



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Thursday, February 28, 2014 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).

REPORTS

1. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #1
Annual Setting of Tax Policies

A report from the Treasurer, dated February 28, 2019, to review existing Property Tax Policies and determine the policies for the year 2019.

Recommendation:

THAT Report, Annual Setting of Tax Policies, from the Treasurer, dated February 28, 2019, be received;

AND THAT the Tax Policies for 2019 for Tax Ratios, Sub-Class Rate Reductions, and Charitable Organization Rebates remain as they were in 2018;

AND THAT the program for rebates to Low-Income Seniors and Persons with Disabilities be amended for 2019, by eliminating the \$50 tax-increase threshold, but keeping the same guidelines in place to qualify for assistance.

2. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #2
Wellington- Dufferin-Guelph Public Health Unit Agreement

A report from the Treasurer, dated February 28, 2019, to recommend approval of an updated Agreement between the Wellington-Dufferin-Guelph (WDG) Public Health and its municipal partners. (Deferred from General Government Services Committee – January 24, 2019)

Recommendation:

THAT Report, Health Unit Agreement, from the Treasurer, dated February 28, 2019, be received;

AND THAT the updated Agreement be approved;

AND THAT the necessary By-law be presented to County Council.

**3. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #3
Council and Committee Video Recording**

A report from the Clerk/Director of Corporate Services, dated February 28, 2019, to investigate the cost and practicality of recording and broadcasting Council and Committee meetings.

Recommendation:

For consideration of Committee.

**4. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #4
Council Staff Relationships Policy**

A report from the Clerk/Director of Corporate Services, dated February 28, 2019, to seek approval of a Council Staff Relationship Policy to ensure compliance with new legislated requirements of all municipalities in Ontario to have a Council Staff Relationship protocol.

Recommendation:

THAT the report from the Clerk/Director of Corporate Services, dated February 28, 2019, with respect to a Council Staff Relationship Policy be received;

AND THAT the draft Council Staff Relationship Policy, as attached, be adopted.

**5. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #5
Building Division Activity 2018**

A report from the Clerk/Director of Corporate Services, dated February 28, 2019, to report on the activity of the Building Division for the year of 2018, further enhancing communication with County of Dufferin Council and highlighting Building Division staff successes.

Recommendation:

THAT the report, dated February 28, 2019, from the Clerk/Director of Corporate Services regarding Building Permit Activity 2018, be received.

6. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #6
Emergency Management Program Amendment Draft

A report from the Clerk/Director of Corporate Services, dated February 28, 2019, to present a draft agreement that sets out the general terms regarding the delivery of Emergency Management Services to the local municipalities.

Recommendation:

THAT the report of the Clerk/Director of Corporate Services, dated February 28, 2019, with respect to Emergency Management Agreement Draft, be received;

AND THAT draft agreement, be approved in the form substantially attached hereto, and the agreement be circulated to the area municipalities for execution;

AND THAT the necessary by-law be presented.

7. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #7
Memorandum of Understanding – Ministry of Economic Development, Employment
and Infrastructure

A report from the Clerk/Director of Corporate Services, dated February 28, 2019, to seek direction regarding a request from CBRE to enter in to a further Memorandum of Understanding with the Ministry of Economic Development, Employment and Infrastructure for the use of Courtroom 103 at 55 Zina Street, Orangeville.

Recommendation:

THAT the report of the Clerk/Director of Corporate Services, dated February 28, 2019, regarding Memorandum of Understanding – Ministry of Economic Development, Employment and Infrastructure – Use of Courtroom, be received;

AND THAT the Warden and Clerk be authorized to sign a mutually-agreed upon Memorandum of Understanding with the Ministry of the Attorney General for the use of the County-owned court space at 55 Zina Street, Orangeville, with the terms discussed in the report.

8. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #8
Community Grant Program

A report from the Chief Administrative Officer, dated February 28, 2019, to provide Committee and Council with an update with respect to the Community Grant program.

Recommendation:

THAT, the report of the Chief Administrative Officer, Community Grant Program, dated February 28, 2019, be received.

DISCUSSION

9. GENERAL GOVERNMENT SERVICES – February 28, 2019 – ITEM #9
International Plowing Match

Discussion regarding the request from the Ontario Plowmen's Association for Dufferin County to host the International Plowing Match in 2020.

Next Meeting

Thursday, March 28, 2019 at 3:00 p.m.
55 Zina Street, Orangeville – Sutton Room (2nd Floor)



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services Committee

From: Alan Selby, Treasurer

Meeting Date: February 28, 2019

Subject: Annual Setting of Tax Policies

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.3.2 Review and update current policies and procedures

Purpose

The purpose of this report is to review existing Property Tax Policies and determine the policies for the year 2019.

Background and Discussion

The policies renewed annually by the County are:

- Tax Ratios and Sub-Class Rate Reductions
- Tax Rebates for low-income seniors and disabled persons
- Tax Rebates for charities that own property

Tax Ratios for 2018 were:

- Residential 1.0 (not subject to change)
- Commercial 1.22
- Industrial 2.1984
- Pipelines 0.8421
- Multi-Residential (Multi-Res) 2.3560
- Farmlands 0.2500
- Managed Forests 0.2500

Financial, Staffing, Legal and IT Considerations

The Tax Ratios Policy determines how the annual taxes raised (as determined in the Budget) will be shared across the various classes of property. There is one Ratio subjected to specific adjustment as determined by Provincial actions (Multi-Res). This ratio is being reduced gradually each year, over a period of several years.

Other Ratios are subject to changes that are decided upon by County Council. Ratios have been used since 1998 and no ratios have ever been changed in Dufferin County since that first year, except for the mandatory Multi-Res changes.

In 2018, local municipalities were asked by the County if they wished to see the Farm ratio reduced, in reaction to farm property values, after the last re-assessment by MPAC, rising at a much faster rate than other property classes. Calculations showed that in order to prevent the proportion of taxes coming from Farm properties from increasing, the Farm Ratio would need to be decreased from 0.25 to 0.23. Only Amaranth and the Dufferin Board of Trade (DBOT) responded in the affirmative to a Farm ratio change. (correspondence attached)

Lowering one ratio, such as the Farm ratio, results in a tax shift away from that property class and onto all the other classes. In Dufferin, over 80% of properties are Residential, so the majority of any taxes shifted, will be shifted to Residential properties. Smaller amounts are shifted to the other, smaller property classes. Once a ratio such as Farm gets reduced, it is difficult to increase it back again. There are some municipalities in Ontario that have lowered their Farm ratios moderately.

Connected to the Ratio decision is the setting of Sub-Class Rate Reductions. These reductions are for vacant properties, which are shown by MPAC as a sub-class of a main property class. For example, Vacant Commercial properties appear separately, in their own sub-class, from the main class of Occupied Commercial properties.

Since 1998, the County has always set its sub-class reduction for vacant property at 30%, so vacant properties are taxed at 70% of occupied properties.

Based largely on the negative impacts to occupied residential properties, which make up by far the majority of properties in Dufferin County, it is recommended that, for 2019, all Ratios and Rate Reductions remain unchanged.

One new option available is creation of a new property sub-class for small-scale farm businesses. Correspondence from MPAC on this new topic is attached. The recommended action is that the County not act on this option for the year 2019. Instead, the County should conduct further research during 2019, initially obtaining from MPAC a list of those properties in Dufferin County deemed eligible by MPAC, that were issued Special Assessment Notices. Upon further examination of that data, a follow-up report may be brought forward for discussion, regarding consideration of any action to take, on this new option, for purposes of the taxation year 2020.

The Rebates of Taxes for Low-Income Seniors is an optional program, to be reviewed annually by the upper-tier (the County). In order to qualify, seniors must be in receipt of the GIS Guaranteed Income Supplement and persons with disabilities (any age) must be in receipt of Canada Pension Disability Benefits or ODSP (Ontario Disability Support Program) benefits.

Prior year assistance has been set to any amount of property tax increase greater than \$50, based on the combined amount of taxes (Local plus County plus School Board). A copy of the Final Tax Bill for the year is required as proof of the increase. If an eligible person had a \$65 property tax increase in 2018, the assistance paid would be \$15.

Take-up on this program has been very low, due to the eligibility requirements. Seniors must be very low-income to receive GIS. Total assistance across all local municipalities in the County in 2018 was only \$4,761 from 54 rebates, an average of \$88 per rebate. \$2,632 of that amount was for Orangeville residents. In each year of this program, it has turned out that the County provided less assistance than its budget allowed.

With tax increases for 2019 in Orangeville, Shelburne and the County coming in at smaller amounts than experienced in recent years, under the current program guidelines it is likely that very few residents would receive any assistance in 2019. Therefore, if the program's intent is to provide assistance to those with low incomes, some consideration should be given to changing the guidelines.

Results 2018

LOCATION	# rebates	LOCATION	# rebates
Melancthon	4 \$ 558	Orangeville	35 \$ 2,632
Mono	4 \$ 295	Shelburne	4 \$ 194
Mulmur	1 \$ 189	Grand Valley	4 \$ 681
Amaranth	2 \$ 212	East Garafraxa	0 \$ 0

Other municipalities provide assistance equal to the full amount of any tax increase (no \$50 threshold). Others choose to pay a fixed amount to those who qualify, regardless of how much their property taxes are, or how much they have increased.

