

GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Thursday, August 22, 2019 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 – August 22, 2019 – ITEM #1
Request For Proposal (RFP) for Auditors

A report from the Treasurer, dated August 22, 2019, to inform members of the results of a Request for Proposal (RFP) for Auditors.

Recommendation:

THAT Report, RFP for Auditors, from the Treasurer, dated August 22, 2019, be received;

AND THAT a Bylaw be brought to the next meeting of County Council to appoint BDO Canada LLP as County Auditors for the years 2019 to 2022.

2. GENERAL GOVERNMENT SERVICES – August 22, 2019 – ITEM #2
Memorandum of Understanding – Ministry of Economic Development, Employment and Infrastructure – Report #3

A report from the Clerk/Director of Corporate Services, dated August 22, 2019, to update Council on the direction regarding a request from CBRE to enter in to a 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 from the Clerk/Director of Corporate Services, dated August 22, 2019, regarding MOU – Ministry of Economic Development, Employment and Infrastructure – Use of Courtroom 103, be received.

3. GENERAL GOVERNMENT SERVICES – August 22, 2019 – ITEM #3
Lease with Province for 10 Louisa, 51 Zina Street, Orangeville

A report from the Clerk/Director of Corporate Services, dated August 22, 2019, to seek approval to hire a firm on a single source basis to assist with the lease negotiations with the Province of Ontario.

Recommendation:

THAT the report from the Director of Corporate Services, dated August 22, 2019, regarding Lease agreement for 10 Louisa Street, 51 Zina Street, Orangeville, be received;

AND THAT the Director of Corporate Services/Clerk be authorized to engage Cushman Wakefield, Waterloo Region Ltd., Brokerage, 4295 King Street East, Suite 401, Kitchener, Ontario, N2P 0C6 to act on the County's behalf in the lease negotiations with the Province of Ontario for the leases at 10 Louisa Street and 51 Zina Street, Orangeville.

4. GENERAL GOVERNMENT SERVICES – August 22, 2019 – ITEM #4
Council Meeting to be held In Orangeville Council Chambers

A report from the Clerk/Director of Corporate Services, dated August 22, 2019, to follow up on direction given to staff at the May 9, 2019 Council meeting to hold County Council meetings in the Orangeville Council Chambers to allow for Council meetings to be video taped and live streamed.

Recommendation:

THAT the report of the Clerk/Director of Corporate Services, dated August 22, 2019, regarding Council Meetings to be held in Orangeville Council Chambers, be received.

5. GENERAL GOVERNMENT SERVICES – August 22, 2019 – ITEM #5
August 2019 Financial Report

A report from the Treasurer, dated August 22, 2019, to provide Committee with a monthly financial summary.

Recommendation:

THAT the August 2019 Financial Report from the Treasurer, dated August 22, 2019, be received.

CORRESPONDENCE

6. GENERAL GOVERNMENT SERVICES – August 22, 2019 – ITEM #6
Ministry of the Attorney General – Joint and Several Liability Consultation

Correspondence from the Ministry of the Attorney General, dated July 12, 2019, to request participation in the Government's consultations regarding joint and several liability and insurance costs affecting the delivery of public services.

Recommendation:

For consideration of the Committee.

Next Meeting

Thursday, September 26, 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: August 22, 2019

Subject: Appointment of County Auditors

In Support of Strategic Plan Priorities and Objectives:

Good Governance - ensure transparency, clear communication, prudent financial management

Purpose

The purpose of this report is to recommend appointment of the County Auditors.

Background and Discussion

The County Auditors appointment expired following completion of the 2018 Audit. An RFP was issued and five companies submitted bids, covering the next four audit years of 2019 to 2022 inclusive. (Note the previous RFP process was in 2015 and yielded five bids as well). The *Municipal Act, section 296* states an auditor of a municipality shall not be appointed for a term exceeding five years.

The bid documents received were reviewed, and were independently scored by the Treasurer, Deputy Treasurer and Financial Analyst, without having seen the prices bid. Scoring factors included municipal experience, and estimated hours to perform the audit. The three qualitative scores were then averaged, and scores for pricing were added-in, based on actual prices bid, to result in combined scores.

Financial, Staffing, Legal and IT Considerations

The winning bid, based on combined scores, was BDO Canada LLP. The prices bid for the upcoming years by BDO were in line with the fees actually paid for 2018. An Appointment Bylaw to appoint County Auditors for 2019 to 2022 is required.

Recommendation

THAT Report, RFP for Auditors, from the Treasurer, dated August 22, 2019, be received;

AND THAT a Bylaw be brought to the next meeting of County Council to appoint BDO Canada LLP as County Auditors for the years 2019 to 2022.

Respectfully Submitted by:

Alan Selby, CPA CGA
County Treasurer

REPORT TO COMMITTEE

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

From: Pam Hillock, Clerk/Director of Corporate Services

Meeting Date: August 22, 2019

Subject: Memorandum of Understanding – Ministry of Economic Development, Employment and Infrastructure – Report #3

In Support of Strategic Plan Priorities and Objectives:

Good Governance - ensure transparency, clear communication, prudent financial management

Purpose

The purpose of this report is to update Council on the direction regarding a request from CBRE to enter in to a 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

Further to an April 25, 2019 staff report, Committee and Council directed staff as follows:

GENERAL GOVERNMENT SERVICES – April 25, 2019 – ITEM #3
Memorandum of Understanding – Ministry of Economic Development,
Employment and Infrastructure – Report #2

THAT staff be directed to contact CBRE to offer use of Court Room 103, three consecutive days per week at \$3000/week for 50 weeks at a total cost of \$150,000 per year for a one-year term starting in January 2020;

AND THAT staff draft correspondence to be signed by the Warden to Ontario

Court of Justice: The Honourable Justice Sharon M. Nicklas, Regional Senior Justice, Central West Region and Superior Court of Justice: The Honourable Peter A. Daley, Regional Senior Judge, Central West Region to seek feedback on the terms being offered.

