



COUNCIL AGENDA

Thursday, March 11, 2021 at 2:00 p.m.

By video conference – The meeting will be live streamed on YouTube at the following link:
<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

1. ROLL CALL

Verbal roll call by the Clerk.

2. APPROVAL OF THE AGENDA

THAT the Agenda and any Addendum distributed for the March 11, 2021 meeting of Council, be approved.
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3. DECLARATION OF INTEREST BY MEMBERS

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

THAT the minutes of the regular meeting of Council of February 11, 2021, be adopted.
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5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. PUBLIC QUESTION PERIOD

Questions can be submitted to info@dufferincounty.ca or 519-941-2816 x2500 prior to 4:30 p.m. on March 10, 2021.

7. PRESENTATION AND CONSIDERATIONS OF REPORTS

7.1. Diversity, Equity and Inclusion Community Advisory Committee Minutes – February 10, 2021

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting of February 10, 2021.

THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting of February 10, 2021, be adopted.

7.2. Infrastructure & Environment Services Minutes – February 25, 2021

Sara Wicks, Manager of Climate and Energy, will provide a presentation on the Dufferin Climate Action Plan.

THAT the minutes of the Infrastructure and Environmental Services meeting held on February 25, 2021, and the recommendations set out be adopted.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #1
Dufferin Grey ATV Club

THAT the Warden and Clerk be authorized to enter into a Memorandum of Understanding with the Dufferin-Grey ATV Club to use the former rail corridor between May 1st and November 30 for a three year term.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #2
Dufferin Federation of Agriculture

THAT County staff continue working with the Dufferin Federation of Agriculture to improve maintenance processes for ditches and drains related to nuisance beavers.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #3
Capital Project Update - February 2021

THAT the report, Capital Project Update – February 2021, from the Director of Public Works/County Engineer, dated February 25, 2021 be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #4
Dufferin Climate Action Plan

THAT the report, Dufferin Climate Action Plan, dated February 25, 2021, from the Director of Public Works/County Engineer be received;

AND THAT the Dufferin Climate Action Plan be adopted.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #5
Town of Orangeville

THAT the correspondence from the Town of Orangeville, dated February 8, 2021, regarding greenhouse gas emissions, be received.

7.3. General Government Services Minutes – February 25, 2021

THAT the minutes of the General Government Services meeting held on February 25, 2021, and the recommendations set out be adopted

GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #1
Investment Policy

THAT the report of the Manager of Corporate Finance, Treasurer, dated February 25, 2021, regarding Investment Policy Update, be received;

AND THAT that the revised Investment Policy #03-06-09 be approved.

GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #2
Rescue Call Policy

THAT the report of the Manager of Corporate Finance, Treasurer, dated February 25, 2021, regarding Rescue Call Policy, be received;

AND THAT Policy #5-3-07 be repealed;

AND THAT that the attached Rescue Call Policy # 03-03-13 be approved;

AND THAT staff be directed to send a letter to the Solicitor General requesting an expedited and consistent approach for municipal requests of information from the Ontario Provincial Police.

GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #3
School Bus Stop Arm Enforcement Program

THAT the report of the Clerk, dated February 25, 2021 regarding School Bus Stop-Arm Program, be received;

AND THAT staff consult with local municipal staff to determine the necessary coordination.

GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #4
Headwaters Communities In Action Year End Report

THAT Headwaters Communities in Action (HCIA) 2018-2020 Final Year End Report, dated December 2020, be received.

GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #6
AMCTO

THAT the correspondence from AMCTO, dated February 18, 2021, regarding investing in staff training, be received.

7.4. Health & Human Services Minutes – February 25, 2021

THAT the minutes of the Health and Human Services meeting held on February 25, 2021, and the recommendations set out be adopted.
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HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #1
Reallocation of Funding Notice

THAT the report of the Administrator dated February 25, 2021 with regards to the Reallocation of Funding Notice be received;

AND THAT Council authorizes the Warden to sign the Reallocation of Funding Notice on behalf of Council for submission to the Central West LHIN.

HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #2
Declaration of Compliance

THAT the report of the Administrator of Dufferin Oaks dated February 25, 2021, regarding the Declaration of Compliance be received;

AND THAT Council authorizes the Warden to sign the Declaration on behalf of Council for submission to the Central West LHIN.

HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #3
Social Assistance Transformation

THAT the report of the Director, Community Services dated February 25, 2021, titled Social Assistance Transformation, be received.

HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #4
Ontario Health Team – Hills of Headwaters Collaborative Update

THAT the report of the Director, Community Services, titled Ontario Health Team – Hills of Headwaters Collaborative Update, dated February 25, 2021 be received;

AND THAT Council authorize the signing of the Hills of Headwaters Collaborative Ontario Health Team Collaboration Agreement.

HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #5
Quarterly Community Services Activity Report – Fourth Quarter 2020

THAT the report of the Director, Community Services, titled Quarterly Community Services Activity Report – Fourth Quarter, 2020, dated February 25, 2021 be received.

7.5. Community Development & Tourism Minutes – February 25, 2021

THAT the minutes of the Community Development and Tourism meeting held on February 25, 2021, and the recommendations set out be adopted.
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COMMUNITY DEVELOPMENT & TOURISM – February 25, 2021 – ITEM #3
Ministry of Municipal Affairs and Housing

THAT staff be directed to coordinate with lower-tier municipalities to respond to the Ministry of Municipal Affairs and Housing regarding growing the size of the Greenbelt.

7.6. Manager of Finance, Treasurer's Report – 2020 Financial Results

A report from the Manager of Finance, Treasurer, dated March 11, 2021, The purpose of this to provide Council with an overview of 2020 financial results including the impact of COVID 19.

THAT the report of the Manager of Corporate Finance, Treasurer, dated March 11, 2021, regarding 2020 Financial Results, be received;

AND THAT \$200,000 of the overall surplus be placed in the Paramedic Operating Reserve to offset future Paramedic WSIB adjustments.

7.7. Chief Administrative Officer's Report – Monthly Update from Outside Boards

A report from the Chief Administrative Officer, dated March 11, 2021, to provide Council with an update of activities from outside boards and agencies.

THAT the report of the Chief Administrative Officer, dated March 11, 2021 with respect to Reports from Outside Boards, be received.

8. CORRESPONDENCE

8.1. BDO Canada LLP

Correspondence from BDO Canada LLP, dated February 25, 2021, containing the audit planning report.

THAT the correspondence regarding the Audit Planning Report, from BDO Canada LLP, dated February 25, 2021, be received.

8.2. Built for Zero Canada

Correspondence from Built for Zero Canada, dated February 23, 2021, congratulating Dufferin County on their work to end chronic homelessness.

THAT the correspondence regarding the work to end chronic homelessness, from Built for Zero Canada, dated February 23, 2021, be received.

9. NOTICE OF MOTIONS

10. MOTIONS

11. BY-LAWS

2021-17 A by-law to ratify the Bridging You Home Program Agreement with
1751187 Ontario Inc. (o/a Lord Dufferin Centre).
Authorization: Council – March 11, 2021

THAT By-law 2021-17, be read a first, second and third time and enacted.

12. OTHER BUSINESS

13. CLOSED SESSION

14. CONFIRMATORY BY-LAW

2021-xx A by-law to confirm the proceedings of the Council of the Corporation
of the County of Dufferin at its meeting held on March 11, 2021.

THAT by-law 2021-xx be read a first, second and third time and enacted.

15. ADJOURNMENT

THAT the meeting adjourn.



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, February 11, 2020 at 2:00 p.m.

Video Conference

Council Members Present:

Warden Darren White (Melancthon)
Councillor Steve Anderson (Shelburne)
Councillor Sandy Brown (Orangeville)
Councillor John Creelman (Mono)
Councillor Bob Currie (Amaranth)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Andy Macintosh (Orangeville)
Councillor Wade Mills (Shelburne)
Councillor Philip Rentsch (Grand Valley)
Councillor Laura Ryan (Mono)
Councillor Steve Soloman (Grand Valley)

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Aimee Raves, Manager of Corporate Finance/Treasurer
Anna McGregor, Director of Community Services
Scott Burns, Director of Public Works/County Engineer
Brenda Wagner, Administrator of Dufferin Oaks
Darrell Keenie, Director of Development & Tourism
Cheri French, Director of Human Resources
Tom Reid, Chief, Paramedic Services
Sarah Robinson, Museum of Dufferin Curator

Warden White called the meeting to order at 2:01 p.m.

Warden White announced that the meeting is being live streamed and publicly broadcast. The recording of this meeting will also be available on our website in the future.

Upcoming committee meetings will be held by video conference on Thursday, February 25, 2020 at the following times:

Infrastructure & Environmental Services Committee – 9:00 a.m.

General Government Services Committee – 11:00 a.m.

Health & Human Services Committee – 1:00 p.m.

Community Development & Tourism Committee – 3:00 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

2. **ROLL CALL**

The Clerk verbally took a roll call of the Councillors in attendance.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Brown, seconded by Councillor Macintosh

THAT the Agenda and any Addendum distributed for the February 11, 2021 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

5. **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Moved by Councillor Hawkins, seconded by Councillor Gerrits

THAT the minutes of the regular meeting of Council of January 14, 2021, and the minutes of the special meeting of Council of January 28, 2021, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Proclamation & Delegations: Black History Month**

Warden White proclaimed the month of February 2020 to be Black History Month in the County of Dufferin. Alethia O'Hara-Stephenson, Dufferin County Canadian Black Association, was in attendance to accept the proclamation and presented Council with an overview of Black History Month activities.

Sarah Robinson, Museum of Dufferin Curator, shared upcoming events, and art and photograph submissions made to the Black History Month Digital Exhibition, Solidarity in My Community.

7. **Presentation: Wellington Dufferin Guelph Public Health**

Dr. Nicola Mercer, Medical Officer of Health and CEO for Wellington-Dufferin-Guelph Public Health, presented to Council with an update on COVID-19 and the response.

8. **Presentation: Headwaters Health Care Centre**

Kim Delahunt, President & Chief Executive Officer, Headwaters Health Care Centre, presented Council with an update on hospital activities.

9. **Proclamation: Heritage Week – February 15-21, 2021**

Warden White proclaimed the week of February 15 – 21, 2021 to be Heritage Week in the County of Dufferin.

10. **Proclamation: Human Trafficking Awareness Day – February 22, 2021**

Warden White proclaimed February 22, 2021 to be Human Trafficking Awareness Day in the County of Dufferin.

11. **PUBLIC QUESTION PERIOD**

There were no questions received from the Public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

12. **Diversity, Equity and Inclusion Community Advisory Committee Minutes – January 13, 2021**

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting of January 13, 2021.

Moved by Councillor Brown, seconded by Councillor Creelman

THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting of January 13, 2021, be adopted.

-Carried-

13. **Infrastructure & Environment Services Minutes – January 28, 2021**

Moved by Councillor Horner, seconded by Councillor Mills

THAT the minutes of the Infrastructure and Environmental Services meeting held on January 28, 2021, and the recommendations set out be adopted.

-Carried-

14. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – January 28, 2021 – ITEM #1**
Edelbrock Centre – Town of Orangeville Transit Hub

THAT the report, Edelbrock Centre – Town of Orangeville Transit Hub, dated January 28, 2021, from the Director of Public Works/County Engineer, be received;

AND THAT staff continue working with the Town of Orangeville towards a feasible transit hub design at the County controlled Edelbrock Centre lands as described in this report.

15. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – January 28, 2021 – ITEM #2**
Dufferin County Forest – Annual Report

THAT the report, Dufferin County Forest – Annual Report, dated January 28, 2021, from the Director of Public Works/County Engineer, be received.

16. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – January 28, 2021 – ITEM #3**
Dufferin County Forest – European Gypsy Moth Management

THAT the report, Dufferin County Forest - European Gypsy Moth Management, dated January 28, 2021, from the Director of Public Works/County Engineer, be received;

AND THAT staff be directed to proceed with the management strategy as outlined in the report.

17. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – January 28, 2021 – ITEM #4
Capital Work Plan

THAT the report from the Manager of Corporate Finance, Treasurer, dated January 28, 2021, regarding the Capital Work Plan, be received.

18. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – January 28, 2021 – ITEM #5
Strategic Action Plan 2021-2022 – IES Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – IES Objectives, dated January 28, 2021, be received.

19. **General Government Services Minutes – January 28, 2021**

Moved by Councillor Mills, seconded by Councillor Guardhouse

THAT the minutes of the General Government Services meeting held on January 28, 2021, and the recommendations set out be adopted.

-Carried-

20. General Government Services Minutes – January 28, 2021 – ITEM #1
Accountability Policies Review

THAT the Report from the Clerk, dated January 28, 2021, regarding Councillor Code of Conduct Review and Accountability Policy Review, be received;

AND THAT the attached draft policies as amended be approved:

- Council Member Code of Conduct
- Accountability and Transparency
- Council Staff Relations.

21. General Government Services Minutes – January 28, 2021 – ITEM #2
Annual Emergency Management Requirements and Compliance

THAT the report of the Chief Administrative Officer, dated January 28, 2021, regarding Annual Emergency Management Requirements and Compliance, be received.

22. General Government Services Minutes – January 28, 2021 – ITEM #3
Budget Update

THAT the report of the Manager of Corporate Finance, Treasurer, dated January 28, 2021, regarding Budget Update, be received;

AND THAT that Council revise the approved 2021 levy to be \$41,043,301.

23. General Government Services Minutes – January 28, 2021 – ITEM #4
Capital Work Plan

THAT the report of the Manager of Corporate Finance, Treasurer, dated January 28, 2021, regarding the Capital Work Plan, be received.

24. General Government Services Minutes – January 28, 2021 – ITEM #5
Strategic Action Plan

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – GGS Objectives, dated January 28, 2021 be received.

25. General Government Services Minutes – January 28, 2021 – ITEM #6
School Bus Stop Arm Cameras

THAT staff report back to the next Committee meeting regarding the specifics of implementing the Bus Patrol program in Dufferin County.

26. **Health and Human Services Minutes – January 28, 2021**

Moved by Councillor Brown, seconded by Councillor Anderson

THAT the minutes of the Health and Human Services meeting held on January 28, 2021, and the recommendations set out be adopted.

