to date to best serve our residents

Recommendation

THAT the report from the Director of Corporate Services/Clerk, dated January 25, 2018, regarding Land Transfer Request, be received;

AND THAT the proposal from the Dufferin Wind Power Inc. to purchase a strip of land, located at Part of Lot 30, Concession 2, Township of Amaranth, from a landowner adjacent to the former rail corridor and deed it to the County in order to gain better access to a transmission line station, be approved.

Respectfully Submitted,

Pam Hillock,
Director of Corporate Services/Clerk

Prepared by Michelle Dunne, Deputy Clerk