Letters were sent to the various Justices and to date no responses have been received. CBRE, under the direction of the Ministry, has advised that as of January 2020 they will no longer be requesting to use Courtroom 103 at 55 Zina Street, Orangeville.

Financial, Staffing, Legal, or IT Considerations

Currently, the Ministry is paying a fee of \$1000 per day for the use of Courtroom 103. There will be a revenue loss of approximately \$80,000 to \$100,000 per year; however, there will be a savings if the County does not have to support and replace Courtroom AV equipment, telephones, etc.

Recommendation

THAT the report from the Clerk/Director of Corporate Services, dated August 22, 2019, regarding MOU – Ministry of Economic Development, Employment and Infrastructure – Use of Courtroom 103, be received.

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: Pam Hillock, Clerk/Director of Corporate Services

Meeting Date: August 22, 2019

Subject: Lease with the Province for 10 Louisa Street, 51 Zina Street, Orangeville

In Support of Strategic Plan Priorities and Objectives:

Good Governance - ensure transparency, clear communication, prudent financial management

Service Efficiency and Value - determine the right services for the right price

Purpose

The purpose of this report is to seek approval to hire a firm on a single source basis to assist with the lease negotiations with the Province of Ontario.

Background & Discussion

There are currently several lease agreements between the Province of Ontario and the County of Dufferin for the purpose of Provincial Courts and the associated uses, i.e. Crown Attorney offices, law library, etc. The Province occupies approximately 60,000 square feet of space and common areas with the Courthouse/Municipal Complex at 10 Louisa Street and 51 Zina Street. The County of Dufferin Administration Offices are located at 55 and 53 Zina Street and the Town of Caledon occupies space for Provincial Offences Administration at 55 Zina Street. The County's IT Division occupies space on the ground level of 51 Zina Street.

Here is an overview of the leases in place at this time:

January 1, 1988

23,870 square feet

Renovated and newly constructed areas, 10 Louisa Street, Orangeville

The first 5 years were a repayment of a debenture taken out by the County not to exceed \$4,493,000

The following 30 years are at \$1 per year

Expires in December, 2022

Lease # L11028

January 1, 2004 to July 31, 2014 (10 year lease) with a 5 year extension to July, 2019 (a further extension is requested on this lease)

Rent plus operating costs in this lease

7,543 square feet on first floor of 10 Louisa Street, Orangeville

Lease #11834

January 1, 2012 to December 31, 2021 (one 10-year extension exercisable at 36 months notice) time has lapsed for the notice provision to extend the lease

Sallyport

Lease # L-6999

January 1, 2004 - replaces Schedule E of the 1988 lease – Operating Cost for the 1988 lease

On July 29, 2019, the County Clerk, Deputy Clerk, Treasurer and Procurement Manager met with a firm representative from the Waterloo office of Cushman & Wakefield. They have a division which specializes in landlord representation for leasing and provide the research and analysis that is required. The County does not have any staff that would be qualified to do this work. It is important that the County is properly represented in the lease negotiations with the Province. Previously, the County had engaged an individual consultant to do this type of work.

Below is an extract from Cushman & Wakefield website:

Cushman & Wakefield provides landlords with strategic leasing programs that enhance asset value, maximize cash flow, and decrease carrying and transaction costs. Our brokers can also integrate additional landlord services, such as Project Management, Property Management, Lease Administration, Valuation, and Debt and Equity Financing.

Our clients benefit from our property and location analysis, market analysis, build-to-suit planning, marketing and leasing strategy, marketing programs, and leasing negotiations. We ensure that timing, positioning and prospects are accurately evaluated to support ownership strategy.

We work with office and industrial landlords in markets around the world. Whether you have a global portfolio or a single property, C&W agency leasing professionals will secure the best tenants to lease your available space.

Based on the company profile and expertise, Staff is recommending that Cushman Wakefield be retained on a single source basis to assist in the lease negotiations with the Province. Due to one of the leases coming due in July, 2019, the matter is time sensitive. The individual working for this company is not only an expert in the field, but has also worked in the past for the company that the Province uses for property matters, CBRE.

Financial, Staffing, Legal, or IT Considerations

The revenue collected from the Province from the leases in 2018 was \$581,823. Currently the 35-year lease allows for rent for \$1 per year. It is anticipated that through the negotiation process, there would be a rent payment moving forward from 2022.

The fee for providing the consultancy services by Cushman Wakefield is normally factored into the square footage cost of the rent. Staff have confirmed that the fees paid to Cushman Wakefield are part of the lease negotiations which will come back to committee for approval. The firm only collects the fees if there is a successful signed lease with the Province.

The single source contract award recommendation in this report is made in accordance with the Purchasing By-law #2017-33, Policy # 11 section 4.11 item 1(b) which states that the single source for the supply of a particular Good and/or Service is being recommended because it is more cost effective or beneficial for the County when the expertise of an individual organization or individual is deemed to be specially required by the municipality.

Recommendation

THAT the report from the Clerk/Director of Corporate Services, dated August 22, 2019, regarding Lease agreement for 10 Louisa Street, 51 Zina Street, Orangeville, be received;

AND THAT the Clerk/Director of Corporate Services be authorized to engage Cushman Wakefield, Waterloo Region Ltd., Brokerage, 4295 King Street East, Suite 401, Kitchener, Ontario, N2P 0C6 to act on the County's behalf in the lease negotiations with the Province of Ontario for the leases at 10 Louisa Street and 51 Zina Street, Orangeville.