-Carried-

27. Health and Human Services Minutes – January 28, 2021 - ITEM #1
Community Safety & Well Being Plan Update #2

THAT the report of the Director, Community Services dated January 28, 2021, titled Community Safety and Well-Being Plan Update #2, be received.

28. Health and Human Services Minutes – January 28, 2021 - ITEM #2
EarlyON Service Delivery Review Update #4

THAT the report of the Director, Community Services dated January 28, 2021, titled EarlyON Service review Update #4, be received.

29. Health and Human Services Minutes – January 28, 2021 - ITEM #3
Partnership with Upper Grand District School Board

THAT the report of the Administrator for Dufferin Oaks dated January 28, 2021 with regards to the Partnership with Upper Grand District School Board be received.

30. Health and Human Services Minutes – January 28, 2021 - ITEM #4
Capital Work Plan

THAT the report from the Manager of Corporate Finance, Treasurer, dated January 28, 2021, regarding the Capital Work Plan, be received.

31. Health and Human Services Minutes – January 28, 2021 - ITEM #5
Strategic Action Plan

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – HHS Objectives, dated January 28, 2021 be received.

32. **Community Development and Tourism Minutes – January 28, 2021**

Moved by Councillor Ryan, seconded by Councillor Macintosh

THAT the minutes of the Community Development and Tourism meeting held on January 28, 2021, and the recommendations set out be adopted.

-Carried-

33. Community Development and Tourism Minutes – January 28, 2021 - ITEM #2
Introduction to the Development & Tourism Department

THAT the presentation of the Director of Development and Tourism, dated January 28, 2021, regarding an introduction to the Development and Tourism Department, be received.

34. Community Development and Tourism Minutes – January 28, 2021 - ITEM #3, 4, 5 Overview of Economic Development Activities, MoD 2020 Report on Activities & Building Services Division Role and Responsibilities

THAT the reports of the Director of Development and Tourism, dated January 28, 2020, regarding an Overview of Economic Development Activities, MoD 2020 Report on Activities, and Building Services Division Role and Responsibilities, be received.

35. Community Development and Tourism Minutes – January 28, 2021 - ITEM #6 Strategic Action Plan 2021-2022 – CDT Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated January 28, 2021, be received.

36. Community Development and Tourism Minutes – January 28, 2021 - ITEM #7 Capital Work Plan

THAT the report of the Manager of Corporate Finance, Treasurer, dated January 28, 2021, regarding the Capital Work Plan, be received.

37. Community Development and Tourism Minutes – January 28, 2021 - ITEM #8, 9 MCR Update & Dentons Canada LLP & Bousfields Inc.

THAT the presentations from WSP and Dentons Canada LLP and Bousfields Inc., dated January 28, 2021, be received.

38. Community Development and Tourism Minutes – January 28, 2021 - ITEM #10 Consent Decision B7-20- Part of Lots 17, 18, Concession 3 O.S., Melancthon – Nicholson and Bonnefield Canadian Farmland LP III

THAT the reports of the Director of Development and Tourism, Manager of Municipal Planning and WSP Project Manger, dated January 28, 2021, regarding

the Consent Application B7-20, severance in the Township of Melancthon, be received.

39. **Manager of Corporate Finance, Treasurer's Report – Budget Update**

A report from the Manager of Corporate Finance, Treasurer, dated February 11, 2021, to satisfy the requirements of O. Reg. 284/09 when a budget is prepared using a cash basis.

Moved by Councillor Brown, seconded by Councillor Ryan

THAT the report of the Manager of Corporate Finance, Treasurer, dated February 11, 2021, regarding Budget Report, be received.

-Carried-

40. **Chief Administrative Officer's Report – Department Head Recruitment**

A report from the Chief Administrative Officer, dated February 11, 2021, to recommend a change to the hiring process for Department Heads and to propose that this selection process be used for the both the Director of Corporate Services and the Director of Development and Tourism positions.

Moved by Councillor Ryan, seconded by Councillor Macintosh

THAT the report of the Chief Administrative Officer, dated February 11, 2021 with respect to Recruitment of Department Heads, be received;

AND THAT the Department Head Hiring Policy be amended to reflect the changes to the process outlined in the report;

AND THAT the updated process be used for the selection of the Director of Corporate Services and Director of Tourism and Development positions.

-Carried-

41. **Chief Administrative Officer's Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated February 11, 2021, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor Brown, seconded by Councillor Soloman

THAT the report of the Chief Administrative Officer, dated February 11, 2021, regarding monthly update from outside boards, be received.

-Carried-

CORRESPONDENCE

42. Jonathon Kamphuis & Nicole Kamphuis

Correspondence from Jonathon Kamphuis and Nicole Kamphuis, dated February 4, 2021, to request support for Liberty Coalition Canada – End the Lockdowns Caucus.

Moved by Councillor Horner, seconded by Councillor Mills

THAT Council opposed the request to support the Liberty Coalition of Canada's End the Lockdowns Caucus.

-Carried-

43. NOTICE OF MOTIONS

44. MOTIONS

45. BY-LAWS

2021-06 A by-law to adopt the estimates for the sums required during the year 2021 for general purposes of the Corporation of the County of Dufferin.
Authorization: Council – December 17, 2020

2021-07 A by-law to set tax rations, and to set tax rate reductions, for prescribed property subclasses, for County purposes and Lower-Tier Municipal purposes, for the year 2021.
Authorization: Council – February 11, 2021

2021-08 A by-law to establish property tax rates for Upper-Tier (County) purposes for the year 2021.
Authorization: Council – February 11, 2021

2021-09 A by-law to provide property tax rebates to eligible charities for the year 2021.

Authorization: Council – February 11, 2021

- 2021-10 A by-law to provide tax relief to certain low-income seniors and low-income persons with disabilities, who are owners of real property in the County of Dufferin.
Authorization: Council – February 11, 2021
- 2021-11 A by-law to appoint a Deputy Treasurer and to repeal By-Law #2020-38. (Suzanne Moore)
Authorization: Council – February 11, 2021
- 2021-12 A by-law to approve an agreement between Corporation of the County of Dufferin and Family Transition Place. (Lease Agreement – Mel Lloyd Centre)
Authorization: Council – February 11, 2021
- 2021-13 A by-law to approve an agreement between the Corporation of the County of Dufferin and Wellington-Dufferin-Guelph Public Health Unit. (Lease Agreement – Mel Lloyd Centre, Office space)
Authorization: Council – February 11, 2021
- 2021-14 A by-law to approve an agreement between the Corporation of the County of Dufferin and Wellington-Dufferin-Guelph Public Health Unit. (Lease Agreement – Mel Lloyd Centre, Speech Pathology Clinic Space)
Authorization: Council – February 11, 2021
- 2021-15 A by-law to adopt a Code of Conduct for Members of Council.
Authorization: General Government Services – January 28, 2021

Moved by Councillor Hawkins, seconded by Councillor Brown

THAT By-laws 2021-06 thru 2021-15, inclusive, be read a first, second and third time and enacted.

-Carried-

46. **OTHER BUSINESS**

47. **CLOSED SESSION**

Moved by Councillor Brown, seconded by Councillor Ryan

THAT Council move into Closed Session (3:16 p.m.) in accordance with the Municipal Act Section 239 (2)(d) – Labour Relations or Employee Negotiations.

-Carried-

While in Closed Session, Council considered a report from the Director of Human Resources and Administrator of Dufferin Oaks, dated February 11, 2021, regarding Memorandum of Agreement reached between the County of Dufferin and the Ontario Nurses Association (ONA).

Moved by Councillor Macintosh, seconded by Councillor Guardhouse

THAT Council move into open session (3:21 p.m.).

48. **BUSINESS ARISING FROM CLOSED SESSION**

Moved by Councillor Horner, seconded by Councillor Ryan

THAT the report of the Director of Human Resources and Administrator, Dufferin Oaks, dated February 11, 2021 regarding the Memorandum of Agreement Between the Ontario Nurses Association (ONA) and the County of Dufferin, be received;

AND THAT Council ratify the terms of the Memorandum of Agreement between the County of Dufferin and the Ontario Nurses Association (ONA) dated January 13, 2021;

AND THAT the necessary by-law be presented to Council.

-Carried-

49. **CONFIRMATORY BY-LAW**

2021-16 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on February 11, 2021.

Moved by Councillor Hawkins, seconded by Councillor Mills

THAT By-Law 2021-016, be read a first, second and third time and enacted.

-Carried-

50. **ADJOURNMENT**

Moved by Councillor Guardhouse, seconded by Councillor Brown

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 3:24 p.m.

Next meeting: Thursday, March 11, 2021 at 2:00 p.m.
Video Conference

Darren White, Warden

Michelle Dunne, Clerk



DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY COMMITTEE MINUTES

Wednesday, February 10, 2021 at 7:00 p.m.

The Committee met at 7:00 p.m. by video conference.

Council Members Present:

Councillor Sandy Brown
Councillor Laura Ryan

Members Present:

Jordan Dedier
Phil Dewar
Sabina Greenley
Christie Lazo
Trisha Linton
Alethia O'Hara-Stephenson
Jim Waddington

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Angela Pollard
Kareema Sookdeo

Absent:

Councillor Steve Anderson (prior notice)
Alethia Alli (prior notice)
Preeya Rateja (prior notice)

CALL TO ORDER

The meeting commenced at 7 p.m.

LAND ACKNOWLEDGEMENT

Annemarie Shrouder shared a land acknowledgement with the committee.

1. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – February 10, 2021
Item #2 – Diversity, Equity and Inclusion Community Advisory Committee Minutes – January 13, 2021

The Committee reviewed the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting from January 13, 2021.

2. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – February 10, 2021
Item #3 – Working Group Updates

Economic Development and Human Services working groups provided updates on meetings with County staff.

Human Services – Recap from Christie Lazo and Jordan Dedier

Members of the working group met with Anna McGregor, Director of Community Services on February, 8, 2021 to learn about childcare, Ontario works, Community housing, and Homeless Prevention programs. There was discussion about the need to bring different perspectives to the table and to share experiences. The group will focus on homelessness and how to better reach those in need.

Community Development and Tourism- Recap from Sandy Brown, Alethia O'Hara Stephenson, Sabina Greenley, Jim Waddington

Members met with Darrell Keenie, Director of Development and Tourism and Karisa Downey, Economic Development Officer. The discussion focused around supporting business and working with BIPOC businesses to determine what that support may look like. There was concern expressed with respect to some of the promotions for Black History Month. The working group members are committed to ensuring advertising and marketing reflects the diversity in the community. Ongoing consultation is required.

3. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – February 10, 2021
Item #1 – Committee Chair Selection

The committee discussed options for distributing the Chair duties. Dividing and rotating duties among 2-3 members would be agreeable and assist with the workload. Those interest in taking on Chair duties should email county staff. Jordan

has agreed to lead the Human Services working group. A Lead for the Community Tourism Group will also be required.

The meeting adjourned at 8:30 p.m.

Next Meeting: Wednesday, March 10, 2021 at 7:00 p.m.
Video Conference

Respectfully submitted,

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Councillors Brown and Ryan
Diversity, Equity & Inclusion Community Advisory Committee

INFRASTRUCTURE & ENVIRONMENTAL SERVICES COMMITTEE MINUTES

Thursday, February 25, 2021 at 9:00 a.m.

The Committee met at 9:00 a.m. by video conference.

Members Present: Councillor Sandy Brown (Chair)
Warden Darren White
Councillor John Creelman
Councillor Bob Currie
Councillor Earl Hawkins
Councillor Andy Macintosh
Councillor Wade Mills
Councillor Steve Soloman

Additional Council Members Present: Councillor Philip Renstch

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Scott Burns, Director of Public Works/County Engineer
Rebecca Whelan, Deputy Clerk
Sara Wicks, Manager of Climate and Energy

Chair Brown called the meeting to order at 9:00 a.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Brown shared the Land Acknowledgement Statement.

ROLL CALL

The Clerk verbally took a roll call of Councillors in attendance.

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the Public.

DELEGATION

1. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #1
Dufferin Grey ATV Club

A delegation from Tim Allen, President of the Dufferin Grey ATV Club regarding their expired agreement, as of November 30, 2020, with the County. Mr. Allen requested that Dufferin County update and amend the MOU (Memorandum of Understanding) agreement in place with the DGATV club on the Dufferin CP Trail property to include access of 54" wide SxS vehicles.

Moved by Councillor Macintosh, seconded by Councillor Mills

THAT the Warden and Clerk be authorized to enter into a Memorandum of Understanding with the Dufferin-Grey ATV Club to use the former rail corridor between May 1st and November 30 for a three year term.

-Carried-

2. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #2
Dufferin Federation of Agriculture

A delegation from Leo Blydorp, Dufferin Federation of Agriculture, regarding the maintenance of rural road side ditches and drains, and requesting a collaboration in exploring solutions to identify, repair and maintain ditches and drains in the County.

Moved by Councillor Currie, seconded by Warden White

THAT County staff continue working with the Dufferin Federation of Agriculture to improve maintenance processes for ditches and drains related to nuisance beavers.

-Carried-

REPORTS

3. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #3
Capital Project Update - February 2021

A report from the Director of Public Works/County Engineer, dated February 25, 2021, to present an update on the 2021 Public Works – Transportation Capital Projects.

Moved by Councillor Hawkins, seconded by Councillor Currie

THAT the report, Capital Project Update – February 2021, from the Director of Public Works/County Engineer, dated February 25, 2021 be received.

-Carried-

4. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #4
Dufferin Climate Action Plan

A report from the Director of Public Works/County Engineer, dated January 28, 2021, to present the final draft of the Dufferin Climate Action Plan, which is framed to move the community towards a net zero future.

Moved by Councillor Mills, seconded by Councillor Creelman

THAT the report, Dufferin Climate Action Plan, dated February 25, 2021, from the Director of Public Works/County Engineer be received;

AND THAT the Dufferin Climate Action Plan be adopted.

-Carried-

CORRESPONDENCE

5. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – February 25, 2021 – ITEM #5
Town of Orangeville

Correspondence from the Town of Orangeville, dated February 8, 2021, containing a resolution regarding greenhouse gas emissions.