The County's budget for this assistance in 2019 is \$16,250. For illustration purposes, should the program for 2019 be changed, say to a flat amount of assistance of \$100, then assistance could be expected to be about \$5,400 in 2019.

It could be reasonably presumed that all 54 recipients from 2018 would apply in 2019, because their incomes will not have changed much and they would remain eligible for OAS/GIS. If the \$50 threshold were removed, in recognition of the smaller tax increases coming in 2019, the average assistance amount for 2019 might be forecasted as near \$50 per applicant. There might be an increase in the number of applicants, as some eligible households may not have applied in 2019 because their tax increases were near \$50, slightly above or below. Without any threshold, results in 2019 might be estimated as say 75 applicants @ say \$60 each, or \$4,500, about one-third of the budget for 2019.

The Rebates for Charities is a very limited program, available only to registered charitable organizations that own their property. Few such properties exist in Dufferin County. In 2018 (and 2017), there was only one recipient of assistance. The assistance has been equal to the entire amount (100%) of the County portion of property tax. The local municipality must decide whether to also provide assistance to the charity with respect to the local amount of taxes.

It is recommended that this program remain unchanged for 2019. After several years of rebates, the charity has developed an expectation of this support annually from the County.

Strategic Direction and County of Dufferin Principles

Review of tax policies is an identified action in support of the strategic objective to review and update policies.

It adheres to the County of Dufferin Principles:

1. We Manage Change – by amending policies in light of current developments;
2. We Deliver Quality Service – by updating County policies;
3. We Communicate – by promoting rebate programs through various media;
4. We Make Good Decisions – by considering the current financial environment, and the impact of changes, before setting annual tax policies.

Recommendation

THAT Report, *Annual Setting of Tax Policies*, from the Treasurer, dated February 28, 2019, be received;

AND THAT the Tax Policies for 2019 for Tax Ratios, Sub-Class Rate Reductions, and Charitable Organization Rebates remain as they were in 2018;

AND THAT the program for rebates to Low-Income Seniors and Persons with Disabilities be amended for 2019, by eliminating the \$50 tax-increase threshold, but keeping the same guidelines in place to qualify for assistance.

Respectfully Submitted by:

Alan Selby, CPA CGA
County Treasurer

Attachments: Correspondence received with respect to tax policy
Correspondence from MPAC



Dufferin Board of Trade
246372 Hockley Road
Mono, ON, L9W 6K4
519-941-0490
www.dufferinbot.ca

The Dufferin Board of Trade (DBOT) appreciates the opportunity to provide comments to the County of Dufferin on the report dated August 23, 2018, regarding the reconsideration of all Tax Ratios prior to discussions on the 2019 County Budget.

DBOT supports the desire to lessen the impact on farm taxes coming from the increasing farm property values. The two-point reduction in the Farm Ratio is intended to maintain the proportion of tax that farms pay, and not decrease the overall share of the tax burden. DBOT believes the decrease would be to the benefit of the County and the local economy without significantly impacting the business community. Farming and agriculture form a large part of Dufferin's economy, and the health and vitality of this sector is integral to our region's prosperity and growth.

DBOT supports the report's findings that the two-point decrease will, as best as possible, keep the allocation of taxes across all property classes consistent while helping to alleviate pressure coming from the increasing farm property values.

At such time when the County is considering the tax ratio by-law for the 2020 County Budget, DBOT would encourage the County to analyze and reconsider the Commercial and Industrial tax ratios with the goal of reducing the proportion of tax that these property classes pay. DBOT members and the business community have identified the rising cost of doing business as major obstacle to growth. A moderate decrease in the proportion of the County tax burden would help to alleviate the cumulative pressure of rising costs that our business community is facing. As the report outlines, some municipalities have reduced their Commercial and Industrial ratios as part of an economic development strategy to be more competitive with nearby municipalities. DBOT believes such a move would be in the best interest of our business community and would encourage the County explore the possibility of implementing a similar strategy for Dufferin County.

Should the County desire to decrease the Commercial and Industrial tax ratio in future budgets, DBOT looks forward to providing input and representing the interests of our business community to the benefit of Dufferin County as a whole.

Respectfully submitted by:

A handwritten signature in black ink that reads 'Diana Morris'.

Diana Morris, General Manager
Dufferin Board of Trade
519.941.0490 | diana@dufferinbot.ca

A handwritten signature in black ink that reads 'Pete Renshaw'.

Pete Renshaw, Chair
Dufferin Board of Trade
pete@dufferinbot.ca

BEN RYZEBOL, Director of Public Works
PUBLIC WORKS - TELEPHONE: (519) 941-1065
FAX: (519) 941-1802
email: bryzebol@amaranth.ca



SUSAN M. STONE, C.A.O./Clerk-Treasurer
TELEPHONE: (519) 941-1007
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email: suestone@amaranth-eastgary.ca

374028 6TH LINE, AMARANTH, ONTARIO
L9W 0M6

December 5, 2018

County of Dufferin
Pam Hillock, Clerk/Director of Corporate Services
55 Zina Street
Orangeville, ON L9W 1E5

Dear Ms. Hillock,

Re: 2019 Tax Ratios Review

At the regular meeting of Council held December 5, 2018, the following resolution was carried:

Moved by G. Little – Seconded by C. Gerrits

Be it Resolved That:

Council do hereby receive the report dated August 23, 2018 from the County of Dufferin regarding 2019 Tax Ratios Review;

AND FURTHER THAT Amaranth Township Council supports a decrease in the farm tax ratio to 0.23.

Should you require anything further please do not hesitate to contact this office.

Yours truly,

Susan M. Stone
CAO-Clerk-Treasurer
Township of Amaranth

CC: Alan Selby, County Treasurer

Michelle Hargrave

From: Pam Hillock
Sent: Thursday, October 4, 2018 2:45 PM
To: Michelle Hargrave
Cc: Michelle Dunne
Subject: FW: Motion re: Farm Ratio

For mail and GGS pending. Thanks

Regards,

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

From: Heather Boston <hboston@mulmur.ca>
Sent: Thursday, October 4, 2018 2:34 PM
To: Alan Selby <aselby@dufferincounty.ca>; Pam Hillock <phillock@dufferincounty.ca>
Cc: Kerstin Vroom <kvroom@mulmur.ca>
Subject: Motion re: Farm Ratio

Hi Pam/Alan,

I just wanted to let you know that Council passed the following motion on October 3, 2018.

THAT Mulmur Township Council receives and approves the report of Heather Boston, Treasurer, 2019 Farm Tax Ratio Review;
AND FURTHER THAT, Mulmur Township Council does not support any decrease in the farm tax ratio as proposed by the County of Dufferin.

Have a good afternoon!

Heather Boston, CPA, CA, CGA, BComm | Treasurer
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | hboston@mulmur.ca



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Staff Report

Town of Mono
Schedule A #10
Council Session 12-2018



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

June 11, 2018

To: CAOs, Municipal Clerks and Treasurers

From: Carla Y. Nell
Vice President, Municipal and Stakeholder Relations

Subject: Small-scale on-farm business subclasses

I would like to take this opportunity to share some important information regarding the classification of small-scale on-farm business subclasses.

On May 3, 2018, the Minister of Finance announced new optional subclasses for both industrial and commercial property classes to promote and support local farm enterprises across Ontario. The new subclasses will provide a tax reduction for small-scale on-farm businesses.

The new regulation ([O. Reg. 361/18](#)) was made under the *Assessment Act* and published on e-Laws on May 3, 2018 and the Ontario Gazette on May 19, 2018.

Key Highlights

- a council of a single or upper-tier municipality may pass a by-law opting to have both subclasses or they may pass a by-law for the industrial subclass
- the commercial property subclass is only available if the municipality has passed a by-law for the industrial property subclass
- the subclass is optional for 2018 taxation and subsequent taxation years
- to be eligible, the commercial and/or industrial facility must be used to sell, process or manufacture something from a farm product produced on the farmland or on land used to operate the farming business
- the first \$50,000 of assessed value attributed to the commercial or industrial operation will qualify for 25% of the commercial or industrial tax rate

Municipal Property Assessment Corporation
1340 Pickering Parkway, Suite 101, Pickering Ontario L1V 0C4
T: 289.315.1287 F: 905.837.6116
www.mpac.ca

- the attributed industrial/commercial operation with an assessed value equal to or greater than \$1 million, will not qualify for the subclass tax reduction
- education tax rates for the attributed commercial/industrial operation will be the lesser of the existing tax rate or 0.00272500, irrespective of municipalities opting into small-scale on-farm business subclasses (O. Reg. 362/18)

MPAC reviewed the regulation introduced by the Province and it is important to know that although the new subclasses are optional for municipalities, the education tax rate reduction will apply to small-scale on-farm businesses that meet the criteria outlined in the regulation. Therefore, identifying the properties and partitioning the applicable property assessment is necessary.

We want to assure you that we are working to implement the new regulation and it will be a rigorous process requiring careful review and administration. To determine qualifying properties for the subclasses, we cannot simply look at farms that have a commercial or industrial component, as they may have other uses that are not associated with the farming operation, and therefore would not qualify. As a result, we may be required to complete extensive property inspections of potentially eligible properties to ensure we have accurate and up-to-date data on file.