Respectfully Submitted,

Pam Hillock
County Clerk/Director of Corporate Services

REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services Committee

From: Pam Hillock, Clerk/Director of Corporate Services

Meeting Date: August 22, 2019

Subject: Council Meeting to be held in Orangeville Council Chambers

In Support of Strategic Plan Priorities and Objectives:

Good Governance – Ensure transparency, clear communication, prudent financial management

Service Efficiency and Value – determine the right services for the right price

Purpose

The purpose of this report is to follow up on direction given to staff at the May 9, 2019 Council meeting to hold County Council meetings in the Orangeville Council Chambers to allow for Council meetings to be video taped and live streamed.

Background & Discussion

At the January 10, 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”.

Staff reported back in February with several options and Committee asked staff to look into the cost of using the Orangeville Council Chambers. Orangeville has a newly renovated Council Chambers and the ability to live stream the meetings on YouTube.

At the May 9, 2019 Council meeting Council adopted the following:

THAT the report of the Clerk/Director of Corporate Services dated May 9, 2019, regarding Council and Committee Video Recording, be received;

AND THAT future Council meetings be held in the Orangeville Council Chambers as soon as it is available;

AND THAT the funds needed to complete this project be taken from the Rate Stabilization Reserve;

AND THAT an Memorandum of Understanding be entered into that is suitable to both parties.

Staff have been working together with the Town of Orangeville staff to enter into a mutually agreed Memorandum of Understanding for the use of the Town's Council Chambers. The MOU outlines the roles and responsibilities and the terms and conditions for all parties governing the use of the Town Council Chambers. A copy has been attached to this report as Schedule A.

Staff have training set up in early September to allow for the September 12, 2019 County Council meeting to be held in Orangeville Town Hall. The September meeting will not be live streamed but will be recorded and uploaded to the County YouTube channel. It is anticipated that the October meeting would stream live and be recorded.

Financial, Staffing, Legal, or IT Considerations

Moving County Council meetings to the Orangeville Town Hall would result in one time start up costs of approximately \$15,000 to cover the costs of upgrades to technical equipment, such as installing a PoE Switch, provide access points and cabling and IT training. The following is the "per meeting" fee structure in the MOU for the use of space:

- \$450 plus HST per 3-hour session
- Any additional time required will be at \$100 per hour plus HST
- \$90 plus HST set up fee per meeting

County IT staff will provide support during County Council meetings in the same manner as they do currently and assist with AV and camera equipment.

Recommendation

THAT the report of the Clerk/Director of Corporate Services, dated August 22, 2019, regarding Council Meetings to be held in Orangeville Council Chambers, be received.

Respectfully Submitted By:

Pam Hillock
Clerk/Director of Corporate Services

Prepared by Michelle Dunne, Deputy Clerk

Memorandum of Understanding

August 8, 2019

For Use of Council Chambers and Common Spaces

Between

Corporation of the County of Dufferin

And

Corporation of the Town of Orangeville

This Memorandum of Understanding is executed between the County of Dufferin and the Town of Orangeville.

This MOU outlines the conditions under which the County of Dufferin will be permitted to use the Town of Orangeville Council Chambers.

Background

There is a need for County Council to vacate its current location at 51 Zina Street, Orangeville. The building is a historic building and lacks features such as up-to-date accessibility and the ability to live stream and/or record County Council Meetings.

There is an opportunity for the County to occupy the Town of Orangeville Council Chambers use existing technology to live-stream and tape its meetings. This MOU outlines the conditions under which the County of Dufferin can utilize the Orangeville Council Chambers, Orangeville Town Hall, 87 Broadway, Orangeville, Ontario.

This MOU does not create a lease or any other property rights and the Town of Orangeville retains all the privileges/rights of the property owner.

Description of Space:

The Town of Orangeville Council Chambers resides within the public Town administration building at 87 Broadway, Orangeville, Ontario. The Council Chambers and supporting common spaces reside within the interior of the building.

The Town of Orangeville is permitting the County of Dufferin access to the Council Chambers, public washrooms and common areas.

Purpose

This MOU is intended to outline the roles and responsibilities and the terms and conditions of all parties governing the use of the Council Chambers:

Town of Orangeville agrees to:

- Provide the space and related services, ie. Security, lock up, etc.
- Provide for meeting set up
- Provide access to the space 1 hour prior to the scheduled meeting and have the room set up by that time
- Be the first point of contact for all space/operations related issues
- Manage financial billings for the use of the space
- Provide access to existing information technology equipment
- Provide a cost estimate to upgrade/purchase any additional equipment needed to accommodate the County of Dufferin Council meetings
- Provide training for the County IT staff in order that they can support the County meetings
- not cancel a specific rental except under extraordinary circumstances and with prior consultation with the County

County of Dufferin agrees to:

- Provide a list of meeting dates for the calendar year and use the space on a pre-planned basis
- Work with Town staff to schedule dates
- Pay the rental rate within 30 days of receipt of Town of Orangeville invoice
- Cover the costs of any upgrades to technical equipment, install a PoE Switch, provide access points and cabling
- Have County IT staff provide support during County Council meetings
- Provide Town of Orangeville with a copy of the insurance certificate in keeping with coverage they would secure for any other leased premises, with the Town of Orangeville added as additional insured
- Be held responsible for any damage arising from the negligent act or omission of County of Dufferin staff or any person for whom it is in law responsible
- Indemnify and save harmless the Town of Orangeville from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or less of property:
 - (a) arising out of any occurrence in or about the Premises;
 - (b) Occasioned or caused wholly or in part by any act or omission by the County of Dufferin or anyone for whom it is in law responsible; or

(c) Arising from any breach by County of Dufferin of any provisions of this memorandum of understanding