Moved by Councillor Macintosh, seconded by Councillor Creelman

THAT the correspondence from the Town of Orangeville, dated February 8, 2021 regarding greenhouse gas emissions, be received.

-Carried-

OTHER BUSINESS

Councillor Hawkins inquired about the fatal accident in Amaranth this past weekend. The Director of Public Works/County Engineer explained that the intersection is a stop-control for County Road 12 and a thru-way for the Sideroad. Changes made to intersections must be reviewed to ensure that traffic is not impeded on the County Road. As the stop-control is for the County Road, this review does not apply. Should there be a resolution for changes at this intersection provided by Township of Amaranth, the County will work with them to implement the changes.

ADJOURNMENT

The meeting adjourned at 10:15 a.m.

NEXT MEETING: Thursday, March 25, 2021 at 9:00 a.m.
Video Conference

Respectfully submitted,

.....
Councillor Sandy Brown, Chair
Infrastructure & Environmental Services Committee



GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES

Thursday, February 25, 2021 at 11:00 a.m.

The Committee met at 11:00 a.m. by video conference.

Members Present:

Councillor John Creelman (Chair)
Warden Darren White
Councillor Guy Gardhouse
Councillor Chris Gerrits
Councillor Andy Macintosh
Councillor Wade Mills
Councillor Philip Rentsch
Councillor Steve Soloman

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Cheri French, Director of Human Resources
Rebecca Whelan, Deputy Clerk
Aimee Raves, Manager of Corporate Finance, Treasurer
Cheri French, Director of Human Resources

Chair Creelman called the meeting to order at 11:01 a.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Creelman shared the Land Acknowledgement Statement.

ROLL CALL

The Clerk verbally took a roll call of the Councillors in attendance.

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the Public.

REPORTS

1. GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #1
Investment Policy

A report from the Manager of Finance, Treasurer, dated February 25, 2021, to update the current Investment Policy.

Moved by Councillor Gerrits, seconded by Councillor Gardhouse

THAT the report of the Manager of Corporate Finance, Treasurer, dated February 25, 2021, regarding Investment Policy Update, be received;

AND THAT that the revised Investment Policy #03-06-09 be approved.

-Carried-

2. GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #2
Rescue Call Policy

A report from the Manager of Finance, Treasurer, dated February 25, 2021, to seek approval for the Rescue Call Policy.

Moved by Councillor Macintosh, seconded by Councillor Mills

THAT the report of the Manager of Corporate Finance, Treasurer, dated February 25, 2021, regarding Rescue Call Policy, be received;

AND THAT Policy #5-3-07 be repealed;

AND THAT that the attached Rescue Call Policy # 03-03-13 be approved.

-Carried-

Moved by Councillor Macintosh, seconded by Councillor Mills IN AMENDMENT

AND THAT staff be directed to send a letter to the Solicitor General requesting an expedited and consistent approach for municipal requests of information from the Ontario Provincial Police.

MAIN MOTION AS AMENDED

THAT the report of the Manager of Corporate Finance, Treasurer, dated February 25, 2021, regarding Rescue Call Policy, be received;

AND THAT Policy #5-3-07 be repealed;

AND THAT that the attached Rescue Call Policy # 03-03-13 be approved;

AND THAT staff be directed to send a letter to the Solicitor General requesting an expedited and consistent approach for municipal requests of information from the Ontario Provincial Police.

-Carried-

3. GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #3
School Bus Stop Arm Enforcement Program

A report from the Clerk, dated January 28, 2021, to update to Committee and Council on the implementation of a school bus stop arm enforcement program.

Moved by Councillor Rentsch, seconded by Councillor Macintosh

THAT the report of the Clerk, dated February 25, 2021 regarding School Bus Stop-Arm Program, be received;

AND THAT staff consult with local municipal staff to determine the necessary coordination.

-Carried-

CORRESPONDENCE

4. GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #4
Headwaters Communities In Action Year End Report

Headwaters Communities in Action (HCIA), 2018-2020 Final Year End Report dated December 2020.

Moved by Councillor Gardhouse, seconded by Councillor Soloman

THAT Headwaters Communities in Action (HCIA) 2018-2020 Final Year End Report, dated December 2020, be received.

-Carried-

5. GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #5
Perth County

Correspondence from Perth County, dated February 2, 2021, containing a resolution regarding the concerns of assessment delays and their negative impacts.

6. GENERAL GOVERNMENT SERVICES – February 25, 2021 – ITEM #6
AMCTO

Correspondence from AMCTO, dated February 18, 2021, reminding municipalities to continuing investing in staff training.

Moved by Councillor Gerrits, seconded by Councillor Mills

THAT the correspondence from AMCTO, dated February 18, 2021, regarding investing in staff training, be received.

-Carried-

OTHER BUSINESS

The Chief Administrative Officer provided an updated on the COVID 19 vaccination clinic planning. She provided an overview of the role the Dufferin County and the Town of Orangeville played in supporting Wellington-Guelph-Dufferin Public Health prepare for the opening of the clinic at Alder Recreation Centre on March 3, 2021. Pop-up events are possible throughout the County to ensure residents can access the vaccination. A pop-up clinic was occurring at the Mel Lloyd Centre in Shelburne today with assistance from County Staff, for essential workers and priority caregivers. A report from the Chief Administrative Officer, was provided to the Health and Human Services Committee.

ADJOURNMENT

The meeting adjourned at 11:28 a.m.

NEXT MEETING: Thursday, March 25, 2021 at 11:00 a.m.
Video Conference

Respectfully submitted,

.....
Councillor John Creelman, Chair
General Government Services Committee



HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Thursday, February 25, 2021 at 1:00 p.m.

The Committee met at 1:00 p.m. by video conference.

Members Present: Councillor Laura Ryan (Chair)
Warden Darren White
Councillor Earl Hawkins
Councillor Guy Gardhouse
Councillor Janet Horner
Councillor Philip Rentsch

Members Absent: Councillor Steve Anderson (prior notice)

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Brenda Wagner, Administrator, Dufferin Oaks
Anna McGregor, Director of Community Services
Aimee Raves, Manager of Corporate Finance, Treasurer
Tom Reid, Paramedic Services
Rebecca Whelan, Deputy Clerk

Chair Ryan called the meeting to order at 1:01 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Ryan shared the Land Acknowledgement Statement.

ROLL CALL

The Clerk verbally took a roll call of Councillors in attendance.

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions submitted.

REPORTS

1. HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #1
Reallocation of Funding Notice

A report from the Administrator of Dufferin Oaks, dated February 25, 2021, to provide information around a notice received from the Central West LHIN regarding approval to reallocate funding for the 2020/21 year.

Moved by Councillor Hawkins, seconded by Councillor Gardhouse

THAT the report of the Administrator dated February 25, 2021 with regards to the Reallocation of Funding Notice be received;

AND THAT Council authorizes the Warden to sign the Reallocation of Funding Notice on behalf of Council for submission to the Central West LHIN.

-Carried-

2. HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #2
Declaration of Compliance

A report from the Administrator of Dufferin Oaks, dated February 25, 2021, to approve the signing of the Declaration of Compliance as required by Long Term Care Home Accountability Agreement.

Moved by Councillor Gardhouse, seconded by Councillor Rentsch

THAT the report of the Administrator of Dufferin Oaks dated February 25, 2021, regarding the Declaration of Compliance be received;

AND THAT Council authorizes the Warden to sign the Declaration on behalf of Council for submission to the Central West LHIN.

-Carried-

3. HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #3
Social Assistance Transformation

A report from the Director of Community Services, dated February 25, 2021, to share the plans for Social Assistance Transformation as released by the Ministry of Children, Community and Social Services (MCCSS).

Moved by Councillor Rentsch, seconded by Councillor Gardhouse

THAT the report of the Director, Community Services dated February 25, 2021, titled Social Assistance Transformation, be received.

-Carried-

4. HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #4
Ontario Health Team – Hills of Headwaters Collaborative Update

A report from the Director of Community Services, dated February 25, 2021, to provide an update on the progress of the Hills of Headwaters Collaborative and to request Council authorize the signing of their Collaborative Decision Making Agreement (CDMA).

Moved by Councillor Gardhouse, seconded by Councillor Horner

THAT the report of the Director, Community Services, titled Ontario Health Team – Hills of Headwaters Collaborative Update, dated February 25, 2021 be received;

AND THAT Council authorize the signing of the Hills of Headwaters Collaborative Ontario Health Team Collaboration Agreement.

-Carried-

5. HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #5
Quarterly Community Services Activity Report – Fourth Quarter 2020

A report from the Director of Community Services, dated February 25, 2021, to provide a summary of work undertaken by the Community Services Housing, Ontario Works and Children's Services Division.

Moved by Councillor Rentsch, seconded by Councillor Hawkins

THAT the report of the Director, Community Services, titled Quarterly Community Services Activity Report – Fourth Quarter, 2020, dated February 25, 2021 be received.

-Carried-

6. HEALTH & HUMAN SERVICES – February 25, 2021 – ITEM #6
Dufferin Vaccination Clinic Planning (Report 1)

A report from the Chief Administrative Officer, dated February 25, 2021, to provide the committee and Council with information about COVID 19 vaccination planning for Dufferin County was presented and discussed.

OTHER BUSINESS

Councillor Ryan requested a discussion on the child care subsidy waitlist. The Director of Community Services explained that the funding the County received from the Ministry of Education is funneled into three areas: General Operating Grant to Child Care Providers, Child Care Subsidy to families to assist with the cost of Child Care, and funding for Special Need Resourcing. Due to the COVID-19 pandemic, the traditional funding model changed. The County was directed by the Ministry to provide funding for the Emergency Child Care, however no additional funding was received to offset the cost. The County is monitoring the funding challenges and has raised concerns with the Ministry of Education on funding and its impact on the families and Child Care operators. The County is waiting for the results of the 2020 Ministry of Education reconciliation and how it will impact the funding for 2021. Should there be a surplus or additional funding, it will be applied to the Child Care Fee Subsidy Wait list.

ADJOURNMENT

The meeting adjourned at 1:43 p.m.

NEXT MEETING: Thursday, March 25, 2021 at 1:00 p.m.
Video Conference

Respectfully submitted,

.....
Councillor Laura Ryan, Chair
Health and Human Services Committee



COMMUNITY DEVELOPMENT AND TOURISM COMMITTEE MINUTES

Thursday, February 25, 2021 at 3:00 p.m.

The Committee met at 3:00 p.m. by video conference.

Members Present: Councillor Janet Horner (Chair)
Warden Darren White
Councillor Steve Anderson
Councillor Sandy Brown (joined at 3:08 p.m.)
Councillor Bob Currie
Councillor Chris Gerrits
Councillor Laura Ryan

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Darrell Keenie, Director of Development & Tourism
Karisa Downey, Economic Development Officer
Lindsay Toman, Building Technology Specialist
Greg MacNaughtan, Chief Building Official
Terrilyn Kunopaski, Tourism Manager
Britney Hope, Economic Development Coordinator
Jenny Li, Planning Coordinator

Chair Horner called the meeting to order at 3:01 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Horner shared the Land Acknowledgement Statement.

ROLL CALL

The Clerk verbally took a roll call of Councillors in attendance.

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the Public.

PRESENTATIONS

1. COMMUNITY DEVELOPMENT & TOURISM – February 25, 2021 – ITEM #1
Building Services

A presentation from Building Services staff providing an update on the online permitting system and identification of key issues moving forward.

Councillor Brown joined the meeting at 3:08 p.m.

2. COMMUNITY DEVELOPMENT & TOURISM – February 25, 2021 – ITEM #2
Economic Development and Tourism Division

A presentation from Economic Development and Tourism Division staff providing information on key next steps in developing the tourism function, major economic development initiatives and directions.

CORRESPONDENCE

3. COMMUNITY DEVELOPMENT & TOURISM – February 25, 2021 – ITEM #3
Ministry of Municipal Affairs and Housing

Correspondence from the Ministry of Municipal Affairs and Housing regarding launching a consultation on growing the size of the Greenbelt and requesting feedback prior to the April 19, 2021 deadline.

Moved by Warden White, seconded by Councillor Ryan

THAT staff be directed to coordinate with lower-tier municipalities to respond to the Ministry of Municipal Affairs and Housing regarding growing the size of the Greenbelt.

-Carried-

DICUSSION

4. COMMUNITY DEVELOPMENT & TOURISM – February 25, 2021 – ITEM #4 Changing Land Designation Process

Requested by Councillor Gerrits: An overview of the Planning Act process for residents to request a change to the agricultural designation of their property.

The County Planner provided an overview of the processes of making a change to the agricultural designation of a property. The County can undertake refinements prior to and during the Municipal Comprehensive Review. Should the lower-tier municipalities wish to refine the mapping, they would submit such information to the County. Rational for changes must follow the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) procedures, which indicate what the County can and can not refine. Land owners should speak with the local municipal planners to determine if a refinement is warranted.

ADJOURNMENT

The meeting adjourned at 4:29 p.m.