MPAC is aiming to complete a full review of eligible properties by the end of 2018. Once complete, we will issue Special Amended Notices to impacted property owners.

We will continue to provide municipalities with updates on our progress. If you have any questions, please contact your Municipal and Stakeholder Relations Account Manager.

Thank you,



Carla Y. Nell
Vice President, Municipal and Stakeholder Relations

Copy:

Carmelo Lipsi, Vice President, Valuation and Customer Relations and Chief Operating Officer
Karen Russell, Director, Valuation and Customer Relations



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services Committee

From: Alan Selby, Treasurer

Meeting Date: February 28, 2019

Subject: Wellington-Dufferin-Guelph Public Health Agreement

In Support of Strategic Plan Priorities and Objectives:

Good Governance 3.3 Improve policies, practices and procedures

Purpose

The purpose of this report is to recommend approval of an updated Agreement between the Wellington-Dufferin-Guelph (WDG) Public Health and its municipal partners.

Background and Discussion

Three municipal partners, Dufferin County, Wellington County and the City of Guelph, are served by, and work with, the WDG Public Health under the terms of an Agreement that has been in force for many years.

WDG Public Health staff identified that small housekeeping changes were required to the Agreement. The paragraph 5(1) is being amended to accurately describe the method that is followed to allocate the share of Public Health expenses among the three partners. The previous document did not properly describe the expense allocation method used.

Financial, Staffing, Legal and IT Considerations

The allocation method in the amended Agreement is the same method that has been followed in recent years, so there is no financial impact. The actual allocation method is not being changed.

The amended Agreement is attached. The document will be a schedule to a County Bylaw. It is being circulated among the three partners for signatures.

Strategic Direction and County of Dufferin Principles

Updates and corrections of existing agreements with external entities is an identified action in support of the strategic objective to improve policies, practices and procedures

It adheres to the County of Dufferin Principles:

1. We Manage Change – by responding to corrections needed in existing documents ;
2. We Deliver Quality Service – by periodically updating documents ;
3. We Communicate – by circulation of changes to documents among all parties that are affected, for their endorsements;
4. We Make Good Decisions – by maintaining up-to-date documents.

Recommendation

THAT Report, *Health Unit Agreement*, from the Treasurer, dated February 28, 2019, be received;

AND THAT the updated Agreement be approved;

AND THAT the necessary By-law be presented to County Council.

Respectfully Submitted by:

Alan Selby, CPA CGA
County Treasurer

Attached: WDG Public Health Agreement

AGREEMENT made this day of _____, 2019.

AMONG:

THE CORPORATION OF THE COUNTY OF WELLINGTON

-and-

THE CORPORATION OF THE COUNTY OF DUFFERIN

-and-

THE CORPORATION OF THE CITY OF GUELPH

-and-

BOARD OF HEALTH FOR THE WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT

WHEREAS the Municipal Parties to this Agreement established a Health Unit, named and designated Board of Health for the Wellington-Dufferin-Guelph Health Unit, by agreement dated April 13, 1967;

AND WHEREAS the Municipal Parties wish to continue the Health Unit so established subject to the terms and conditions of a new agreement;

AND WHEREAS, pursuant to the *Health Protection and Promotion Act ("HPPA")*, R.S.O., 1990, Chap. H.7, Section 72, the Municipal Parties may, by agreement, determine the proportion of the expenses incurred by or on behalf of a board of health of a health unit to be borne by each of the Municipal Parties;

NOW THEREFORE in consideration of the terms and conditions herein, the Municipal Parties mutually covenant and agree as follows:

1. The Board of Health for the Wellington-Dufferin-Guelph Health Unit, referred to in this Agreement as "the Health Unit" is continued.
2. The Health Unit is under the management of a Board of Health, referred to in this Agreement as "the Board".
3. The Health Unit, being the area of jurisdiction of the Board, represents a geographical area containing the County of Wellington, the County of Dufferin and the City of Guelph, referred to in this Agreement as "the Municipal Parties"
4. (1) Subject to the requirements of the HPPA and its Regulations the Board is comprised of municipal and provincial appointees as outlined in the Board By-law No. 1 being the general By-law of the Board for the Health Unit.

(2) The term of office of a municipal member continues at the pleasure of the council that appointed the municipal member but, unless ended sooner, ends with the ending of the term of office of the council.

5. (1) The Municipal Parties' share of the annual expense shall be calculated in ratio of their populations as published in the Statistics Canada Census. To reflect the continued ongoing use of the Statistics Canada Census, the Municipal Parties agree that the allocations used in this calculation will be used in the budget year following the year in which new information is released. For example, if new population statistics are published by Statistics Canada in 2021, the updated calculation will be used by the Board to calculate the proportion of the Health Unit's expenses to be paid by each of the Municipal Parties in the 2022 budget year.
- (2) The Municipal Parties' combined share of the annual expenses of the Health Unit shall be calculated on the net revenue and expenditure position inclusive of funding provided by the Ministry of Health and Long-term Care. For more clarity, the Municipal Parties shall fund annually in their proportionate share, the remaining funding requirement of the Health Unit after deducting amounts that will be funded by the Ministry of Health and Long-term Care.
- (3) The Municipal Parties shall pay their share of the total allocation of the Health Unit quarterly on these dates:
 - a. January 15
 - b. April 15
 - c. July 15
 - d. October 15
- (4) The Board shall provide a formal funding notice to the Municipal Parties to advise of their share of the total allocation of the Health Unit in advance of the second required quarterly payment, unless the budget has not been approved by the Board of Health by that time.
- (5) The first quarterly payments shall be made in accordance with the estimated allocation. The remaining quarterly payments shall be made in accordance with the finalized allocation schedule with any reconciling adjustment being made in the second quarterly payment.
- (6) In the event that the Municipal Parties' combined share of the total allocation of the Health Unit changes as a result of an unexpected event and/or unexpected funding change by the Ministry of Health and Long-term Care, formal notice shall be provided to the Municipal Parties immediately. The remaining quarterly payments shall be adjusted to reflect the amended allocation.
- (7) Interest shall be charged on late instalments at the prime lending rate of the Health Unit's bank.
6. (1) The Board shall submit to the Municipal Parties on an annual basis an estimate of the revenue and expenses of the Health Unit for the year.
- (2) This estimate shall be submitted to the Municipal Parties in September for the following year's allocation along with a copy of the draft budget report provided to the Finance-Facilities Committee of the Board.

- (3) The Health Unit shall forward to the Municipal Parties a copy of the quarterly financial report provided to the Board of Health which shows the current status of the revenue and expenses of the Health Unit.
 - (4) In typical years, the Board approves the final budget by the December Board of Health meeting; however, in municipal election years the timeline is delayed and Board approval typically happens by the February Board meeting.
- 7. This Agreement shall remain in force from year to year, provided that any of the Municipal Parties may seek for the Lieutenant Governor in Council to alter the boundaries of or dissolve the Health Unit pursuant to subsection 96(5) of the HPPA.
 - 8. In the event of the dissolution of the Health Unit, the assets and liabilities shall be distributed among the Municipal Parties in the proportions set out in section 5(1), except with respect to the 2012 Financial Agreement, which sets out the amounts owing to each of the Municipal Parties to that agreement.
 - 9. It is agreed by the Municipal Parties that for the purposes of this Agreement the expenses of the Health Unit shall not include expenses incurred in the hospital care and treatment of any person suffering from a communicable disease under Part IV of the *Health Protection and Promotion Act*.
 - 10. Municipal funding may be used for any expenditures related to the ongoing operations of the Health Unit except the purchase of real property, which requires the consent of the majority of the municipal councils in the Health Unit.
 - 11. The Parties agree that this Agreement replaces and supersedes the previous agreements among the municipal parties pertaining to this subject matter dated 1967 and 1997.
 - 12. Any dispute as to the interpretation or application of any provision of this Agreement shall be settled by arbitration pursuant to the legislation applicable to the respective parties to the dispute.

IN WITNESS WHEREOF the Municipal Parties hereto have affixed hereunto their corporate seals under the hands of their proper officers in that behalf.

THE CORPORATION OF THE COUNTY OF WELLINGTON

[I have authority to bind the Corporation]

[I have authority to bind the Corporation]

**THE CORPORATION OF THE COUNTY OF
DUFFERIN**

[I have authority to bind the Corporation]

[I have authority to bind the Corporation]

**BOARD OF HEALTH FOR THE
WELLINGTON-DUFFERIN-GUELPH
HEALTH UNIT**

[I have authority to bind the Corporation]

[I have authority to bind the Corporation]

**THE CORPORATION OF THE CITY OF
GUELPH**

[I have authority to bind the Corporation]

[I have authority to bind the Corporation]



REPORT TO COMMITTEE

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

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: February 28, 2019

Subject: **Council and Committee Video Recording**

In Support of Strategic Plan Priorities and Objectives:

Good Governance: Increase Transparency – introduce open government initiatives
Service Excellence: Enhance value for money – partner with local municipalities for procurement

Purpose

At the January 10th 2019 meeting, Council directed staff to investigate “if a single fixed camera can record proceedings of a Council meeting together with a good sound system (e.g. Town of Orangeville)” and also “that Dufferin County staff investigate the cost and practicality of recording and broadcasting Council and Committee meetings, including but not limited to a YouTube channel, and report back through the General Government Services committee in February”.