General Conditions

- County of Dufferin accepts the responsibility for the conduct of their staff and clients
- County of Dufferin agrees to cooperate with the Town of Orangeville and not to interfere with the quiet enjoyment of other users of the building
- The County of Dufferin will not be responsible for loss or damage to the users equipment or property
- Room capacity will be respected at all times
- This MOU will be reviewed from time to time as necessary

Insurance

- Each party shall, at its own expense, obtain and keep in force during the term of this Agreement, liability insurance satisfactory to the other party
- Each party shall provide the other party proof of insurance, each year, in the form of an insurance certificate
- Both parties agree to immediately notify the other party of any occurrence, incident or event which may reasonably be expected to expose either party to material liability
- Neither the Town of Orangeville or the County of Dufferin shall be held responsible for any damage or delays as a result of war, invasions, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, flood, human health emergency, strikes and generally as a result of any event that is beyond the reasonable control of MEDEI or Dufferin

Fees:

Fees for use of space

- \$450 plus HST per 3-hour session
- Any additional time required will be at \$100 per hour plus HST
- \$90 plus HST set up fee per meeting
- One time \$3,600 IT Start-Up Cost

Maintenance and Upgrades

Any maintenance or upgrades to the listed equipment will be completed in consultation with both parties. (See schedule 1 – Equipment List)

Termination

This MOU can be terminated by either party with 90 days written notice.

Duration

This MOU may be modified by mutual consent of authorized officials from both parties to the MOU. This MOU shall become effective upon signature by the authorized officials as listed below and will remain in effect until modified or terminated by any one of the organizations by mutual consent.

Notices:

Any notice required or permitted to be given pursuant to this Memorandum of Understanding shall be in writing and delivered by messenger or sent by Canada Post, certified, postage prepaid, return receipt requested to the following persons at the indicated addresses:

County of Dufferin
Clerk
55 Zina Street
Orangeville, Ontario
L9W 1E5

Town of Orangeville
Clerk
87 Broadway,
Orangeville, Ontario
L9W 1K1

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

CORPORATION OF THE COUNTY OF DUFFERIN

Per: _____

Name: Darren White

Title: Warden

Per: _____

Name: Pam Hillock

Title: Clerk

I/We have the authority to bind the corporation

CORPORATION OF THE TOWN OF ORANGEVILLE

Per: _____

Name: Ray Osmond

Title: General Manager, Community Services

I/We have the authority to bind the corporation

Council & Grant Program

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Total Revenues	\$0	\$0	\$0	\$0	0
Expenditures					
Salaries and Benefits	\$272	\$194	\$341	\$147	56.96%
Administrative and Office	\$57	\$62	\$97	\$36	63.43%
Service Delivery (Grant Program)	\$210	\$126	\$119	-\$7	105.91%
IT and Communications	\$3	\$1	\$4	\$3	28.77%
Total Expenditures	\$542	\$382	\$560	\$178	68.25%
Transfers					
Transfers from Reserves	-\$72	\$0	\$0	\$0	0.00%
Total Transfers	-\$72	\$0	\$0	\$0	0.00%
Total Council & Grant Programs	\$470	\$382	\$560	\$178	68.25%

Council - Month over Month Changes

June 30 year to date	343,556
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Revenues

Total Change in Revenues	<u>-</u>
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Expenditures

Salaries and Benefits	27,774
Administrative and Office	3,318
Service Delivery	7,500
IT and Communications	217

Reserve Transfers	
Transfers from Reserves/Trust	-
Transfers to Reserves	-

Total Change in Expenditures	<u>38,809</u>
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Net Change	<u>38,809</u>
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July 31 year to date	<u>\$ 382,365</u>
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Office of CAO

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	\$0	\$0	-\$1	-\$1	0.00%
Other Revenue	-\$68	-\$44	-\$89	-\$45	49.01%
Total Revenues	-\$68	-\$44	-\$90	-\$47	48.28%
Expenditures					
Salaries and Benefits	\$796	\$507	\$977	\$470	51.90%
Administrative and Office	\$203	\$81	\$292	\$211	27.73%
Service Delivery	\$11	\$4	\$19	\$15	19.50%
IT and Communications	\$12	\$6	\$13	\$7	44.31%
Vehicles and Equipment	\$0	\$0	\$1	\$1	0.00%
Internal Services Recovered	\$0	-\$46	-\$114	-\$68	40.37%
Total Expenditures	\$1,022	\$551	\$1,186	\$635	46.45%
Transfers					
Transfers from Reserves	-\$144	-\$71	-\$287	-\$216	24.85%
Transfers to Reserves	\$85	\$0	\$30	\$30	0.00%
Total Transfers	-\$59	-\$71	-\$257	-\$186	27.76%
Total CAO, HR, HS	\$895	\$436	\$839	\$403	51.98%

Office of the CAO - Month over Month Changes

June 30 year to date			283,517
Revenues			
Government Transfers			-
Other Revenue			(7,917)
Total Change in Revenues			<u>(7,917)</u>
Expenditures			
Salaries and Benefits			88,296
Administrative and Office			8,854
Service Delivery			-
IT and Communications			91
Vehicles and Equipment			-
Internal Services Recovered			-
Reserve Transfers			
Transfers from Reserves/Trust	(12,648)		
Transfers to Reserves	-		(12,648)
Total Change in Expenditures			<u>84,593</u>
Net Change			<u>76,676</u>
July 31 year to date			<u>\$ 360,193</u>