NEXT MEETING: Thursday, March 25, 2021 at 3:00 p.m.
Video Conference

Respectfully submitted,

.....
Councillor Janet Horner, Chair
Community Development and Tourism Committee

Economic Development

February 25, 2021



Western Ontario Warden's Caucus

WOWC



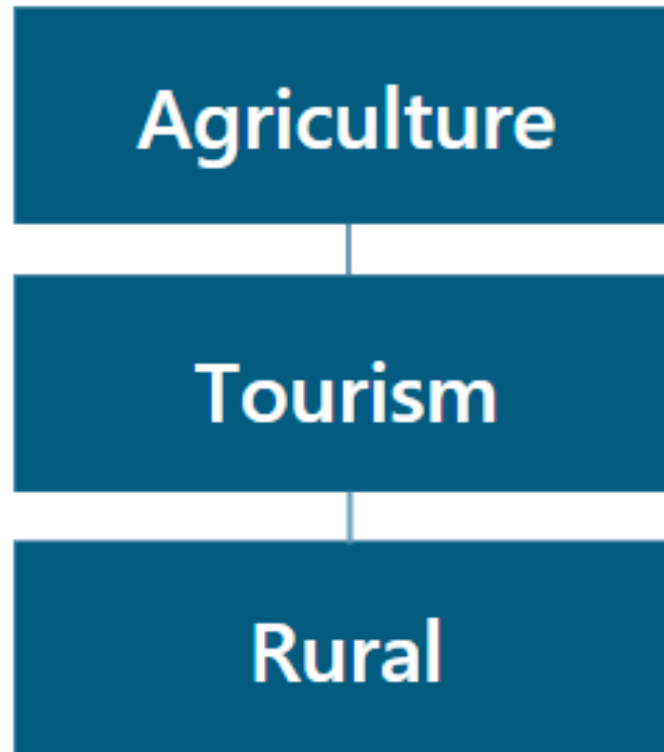
WOWC





Rural Resiliency Task Force

Rural Resiliency Task Force





Sector Focus

Agriculture

Meat Processing Feasibility Study

November 2020	Mallot Creek Retained
January 5, 2021	Stakeholder Meeting
February 2, 2021	Steering Committee Meeting
March 2, 2021	Steering Committee Meeting
March 25, 2021	Final Report

Agriculture Roundtables

10 Events

Attendees 300+

Agriculture Advisory Group



Tourism in Dufferin County

A look at the year ahead

February 25, 2021

Priorities for Dufferin's tourism development



We are here!

- Tourism readiness (stakeholder services, infrastructure, experiences, brand development, product)
- Community participation
- Collaboration
- Equitable & inclusive approaches

Considerations

A visitor economy does not develop overnight.

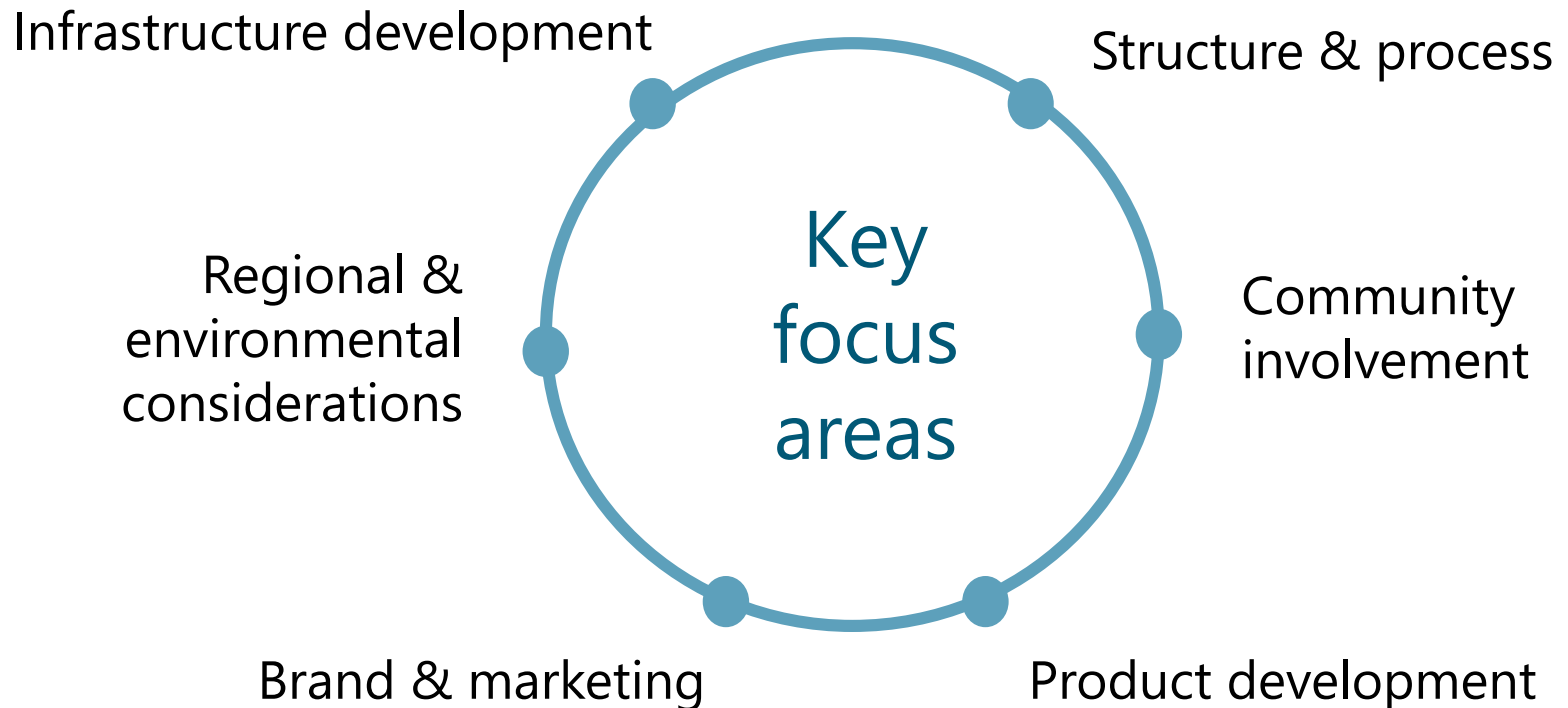
Long-term vision must inform short-term decisions.

Making a good first impression for visitors is key; how do we ensure we do that?

Balancing destination marketing versus management is key to sustainable development.



Year 1



REPORT TO COUNCIL/ COMMITTEE

To: Warden White and Members of County Council

From: Aimee Raves, Manager of Corporate Finance, Treasurer

Meeting Date: March 11, 2021

Subject: **2020 Financial Results**

In Support of Strategic Plan Priorities and Objectives:

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

Purpose

The purpose of this to provide Council with an overview of 2020 financial results including the impact of COVID 19.

Background & Discussion

As we all know, 2020 was a year like no other. The unknowns surrounding the financial impact of COVID 19 led to the projection of significant deficits. Costs were reduced and programs suspended to assist in minimizing the financial unknowns. As the unknowns became clearer and the Province provided funding to assist in offsetting the financial impact of COVID 19 the County moved to projecting a surplus.

The County received over \$6.2 million in funding in 2020 to offset costs associated with COVID 19. The table below provides a summary by department. Some of the money received was for specific purposes such as pandemic pay, IPAC and prevention and containment funding received by Dufferin Oaks. Other funding such as the Safe Restart is for more general use. This money was used primarily to fund enhanced cleaning, additional software and hardware to support staff working from home and maintain the integrity of our network as well as PPE to keep staff safe.

	Received	Spent	To Be Used in 2021	Due to/ (from) Govt
Dufferin Oaks	1,908,162	1,746,273	185,250	(23,361)
General Safe Restart	1,779,800	523,005	1,256,795	-
Paramedics	315,000	163,421	-	151,579
Community Services	2,110,619	1,305,584	792,554	12,482
Museum	100,000	-	100,000	-
Totals	6,213,581	3,738,282	2,334,599	140,699

Paramedics received more than enough funding for pandemic pay, as such the balance will be returned to the Ministry. Community Services funding is targeted at supporting various organizations and individuals during the pandemic. The Museum Assistance Program is designed to support museum operating costs during the pandemic.

Of the \$6.2 million received only \$3.7 million of it was spent in 2020. The majority of the remaining funds will be spent in 2021 as per the funding guidelines attached to each pot of money. A small portion will go back to the various Ministries, and in one instance additional funding is required. Most of the money reallocated to 2021 is already earmarked for specific purposes.

The additional funding applied to both Dufferin Oaks and the general Safe Restart funds supported the County in being able to generate a surplus in 2020. Although the final audit is incomplete at the time of writing this report staff are projecting a cash surplus of nearly \$2.0 million.

(in 000s)	2019 ACTUAL	DEC 2020 ACTUAL	2020 BUDGET	DOLLAR CHANGE	% AGE SPENT
Council	\$544	\$515	\$577	\$63	89.15%
General Government Services	\$2,847	\$4,926	\$4,379	-\$547	112.48%
Infrastructure and Environment	\$16,026	\$16,435	\$16,809	\$374	97.77%
Health Services	\$5,587	\$5,475	\$6,112	\$636	89.59%
Dufferin Oaks	\$3,837	\$3,323	\$3,657	\$334	90.88%
Community Services	\$6,131	\$5,685	\$6,658	\$973	85.38%
Development and Tourism	\$1,787	\$1,613	\$1,772	\$159	91.05%
Total All County Departments	\$36,759	\$37,973	\$39,965	\$1,992	95.02%

For the most part all departments are under budget at the end of the year with the exception of the Treasury Department. Operationally the department is underspent, the areas that have pushed it over are Tax Write Offs and Rescue Calls at \$436,000 and

\$165,000 respectively, both areas staff have little to no control over. The following is a summary of the largest contributors to the surpluses in various departments:

- Council – conferences, promotions and mileage
- Infrastructure and Environment – higher recycling revenues, diversion contract renewals better than anticipated and less winter related expenses
- Health Services – paramedic contract savings due to budgeting errors, impact of COVID and a large WSIB rebate
- Dufferin Oaks – less programming provided by Community Support Services, higher subsidies and less building maintenance than budgeted
- Community Services – savings from laid off staff, suspended programming (EarlyON), additional administrative funding on added programs in housing and hydro, pest control and property tax savings
- Development and Tourism – savings from redeployed/laid off staff, suspended programming and less Economic Development consulting fees and additional funding

The chart on the next page provides a summary of different Revenues, Expenditures and Transfers for all departments. Under Revenues it is easy to see the County received an additional \$2.4 million in subsidies (Government Transfers). Most of this is a result of COVID although some is a result of annual increases higher than budgeted or new programs. User fees are under budget as a direct result of COVID with vacancies at both Dufferin Oaks and Community Housing.

Although many departments saw savings in Salaries and Benefits, these offset the more than \$1.1 million overage at Dufferin Oaks. The overage at Dufferin Oaks includes costs for staff who were redeployed from other departments as well as costs associated with pandemic pay at over \$650,000. Admin and Office is under as a result of savings from staff not attending training or conferences.

Fewer Ontario Works clients is the main contributor to the savings in Service Delivery, nearly \$1.2 million less than budget. This is offset by overages in Child Care, tax write offs, rescue calls and PPE supplies. Less maintenance work (partially due to COVID), hydro savings and property tax rebates (housing buildings) have led to lower Facilities costs. Vehicles and Equipment are down due to savings in fuel from using the vehicles less.

The Transfers section shows a significant shift from budget. Mainly as a result of the Safe Restart Funding being shifted into and out of reserves.

(in 000s)	2019 ACTUAL	DEC 2020 ACTUAL	2020 BUDGET	DOLLAR CHANGE	%AGE SPENT
<u>Revenues</u>					
User Fees	-\$5,072	-\$5,011	-\$5,210	-\$200	96.17%
Supplemental Taxation	-\$996	-\$669	-\$745	-\$75	89.87%
Investment Income	-\$891	-\$392	-\$480	-\$88	81.68%
Rent Revenue	-\$3,486	-\$3,553	-\$3,508	\$45	101.29%
Government Transfers	-\$32,533	-\$35,480	-\$33,121	\$2,359	107.12%
Other Revenue	-\$6,687	-\$3,908	-\$3,403	\$505	114.82%
Total Revenues	-\$49,666	-\$49,013	-\$46,467	\$2,546	105.48%
<u>Expenditures</u>					
Salaries and Benefits	\$26,117	\$28,252	\$27,661	-\$591	102.14%
Administrative and Office	\$3,360	\$3,855	\$4,252	\$397	90.66%
Debt Repayment	\$2,855	\$1,500	\$1,500	\$0	100.00%
Service Delivery	\$34,645	\$34,000	\$34,798	\$799	97.71%
IT and Communications	\$941	\$974	\$1,114	\$140	87.39%
Facilities	\$4,196	\$4,240	\$4,523	\$283	93.74%
Vehicles and Equipment	\$1,062	\$1,053	\$1,172	\$119	89.84%
Internal Services Used	\$1,375	\$1,677	\$1,523	-\$153	110.05%
Internal Services Recovered	-\$1,375	-\$1,643	-\$1,523	\$119	107.83%
Capital Contribution	\$15,532	\$13,501	\$13,967	\$465	96.67%
Total Expenditures	\$88,708	\$87,408	\$88,987	\$1,579	98.23%
<u>Transfers</u>					
Transfers from Reserves	-\$4,258	-\$2,239	-\$2,575	-\$336	86.95%
Transfers from Trust	-\$401	-\$16	\$7	\$23	-230.49%
DC Contribution	-\$879	-\$1,063	-\$1,201	-\$138	88.54%
Transfers to Reserves	\$3,256	\$2,895	\$1,213	-\$1,682	238.57%
Total Transfers	-\$2,283	-\$423	-\$2,555	-\$2,132	16.55%
Total All County Departments	\$36,759	\$37,973	\$39,965	\$1,992	95.02%

Financial, Staffing, Legal, or IT Considerations

As per policy any surplus will be placed into the Rate Stabilization Reserve to be used for future purposes. Staff recommend that \$200,000 of the overall surplus be transferred into a separate Paramedic Operating Reserve. Recent changes to how WSIB is calculated for Paramedics resulted in a large refund of over \$230,000 in 2020. There is much uncertainty in this new calculation method which leads staff to recommending placing a portion of these savings into a reserve in the event future adjustments are not as positive.

Recommendation

THAT the report of the Manager of Corporate Finance, Treasurer, dated March 11, 2021, regarding 2020 Financial Results, be received.

AND THAT \$200,000 of the overall surplus be placed in the Paramedic Operating Reserve to offset future Paramedic WSIB adjustments.

Respectfully Submitted By:

Aimee Raves, CPA, CMA
Manager of Corporate Finance, Treasurer



REPORT TO COUNCIL

To: Warden White and Members of Council

From: Sonya Pritchard, Chief Administrative Officer

Meeting Date: March 11, 2021

Subject: **Monthly Update from Outside Boards**

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 provide Council with an update of activities from outside boards and agencies.