Background & Discussion

Dufferin County has an existing YouTube channel that could be used to upload video of Council and Committee recordings. The YouTube channel can be found here:

<https://www.youtube.com/user/DufferinOne>

The current County Council chambers in Court Room 204 provides several challenges in attempting to operate a one or two camera system.

- The room itself is not set up for Council meetings. It is a courtroom with not a lot of options for renovation. Currently, the projector is pointed towards a wall that requires members of Council to move and it is difficult for the public to see the screen
- It would be difficult to capture councillors, staff, presenters, delegations and presentations with one or two cameras.
- Staff have reviewed the current audio system of the County Council Chambers in court room 204 and it is outdated and will require an upgrade to integrate with a new camera system to capture audio and video in a consistent manner.

- Costs for power and cabling should also be considered as the location of the mounted cameras would likely require an upgrade.
- Court room 204 is a court room and not a dedicated Council Chambers. The County of Dufferin only has use of this space once a month. The room setup, consisting of furniture, sound system and chairs are assembled and disassembled for Council meetings. This would require any system to be a removable system that would be setup for each meeting.

Staff have researched the video setup of surrounding municipalities and contacted the appropriate vendors for estimates. The estimated cost of a single fixed camera system and the ability to upload the video to YouTube has been anywhere from \$10,000 to \$40,000. It should also be noted that there would be significant staff time required to set up a removable audio and video system for every Council meeting.

Many municipalities also integrate the Council video with an agenda in order to give the video context and encourage citizen engagement. The agenda integration would require a 3rd party vendor to provide this service. Staff have reached out to several vendors that provide this service and the cost has been around \$12,000 annually to provide agenda integration as a stand alone service. This does not include the agenda/meeting management software that could cost \$20,000 to \$50,000. This also does not include purchase of cameras/sound system, etc.

As part of the research, staff met with Town of Orangeville staff to review their newly renovated council chambers and audio/visual and camera system. In 2018, the Town of Orangeville issued a tender for Council Chambers renovations. These renovations included a state of the art audio/visual and camera system that included 6 voice activated cameras and a presentation system. The total costs of the technology components to provide meeting recording for Council was roughly \$120,000.

Staff are presenting three options to record County Council meetings and broadcast the meeting online.

If Council goes with Option 1 to use Orangeville's Council Chambers and would like the committee meetings to remain in the Sutton Room, then a procurement process could take place for a video/audio recording system.

If Council goes with Option 2 to purchase new equipment and software, the equipment could also be used to record committee meetings.

Option 1

Explore the possibility of using the newly renovated Council chambers at the Orangeville Town Hall to hold Council meetings. Staff have approached staff at the Town of Orangeville and they are in agreement with the County using the facility.

Several considerations would have to be explored with this option:

- scheduling of County Council
- costs for adding additional microphones for additional Councilors and staff
- costs for rental of room
- costs for programming changes for Dufferin Council
- staff support for equipment/streaming
- an encoder would have to be purchased for live streaming to YouTube

Given that this option will make use of the Town of Orangeville technology and equipment it would not require a detailed investigation, or evaluation of different technologies followed by a procurement process. The Town facility is also accessible and very appealing to the public for presentations, etc. There is also an overflow area equipped with cameras if meeting attendance was overly high. There is plenty of room for audience seating.

Option 2

Use the procurement process to receive firm prices on solutions that meets specific requirements.

Staff have researched systems to provide Council video recording from surrounding municipalities and a budget of \$10,000 to \$40,000 would be reasonable to expect for a one or two camera removable system that could live stream the video to YouTube.

Live streaming of Council and Committee meetings would require the purchase of a YouTube encoder or the purchase of a web streaming service. A common feature seen on many municipal council streams is agenda integration, which would be an additional cost.

Staff could seek quotes for a removable audio and video recording solution for court room 204 and the Sutton room with the following considerations:

- current audio system is outdated and not compatible with a camera
- cameras and audio system will require cabling and would have to be removable in Court Room 204
- an encoder would be required to live stream video to YouTube
- an accessible option for closed captioning
- the Sutton room would require an audio system capable of integrating with a camera
- optional agenda integration to increase citizen engagement
- optional electronic meeting participation

Option 3

Review long term options for a modern multi-use County Council chambers. This option could be considered in addition to Options 1 or 2. A new Council Chambers could

potentially be constructed at one of the County facilities in Orangeville (Centre Street or Zina Street) and used for a number of purposes, ie. Tribunals, training, meetings, etc.

Financial, Staffing, Legal, or IT Considerations

Moving to the Orangeville Town Office would result in costs to upgrade the Orangeville system to allow for additional equipment for Councillors and staff. There may also be costs for the County to cover for Orangeville IT/facilities staff that may have to attend meetings; however there would a savings in County facilities staffing costs. The County facilities staff currently set up and take down tables, chairs and sound system.

An upgraded audio system in Court Room 204 and additional of video cameras would require an increase in support from Information Technology and Facilities. This project is not included in the 2019 operating or capital budget. .

Strategic Direction and County of Dufferin Principles

By improving policies practices and procedures is in line with the strategic priority of Good Governance: Increase Transparency and Service Excellence – enhance value for money

It adheres to the County of Dufferin Principles:

1. *We Manage Change – by keeping abreast with the latest technology options to provide information to the public*
2. *We Deliver Quality Service – by consistency reviewing and updating policies to reflect the needs of the community*
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 keeping our policies current and in compliance with current practices*

Recommendation

For consideration of Committee.

Respectfully Submitted By:

Pam Hillock
Director of Corporate Services

Prepared by:

Steve Hett
Manager of Information Technology and GIS



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services
From: Pam Hillock, Clerk/Director of Corporate Services
Meeting Date: February 28, 2019
Subject: **Council Staff Relationship Policy**

In Support of Strategic Plan Priorities and Objectives:

Good Governance, 3.2 Increase Transparency, 3.3: Improve policies, practices and procedure. 3.3.1 Ensure compliance with Ministerial Standards and Requirements

Purpose

The purpose of this report is to seek approval of a Council Staff Relationship Policy to ensure compliance with new legislated requirements of all municipalities in Ontario to have a Council Staff Relationship protocol.

Background & Discussion

Bill 68 - Modernizing Ontario's Municipal Legislation Act, 2016 was introduced in the provincial legislature on November 16, 2016, and received Royal Assent on May 30, 2017. It amended the Municipal Act, 2001 to require that by March 1, 2019 "a municipality shall adopt and maintain policies with respect to the relationship between members of council and the officers and employees of the municipality" (Section 270(1))

A policy document provides clarity to staff and council on the relationships and the roles.

Staff have drafted a policy that addresses the following points:

- set a high standard for relations between Council and Staff in order to provide good governance
- that instills a high level of public confidence in the administration of the County by its Members as duly elected public representatives and its staff as public administrators
- promotes a respectful, tolerant harassment-free relationship and workplace between Members of Council and Staff

- that details individual roles and responsibilities

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 having a Council Staff Relationship policy is in line with the strategic priority of Good Governance. It adheres to the County of Dufferin Principles:

1. We Manage Change – by researching legislation, best practices and procedures
2. We Deliver Quality Service – by having knowledge of the Provincial Legislation ensuring compliance
3. We Communicate – by reporting to Committee, Council and the public in a transparent manner
4. We Make Good Decisions – by keeping our policies current and in compliance with legislation.

Recommendation

THAT the report from the Clerk/Director of Corporate Services, dated February 28, 2019, with respect to a Council Staff Relationship Policy be received;

AND THAT the draft Council Staff Relationship Policy, as attached, be adopted.

Attachments: Council Staff Relationship Policy.

Respectfully Submitted By:

Pam Hillock
Clerk/Director of Corporate Services

Prepared by: Michelle Dunne, Deputy Clerk



POLICY & PROCEDURE MANUAL

SECTION	COUNCIL RELATED POLICY	POLICY NUMBER	1-2-
SUB-SECTION	General Corporate Policy	EFFECTIVE DATE	March 14, 2019
SUBJECT	Council – Staff Relationship Policy		
AUTHORITY	Committee – General Government Services – February 28, 2019 Council – March 14, 2019		

PURPOSE:

This Council and Staff Relationship Policy applies to all Members of the Council of the County of Dufferin and all members of Staff.

The purpose of this Policy is to set out standards to ensure that Council and Staff share a common understanding of their respective roles and responsibilities.

STATEMENT:

This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the County by its Members as duly elected public representatives and

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

The *Municipal Act*, 2001, Section 270 (1) requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the municipality.

RESPONSIBILITIES

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions.

PROCEDURES:

1.0 Definitions

1.1 The following terms shall have the following meanings in this Policy:

- (a) “CAO” means the Chief Administrative Officer of the County;
- (b) “Clerk” means the Clerk of the County;
- (c) “Council” means the council of the County;
- (d) “County” means The Corporation of the County of Dufferin;
- (e) “Member” means a Member of Council;
- (f) “Policy” means this Council and Staff Relationship Policy;
- (g) “Staff” means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the County’s business and interests; and (what about volunteers?)
- (h) “Warden” means the head of Council.