Corporate Finance

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Supplemental Taxation	-\$954	\$1	-\$490	-\$491	-0.21%
Investment Income	-\$477	-\$441	-\$415	\$26	106.30%
Government Transfers	-\$83	-\$833	-\$83	\$750	1003.64%
Other Revenue	-\$340	-\$168	-\$97	\$71	172.99%
Total Revenues	-\$1,854	-\$1,441	-\$1,085	\$356	132.80%
Expenditures					
Salaries and Benefits	\$671	\$395	\$699	\$304	56.48%
Administrative and Office	\$285	\$242	\$304	\$62	79.61%
Debt Repayment	\$145	\$85	\$145	\$60	58.33%
Service Delivery	\$1,381	\$980	\$1,132	\$152	86.55%
IT and Communications	\$43	\$36	\$46	\$11	77.03%
Internal Services Recovered	-\$94	-\$63	-\$109	-\$45	58.34%
Total Expenditures	\$2,432	\$1,673	\$2,217	\$544	75.46%
Transfers					
Transfers from Reserves	-\$200	-\$111	-\$250	-\$140	44.29%
Transfers to Reserves	\$10	\$790	\$0	-\$790	100.00%
Total Transfers	-\$190	\$679	-\$250	-\$929	-271.06%
Corporate Finance	\$388	\$911	\$882	-\$29	103.34%

Corporate Finance - Month over Month Changes

June 30 year to date	535,049
Revenues	
Taxation	145
Investment Income	(33,294)
Government Transfers	-
Other Revenue ¹	(144,596)
Total Change in Revenues	(177,745)
Expenditures	
Salaries and Benefits	77,823
Administrative and Office ²	70,852
Debt Repayment	12,084
Service Delivery ³	405,837
IT and Communications	534
Internal Services Used	(9,059)
Reserve Transfers	
Transfers from Reserves/Trust ⁴	(64,073)
Transfers to Reserves ⁵	59,813
Total Change in Expenditures	553,811
Net Change	376,066
July 31 year to date	\$ 911,115

Notes:

1. Education Development Charges collected on behalf of UGDSB (\$144,596)
2. Includes consulting fees for software review (\$16,716) and insurance appraisals on buildings (\$24,372), insurance related costs (\$10,868)
3. MPAC payment (\$238,667), rescue call payments to lower tiers (\$14,186), EDCs remitted to UGDSB (\$152,984)
4. Includes transfer from rate stabilization reserve for software review (\$39,700) and transfer from reciprocal insurance reserve insurance appraisals on buildings (\$24,370)
5. Includes transfer of cannibus funding to new reserve (\$58,963)

Corporate Services

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$750	-\$271	-\$593	-\$322	45.63%
Rent Revenue	-\$10	-\$11	-\$11	\$0	100.03%
Other Revenue	-\$175	-\$94	-\$93	\$0	100.43%
Total Revenues	-\$934	-\$375	-\$697	-\$322	53.80%
Expenditures					
Salaries and Benefits	\$2,062	\$1,227	\$2,156	\$929	56.92%
Administrative and Office	\$325	\$196	\$230	\$34	85.19%
Service Delivery	\$146	\$60	\$88	\$28	68.36%
IT and Communications	\$263	\$302	\$414	\$112	72.99%
Facilities	\$5	\$2	\$6	\$4	27.31%
Vehicles and Equipment	\$23	\$8	\$24	\$15	35.88%
Internal Services Used	\$84	\$63	\$108	\$45	58.33%
Internal Services Recovered	-\$81	-\$58	-\$100	-\$41	58.34%
Capital Contribution	\$280	\$162	\$278	\$116	58.33%
Total Expenditures	\$3,107	\$1,963	\$3,204	\$1,241	61.26%
Transfers					
Transfers from Reserves	-\$469	-\$548	-\$576	-\$27	95.26%
Transfers to Reserves	\$39	\$20	\$39	\$19	51.50%
Total Transfers	-\$430	-\$528	-\$537	-\$8	98.45%
Total Corporate Services	\$1,742	\$1,059	\$1,970	\$911	53.77%

Corporate Services - Month over Month Changes

June 30 year to date		872,154
Revenues		
User Fees ¹		(43,470)
Rent Revenue		-
Other Revenue		(3,421)
Total Change in Revenues		(46,891)
Expenditures		
Salaries and Benefits		259,601
Administrative and Office		25,576
Service Delivery		3,647
IT and Communications		6,104
Facilities		-
Vehicles and Equipment		1,447
Internal Services Used		8,992
Internal Services Recovered		(8,293)
 Capital Contribution		 162,353
 Reserve Transfers		
Transfers from Reserves/Trust ²	(89,044)	
Transfers to Reserves	2,875	(86,169)
Total Change in Expenditures		373,258
Net Change		326,367
July 31 year to date		\$ 1,198,521

Notes:

1. Includes building permit revenues

2. Includes transfer from Building Reserve Fund

Clerks

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$1	-\$1	-\$1	\$0	193.00%
Other Revenue	-\$9	-\$1	-\$9	-\$9	7.15%
Total Revenues	-\$9	-\$2	-\$10	-\$8	16.54%
Expenditures					
Salaries and Benefits	\$343	\$221	\$359	\$138	61.56%
Administrative and Office	\$79	\$38	\$61	\$24	61.41%
Service Delivery	\$1	\$0	\$1	\$0	16.60%
IT and Communications	\$16	\$3	\$27	\$24	12.06%
Internal Services Recovered	-\$15	-\$12	-\$20	-\$8	58.34%
Total Expenditures	\$423	\$250	\$428	\$177	58.50%
Transfers					
Transfers from Reserves	-\$47	\$0	\$0	\$0	0.00%
Total Transfers	-\$47	\$0	\$0	\$0	0.00%
Total Clerks	\$367	\$248	\$418	\$169	59.49%