Background & Discussion

Wellington Dufferin Guelph Health Unit

Representative(s): Councillor Guy Gardhouse and Ralph Manktelow
Meeting date: March 3, 2021

Highlights: The Board was presented with 2 Board of Health reports:

- Annual Privacy Program Update (2020)
- Communications Update – Looking Back at 2020

Documents attached: [Board of Health Agenda – March 3, 2021](#)

Next Meeting date: April 7, 2021

Niagara Escarpment Commission (NEC)

Representative(s): Councillor Janet Horner

Next meeting date: March 18, 2021

Dufferin Board of Trade (DBOT)

Representative(s): Councillor Sandy Brown

Highlights: Dufferin Board of Trade has been advocating for local businesses by connecting with local officials and Public Health and have them consider the needs of our small businesses when it comes to business shutdowns and restrictions.

Documents attached: 2021-03-02 DBOT Newsletter

Headwaters Communities in Action

Representative: Warden Darren White

Highlights: The Dufferin County Community Grant and Food for Thought applications closed on February 12, 2021 and Headwaters Communities in Action has scored the 24 applications received. They will present their report to the March 25, 2021 General Government Services Committee.

Documents attached: HCIA – Update Report – February 2021

Western Ontario Wardens' Caucus (WOWC)

Representative(s): Warden Darren White, Chief Administrative Officer Sonya Pritchard

Meeting Date: February 12, 2021

At the Annual General Meeting of the WOWC, Warden George Cornell from Simcoe County was appointed Chair for 2021. Warden Darren White was re-appointed as Chair. CAO Mark Aitken will take on the Secretary role and CAO Sonya Pritchard will continue as Treasurer. The AGM was followed by a regular meeting which included a SWIFT update, Economic Development update and the adoption of the 2021 Budget. The annual membership fee for each of the 15 counties for 2021 is \$15,000. The Caucus will continue to implement the economic development strategy which includes a significant workforce planning project expected to start in the coming weeks as well as regular

collaboration with all county economic development staff. Securing additional broadband funding is the a key objective for 2021 as is advocacy in a number of areas such as long term care, infrastructure, and sustainable funding. More information is available in the [WOWC February Newsletter](#).

Next Meeting date: March 19, 2021 via Zoom

SWIFT Board of Directors

Representative: Chris Gerrits

Recommendation

THAT the report of the Chief Administrative Officer, dated March 11, 2021 with respect to Reports from Outside Boards, be received.

Respectfully Submitted by:

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

From:
Sent:
To:
Subject:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.



Michelle,

As we approach the one year anniversary of the first Covid-19 shutdown, your Board of Trade continues to advocate for you. Over the past year the impact on people and business has been catastrophic overall, and disproportionate for certain regions, sectors, and demographics. As part of the Ontario Chamber network, we support the OCC's Pre-Budget Report recommending the government minimize the impact of business closures, target funding towards the

hardest-hit sectors, strengthen municipalities' fiscal sustainability, and enhance access to capital for small businesses and entrepreneurs. Read the OCC's report, [here](#)

Locally we continue to advocate for you by connecting with local officials and Public Health and imploring them to consider the needs of our small businesses when it comes to business shutdowns and restrictions. Read the most recent letter we sent to our MPP and WGD Public Health, [here](#)

We are also continuing to work to help you save money and gain exposure for your business. Our advertising bundles, B2B eBlasts, "Did You Know..." features, and enhanced Business Directory, are a few of the new ways we are promoting local business this year.

Attend our upcoming "Maximize Your Membership" virtual event or connect with us to see how we can help your business thrive.

Take good care and stay well,

Diana Morris,
Executive Director - Dufferin Board of Trade

Check out our *Expanded & Enhanced* Business Directory

Enhanced listings for DBOT members **Expanded - free basic listings for non-members**

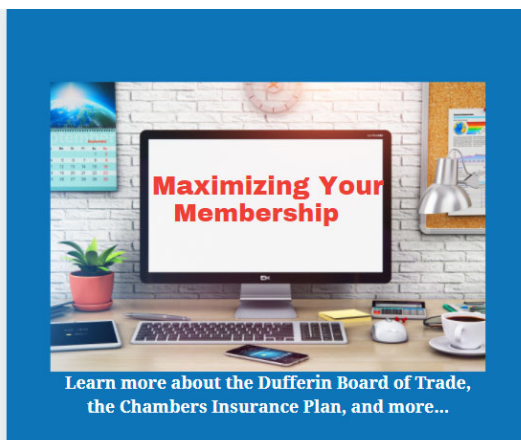
All current DBOT Members listings have been upgraded to Enhanced Listings on our Directory. These listings now include your logo on the directory search page and the mapping feature! Remember - you can update the content and photos on your listing at any time through the Members Portal!

Thanks to a grant from Innovation Guelph, we are able to open up our Business Directory to all business in the Dufferin area. Any local business can sign up for a free basic listing by visiting www.dufferinbot.ca and clicking "Join Now" at the top.

This means enhanced SEO for every business on the directory! Plus all of our paid advertising on both local radio stations and in print media encourages local consumers to #ThinkLocal #ThinkDufferin and visit the business directory!

Business Directory

Maximizing Your Membership



Are you getting full value for your DBOT Membership?

Join our Membership Coordinator, Lisa Thompson, as she walks current, new, and potential members through the benefits of DBOT membership. She'll show you the tools and programs we offer to save you money and promote your business.

Zoom event
March 18, 2021 @ 9:30am

[Register](#)

DWIB March event



 *Business Blogging 101*

Wednesday March 24
11:30am-1pm

The Basics - What are *the 5 W's* of blogging?
Social Media - How to respond when you can't say what you really want to say!
Tips and Tools for Creating Content that works !

 Join the Dufferin Women in Business and guest speaker Sheralyn Roman, B.A., B.Ed. for this online event!

Event Sponsor 

Register

#ThinkLocal Business Supporters

 <p>Your local Orangeville Canadian Tire store We are open to serve you and your vehicle See our website for our current hours</p>	 <p>Microsoft Cloud Services Partner Solutions for Professionals and Small Business Keeping you connected and secure!</p>
 <p>Service & installation of well pumps, water softeners, hot water tanks, kitchen, bathroom & laundry fixtures. 24/7 emergency services.</p>	 <p>Supplying Dufferin County, Caledon & Wellington County with affordable professional plumbing parts, water treatment, pumps & accessories.</p>



Wightman

Proud to be a part of your community.

wightman.ca

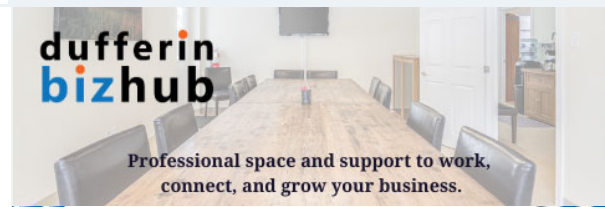


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Small business relief still available!



Over \$14 Million has been contributed to the Canada United Small Business Relief Fund by the Federal Government, RBC and Canada United partners to support recovery efforts due to Covid-19.

Grants of up to \$5,000 are still available to small businesses to cover expenses related to personal protective equipment (PPE), renovations to accommodate re-opening guidelines and developing or improving website and e-commerce capabilities.

Applications have re-opened for this program!

Learn more about the Canada United Small Business Relief Fund here:

Canada United

The Dufferin Biz Hub



The Biz Hub has reopened!

Spaces are available from \$25/day.

We have super fast internet, private offices, co-working desks, and excellent coffee!

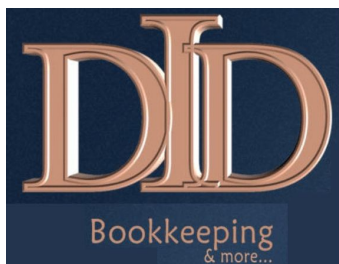
***Professional space and supports
to work, connect, and grow your
business!***

Book online at dufferin.biz



Welcome our newest DBOT Members

AXIS GEAR



How can we help you?

Hello Michelle,

We are all in this together. If there is something you need please reach out to us.

Diana Morris, Executive Director
diana@dufferinbot.ca | 519-941-0490 x 202

Lisa Thompson, Membership Coordinator
lisa@dufferinbot.ca | 519-941-0490 x 209

dufferin
bizhub



Dufferin Board of Trade & Dufferin Biz Hub | 246372 Hockley Road, Mono, ON L9W 6K4 Canada

[Unsubscribe mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca)

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Sent by diana@dufferinbot.ca powered by



REPORT TO COUNCIL

Headwaters Communities in Action

Representative: Warden Darren White
Meeting report of February 2021

Highlights: 2021 Grant review process is under way, concluding Mar. 25 with GGS presentation. HCIA has submitted a Hydro One Community Fund grant application with support of DC Forest Manager Caroline Mach for \$25,000 for 1 year fund trail user and volunteer safety education and maintenance equipment. Collaboration continues on the Community Safety and Well-Being Plan; between DC MOVES and DC Community Services; and supporting Ag Roundtables, Climate Action and various Join InDufferin initiatives.

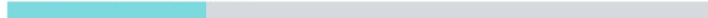
Primary Activities:

HCIA Admin:

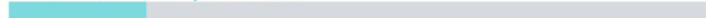
- Fundraising efforts focus on projects that can support mental health, community well-being and resilience:
 - Hydro One grant for safe enjoyment of nature and trails. Aligns with Forest, Tourism and Climate Plans.
 - DCF for series of virtual cafés to ease social isolation. Aligns with CSWB findings.
 - Healthy Communities for public spaces: trails, gardens and digital tools.
- Monthly newsletter and weekly/ad hoc social media shares of own content or others.
 - February 2021** newsletter: <https://conta.cc/3bjm6bC>
1728 recipients, 27.4% open rate, 24.4% click rate
 - Community check-in poll: What has been your experience in using area trails in the past year? (323 responses. People could answer more than once.)

Total Responses: 323

I use trails often - 28.2% (91)



I use trails occasionally - 19.5% (63)



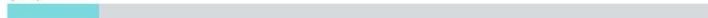
I don't use the area trails - 13% (42)



I have found the trails too crowded - 13.6% (44)



I feel unsafe using trails, either because of COVID, theft, or personal safety - 13% (42)



I would like to have some education on safe use of trails - 12.7% (41)



Project Reports:

County Granting Process

- Applications for both Community Grants and Food for Thought have been scored and the report of recommendations will be presented to the General Government Services Committee at the March 25, 2021 meeting.

Volunteer Dufferin

- New global search feature allows visitors to enter keywords to find matching opportunities, resources or organizations.
- April 18-21, 2021 is National Volunteer week. The theme is The Value of One...The Power of Many. We are looking at ways we will celebrate this event and show our appreciation for volunteers in Dufferin.
- **Communications**
- Volunteer Organization Newsletter - <https://conta.cc/3jvAWPD>
182 recipients, 33.5% open rate, 31.6% click rate
 - Poll 1 (46 responses) - Have changes to the way your organization utilizes volunteers during the pandemic affected the mental health of your volunteers? 39% responded Yes or Somewhat.
 - Yes - 21.7% (10)
 - Somewhat - 17.4% (8)
 - No - 21.7% (10)
 - We have not made changes - 19.6% (9)
 - I am not sure - 19.6% (9)
 - Poll 2 (41 responses) – _Have delays for police record checks negatively impacted volunteering within your organization?
 - Yes - 24.4% (10)
 - Somewhat - 24.4% (10)
 - No - 31.7% (13)
 - I am not sure - 19.5% (8)
- Registered Volunteer Newsletter - <https://conta.cc/2MR51qR>
 - Poll 1 (46 responses) - How has the pandemic affected your sense of purpose (e.g. making an impact, helping others, accomplishments)?
 - My sense of purpose has not changed - 52.2% (24)
 - I am struggling to find a sense of purpose during the pandemic - 30.4% (14)
 - I have found a new sense of purpose during the pandemic - 8.7% (4)
 - I am not sure - 8.7% (4)
 - Poll 2 (79 responses) - Have changes to your ability to volunteer, or the way you volunteer during the pandemic, had an effect on your mental health or sense of well-being?
 - Yes - 32.9% (26)
 - Somewhat - 22.8% (18)
 - No - 38% (30)
 - I am not sure - 6.3% (5)

HFFA and Farm to School (F2S)

- Farm to School
 - Awarded Ontario Trillium Foundation grant to adapt current programming to offset impacts of COVID-19 and to build resiliency for future.
 - Rachel McLean hired on part-time basis as a program coordinator to roll out OTF scoped program changes.
 - Ongoing conversations with UGDSB will optimize workshops for virtual learning.
 - Local Food Club Feb.23 2021: 71 packs ordered - up 73% after a newspaper ad and the addition of free home delivery option. 12 of those were donated to Orangeville Food Bank. Seasonal recipe Lentil Shepherd's Pie featuring Ontario lentils and produce from 5 local suppliers.
 - HCIA entered into a Service Agreement with Sustain Ontario to host the Ontario Lead for Farm to School for the Edible Education Network. Nicole Hambleton was the successful candidate.
- HFFA
 - Online traffic to Headwaters Farm Fresh more than doubled last year, from about 1800 in 2019 to nearly 5000 visits in 2020.
 - Planning has begun for the 2021 Farm Fresh Guide, in collaboration with In The Hills Magazine. Municipal donations have been secured with more expected.
 - York-Durham-Headwaters Tourism gave a shout out to HFFA and HW Farm Fresh: <https://yorkdurhamheadwaters.ca/virtual-market/about>
 - Bi-monthly newsletters continue featuring Food Charter pillars, goals and actions: **February 2021:** Environmental Responsibility <https://conta.cc/3b5KZIH>
438 recipients, 38.5% open rate, 12.7% click rate
 - Jennifer Payne presented about the Nourish Anchor Collaborative Cohort opportunity to the HoHC/OHT on Feb. 19, 2021.
 - Next HFFA meeting scheduled for March 5, 2021 10-noon.

DC MOVES

- DCEC Feb 23rd check-in meeting featured presentations from work groups. Focus was examining impact to 2020 intended outcomes as a result of COVID and other disruptors, what this means in shaping our roadmap moving forward. 2020 Community Impact Report under development. Nurturing volunteer members for DCEC LEAN (Lived Experience Advisory Network). Planning March 23 DC MOVES Forum.