2.0 General Obligations

2.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the County and always taking into account the collective public interest of the County; and
- (e) demonstrate a commitment to accountability and transparency among Council, staff and with the general public
- (f) act in a manner that enhances public confidence in local government.

3.0 Roles and Responsibilities of Members

3.1 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the County and that it comprises a collective decision-making body;
- (b) they are representatives of the entire County;
- (c) staff serve the whole of Council rather than any individual Member;
- (d) they govern, provide political direction and make decisions as the County;
- (e) they will respect the administrative and managerial chain of command by:
 - (i) directing any questions or concerns in relation to the administration or management of the County to the CAO for their consideration;
 - (ii) giving direction to Staff only as Council and through the CAO; and
 - (iii) refraining from becoming involved in the management of Staff.
- (f) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- (g) they shall request advice from the Clerk about procedural matters;
- (h) they shall request information regarding meeting agendas or minutes from the Clerk;
- (i) they shall contact relevant department heads or designate for inquiries
- (j) they as individual Members have no greater access to records or information held by the County than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- (k) they shall recognize Staff are not expected to provide information or take action in outside of regular administrative business hours, except in extenuating circumstances;
- (l) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from (ie. Clerk, Treasurer, Chief Building Official);
- (m) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

4.0 Roles and Responsibilities of Staff

4.1 Staff acknowledge and agree that:

- (a) Council is the collective decision-making and governing body of the County and is ultimately responsible to the electorate for the good governance of the County;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (e) they shall notify their department head or the CAO about inquiries from Councillors who will provide appropriate and timely follow-up to such inquiries as necessary;
- (f) they shall diligently and impartially implement Council's decisions;
- (g) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- (h) they shall refrain from publicly criticizing decisions of Council or Members;
- (i) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.



REPORT TO COMMITTEE

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

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: February 28, 2019

Subject: **Building Division Activity 2018**

In Support of Strategic Plan Priorities and Objectives:

Economic Vitality: Foster a sustainable, vibrant and inclusive community.

Service Excellence: Deliver innovative services considerate of community needs.

Purpose

The purpose of this report is to report on the activity and highlight successes of the Building Division for 2018.

Background & Discussion

In 2018 Building Division staff issued a total of 702 building permits representing an approximate construction value of \$115,180,913.00. See attachments A and B "Permit Activity Report". Although the total number of building permits in 2018 met the numbers that were forecasted, Some Municipalities that had higher than anticipated building permit numbers were East Garafraxa, Grand Valley, Melancthon, and Mulmur.

The highest number of building permit applications for new residential homes in 2018 occurred in the months of September, October and November. Traditionally high building permit numbers for residential applications are expected in the spring and summer months. Looking back on 2018 trends helps the Building Division prepare for possible patterns in 2019 and ensure that the resources to maintain customer service levels are in place. See attachment C "Permits Issued by Construction and Permit Type" for reference.

Currently in 2019 the number of building permit applications has increased by approximately 40% in the month of January. Staff anticipate building permit application numbers to not only exceed the number of permits in 2018, but also to exceed the numbers forecasted within the Dufferin Growth Management Study due to residential and commercial growth in the Town of Shelburne. See attachment D "January 2019 – Permits".

The hurricane clip rebate program continued to be successful in 2018. A total of 88 properties utilized the program amounting to a total of 5754 hurricane clips expected to be installed in the County of Dufferin exceeding the minimum requirements of the current Ontario Building Code. See attached report “Hurricane Clip Rebate Program Summary Report 2018”. To date 2940 hurricane clips have been verified. This number will continue to grow as construction continues and inspections are completed. In 2019 the Building Division will continue to promote the program and support property protection and life safety within the County of Dufferin.

The Building Division is preparing to increase efficiency and service levels in 2019 through the implementation of an electronic building permit software program. This program will allow County of Dufferin and municipal staff to more effectively track, report, approve and inspect building permit projects within the County of Dufferin. The Building Division has increased plans review staffing to reduce building permit issuance timeframes.

In 2019 the Building Division will be performing the mandatory septic inspection program for source water protection. The inspection program is required to be performed every five (5) years. A contract building inspector may be required to perform these inspections depending on building permit inspection demands during the summer of 2019.

Financial, Staffing, Legal, or IT Considerations

In 2018 a new Chief Building Official was hired, replacing the outgoing Chief Building Official due to retirement.

Strategic Direction and County of Dufferin Principles

Collaborating with the area municipalities is an identified action in support of the strategic objective to promote cohesiveness between each. It adheres to the County of Dufferin Principles:

1. We Manage Change - by continued staff training in evolving construction methods
2. We Deliver Quality Service – by exceeding mandatory timeframes
3. We Communicate – by keeping an open dialogue with customers and area municipalities
4. We Make Good Decisions – by following our code of conduct

Recommendation

THAT the report, dated February 28, 2019, from the Clerk/Director of Corporate Services regarding Building Permit Activity 2018, be received.

Respectfully Submitted By:

Prepared by:


Pam Hillock
Director of Corporate Services/Clerk

Greg MacNaughtan
Manager of Building Services/Chief
Building Official


Attached:

Building Permit Activity Report by Municipality
Building Permit Activity Report by Month
Building Permit Activity Report by Construction Type
Building Permit Activity - January 2019

Attachment A

		 County of Dufferin - Building Department <i>Report for the Year January 1 to December 31, 2018</i>															
		BUILDING PERMITS															
		Residential		Commercial		Industrial		Agricultural		Institutional		Outbuildings				# of	
A	B	A	B	A	B	A	B	A	B	A	B	Pools	Septics	Permits			
<i>Amaranth</i>	⁽³⁾ 17	11	⁽¹⁾ 0	2	⁽¹⁾ 0	0	⁽³⁾ 2	1	0	1	⁽¹⁾ 8	3	6	21	81	\$10,421,228	\$76,148.97
<i>East Garafraxa</i>	⁽²⁾ 7	12	0	0	1	0	2	0	3	0	⁽¹⁾ 11	0	14	20	73	\$33,520,500	\$132,679.16
<i>Grand Valley</i>	⁽³⁾ 77	11	4	4	0	0	5	1	0	2	7	1	1	4	120	\$21,541,300	\$190,931.68
<i>Melancthon</i>	⁽⁶⁾ 9	13	4	0	0	0	⁽²⁾ 14	1	1	0	9	2	0	18	79	\$6,852,000	\$61,812.75
<i>Mono</i>	⁽⁵⁾ 14	37	0	3	0	0	⁽¹⁾ 3	3	0	1	⁽¹⁾ 27	1	15	32	143	\$15,104,420	\$95,123.07
<i>Mulmur</i>	⁽⁷⁾ 23	34	⁽¹⁾ 0	0	0	0	⁽¹⁾ 6	1	⁽¹⁾ 2	4	⁽²⁾ 20	6	4	37	149	\$22,013,425	\$129,253.71
<i>Shelburne</i>	4	28	⁽¹⁾ 2	8	0	3	0	0	1	4	⁽¹⁾ 3	0	2	0	57	\$5,728,040	\$39,905.96
TOTALS	177	146	13	17	2	3	39	7	8	12	91	13	42	132	702	\$115,180,913	\$725,855.30
A Columns - New Buildings										Outbuildings - Garages, Carports, Storage Sheds, Etc...							
B Columns - Additions / Alterations to Existing Building										(#) Demolition Permits					- UNAUDITED -		

Attachment B

<i>County of Dufferin</i>				- UNAUDITED -				 DUFFERIN COUNTY
<i>Building Department</i>								
PERMIT ACTIVITY REPORT								
<i>FOR THE YEAR 2018</i>				<i>FOR THE YEAR 2017</i>				
<i>Month</i>	<i># of permits</i>	<i>Work Value</i>	<i>Permit Fee</i>		<i># of permits</i>	<i>Work Value</i>	<i>Permit Fee</i>	
JANUARY	22	\$2,859,500.00	\$16,236.04	\$16,236.04	27	\$5,484,000.00	\$36,755.88	\$36,755.88
FEBRUARY	29	\$2,866,000.00	\$23,440.63	\$39,676.67	25	\$3,623,000.00	\$32,358.89	\$69,114.77
MARCH	38	\$4,556,400.00	\$32,064.42	\$71,741.09	34	\$6,476,900.00	\$51,650.49	\$120,765.26
APRIL	44	\$6,072,870.00	\$43,318.77	\$115,059.86	68	\$7,663,400.00	\$80,253.46	\$201,018.72
MAY	100	\$11,954,115.00	\$81,646.96	\$196,706.82	75	\$10,736,400.00	\$80,437.46	\$281,456.18
JUNE	69	\$34,302,400.00	\$133,408.37	\$330,115.19	98	\$15,390,900.00	\$101,268.47	\$382,724.65
JULY	81	\$12,575,800.00	\$83,008.64	\$413,123.83	77	\$10,901,000.00	\$64,492.68	\$447,217.33
AUGUST	70	\$7,660,375.00	\$46,008.79	\$459,132.62	99	\$9,272,200.00	\$73,437.97	\$520,655.30
SEPTEMBER	87	\$9,628,800.00	\$89,436.75	\$548,569.37	74	\$8,992,000.00	\$59,443.88	\$580,099.18
OCTOBER	66	\$11,058,800.00	\$87,497.45	\$636,066.82	58	\$7,613,500.00	\$60,632.82	\$640,732.00
NOVEMBER	65	\$9,019,000.00	\$65,926.97	\$701,993.79	65	\$19,747,500.00	\$129,513.17	\$770,245.17
DECEMBER	31	\$2,626,853.00	\$23,861.51	\$725,855.30	18	\$2,347,000.00	\$17,386.50	\$787,631.67
TOTAL	702	115,180,913.00	725,855.30		718	108,247,800.00	787,631.67	