Information Technology

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Rent Revenue	-\$10	-\$11	-\$11	\$0	100.03%
Other Revenue	-\$128	-\$91	-\$79	\$12	114.69%
Total Revenues	-\$137	-\$101	-\$90	\$12	112.95%
Expenditures					
Salaries and Benefits	\$786	\$451	\$838	\$387	53.85%
Administrative and Office	\$60	\$29	\$84	\$55	34.69%
Service Delivery	\$73	\$34	\$10	-\$24	340.27%
IT and Communications	\$223	\$211	\$323	\$112	65.27%
Facilities	\$5	\$2	\$6	\$4	27.31%
Vehicles and Equipment	\$2	\$1	\$4	\$2	39.67%
Internal Services Recovered	-\$66	-\$46	-\$80	-\$33	58.34%
Capital Contribution	\$198	\$143	\$246	\$102	58.33%
Total Expenditures	\$1,282	\$826	\$1,431	\$606	57.68%
Transfers					
Transfers from Reserves	-\$35	-\$38	-\$65	-\$27	58.33%
Transfers to Reserves	\$4	\$0	\$5	\$5	0.00%
Total Transfers	-\$30	-\$38	-\$60	-\$22	62.79%
Total Information Technology	\$1,115	\$687	\$1,282	\$595	53.58%

Building

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$750	-\$270	-\$593	-\$323	45.51%
Other Revenue	-\$35	-\$2	-\$5	-\$3	45.84%
Total Revenues	-\$785	-\$272	-\$598	-\$326	45.51%
Expenditures					
Salaries and Benefits	\$800	\$485	\$811	\$326	59.83%
Administrative and Office	\$160	\$122	\$66	-\$56	185.77%
Service Delivery	\$17	\$4	\$18	\$13	22.87%
IT and Communications	\$15	\$84	\$54	-\$29	153.36%
Vehicles and Equipment	\$20	\$7	\$20	\$13	35.02%
Internal Services Used	\$84	\$63	\$108	\$45	58.33%
Capital Contribution	\$82	\$19	\$33	\$14	58.33%
Total Expenditures	\$1,178	\$784	\$1,109	\$325	70.66%
Transfers					
Transfers from Reserves	-\$388	-\$511	-\$508	\$3	100.51%
Transfers to Reserves	\$5	\$3	\$5	\$2	100.00%
Total Transfers	-\$383	-\$508	-\$504	\$4	100.89%
Total Building and Bylaw	\$10	\$3	\$8	\$4	45.46%

Emergency Management

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Other Revenue	-\$3	\$0	\$0	\$0	0.00%
Total Revenues	-\$3	\$0	\$0	\$0	0.00%
Expenditures					
Salaries and Benefits	\$133	\$70	\$148	\$78	47.16%
Administrative and Office	\$25	\$7	\$19	\$12	37.67%
Service Delivery	\$55	\$22	\$60	\$38	36.95%
IT and Communications	\$9	\$4	\$9	\$5	46.91%
Vehicles and Equipment	\$1	\$0	\$0	\$0	100.00%
Total Expenditures	\$223	\$103	\$236	\$133	43.78%
Transfers					
Transfers from Reserves	\$0	\$0	-\$3	-\$3	0.00%
Transfers to Reserves	\$30	\$18	\$30	\$13	58.33%
Total Transfers	\$30	\$18	\$27	\$10	64.81%
Total Emergency Management	\$250	\$121	\$263	\$143	45.85%

Corporate Services - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$503	-\$405	-\$405
Contributions			
Government Transfers	\$0	\$0	\$0
Capital Levy	-\$171	-\$110	-\$188
Other Revenue	-\$8	-\$2	\$0
Transfers from Reserves	-\$109	-\$53	-\$90
Total Contributions	-\$288	-\$165	-\$278
Capital Work			
Equipment & Machinery	\$255	\$210	\$315
Vehicles	\$131	\$0	\$0
Total Capital Work	\$386	\$210	\$315
Ending Capital Asset Fund Balance	-\$405	-\$360	-\$368

Work Plan Summary

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Expenditures			
Cellular Booster Upgrades	\$0	\$0	\$30
Communication Systems Lifecycle	\$44	\$1	\$20
Communication Tower Lifecycle	\$0	\$0	\$0
Councillor Device Replacement	\$11	\$0	\$0
Courtroom AV Equipment	\$4	\$0	\$10
End User Device Lifecycle	\$103	\$66	\$81
IT Infrastructure Lifecycle	\$94	\$143	\$174
Equipment & Machinery	\$255	\$210	\$315
Vehicles	\$131	\$0	\$0
	\$386	\$210	\$315

Information Technology - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$424	-\$376	-\$376
Contributions			
Capital Levy	-\$171	-\$110	-\$188
Other Revenue	-\$8	-\$2	\$0
Transfers from Reserves	-\$27	-\$33	-\$57
Total Contributions	-\$206	-\$146	-\$246
Capital Work			
Equipment & Machinery	\$255	\$210	\$315
Total Capital Work	\$255	\$210	\$315
Ending Capital Asset Fund Balance	-\$376	-\$312	-\$306

Work Plan Summary

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Cellular Booster Upgrades	\$0	\$0	\$30
Communication Systems Lifecycle	\$44	\$1	\$20
Communication Tower Lifecycle	\$0	\$0	\$0
Councillor Device Replacement	\$11	\$0	\$0
Courtroom AV Equipment	\$4	\$0	\$10
End User Device Lifecycle	\$103	\$66	\$81
IT Infrastructure Lifecycle	\$94	\$143	\$174
Equipment & Machinery	\$255	\$210	\$315
	\$255	\$210	\$315

Building - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$78	-\$29	-\$29
Contributions			
Transfers from Reserves	-\$82	-\$19	-\$33
Total Contributions	-\$82	-\$19	-\$33
Capital Work			
Vehicles	\$131	\$0	\$0
Total Capital Work	\$131	\$0	\$0
Ending Capital Asset Fund Balance	-\$29	-\$48	-\$62