COUNTY OF DUFFERIN

AUDIT PLANNING REPORT TO THE MEMBERS OF COUNCIL

February 25, 2021



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EXECUTIVE SUMMARY



Your BDO Audit Team

Traci Smith, CPA, CGA, LPA will be the lead on the engagement team, supported by experts as deemed necessary. Please refer to page 3 for contact information should you have any questions or concerns regarding the financial statement audit.



Timeline

The audit is scheduled to start on March 1st, 2021 with final completion scheduled for May 15th, 2021. See the [Audit Timeline](#) section of the report for the detailed milestones.



Significant Audit Risks

Our audit is focused on risks specific to your business and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Grant Revenue
- ▶ Control Environment



Materiality

We have determined that materiality for the current year audit will be based on 3% of average revenues. Preliminary materiality is \$1,600,000 for the year ended December 31, 2020.



Fees

We estimate our fees for 2020 will be \$38,750 for the audit of the consolidated financial statements, based on the assumptions outlined in the Fees section of this report.



Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Please see the attached engagement letter in [Appendix B](#) for specific details regarding the scope of our work.



Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Entity. Please see [Appendix D](#) for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Entity, we request that you provide us with this information.

YOUR DEDICATED BDO AUDIT TEAM

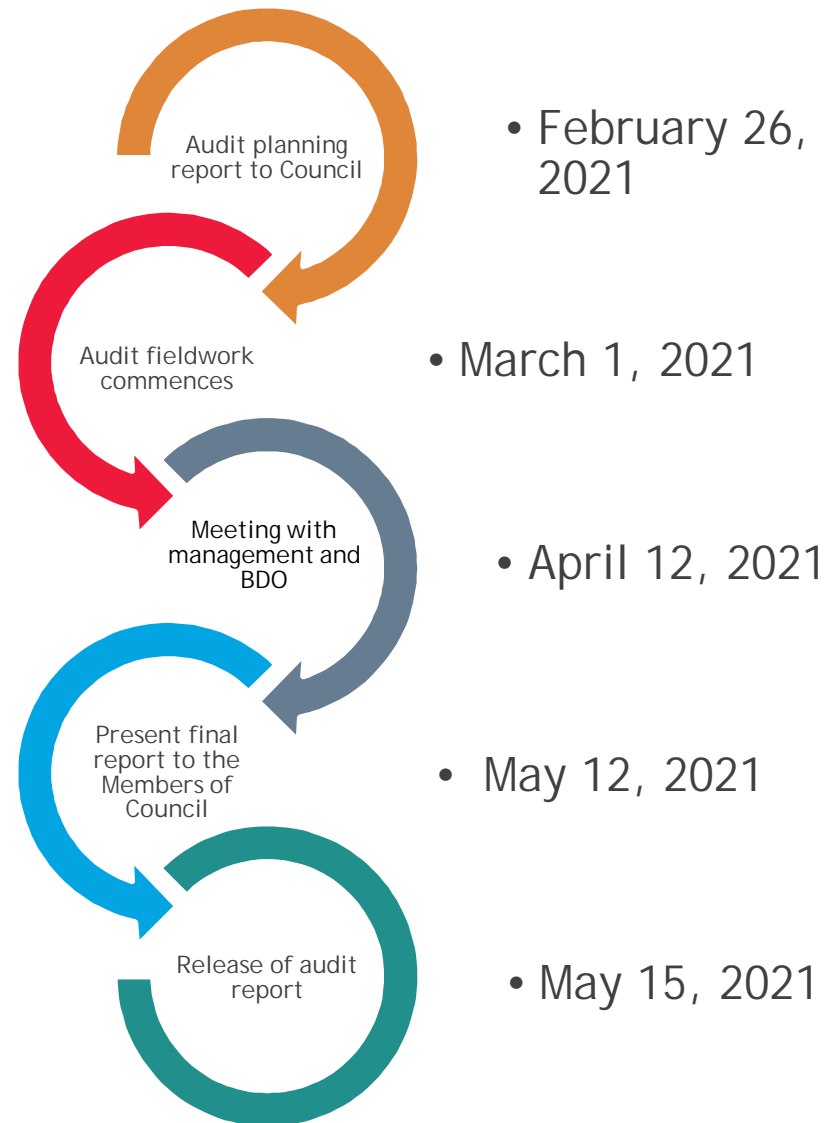
In order to ensure effective communication between the Members of Council and BDO Canada LLP, the contact details of the engagement team are outlined below. We attempt to provide continuity of service to our clients to the greatest extent possible in accordance with mandated partner rotation rules. When rotation is required for key members of the engagement team, we will discuss this matter with the Members of Council and determine the appropriate new individual(s) to be assigned to the engagement based on particular experience, expertise and engagement needs.

NAME	ROLE	PHONE NUMBER	EMAIL
Traci Smith	Engagement Partner	519-376-6110 Ext 2225	tsmith@bdo.ca
Angela Nichol	Senior Manager	519-941-0681 Ext 8836	anichol@bdo.ca
Avery Delisle	Senior Accountant	519-941-0681 Ext 8846	adelisle@bdo.ca
Scott Merry	HST Specialists	519-622-7676	smerry@bdo.ca
Nicole White		Ext 1957 Ext 4594	nbwhite@bdo.ca

AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the consolidated financial statements of the Entity.

As part of the year end Members of Council meeting, we will provide the Members of Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the Entity's business, our past experience, and knowledge gained from management and the Members of Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Members of Council has identified.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Grant Revenue	Area of interest due to: <ul style="list-style-type: none"> Significant grant revenue received during the year. Possibility of unrecorded deferred revenue. 	<ul style="list-style-type: none"> Perform testing of significant grant contracts to determine if unmet criteria exists at year-end.
Control Environment	<ul style="list-style-type: none"> Management may at any time have the opportunity to override internal controls. 	<ul style="list-style-type: none"> Test appropriateness of journal entries. Review accounting estimates for biases and evaluate the risk of material misstatement due to fraud. For significant transactions that are outside the normal course of business, evaluate the business rationale behind the transaction.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the consolidated financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary overall materiality was determined to be \$1,600,000, based on 3% of average budgeted revenues. Performance materiality of \$1,200,000 is set at 75% of the materiality. We use performance materiality to focus our audit; identify amounts to be examined using statistical sampling and determining key items for analytical procedures. A threshold of 10% - 20% of performance materiality is then used for substantive and analytical procedures.

Our materiality calculation is based on the Entity's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Members of Council as part of our year end communication.

We will communicate all uncorrected misstatements identified during our audit to the Members of Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

FEES

We estimate our fees for 2020 will be \$38,750 (excluding taxes) for the audit of the consolidated financial statements.

These fees include:

- ▶ An audit report on the financial statements of the County.
- ▶ An audit report on the trust funds administered by the County.
- ▶ Preparation of management letter (if applicable).
- ▶ Preparation of Letters to Council.
- ▶ Meeting with Council to discuss the audit, financial statements, letter to Council and other matters as required; and
- ▶ Ongoing communication and questions from staff during the year.
- ▶ A review engagement on the Transfer Payment Annual Reconciliation for the Ministry of Children and Youth Services.
- ▶ A review engagement on the schedule of revenue and expenditures for the Ministry of Education.
- ▶ A review engagement on the Annual Reconciliation Report for the Ministry of Health and Long-term Care.
- ▶ A review engagement on Ontario Works Reconciliation Report for the Ministry of Community and Social Services.
- ▶ Reporting on the Long-Term Care Home Annual Report for the Ministry of Health and Long-term Care Home.

Our estimated fees are based on the time expected to complete the audit and is based on the following assumptions:

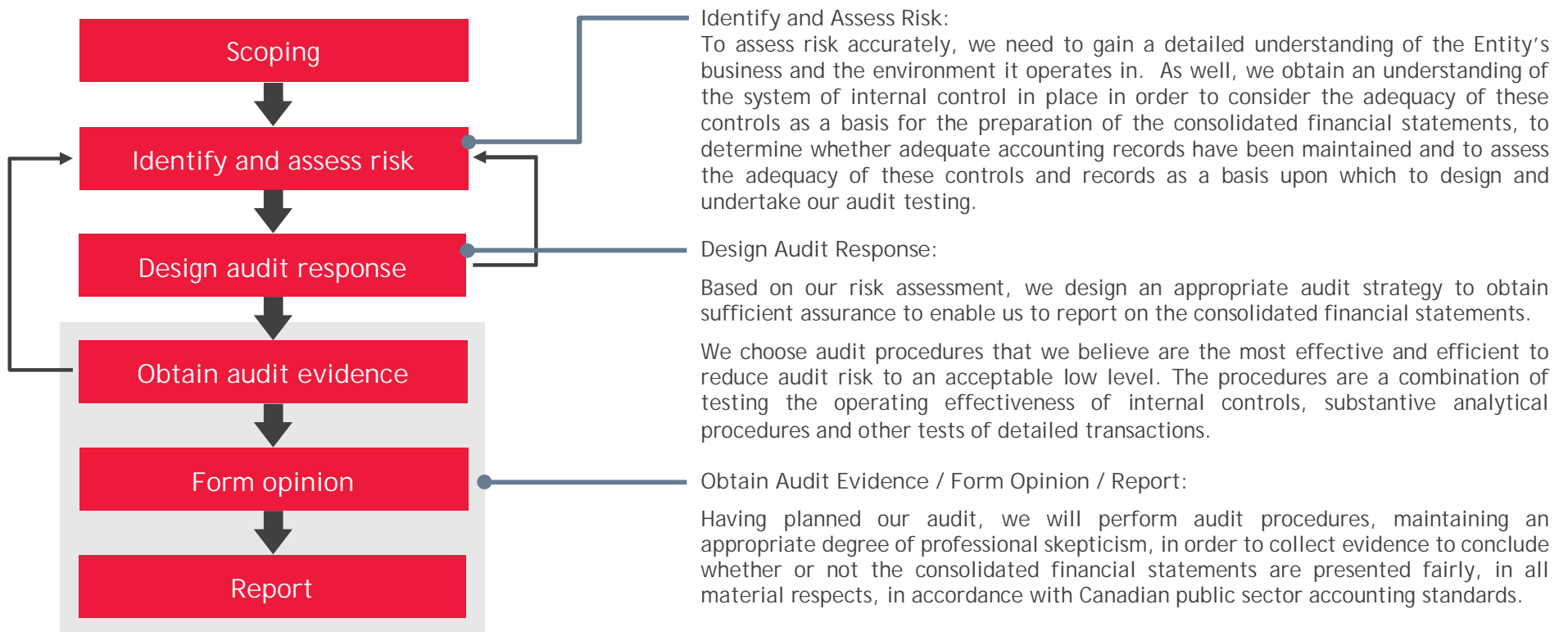
- ▶ We will be provided with the requested audit schedules, working papers and descriptions of accounting systems and processes as detailed in our annual requirements letter upon the commencement of fieldwork;
- ▶ There will be minimal adjusting entries; and
- ▶ The nature of the Company's operations remain consistent with the prior year and there have been no changes in accounting personnel.

In the event that we incur additional charges or we experience delays in completing the audit, we will advise management.

APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Entity.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Members of Council.



APPENDIX B: ENGAGEMENT LETTER



Tel: 519-376-6110
Fax: 519-376-4741
www.bdo.ca

BDO Canada LLP
1717 2nd Avenue East, 3rd Floor
P.O. Box 397
Owen Sound ON N4K 5P7

July 25, 2019

Corporation of the County of Dufferin
Attention: Alan Selby
55 Zina Street
Orangeville, Ontario
L9W 1E5

Dear Sir/Madam,

We understand that you wish for us to continue as the auditors of Corporation of the County of Dufferin for its fiscal year ended December 31, 2019 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Traci Smith, CPA, CGA, LPA, BA will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements ("financial statements") prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.



We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

Since this is a group audit where we may be relying on component auditors or they may be relying on us as component auditors, please note the following:

- (a) there will be unrestricted communication between the group engagement team and the component auditors to the extent allowable under law or regulation;
- (b) important communications with the component auditors, those charged with governance of the group and the component and management of the component, including communication of significant deficiencies in internal controls, shall be communicated to the group engagement team;
- (c) important communications with regulatory authorities and components related to financial reporting matters, shall be communicated to the group engagement team;
- (d) to the extent it is determined to be necessary, the group engagement team will be permitted access to the component information, those charged with governance of the component, and the component auditors (including relevant audit documentation); and
- (e) the group engagement team will be permitted to perform work or request a component auditor to perform work on the financial information of the component.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;



- unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
- financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
- written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.



Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

The fees and work to be performed are detailed in Appendix 2.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

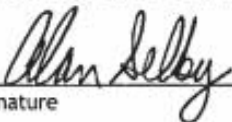

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

 Signature	 TREASURER Position
ALAN SELBY Name (please print)	Aug 21, 2019 Date



Appendix 1 - Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.



3. Respective Responsibilities

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.
- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4. Working Papers and Deliverables

- 4.1 **Ownership** - Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

5. Confidentiality

- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services. Any party to whom we subcontract work will be required to keep Confidential Information confidential either by professional obligation or contract



with us. Any BDO Member Firms or other subcontractors we use will be bound by the same confidentiality obligations.

- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

6. Independence

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

7. Offers of Employment

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.



9. Privacy and Consents

- 9.1** You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
 - (b) we will hold all personal information in compliance with our Privacy Statement.

10. Electronic Communications

- 10.1** Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2** By signing this agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at www.bdo.ca/unsubscribe.

11. Limitation of Liability

- 11.1** In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2** Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3** You agree that BDO shall not be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed hereunder for an aggregate amount no more than three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim.
- 11.4** No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of



any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.

- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:
- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;
 - (b) the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.



- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

15. Québec Personnel

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax.



- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 The expenses and charges referred to in Sections 17.3 and 17.4 are included in the fee as agreed to in the BDO response to the County of Dufferin RFP R2019-TR-19-02 (Audit Services) and detailed in Appendix 2 Section A.
- 17.6 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.
- 18. Governing Laws**
- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.
- 19. Entire Agreement and Survival**
- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this Agreement will not be superseded by any contract with us for other specific services that are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.
- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.
- 20. Force Majeure**
- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.
- 21. Assignment**
- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.
- 21.2 The cost of independent contractors and BDO Member Firms referred to in Section 21.2 are included in the fee as agreed to in the BDO response to the County of Dufferin RFP R2019-TR-19-02 (Audit Services) and detailed in Appendix 2 Section A.