Attachment C

COUNTY OF DUFFERIN
Permit Issued by Construction and Permit Type
 For Reporting Period: 2018 year

Construction	Permit Type	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total
Addition	Agricultural					2		1	1	1	1			6
	Commercial						2	1						4
	Industrial				1	1								2
	Institutional					1		1						2
	Residential	2	5	2	3	9	8	3	5	11	3	1	3	55
	Septic										1			1
	Totals for Addition	2	5	2	4	13	10	6	6	13	5	1	3	70
Alteration	Agricultural						1	1	1					3
	Commercial	1			2	2	3	1	1	1	1	1	1	14
	Industrial					1								1
	Institutional	1	1			4		2	1			1		10
	Pools						3	1						4
	Residential	5	7	12	3	15	8	8	12	11	6	7	6	100
	Septic	1	3	3	2	1	1	3	2	2	4	1		23
	Totals for Alteration	8	11	15	7	23	16	16	17	14	11	10	7	155
Demolition	Agricultural						1	1						2
	Commercial			1										1
	Demolition	2		3	5	10	1	5		3	2		4	35
	Residential	1	1					3	1					6
	Totals for Demolition	3	1	4	5	10	2	9	1	3	2		4	44
New	Agricultural		1	2	1	5	6	5	3	2	4	1	2	32
	Commercial		1			3		3	1					8
	Industrial							1						1
	Institutional						2	1	3		1			7
	Pools			1		5	7	9	7	5		2	1	37
	Residential	4	7	10	19	25	15	19	23	40	29	43	7	240
	Septic	5	3	4	8	16	11	12	9	10	14	8	7	107
	Totals for New	9	12	17	28	54	41	50	46	57	48	54	17	432
Report Totals	22	29	38	44	100	69	81	70	87	66	65	31	702	

Attachment D

January 2019							
Day	Roll #	Structure	Project Location	Municipality	Value \$	Fee \$	Permit Number
3	2204-000-001-114900	Pool Enclosure	Con 4, Pt Lot 31	Grand Valley	5,000	150.00	J-001-19-0001
3	2201-000-003-12800	Solar Panels	E Pt Lot 1-2, Con 19	East Garafraxa	10,000	220.00	F-001-19-0002
3	2204-000-002-11300	Solar Panels (Barn)	Pt Lot 20, Con 12	Grand Valley	247,000	220.00	J-002-19-0003
7	2221-000-003-16200	Convert Dwelling to Duplex	Lot 6, Blk 6, Plan 5 A	Shelburne	40,000	608.00	C-001-19-0004
7	2212-000-003-13900	Addition to Detached Garage	Pt Lot 20, Con 7	Mono	75,000	150.00	B-001-19-0005
8	2219-000-005-03000	Demolish Dwelling	Lot 257-258, Con 1 NE	Melancthon	15,000	180.00	A-001-19-0006
8	2212-000-005-22605	Replacement Septic System	W Pt Lot 1, Con 2 E	Mono	20,000	540.00	B-002-19-0007S
9	2212-000-005-12400	Re-instate Basement	W Pt Lot 1, Con 1 E	Mono	20,000	150.00	B-003-19-0008
9	2208-000-001-03220	Detached Garage	W Pt Lot 9, Con 1	Amaranth	80,000	333.79	D-001-19-0009
10	2219-000-004-02080	Footings & Foundation Wall w/ Concrete Slab	Pt Lot 3, Con 5 SW	Melancthon	22,000	201.60	A-002-19-0010
10	2212-000-005-01767	Basement + Ground Floor Reno	Lot 67, Plan 7M66	Mono	25,000	372.80	B-004-19-0011
11	2208-000-001-06000	Dwelling Unit	E Pt Lot 14, Con 2	Amaranth	750,000	2,919.90	D-002-19-0012
11	2208-000-001-06000	Septic	E Pt Lot 14, Con 2	Amaranth	10,000	540.00	D-002-19-0012S
11	2208-000-001-06000	Demo Dwelling	E Pt Lot 14, Con 2	Amaranth	5,000	180.00	D-003-19-0013
14	2212-000-004-10400	Solar Panels	E Pt Lot 28, Con 2 E	Mono	52,000	440.00	B-005-19-0014
14	2208-000-001-09300	Spray Room	E Pt Lot 1, Con 3	Amaranth	10,000	150.00	D-003-19-0015
16	2204-000-003-14400	Detached Garage	Lot 119-120, Plan 29A	Grand Valley	25,000	152.32	J-003-19-0016
22	2208-000-001-23050	Garage Addition	W Pt Lot15, Con 5	Amaranth	108,000	361.76	D-004-19-0017
22	2208-000-004-12300	House Demo	Pt Lot 16, Con 8	Amaranth	4,000	180.00	D-005-19-0018
22	2208-000-002-21737	Pool Enclosure	Lot 62, Plan 329	Amaranth	5,000	150.00	D-006-19-0019
23	2212-000-005-08000	Convert Dwelling to Apartment	W Pt Lot 4, Con 1 W	Mono	3,500	330.00	B-006-19-0020
23	2201-000-002-19905	Storage Building	E Pt Lot 10, Con 14	East Garafraxa	70,000	289.00	F-002-19-0021
23	2212-000-007-09300	8 Greenhouses	E Pt Lot 11, Con 2 WHS	Mono	500,000	3,084.48	B-007-19-0022
24	2204-000-003-24700	1 Bedroom Apt	Pt Lot 11-12, Plan 29A	Grand Valley	25,000	225.44	J-004-19-0023
28	2201-000-003-16400	Wall Sign	E Pt Lot 6, Con B	East Garafraxa	24,000	150.00	F-003-19-0024
28	2219-000-001-13300	Commercial Reno	Lot 12, Plan 34A	Melancthon	70,000	279.68	A-003-19-0025
28	2219-000-001-13300	Septic	Lot 12, Plan 34A	Melancthon	10,000	540.00	A-003-19-0025S
28	2219-000-004-03900	Dwelling Unit	Lot 23, Con 5 SW	Melancthon	300,000	2,877.00	A-004-19-0026
28	2219-000-004-03900	Septic	Lot 23, Con 5 SW	Melancthon	10,000	540.00	A-004-19-0026S
28	2219-000-004-03900	Demolish Dwelling	Lot 23, Con 5 SW	Melancthon	5,000	180.00	A-005-19-0027
30	2216-000-001-16400	Change of Use (Triplex)	E Pt Lot 11, Con 6 E	Mulmur	2,500	150.00	H-001-19-0028
					2,548,000	16,845.77	31



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services

From: Pam Hillock, Clerk/Director of Corporate Services

Meeting Date: February 28, 2019

Subject: **Emergency Management Program Agreement Draft**

In Support of Strategic Plan Priorities and Objectives:

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

Purpose

The purpose of this report is to present a draft agreement that sets out the general terms regarding the delivery of Emergency Management Services to the local municipalities.

Background & Discussion

For the past several years, the County of Dufferin has been providing assistance to the local municipalities in emergency management preparedness and compliance. Since 2017, staff have been working with the local municipalities to review the role of the County's Community Emergency Management Coordinator (CEMC) to assist the lower tier municipalities.

While the legislation calls for every municipality to appoint a CEMC, the Office of the Fire Marshal and Emergency Management has given advice that Dufferin County can continue to coordinate emergency management programs (training, exercises, public education, risk assessment, planning, etc.) for each municipality and host joint EMPC meetings to ensure municipal compliance. Most municipalities have a certified Community Emergency Management Coordinator (CEMC) on staff at this time and a certification course is scheduled in the coming months to ensure everyone who needs training has access to it within the provincially mandated timeline. Staff highly recommend that each municipality have a trained CEMC. If the County's CEMC is dealing with an emergency at the County level, he may not always be available to assist the local municipalities.

A draft agreement has been prepared and vetted through the County's lawyer. It has been circulated to the lower tiers for comment and was discussed at the Dufferin Municipal Officers meeting on Friday, February 8, 2019. A draft of the agreement is

attached as Schedule A. Staff are suggesting that the agreement be approved in principle by the County and then sent out to the local municipalities for signing and then back to County Council in the form of a by-law to approve the final versions.

Financial, Staffing, Legal, or IT Considerations

There is a staffing cost to provide the service to the local municipalities. The service is currently being provided at no charge to the municipalities.

Strategic Direction and County of Dufferin Principles

Collaborating with the area municipalities is an identified action in support of the strategic objective to promote cohesiveness between each. It adheres to the County of Dufferin Principles:

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

Recommendation

THAT the report of the Clerk/Director of Corporate Services, dated February 28, 2019, with respect to Emergency Management Agreement Draft, be received;

AND THAT draft agreement, be approved in the form substantially attached hereto, and the agreement be circulated to the area municipalities for execution;

AND THAT the necessary by-law be presented.