Work Plan Summary

	2018 ACTUAL *	2019 ACTUAL	2019 BUDGET
Expenditures			
Vehicles	\$131	\$0	\$0
Vehicles	\$131	\$0	\$0
Total Work Plan Summary	\$131	\$0	\$0

Health Services

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	-\$3,568	-\$1,995	-\$3,840	-\$1,845	51.95%
Other Revenue	-\$112	-\$55	-\$89	-\$35	61.06%
Total Revenues	-\$3,679	-\$2,050	-\$3,930	-\$1,880	52.16%
Expenditures					
Administrative and Office	\$9	\$4	\$8	\$4	50.69%
Debt Repayment	\$238	\$139	\$238	\$99	58.33%
Service Delivery	\$7,864	\$4,782	\$8,408	\$3,626	56.87%
IT and Communications	\$78	\$41	\$72	\$31	56.82%
Facilities	\$102	\$56	\$112	\$55	50.34%
Vehicles and Equipment	\$249	\$127	\$269	\$142	47.28%
Internal Services Used	\$170	\$105	\$180	\$75	58.33%
Capital Contribution	\$435	\$284	\$487	\$203	58.33%
Total Expenditures	\$9,145	\$5,538	\$9,774	\$4,236	56.66%
Transfers					
Transfers from Reserves	-\$100	\$0	\$0	\$0	0.00%
DC Contribution	-\$100	-\$38	-\$66	-\$27	58.33%
Total Transfers	-\$200	-\$38	-\$66	-\$27	58.33%
Total Tr, Para, HU	\$5,266	\$3,450	\$5,779	\$2,328	59.71%

Health Services - Month over Month Changes

June 30 year to date	2,948,833
Revenues	
Government Transfers	(280,352)
Other Revenue	(10,982)
Total Change in Revenues	<u>(291,334)</u>
Expenditures	
Administrative and Office	591
Debt Repayment	19,866
Service Delivery ¹	676,707
IT and Communications	5,803
Facilities	2,546
Vehicles and Equipment	34,693
Internal Services Used	17,500
Capital Contribution	40,551
Reserve Transfers	
Transfers from Reserves/Trust	-
DC Contributions	(5,471)
Transfers to Reserves	-
	(5,471)
Total Change in Expenditures	<u>792,786</u>
Net Change	<u>501,452</u>
July 31 year to date	<u>\$ 3,450,285</u>

Notes:

1. Includes monthly payments for public health and paramedic services

Paramedic Services

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	-\$3,568	-\$1,995	-\$3,840	-\$1,845	51.95%
Other Revenue	-\$26	-\$8	-\$10	-\$2	83.55%
Total Revenues	-\$3,593	-\$2,003	-\$3,850	-\$1,847	52.03%
Expenditures					
Administrative and Office	\$9	\$4	\$8	\$4	50.69%
Service Delivery	\$6,245	\$3,820	\$6,678	\$2,858	57.20%
IT and Communications	\$78	\$41	\$72	\$31	56.82%
Facilities	\$102	\$56	\$112	\$55	50.34%
Vehicles and Equipment	\$249	\$127	\$269	\$142	47.28%
Internal Services Used	\$170	\$105	\$180	\$75	58.33%
Capital Contribution	\$435	\$284	\$487	\$203	58.33%
Total Expenditures	\$7,288	\$4,437	\$7,806	\$3,369	56.85%
Transfers					
Transfers from Reserves	-\$20	\$0	\$0	\$0	0.00%
Total Transfers	-\$20	\$0	\$0	\$0	0.00%
Total Paramedic Services	\$3,674	\$2,434	\$3,956	\$1,522	61.53%

Public Health

	2018 ACTUAL	JULY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Other Revenue	-\$86	-\$46	-\$80	-\$33	58.33%
Total Revenues	-\$86	-\$46	-\$80	-\$33	58.33%
Expenditures					
Debt Repayment	\$238	\$139	\$238	\$99	58.33%
Service Delivery	\$1,619	\$962	\$1,730	\$768	55.61%
Total Expenditures	\$1,857	\$1,101	\$1,968	\$867	55.94%
Transfers					
Transfers from Reserves	-\$80	\$0	\$0	\$0	0.00%
DC Contribution	-\$100	-\$38	-\$66	-\$27	58.33%
Total Transfers	-\$180	-\$38	-\$66	-\$27	58.33%
Total WDG Health Unit	\$1,591	\$1,016	\$1,823	\$807	55.75%

Paramedics - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$786	-\$1,067	-\$1,067
Contributions			
Government Transfers	-\$79	\$0	-\$120
Capital Levy	-\$321	-\$214	-\$367
Other Revenue	-\$15	\$0	\$0
Transfers from Reserves	-\$20	\$0	\$0
Total Contributions	-\$435	-\$214	-\$487
Capital Work			
Buildings	\$10	\$0	\$0
Equipment & Machinery	\$11	\$34	\$8
Vehicles	\$133	\$0	\$352
Total Capital Work	\$153	\$34	\$360
Ending Capital Asset Fund Balance	-\$1,067	-\$1,247	-\$1,194

Work Plan Summary

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Expenditures			
HVAC	\$10	\$0	\$0
Buildings	\$10	\$0	\$0
In-vehicle Laptops	\$0	\$0	\$0
Defibrillators	\$2	\$0	\$0
Carrying Equipment	\$0	\$34	\$0
Patient Equipment	\$9	\$0	\$0
Appliance Replacement	\$0	\$0	\$8
Equipment & Machinery	\$11	\$34	\$8
Ambulances	\$133	\$0	\$272
Community Paramedic Vehicle	\$0	\$0	\$0
ERU	\$0	\$0	\$80
Vehicles	\$133	\$0	\$352
Total Work Plan Summary	\$153	\$34	\$360

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Our Reference #: M-2019-3638

JUL 12 2019

Dear Head of Council,

Further to the Premier's announcement at the 2019 ROMA conference, I am writing to invite you to participate in the government's consultations regarding joint and several liability, insurance costs, and the 'liability chill' affecting the delivery of everyday public services.