22. Severability

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 201809



Appendix 2

A Maximum Fee

The total amount payable by the County to BDO under the RFP R2019-TR-19-02 shall not exceed One hundred fifty-six thousand five hundred seventy-five (\$156,575.00) plus HST. These prices are firm and fixed for a four-year term (2019-2022). The breakdown of prices are as follows:

2019 \$ 38,000.00 + HST 2020 \$ 38,750.00 + HST
 2021 \$ 39,500.00 + HST 2022 \$ 40,325.00 + HST

A Work to be Performed

Work to be Performed	Relevant Dates
Interim Audit	Last week of November
Audit Work	Last two weeks of February
Draft Financial Statements	April 15
Council Presentation	Second Thursday of May
Community Support Services Programs (Review Engagement)	June 30
Long Term Care Facility (Review Engagement)	September 30
Ontario Works programs (Review Engagement)	May 31
Children Services programs (Review Engagement)	May 31

APPENDIX C: INDEPENDENCE LETTER

February 25, 2021

Members of the Members of Council
County of Dufferin

Dear Members of Council Members:

We have been engaged to audit the consolidated financial statements of County of Dufferin (the "Entity") for the year ended December 31, 2020.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Entity and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since June 11, 2020, the date of our last letter.

We are aware of the following relationships between the Company and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from June 11, 2020 to February 25, 2021.

- We have provided advice and comments to management regarding financial statement measurement, presentation and disclosure matters.
- We have provided assistance in the preparation of the consolidated financial statements, including adjusting journal entries and/or bookkeeping services. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the consolidated financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Public Sector Accounting Standards.



We, therefore, required that the following safeguards be put in place related to the above:

- Management provided us with a trial balance prior to completion of our audit.
- Management created the source data for all the accounting entries.
- Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.
- Someone other than the preparer reviewed the proposed journal entries and consolidated financial statements.

We hereby confirm that we are independent with respect to the Entity within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario as of

This letter is intended solely for the use of the Board of Directors, management and others within the Entity and should not be used for any other purposes.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

APPENDIX D: RESPONSIBILITIES

It is important for the Members of Council to understand the responsibilities that rest with the Entity and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO's responsibilities are outlined below and within the engagement letter (see Appendix B).

AUDITOR'S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the Entity in accordance with Canadian public sector accounting standards.

Year-End Audit Work	Year-Round Work
<ul style="list-style-type: none">▶ Work with management towards the timely issuance of consolidated financial statements and tax returns.▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.▶ Present significant findings to the Members of Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.	<ul style="list-style-type: none">▶ Consult regarding accounting, income tax and reporting matters as requested throughout the year.

AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Entity; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



Response to Assessed Fraud Risks

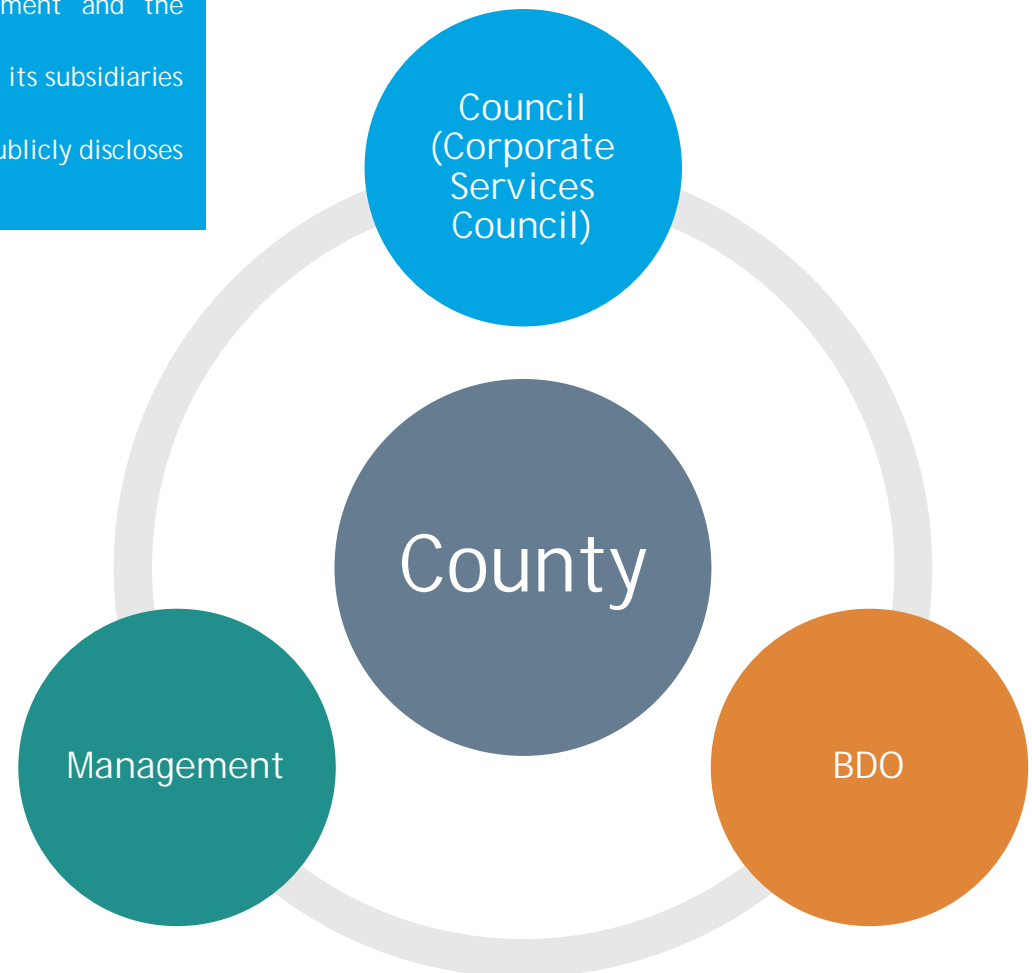
- ▶ Inquire of management, the Members of Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

COUNCIL'S RESPONSIBILITIES

- ▶ Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- ▶ Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- ▶ Pre-approve all non-audit services to be provided to the Entity or its subsidiaries by the external auditor.
- ▶ Review the consolidated financial statements before the Entity publicly discloses this information.

MANAGEMENT RESPONSIBILITIES

- ▶ Maintain adequate accounting records and maintain an appropriate system of internal control for the Entity.
- ▶ Select and consistently apply appropriate accounting policies.
- ▶ Prepare the annual consolidated financial statements in accordance with Canadian public sector accounting standards.
- ▶ Safeguard the Entity's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- ▶ Make available to us, as and when required, all of the Entity's accounting records and related financial information.



APPENDIX E: BDO RESOURCES

Outlined below is a summary of certain BDO resources which may be of interest to the Members of Council.

IPSAB PUBLICATIONS

The Entity applies Canadian Public Sector Accounting Standards (PSAB). If the Entity would like additional information about the accounting standards or about upcoming changes please see the website below and review the BDO publications available to our clients. Publications relevant for the Entity would include the following:

“Public Sector Accounting Standards Update 2020” which provides you with details on recent changes to PSAB Standards.

- o <https://www.bdo.ca/en-ca/insights/assurance-accounting/psas/public-sector-accounting-standards-update-2020/>

“Public Sector at a Glance” which provides you with details on PSAB Standards.

- o <http://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO Canada’s national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#)



February 23, 2021

RE: Milestone Confirmation for Coordinated Access (Advanced)

Hello Team Dufferin!

On behalf of the Built for Zero Canada team, I want to recognize and congratulate you on the progress you have made to implement and continuously improve your Coordinated Access system as part of your local work to end chronic homelessness. Dufferin County **has been confirmed as the first Built for Zero Canada community to achieve Advanced Quality Coordinated Access!**

To achieve Advanced Quality Coordinated Access, communities must confirm a score of 18/18 on their Coordinated Access Scorecard, completion of the Provider Participation Tool, as well as completion of a Continuous Improvement Plan.

- In October 2020, Dufferin County self-assessed 18/18 on the Coordinated Access Scorecard. In February 2021, both the score and Provider Participation Tool were confirmed.
- In February 2021, the completion of a Coordinated Access Continuous Improvement Plan was confirmed.

Dufferin has met all the requirements for CAEH's assessment of Coordinated Access – Advanced and has demonstrated a commitment to continuously improve Coordinated Access moving forward.

Your hard work and dedication to improving your Coordinated Access system is so impressive! A quality Coordinated Access system is transparent, accessible, effective, and efficient at identifying, assessing, prioritizing, and matching people experiencing homelessness to housing solutions as quickly as possible. It is considered one of the essential elements for having a local system that is 'built for zero' and designed to end homelessness.

Dufferin is a leading community, proving to others that achieving Advanced Quality Coordinated Access is possible and that there is always room for improvement. The Built for Zero Canada team is very excited to continue to support your chronic functional zero goal.

Congratulations and thank you for all your amazing work!

Onward!

Marie Morrison

Marie Morrison, Director, Built for Zero Canada

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2021-17

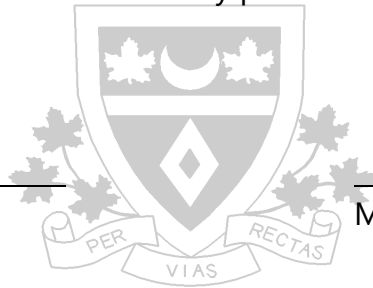
A BY-LAW TO RATIFY THE AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF DUFFERIN AND 1751187 ONTARIO INC. (o/a Lord Dufferin Centre) – Bridging You Home Program.

BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AS FOLLOWS:

1. That the agreement between the County of Dufferin and 1751187 Ontario Inc., in a form substantially the same as attached hereto as Schedule “A” be approved.
2. That the staff of the County of Dufferin is hereby authorized to take such actions as are appropriate, and the Warden and Clerk are hereby authorized to execute such documents as are appropriate to implement the agreement referred to herein.

READ a first, second and third time and finally passed this 11th day of March, 2021.

Darren White, Warden



Michelle Dunne, Clerk

Service Agreement Regarding Bridging You Home Program

THIS AGREEMENT made effective February 4th, 2021

BETWEEN:

Corporation of the County of Dufferin - Dufferin Oaks

And

1751187 Ontario Inc. (o/a Lord Dufferin Centre)

(Hereinafter referred to as the "Parties")

The Parties are willing to work together as the Lead Party (Corporation of the County of Dufferin-Dufferin Oaks) and the Service Provider (Lord Dufferin Centre) to provide transitional services from acute care to community for seniors in the Bridging You Home Program;

Nothing in this Agreement shall be construed as creating a legal partnership among the Parties hereto. Except as expressly provided herein, no Party shall have the authority to act as an agent for, or to incur obligations on behalf of, the other Parties without their prior written consent;

AND WHEREAS the Central West Local Health Integration Network ("CWLHIN")/Ministry of Health and Long Term Care of the Province of Ontario (MOHLTC) has allocated funds for the Bridging You Home Program;

The Parties agree as follows:

Article 1.0 Definitions

1.1 In this agreement the following words shall have the following meanings:

- (a) "Agreement" means this agreement entered into between the Parties and all schedules and attachments to this Agreement and any instrument amending the Agreement;
- (b) "Program" means the Bridging You Home transitional program and its component services, according to the approved service plan by the CWLHIN/MOHLTC, delivered by the Parties to this Agreement;
- (c) "Lead Party" means the Corporation of the County of Dufferin- Dufferin Oaks.
- (d) "Service Provider" means 1751187 Ontario Inc.
- (e) "Program property" means any equipment, furnishings and assets acquired with Program funds by a Party to this Agreement.

Article 2.0 Term of the Agreement

- 2.1 The term of this Agreement shall be the period commencing on the 4th day of February, 2021, and ending on March 31st, 2021, unless terminated earlier or extended pursuant to the terms of this agreement.

Article 3.0 Responsibilities of the Parties

- 3.1 (a) The Service Provider will provide the services in accordance with, and otherwise comply with:
 - (1) The terms of the Agreement, including the Service Plan;
 - (2) Applicable law; and
 - (3) Applicable policy.

(b) When providing the Services, the Service Provider will meet the performance deliverables and conditions identified in Schedule "A".
- 3.2 The Lead Party and the CWLHIN, or their authorized representatives, will have right of access to audit the financial and statistical records of the Service Provider as they relate to the Bridging You Home Program. The Service Provider shall provide audited financial statements for this program as required by the MOHLTC/CWLHIN. As the fiscal year for the Service Provider runs from October 1 to September 30, audited financial statements will be required for the term of this agreement for September 30, 2020 and September 30, 2021. The Service Provider will keep all financial records and invoices and all non-financial records for this program for ten years after the term of this agreement. The September 30, 2020 audited financial statements for this program will be provided to the Lead Party by March 15, 2021, the September 30, 2021 audited financial statements for this program will be provided to The Lead Party by March 15, 2022. Costs for the audit will be paid by the Service Provider from program funds.
- 3.3 As Lead Party, Corporation of the County of Dufferin - Dufferin Oaks will submit an operating plan including budget for the Program to CWLHIN/MOHLTC, and receive funds according to the operating plan and the current Transfer Payment Accountability Agreement and convey funds to the Service Provider as per this agreement.
- 3.4 The Service Provider will prepare and submit to the Lead Party statistical and financial data as per Schedule "A" and as required by the CWLHIN/MOHLTC. The Lead Party will forward these reports to CWLHIN/MOHLTC in the format and timeframe determined by CWLHIN/MOHLTC. The Lead Party will retain funds until the data is submitted and reviewed. If the required data is not submitted within the required timeline, a penalty may be applied, as outlined in the CWLHIN/Lead Party accountability agreement.
- 3.5 The final payment due at the end of the term of this agreement will be subject to a 10% holdback, until the final financial and statistical reports have been received and reviewed by the Lead Party.
- 3.6 The Service Provider is required to survey program participants quarterly. The Lead Agency will provide survey parameters to the Service Provider. The Service Provider will report survey results to the Lead Agency as per Schedule "A" and as required by the CWLHIN/MOHLTC.
- 3.7 Notwithstanding that the Lead Party is responsible for submitting financial and statistical reports as determined by the CWLHIN/MOHLTC in respect of this service, the Service

Provider is responsible for the day to day management of the funds and the preparation of the financial and statistical reports but the Lead Party does have an oversight capacity and will be responsible for bringing to the attention of CWLHIN/MOHLTC apparent irregularities encountered in respect of its obligations.