Respectfully Submitted By:

Pam Hillock
Director of Corporate Services/Clerk

Attachment: draft EM agreement

Schedule A- Emergency Management Agreement Draft – February, 2019

THIS AGREEMENT made the 4th day of February, 2019 between;

**CORPORATION OF THE COUNTY OF
DUFFERIN
(hereinafter called County)**

And

**THE CORPORATION OF THE _____
(hereinafter called Municipality)**

PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to set out the general terms regarding the delivery of Emergency Management services to the Municipality and sets out the roles, responsibilities and obligations of the parties with respect to the service.

TERM OF THE AGREEMENT

The term of this Agreement shall commence on May 1, 2019, and shall continue unless terminated earlier in accordance with the procedures outlined within this Agreement.

The Parties agree to review this Agreement a minimum of every five (5) years to determine if amendments are necessary and/or appropriate.

WHEREAS:

1. The Ontario *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (“EMCPA”) requires each municipality to develop and implement an emergency management program, which the council of a municipality shall adopt by by-law.
2. Under the EMCPA, the council of a county may, with the consent of the councils of the municipalities situated within the county, coordinate and assist in the formulation of their emergency plans.
3. Under O. Reg. 380/04, s. 10 (1), Every municipality must designate an employee (or member of council) of the municipality as its emergency management program co-ordinator to:
 - (a) Complete the training that is required by the Chief, Emergency Management Ontario;

-
- (b) Coordinate the development and implementation of the municipality's emergency management program within the municipality and co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management; and
 - (c) Report to the municipality's emergency management program committee on his or her work.
- 4. The parties agree that sharing of resources and services promotes the cost-effective and efficient use of public resources, and improves coordination and delivery of these services;
 - 5. The Municipality wishes to engage the County to render professional services for the coordination of the municipal emergency management program.

NOW THEREFORE, in consideration of the mutual covenants herein, it is agreed:

A. EMERGENCY MANAGEMENT SERVICES BY THE COUNTY

- 1. The County of Dufferin will make available to the Municipality the services of its Community Emergency Management Coordinator (CEMC) who will, in consultation with the Municipality,
 - (a) Act as the Municipality's CEMC, if and when so appointed by by-law;
 - (b) Coordinate a Unified Emergency Management Program amongst the partners, and;
 - (c) Assist in meeting legislative compliance as it relates to each Municipality's responsibilities under the EMCPA.
- 2. In addition to the above, the County will be responsible for:
 - (a) Maintaining contact information for staff, elected officials, local resources and agencies;
 - (b) Distributing and maintaining plans and support documents for local offices and officials;
 - (c) Maintaining supplies for displays of public educational materials; and
 - (d) Coordinating public education activities.
- 3. Emergency Response Services:
 - (a) In the event of a local emergency, the County CEMC will assist the Municipality by providing expertise in the municipal emergency operations centre or incident command post during the response and recovery phases, in conjunction with Municipal staff.
 - (b) When the emergency is not confined to one member municipality, or when the

County activates their own Emergency Operations Centre, each affected municipality will be represented as a member of the County Emergency Control Group, and the County will provide emergency response support as set out in the Emergency Plan.

- (c) In the event of a wider emergency, the County CEMC will assume responsibilities as outlined in the Emergency Response Plan and the Municipality's Senior Municipal Official, or designate, will support and coordinate the local municipal emergency operations centre.
- 4. The County CEMC will provide assistance to the Municipality's Senior Municipal Official with respect to the services provided to the Municipality under this Agreement and the Senior Municipal Official will act as the Municipality's liaison to the County CEMC.
- 5. The County CEMC will prepare an annual Joint Emergency Management Program Plan which will incorporate the municipalities for each calendar year.
- 6. Should the position of the County Community Emergency Management Coordinator become vacant, it will be the responsibility of the County to fill the vacancy in accordance with the hiring policies of the County.

B. ROLE OF THE MUNICIPALITY

- 1. The Municipality shall:
 - (a) Maintain a local emergency management program committee and emergency control group as required by law.
 - (b) Designate the County CEMC as an "employee of the municipality" through by-law for purposes of the EMCPA only, but shall not provide any benefits or remuneration to the County CEMC.
 - (c) Appoint a member of the municipality's staff to serve as a Municipal Emergency Management Lead.
 - (d) Provide assistance to the County CEMC in connection with the local emergency program activities.
 - (e) Ensure that its staff and elected officials are made available for emergency management meetings, training, activation drills and exercises.
 - (f) Establish and provide administrative support for the local emergency management program:
 - (i) Assistance in scheduling, record-keeping and logistical support for local meetings, training and exercises;
 - (ii) Support for municipal council report and bylaw preparation;
 - (iii) Support public education activities; and
 - (iv) Contribute to maintaining the community risk profile and critical infrastructure documentation.

- (g) Provide space, supplies, technology, and equipment necessary to maintain operational readiness relating to the emergency operations centre.
- (h) Activate its emergency response plan and notify municipal staff and other members of the emergency control group when deemed necessary.
- (i) Appoint an employee or member of council of the Municipality to act as a local emergency management coordinator to be ready to step into the role if the County CEMC cannot do so.

C. FEES/PURCHASES:

1. The fee for professional and administrative staff services outlined in this agreement will be included in the annual levy collected by the Municipality on behalf of the County.
2. Costs for annual training, exercises and public education programs specific to the emergency management are the responsibility of the County.
3. Each party is responsible for all infrastructure and operating costs related to any response to a localized emergency and/or the operation of its local Emergency Operation Centre.
4. Costs related to the use of outside consultants, trainers and/or instructors to fulfill or enhance the Emergency Management Program are the responsibility of the county and the county must be the approval authority for such expenses.

D. PROGRAM REVIEW

1. The County CEMC will report to the Municipality's Emergency Management Program Committee at a joint meeting annually on his or her work.

E. INDEMNITY AND INSURANCE

1. Nothing in this Agreement is intended to affect or fetter a statutory power, duty or function of the Municipality in relation to an emergency or relieve the Municipality of its responsibility to respond to an emergency or to maintain an emergency program and Emergency Management Coordinator. The Municipality shall release, discharge, indemnify and save harmless the County from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:
 - (a) the provision of services by the County as contemplated by this Agreement;
 - (b) the interpretation, administration and exercising of the powers contained within all legislation for and on behalf of the Municipality as it relates to the provision of emergency management services; and

- (c) the failure by the Municipality to provide the support and resources as outlined in this Agreement.
- 2. The County shall, at all times, indemnify and save harmless the Municipality and its officers, directors, agents and employees from and against all claims, damages, losses and expenses, including, but not limited to legal fees, court, and arbitration costs, or other proceedings made, sustained, brought or prosecuted that are based upon, or attributable in any way to the negligent acts, errors or omissions of the County in connection with Services performed, purportedly performed or required to be performed by the County under this Agreement.
- 3. Each Party shall, at its own expense, obtain and maintain in full force and effect during the Term, all of the necessary insurance that a prudent person in the same business would carry, including the following:
 - (a) General Liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$10,000,000 per occurrence, and the policy shall include the following clauses:
 - (i) The other Party(ies) as additional insured with respect to liability arising in the course of performance of services under, or in connection with, this Agreement;
 - (ii) Cross liability and severability of interest clauses;
 - (iii) Non-owned auto coverage; and
 - (iv) Contractual liability (both oral and written);
 - (b) Errors and Omissions Liability insurance for errors and omissions in the performance of, or failure to perform, its obligations under this Agreement, in an amount not less than \$5,000,000 per claim.
 - (c) Automobile insurance under a standard Automobile Policy with limits no less than \$2,000,000 in respect of each owned or leased licensed vehicle;
- 4. Each Party shall provide a Certificate of Insurance ten (10) days prior to the contract commencing to serve as evidence of the coverage outlined in this Agreement; and
- 5. Each Party shall give thirty (30) days written notice if any coverage outlined in this Agreement is reduced, altered or cancelled.

F. LIMITS ON LIABILITY

- 1. The Municipality and the County acknowledge and agree that in all respects, the County is an independent contractor entitled to use its own methods to carry out the Emergency Management Services to be provided to the Municipality.

G. DISPUTE RESOLUTION

1. The County and the Municipality shall attempt to resolve any dispute between them arising out of or in connection with this Agreement. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the province having jurisdiction or by an arbitrator appointed by the agreement of the parties.

H. TERM AND TERMINATION

1. Any Party may, at any time, and for any reason, terminate this Agreement upon giving 90 days' prior written notice to the other Party. It is understood that, notwithstanding termination by any Party, the Agreement shall continue in force as between the other Parties.
2. The effective date of the termination of this Agreement shall be the last day of the notice period or such other date as the Parties agree.