In order to make this consultation process as effective as possible, the government needs to hear directly from you about your municipality's experiences. It is impossible to canvass possible solutions without understanding the actual problems faced by municipalities.

This will be an evidence-led consultation and policy development process. The first phase of the process will involve collecting background technical information. I therefore ask that you have your municipal officials respond in writing to the general questions noted below. We will also be establishing a Technical Table of provincial and municipal elected officials, building on AMO's existing Working Group, to make sure that we are all on the same page around the issues and evidence that need to be addressed.

Given the importance of hearing your experiences, there is no predetermined format or questionnaire for this consultation. We don't want to inadvertently limit you. We would ask, though, that your officials consider and address three broad questions so that there is some comparability among the responses.

First, please describe the nature of the problem as you see it. What are the problems that you need addressed to benefit your municipality. Is it increasing premiums? Rising deductibles? Being unfairly named in lawsuits? Being held to unreasonably strict standards (e.g., regarding road design or maintenance)? Feeling that you cannot offer certain services because of the liability risk? A general sense of unfairness that municipal taxpayers pay more than their fair share (e.g., because individuals are under-insured or were behaving irresponsibly)? Please have your officials describe all the specific problems that are directly affecting your municipality.

Second, please indicate what evidence leads you to your view of the problem. Without limiting the types of evidence you may wish to discuss, I have attached to this letter a list of potentially relevant facts and evidence that your officials may wish to address.

Finally, given your view of the problem and the supporting evidence, what solutions do you propose? In formulating your proposals, please keep in mind the need to ensure that catastrophically injured persons are fairly compensated and that costs are not simply transferred to the publicly funded health care system.

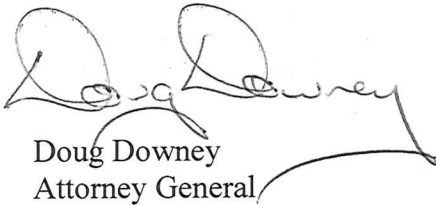
I will provide an update on the consultation process at AMO in August. I will also meet with interested delegations.

The second phase of the municipal consultation process will involve formal discussions in early Fall among elected officials about the evidence and the potential policy solutions. Once there is a provincial and municipal understanding on the key issues, the government will engage with other interested stakeholders.

The Ministry of the Attorney General has established a dedicated email address to receive the background technical information from your officials. Please have your officials respond by Friday, September 27, 2019 to magpolicy@ontario.ca. For further information, please have your officials reach out to MAG at the email address noted above.

Our goal must be meaningful and lasting reform. I encourage you to share your experiences on this important subject.

Sincerely,



Doug Downey
Attorney General

Attachment

Potentially Relevant Facts and Evidence

Nature of Insurance Coverage

- Does your municipality purchase liability insurance? If so, from what company?
- Do you use an insurance broker? If so, which company?
- Does your municipality self-insure against some or all liability risks? If so, please describe the program.

Premiums

- Municipal insurance premiums over time (both absolute dollars and percentage increases)
- Insurance premiums in other business lines over the same time period
- Typical ratio of premiums to claims payouts
- What triggers premium increases? Being named in a claim? Incurring defence costs? Paying on the claim?
- The secondary literature speaks of 'insurance cycles' or the market 'tightening' periodically such that premiums increase markedly in a relatively short period of time. Do you have any views on this topic?

Deductibles

- Amount
- Trigger for payment by municipality (being named, filing a defence?)
- Changes over time
- Comparison to changes in other business lines over time

Litigation Costs

- Amount
- Does joint and several liability ("JSL") impact costs?
- Changes over time
- Are municipal liability cases any more expensive to defend than other types of claims?
- Have any steps been taken, or are planned, to reduce defence costs?

Types of Claims

- Data regarding types of claims including road/auto, building inspections, other personal injury (e.g., tobogganing) – both volume and cost
- Number/ portion of cases that involve two or more defendants and thus raise JSL issues
- Changes over time

Settlement of Claims

- Data regarding JSL cases – and ideally the specific cases – where municipalities have settled for amounts disproportionate to their fault.
- Non-JSL cases where the municipality has paid amounts viewed as disproportionate to their level of fault (e.g., in the past some stakeholders have identified single vehicle collisions involving impaired drivers).

Adjudication of Claims

- Data regarding JSL cases – and ideally the specific cases – where municipalities have been required to pay amounts disproportionate to their degree of fault as determined by the court.
- Non-JSL cases where the municipality has been found liable and required to pay amounts viewed as disproportionate to their level of fault (e.g., in the past some stakeholders have identified single vehicle collisions involving impaired drivers).

Claim Costs

- Is the cost of individual claims raising, e.g. claims related to injuries in automobile accidents? If so, why?
- In 2016, the previous government reduced the cap for no fault catastrophic injury payments in automobile cases from \$2M to \$1M. Did that have any impact on municipal costs? If so, what savings are expected from the government's plan to increase the cap back to \$2M? Would a further increase to no fault benefits result in savings to municipalities?
- Are settlements ever for a sum less than or equal to the deductible?

Other

- How does JSL positively impact catastrophically injured plaintiffs? How would associated costs be distributed if JSL is abolished?
- What if any impact have road maintenance standards had on claims against municipalities?
- What types of everyday activities have been impacted by insurance costs and other liability risks? To what extent is JSL a factor in these situations? What steps have municipalities taken to mitigate these costs and risks?