- 3.8 Municipality Access and Consultation: The Service Provider will permit the staff of the Lead Party to enter at reasonable times any premises used by the Service Provider in connection with the provision of services pursuant to this contract and under its control in order to observe and evaluate the services and inspect all records relating to the services provided pursuant to this contract. The Service Provider agrees that the staff providing services pursuant to this contract will, upon reasonable request, be available for consultation with Municipal Staff.
- 3.9 The Service Provider shall have and supply proof, upon request by the Lead Party:
 - (i) a code of conduct and ethical responsibilities for all persons involved in the provision of the program.
 - (ii) a policy and procedure to address complaints about the provision of services.
- 3.10 The Service Provider represents, warrants and covenants that services are and will continue to be provided:
 - (i) by persons with the expertise, professional qualification, licensing and skills necessary to complete their respective tasks ; and
 - (ii) in compliance with all applicable laws and applicable policies issued or adopted by the MOHLTC.
- 3.11 The Service Provider will have a written procurement policy in place that requires the acquisition of supplies, equipment or services valued at over \$25,000 through a competitive process that ensures the best value for funds expended and the Service Provider will acquire supplies, equipment or services with the Funding through a process that is consistent with this policy.
- 3.12 The Service Provider agrees that all publications, brochures or promotional material regarding this program will include an acknowledgment of the Funding provided by the CWLHIN and the government of Ontario. Prior to including an acknowledgement in any publication, the Service Provider will obtain approval from the Lead Party of the form of acknowledgement. The Service Provider will not use any insignia or logo of Her Majesty the Queen in right of Ontario, including those of the CWLHIN, and The County of Dufferin, unless it has received the prior written permission of the Lead Party to do so.
- 3.13 The Service Provider will use the Funding, provide the services and otherwise fulfil its obligations under this Agreement, without an actual, potential or perceived Conflict of Interest. The Service Provider will disclose to the Lead Party without delay any situation that a reasonable person would interpret as an actual, potential or perceived Conflict of Interest and comply with any requirements prescribed by the Lead Party to resolve any Conflict of Interest.

The Service Provider will identify, on monthly reports, any Lord Dufferin Centre Residents ("LDC Clients") that are participating in the Bridging You Home Program. Program costs billed by the Service Provider to the Lead Party for food and accommodation for LDC Clients will be set at \$33.00 per day. In addition, the Service Provider will record revenue for these clients at \$33.00 per day.

Article 4.0 Human Resources

- 4.1 Nothing contained in this Agreement will create a contractual relationship between the Service Provider's directors, officers, employees, agents, partners, affiliates or volunteers and the Lead Party or the CWLHIN/MOHLTC.
- 4.2 The Service Provider's staff shall be subject to the relevant policies, procedures, and contracts of the hiring/engaging Party, recruitment procedures, salary administration and performance appraisal.

Article 5.0 Program Property and Equipment

- 5.1 The Service Provider will supply and maintain suitable space for the Program's operation.
- 5.2 Any equipment made available to the Program shall remain the property of each of the respective Parties that provide the equipment.
- 5.3 The Parties will identify equipment requirements annually and as required (e.g. essential replacements of Program owned equipment). The Lead Party will consider the individual and collective needs of all the Parties and decide within available funds, in accordance with CWLHIN/MOHLTC policies and procedures. The Lead Party will on behalf of the Program apply to CWLHIN/MOHLTC for one-time funds, or request approval to apply surplus funds to acquisition of equipment procurement. Accordingly neither Party shall purchase equipment in the name of the Program without the prior written approval of CWLHIN/MOHLTC as funder.

Article 6.0 Confidential Client Information and Program Data

- 6.1 Each Party, its agents and employees will treat client records as confidential information and will take all steps necessary to prevent unauthorized access to, or disclosure of, these records or information therein.
- 6.2 Client records will remain with, and be maintained by, the Party that generated the records. The Parties agree to make available to the Program, client data where consent is provided in accordance with applicable privacy legislation. Where data is collected and analysed for the purposes of evaluation and accountability reporting, information will be provided by the Parties in a manner that protects the confidentiality of individual participants in the Program.
- 6.3 The Parties shall maintain in confidence information concerning the Parties, obtained in connection with the performance of the Agreement.

- 6.4 The Service Provider will be responsible for collecting client fees and for accessing subsidies for seniors on limited incomes. The Service Provider will enter into a separate agreement, entitled Subsidized User Fee, with Dufferin County Community Services. This agreement will identify the terms and conditions under which Dufferin County Community Services will subsidize seniors on limited income, participating in the Bridging You Home Program.

Article 7.0 Indemnification and Insurance

- 7.1 The Parties shall indemnify and hold harmless each other, and their respective officers, directors, employees and agents from and against any and all claims, demands, losses, costs, damages, liabilities, expenses, actions, suits, or proceedings by third parties which may arise out of, or be attributable to, the performance or the failure to perform, their respective responsibilities under this Agreement, or that are caused by their respective negligent acts or omissions, or those of anyone for whose acts and omissions they are respectively liable as the employing Party.
- 7.2 The Service Provider shall have in place and maintain all necessary and appropriate insurance that a prudent person in the business of the Service Provider would maintain including, but not limited to commercial general liability insurance for third party bodily injury, personal injury and property damage to an inclusive limit of not less than two million dollars per occurrence and not less than two million dollars products and completed operations aggregate and shall provide the Lead Party with a signed Certificate of Insurance for property and liability, at the start of this agreement and annually thereafter, as specified below.

(a) Property Coverage:

The Service Provider shall provide to the Lead Party a Certificate of Insurance confirming "All Risks" coverage on a Replacement Cost Basis on all Program Property in their care, custody and control. The Service Provider shall assume responsibility for any deductible under this Program.

The Certificate of Insurance shall note the name of the Authorized Representative, the Insurer, the Policy Number, the Policy Term, the Limit of Coverage, the Name of the Insured and shall explicitly name Corporation of the County of Dufferin - Dufferin Oaks and the CWLHIN/MOHLTC as "Additional Insured" or as "Loss Payee" under the Loss Payables section of the relevant Property Policy. The Certificate shall provide for a 90 day Notice of Termination provision.

(b) Liability Coverage:

The Service Provider shall provide the Lead Party with a Certificate of Insurance, which provides proof of coverage for the Corporation of the County of Dufferin - Dufferin Oaks and the CWLHIN/MOHLTC, their officers, directors, and employees, for a minimum of the following classes of liability insurance: Bodily Injury Liability; Property Damage Liability; Personal Injury Liability; Contractual Liability; Malpractice Liability; Tenants Legal Liability; Non-Owned Automobile Liability; Errors and Omissions Liability and, a valid WSIB Clearance certificate or

Employers Liability and Voluntary compensation, which ever applies. The inclusion of Cross Liability and Severability of Interest should be noted. The Certificate shall specify that liability is specific to this Program and Service.

The Certificate of Insurance shall show the date of issue, the name of the Authorized Representative, the Insurer, the Policy Number, the Policy Term, the Limit of Coverage, the Names of the Insured and shall explicitly name the Corporation of the County of Dufferin - Dufferin Oaks and the CWLHIN/MOHLTC as "Additional Insured" or as "Loss Payee" under the Loss Payables section of the relevant Property Policy. The Certificate shall provide for a 90 day Notice of Termination provision.

Article 8.0 Resolution of Staff and Program Issues

- 8.1 Each Party will attempt to resolve any difference, disagreement, dispute or conflict that arises within or between its staff who are involved within the Program. If not successful within 60 days, the matter will be referred to the CWLHIN.

Article 9.0 Amendments to this Agreement

- 9.1 This Agreement may be amended by written addendum to the Agreement executed by the authorized representatives of the Parties to the Agreement at the time that the amendment is executed.
- 9.2 A Party who withdraws from the Agreement before the conclusion of the term (as outlined in Article 2.0) shall provide 60 calendar days written notice to the other Parties and an appropriate plan for the care of clients affected by the proposed withdrawal from the Agreement.
- 9.3 Upon withdrawal of a party, all parties will consult with and advise the CWLHIN/MOHLTC regarding the reallocation of funds and provision of services.
- 9.4 In the event of revision to the Agreement, or withdrawal of a Party from the Agreement, the Lead Party will immediately notify CWLHIN/MOHLTC;
- 9.5 Upon a withdrawal of a Party to the Agreement, that Party shall be released from any further responsibilities hereunder except those pertaining to the period in which they were bound and the obligations of confidentiality and indemnification which survive indefinitely.

Article 10 Termination of the Agreement

- 10.1 One month prior to the expiry date of the Agreement (i.e. before March 31, 2021) the Agreement will be reviewed by the Parties and may be renewed for a further term to be determined by mutual consent of all the Parties, failing which the Agreement shall terminate.
- 10.2 Any Party wishing early termination of the Agreement is required to provide 60 calendar days written notice to the other parties.

- 10.3 Upon termination of the agreement, the Lead Party will immediately notify the CWLHIN/MOHLTC.
- 10.4 This Agreement shall terminate automatically if program funding is withdrawn by the CWLHIN and/or the MOHLTC, and/or the CWLHIN/MOHLTC terminates their agreement with the Lead Party for any reason.
- 10.5 The CWLHIN may also terminate funding immediately if in the opinion of the CWLHIN, including but not limited to, the Service Provider has knowingly provided false or misleading information, breaches of any part of the service agreement and/or misuse of the funding.

Article 11 Assignment

- 11.1 No Party to this agreement shall have the right to assign its interest and responsibilities herein, without the prior written consent of the CWLHIN/MOHLTC, the Service Provider and the Lead Party and in accordance with Article 10.0.
- 11.2 Subject to the provisions of 11.1, this agreement shall endure to the benefit of, and be binding upon, the Parties hereto and their respective successors and individuals assigned for this purpose.

Terms of Payment

1. Payment by the Lead Party shall be made within thirty (30) days following the date on which the required monthly financial and statistical reports are received according to the terms of the contract.
2. If the Lead Party has any objection related to the reports or the substantiating documentation, within fifteen (15) days of its receipt, the Lead Party shall notify Service Provider of the nature of the objection.

Method and Basis of Payment

1. Upon completion of services as outlined in Article 3, and upon approval by the Lead Party representative, which approval shall not be unreasonably withheld or occur later than 30 days after receipt of the documentation related to the prescribed payment, the Lead Party will pay the Service Provider a sum to the ceiling of the CWLHIN annual approved program budget as per Schedule "A" of this agreement according to the following breakdown:
 - a) Upon receipt of the financial and statistical reports for the months of April, 2020 to March, 2021, the Lead Party will disburse a payment equivalent the actual costs incurred by the Service Provider less any adjustments related to the previous month(s).

- b) Any change in funding by the CWLHIN/MOHLTC will result in a subsequent change in payment.
- c) Any funding not spent by the Service Provider at year end reconciliation will be required to be returned to the Lead Party.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under responsible corporate seals and the hands of their respective proper officials duly authorized on their behalf.

Date July 8/21

1751187 Ontario Inc. (o/a Lord Dufferin Centre)

We have the authority to bind the corporation.

Per [Signature], A.S.O.
 Name: David Holwell
 Title: President/Managing Director

Date July 8/21

Corporation of the County of Dufferin - Dufferin Oaks

We have the authority to bind the corporation.

Per [Signature], A.S.O.
 Name: Darren White
 Title: Warden

Per [Signature], A.S.O.
 Name: Michelle Dunne
 Title: Clerk/Director of Corporate Services

Schedule "A"

Cash Flow and Performance Deliverables

CASH FLOW

Start Date 04-February-21	Funding 20/21 (Annual)	Lead Party Administration Fee 20/21(Annual)	Service Provider Program Budget 20/21 (Annual)
Base Funding	\$41,664	Waived	\$41,664
Total Funding	\$41,664	Waived	\$41,664

Based on CWLHIN One-Time Funding Request funds advanced not to exceed annual approved program budget of \$41,664.

PERFORMANCE DELIVERABLES

Indicator	
Clients Served	64
Hours of Care	333.25
Occupancy Rate	N/A
Hospital Readmission Rate	N/A

Schedule "A"

Cash Flow and Performance Deliverables

REPORTING REQUIREMENTS

The reporting requirement will be on a one-time basis and must be received by the Corporation of the County of Dufferin – Dufferin Oaks by April 30th, 2021 to facilitate our Ministry reporting requirements as follows:

Quarter 4 due May 30, 2021

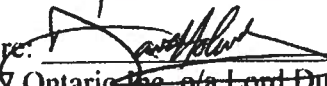
Annual Reconciliation Report (ARR) due June 30, 2021

QUARTERLY SURVEYS

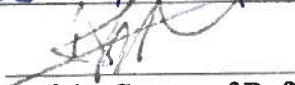
Not applicable for 2020-2021 Fiscal Year.

The CWLHIN/MOHLTC may also require at any other time, any financial or statistical reports it deems necessary. These reports must be provided by the Service Provider in order to maintain its funding for the Bridging You Home Program.

Date: Feb 8/21.

Signature: 
1751187 Ontario Inc. o/a Lord Dufferin Centre

Date: Feb 12, 2021

Signature: 
Corporation of the County of Dufferin -
~~Dufferin Oaks~~ Darren White, Warden

Date: Feb 12, 2021

Signature: 
Corporation of the County of Dufferin -
~~Dufferin Oaks~~ Michelle Dunne, Clerk

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2021-xx

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AT ITS MEETING HELD ON MARCH 11, 2021.

WHEREAS Section 5 (1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001*, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN ENACTS AS FOLLOWS:

1. All actions of the Council of the Corporation of the County of Dufferin at its meetings held on March 11, 2021 in respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Warden of the Council and the proper officers of the Corporation of the County of Dufferin are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

READ a first, second and third time and finally passed this 11th day of March, 2021.

Darren White, Warden



Michelle Dunne, Clerk