I. GENERAL PROVISIONS

1. The Municipality shall continue to actively promote emergency preparedness within their community and shall fulfill their obligations under the EMCPA.
2. The Municipality shall cooperate with and provide assistance to the County as reasonably required by the County to facilitate the provision of the County obligations under this Agreement.
3. The County shall cooperate and provide assistance to the Municipality as reasonably required by the Municipality to facilitate the provision of the Municipality's obligations under this Agreement.
4. Nothing herein shall be deemed to restrict authority of any of the parties to enter into separate agreements governing the terms and conditions for providing services on terms different than specified herein.
5. Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by any party of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.
6. The County will comply with all federal, provincial and municipal laws while performing the services hereunder.

7. This Agreement may be amended by written amendment signed by both parties.

SIGNED:

On behalf of the Corporation of the _____ of _____ on
the ____ day of _____, 2019

Head of Council

Clerk

On behalf of the Corporation of the County of Dufferin on the ____ day of _____, 2019

Darren White, Warden

Pam Hillock, Clerk



REPORT TO COMMITTEE

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

From: Pam Hillock, Director of Corporate Services/Clerk

Meeting Date: February 28, 2019

Subject: Memorandum of Understanding – Ministry of Economic Development, Employment and Infrastructure

Purpose

The purpose of this report is to seek direction regarding a request from CBRE to enter in to a further Memorandum of Understanding with the Ministry of Economic Development, Employment and Infrastructure for the use of Courtroom 103 at 55 Zina Street, Orangeville.

Background & Discussion

CBRE, the agency that looks after real estate and leases for the Ministry of Economic Development, Employment and Infrastructure has approached the County to ask for another Memorandum of Understanding for use of Courtroom 103 for a three-year term. There is currently an MOU in place that expires at the end of February, 2019. They are looking for access to additional court/ancillary space over and above the space they lease at 10 Louisa (in the same complex). This is to accommodate the Brampton cases have been re-located to Orangeville in the past few years.

The Ministry now has a lease in effect for the courtrooms in the Louisa Street building. When the addition to the building at 51 Zina Street was constructed, the courtrooms were built to Ministry of Attorney General standard so that they could be rented and generate additional income for the County of Dufferin.

The two courtrooms at 55 Zina Street are currently used by Provincial Offences Courts two days a week by the Town of Caledon. There is a stipulation included in the current Memorandum of Understanding with the Province that the Provincial courts be provided a courtroom on the Louisa Street side when they are using Courtroom 103.

Currently, there are several leases for the complex at 10 Louisa, 51 Zina and 55 Zina Street in Orangeville. The Chief Administrative Officer has asked that any new

arrangements for space not run past the expiration date of the main lease for 10 Louisa Street which is end of 2022. Another request from CBRE was to eliminate the termination clause of 90 days. Staff would not recommend agreeing to this request in case it is determined that the County needs to utilize the space for its own use.

The main terms of the existing MOU are as follows:

- \$1,000 per day rental
- Work with Provincial Offences Staff to schedule court dates
- Pay for space that is booked regardless of cancellations
- Insurance and indemnification
- 90 day termination clause
- Term: March 1, 2019 to December 31, 2022 (recommended)

Financial, Staffing, Legal, or IT Considerations

There will be revenue collected from the Ministry in the amount of \$1,000 per day for the days that they request use of the space. In 2018 the revenue generated was \$109,000.

Recommendation

THAT the report of the Clerk/Director of Corporate Services dated February 28, 2019, regarding Memorandum of Understanding – Ministry of Economic Development, Employment and Infrastructure – Use of Courtroom, be received;

AND THAT the Warden and Clerk be authorized to sign a mutually-agreed upon Memorandum of Understanding with the Ministry of the Attorney General for the use of the County-owned court space at 55 Zina Street, Orangeville, with the terms discussed in the report.

Respectfully Submitted,

Pam Hillock
County Clerk/Director of Corporate Services



REPORT TO COMMITTEE

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

From: Sonya Pritchard, Chief Administrative Officer

Meeting Date: February 28, 2019

Subject: Community Grant Program

In Support of Strategic Plan Priorities and Objectives:

Service Excellence: 4.3 Enhance Value for Money

Purpose

The purpose of this report is to provide Committee and Council with an update with respect to the Community Grant program.

Background & Discussion

In 2018, the County of Dufferin entered into an agreement with Headwaters Communities in Action (HCIA) to administer the Community Grant program. HCIA has put together a grant team who reviews the applications, evaluates them against the established criteria ensuring that they support 5 County priority areas of:

- Cultural Enhancement
- Economic Development
- Human Services
- Seniors Support
- Youth Engagement

The review team then makes a recommendation to the General Government Services Committee on the distribution of the grant funds for the calendar year. In 2019 the budget includes, \$103,000 for community grants to be awarded through this process. As a result of the municipal election and later budget approval the grant process has been delayed. It will commence shortly with a goal to have recommendations back to the committee in May.

The 2018 agreement with HCIA stipulates that HCIA was to revise the application process. The revision is intended to simplify the process, ensure more relevant information was being collected and to provide a clearer overview of reporting requirements for successful applicants. The new form is attached.

The applications will be available on the County website and will be submitted to the Clerk's Office. The program is promoted by both the County and HCIA through social media.

Financial, Staffing, Legal, or IT Considerations

HCIA receives \$10,000 to administer the grant program which is included in the 2019 budget.

Strategic Direction and County of Dufferin Principles

Providing ongoing financial support for community organizations through a partnership with HCIA is an effective way to strengthen community relationships 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, Community Grant Program, dated February 28, 2019, be received.

Respectfully Submitted,

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

Attached: Community Grant Application



CORPORATION OF THE COUNTY OF DUFFERIN

Corporate Services (Clerk's office)
55 Zina Street, 2nd Floor, Orangeville, ON L9W 1E5
Phone: (519) 941-2816
Fax: (519) 941-4565
Email: info@dufferincounty.ca
Web Site: www.dufferincounty.ca

COMMUNITY GRANT APPLICATION
(to be submitted by April 15)

Mandatory Requirements: (Pre-screening)

1. Applicants must be registered non-profit or charitable organization, or partnered with one, and not a municipality.
2. The project must fall within the County of Dufferin mandate and its stated priorities. The project must address at least one of the following County priority categories:
 - a) Cultural Enhancement
 - b) Economic Development
 - c) Human Services
 - d) Seniors Support
 - e) Youth Engagement
3. The organization must be sustainable. (see attachments re: Financial Statement)

Other considerations for organizations:

1. Project proposals must clearly indicate how the initiative will benefit the participants and/or the community.
2. This is a competitive process, overall funding allocation may be decreased and funding requested by organizations may be decreased or declined.
3. These grants support one-time funding opportunities/projects rather than ongoing sustainability funding.

Application Process: A completed application form is required in accordance with the template attached as Schedule A.

Eligible Expenses:

- Purchase of goods and services in keeping with the aim of the project.
- Advertising and Marketing.

Ineligible Expenses:

- Overhead or administrative costs not related to the project.
- Capital funding and infrastructure costs.

Successful Grant Recipients – Reporting Requirements

After project completion, organizations may be subject to a project review, and required to submit invoices and proof of payment for goods and services.

Organization Name:

Mailing Address:

Key Project Contact Person:	
Role:	
Address:	
Phone (s)	
President or Chair:	
Address:	
Phone (s)	
Organization Website:	

Is your organization registered as a charitable or non-profit organization?

Circle as applicable: Charitable Non-Profit

Registration number: _____

AMOUNT OF FINANCIAL ASSISTANCE BEING REQUESTED:

\$ _____

1. Outline mission, purpose and objectives of your organization.

2. Provide a brief description of your project.

Which of the Dufferin County strategic priorities does this project address?
Please briefly explain how.

Cultural Enhancement	
Economic Development	
Human Services	
Seniors Support	
Youth Engagement	
1. How will the Dufferin community benefit from this project?	
2. How would this project benefit from receiving a grant, including the project reach (# of people affected), greater capacity, etc.	
3. Provide details of any additional fund-raising activities planned to support this project.	
4. Provide a plan for the implementation of this project, including time lines and key milestones.	
<u>If there are any other comments that you would like to include that may assist Council when considering this application, please provide details here (or feel free to attach a separate sheet, if necessary):</u>	
Attachments:	
1. Most recent year- end Financial Statement (balance sheet and income statement)	

2. Proposed Project Budget
3. A brief summary of accomplishments to date, leading up to this event (by team or individual as applicable) or a link to those reports on your website.
4. A letter of support if partnered with an organization for the purpose of this application.

If you received grant funding last year, please provide an impact statement outlining how funds were spent and the impact on the community. Please note this statement may be shared with the community. Please attach any photos if applicable.

PROPOSED BUDGET

Expected Costs Description	\$ Amount	Expected Funding Sources	\$ Amount	√ confirmed	√ requested
<i>Sub-Total:</i>	\$	<i>Sub-Total:</i>	\$		

In-Kind Contributions (*donation of space, materials, etc.*)

Contribution	Estimated \$ Value	Donor	✓ confirmed	✓ requested
Examples: Public Event Meeting Space, Office materials, staff expertise.				
<i>Total:</i>				

Volunteer Support

#of volunteers involved: _____ Total hours of volunteer time contributed: _____

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments and any other personal information is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Clerk (519) 941-2816 ext. 2503.

FOR OFFICE USE ONLY		
APPLICATION RECEIVED:	APPROVED:	AMOUNT:
COMMITTEE MTG. DATE:	DENIED:	COMMENTS: