

## **COUNCIL AGENDA**

**Thursday, November 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>

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### **1. ROLL CALL**

Verbal roll call by the Clerk.

### **2. APPROVAL OF THE AGENDA**

THAT the Agenda and any Addendum distributed for the November 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 October 14, 2021 and the special meeting of Council of October 28, 2021, be adopted.
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### **5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

#### **5.1 Delegation: Orangeville Food Bank**

Heather Hayes from Orangeville Food Bank will provide Council with an update.

### **6. PUBLIC QUESTION PERIOD**

Questions can be submitted to [info@dufferincounty.ca](mailto:info@dufferincounty.ca) or 519-941-2816 x2500 prior to 4:30 p.m. on November 10, 2021.

## **7. PRESENTATION AND CONSIDERATIONS OF REPORTS**

### **7.1. Diversity, Equity and Inclusion Community Advisory Committee Minutes – October 13, 2021**

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

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

### **7.2. Infrastructure & Environmental Services Minutes – October 28, 2021**

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

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #1  
Habitat for Humanity

THAT staff report back to Committee on the cost implications and impacts of Habitat for Humanity's request to partner with them on a waste diversion program.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #2  
Climate Change - Advancing Adaptation

THAT Report, Climate Change - Advancing Adaption, dated October 28, 2021, from the Director of Public Works/County Engineer be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #3  
Dufferin County Main Tract – Mansfield Outdoor Centre Trail Lease

THAT Report, Dufferin County Main Tract – Mansfield Outdoor Centre Trail Lease, dated October 28, 2021, from the Director of Public Works/County Engineer be received;

AND THAT Council approve staff to proceed with the necessary agreement with the Mansfield Outdoor Centre for use of certain trails within the County Forest Main Tract;

AND THAT the Warden and Clerk be authorized to sign the trail use agreement with the Mansfield Outdoor Centre as described in this report once complete.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #4  
Staffing Resources – Public Works Operations

THAT report, Staffing Resources – Public Works Operations, from the Director of Public Works/County Engineer, dated October 28, 2021 be received;

AND THAT staff be approved to proceed with immediate recruitment of four permanent full-time Operator positions in 2021 as described in this report.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #5  
Strategic Action Plan October 2021 Progress Update – IES Objectives

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

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #6  
Financial Statement

THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #7  
Good Roads Board of Directors

THAT the correspondence from Good Roads, dated October 14, 2021, regarding nominations to the 2022-2023 Good Roads Board of Directors, be received.

**7.3. General Government Services Minutes – October 28, 2021**

THAT the minutes of the General Government Services meeting held on October 28, 2021, and the recommendations set out be adopted
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GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #1  
Community Grant Recommendations- 2021 Round 2

THAT the report from Headwaters Communities in Action, dated October, 2021, to recommend allocation of the Dufferin County Community Grant Funds, be received;

AND THAT the following allocations be approved:

**COMMUNITY GRANTS ≤, \$1K**

<b>Applicant</b>	<b>Amount Recommended</b>
Grand Valley Public Library	\$1,000
Hospice Dufferin	\$1,000
Julia's Place Music Therapy (Abiding Place Ministries)	\$1,000
Skate Canada Orangeville	\$1,000
Headwaters Refugee Sponsorship Group	\$1,000
<b>TOTAL</b>	<b>\$5,000</b>

**FOOD FOR THOUGHT GRANTS ≤, \$3K**

<b>Applicant</b>	<b>Amount Recommended</b>
Services and Housing in the Province (SHIP)	\$2,700
Orton Community Association	\$1,000
<b>TOTAL</b>	<b>\$3,700</b>

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #2  
Municipal Emergency Readiness Fund – Grant Request – Town of Shelburne

THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding a Municipal Emergency Readiness Fund – Grant Request for the Town of Shelburne, be approved.

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #3  
Dufferin Emergency Response Plan 2021

THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding Emergency Response Plan 2021, be received and;

THAT the Document entitled "The County of Dufferin Emergency Response Plan" attached hereto as Schedule "A" shall be and is adopted as the emergency response plan of the County of Dufferin, and further;

THAT County of Dufferin By-Law 2013-54 be repealed.

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #4  
Digitization Policy and Amendments to Records Retention By-Law

THAT the Report from the County Clerk dated October 28, 2021 regarding, Digitization Policy and Amendments to the Records Retention By-law be received;

AND THAT policy 2-13-16 Digitization be approved;

AND THAT a by-law be presented to amend Schedule 'A' of By-law 2017-12 to reflect the updates to retention schedule.

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #5

Electronic Signatures Policy

THAT the Report from the County Clerk dated October 28, 2021, regarding Electronic Signatures Policy, be received;

AND THAT policy 2-3-15 Electronic Signatures be approved.

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #6

People and Equity and Human Resources Services

THAT the report of the Director of Human Resources dated October 28, 2021 be received;

AND THAT the staffing enhancements (2 Human Resources Generalists and 1 Administrative Support Specialist as outlined in the report) be included in the 2022 draft budget.

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #7

Strategic Action Plan Progress Update October 2021 – GGS Objectives

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

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #8

Financial Report

THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.

GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #9  
Township of Melancthon – Additional COVID-19 Financial Relief Funding

THAT the correspondence from the Township of Melancthon, dated October 13, 2021 regarding additional COVID-19 financial relief funding, be supported.

**7.4. Health & Human Services Minutes – October 28, 2021**

THAT the minutes of the Health and Human Services meeting held on October 28, 2021, and the recommendations set out be adopted.
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HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #1  
2021 Funding Changes

THAT the report of the Administrator, dated October 28, 2021 regarding 2021 Funding Updates be received.

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #2  
Update to Long Term Care Inspection Program

THAT the report of the Administrator, dated October 28, 2021 regarding Update to Long Term Care Inspection Program be received.

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #3  
Reimagining Quality 2021 in Children's Services

THAT the report of the Director, Community Services dated October 28, 2021, titled, Reimagining Quality 2021 in Children's Services be received.

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #4  
Centralized and Automated Intake for Ontario Works

THAT the report of the Director, Community Services dated October 28, 2021, titled Centralized and Automated Intake for Ontario Works be received.

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #5  
Homelessness Concerns in Dufferin

THAT the report of the Director, Community Services dated October 28, 2021, titled Homelessness Concerns in Dufferin, be received.

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #6  
Strategic Action Plan Progress Update Oct 2021 – HHS Objectives

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

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #7  
Financial Statement

THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.

HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #8  
Rural Ontario Municipal Association (ROMA)

THAT the correspondence from the Ministry of Municipal Affairs and Housing, dated October 22, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference be received.

THAT staff be directed to prepare a letter to the Ministry of Long Term Care copying the Premier, Solicitor General and Dufferin MPP to support the AdvantAge Ontario position with respect to legislation around Long Term Care inspections.

**7.5. Community Development & Tourism Minutes – October 28, 2021**

THAT the minutes of the Community Development and Tourism meeting held on October 28, 2021, and the recommendations set out be adopted.
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COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #1  
Land Use Planning Staff

THAT the report of the Director of Development and Tourism, regarding Land Use Planning Staff, dated October 28, 2021, be received.

THAT staff be directed to report back to the November Committee meeting with additional details on the staffing plan including a summary of duties and cost recovery.

COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #2  
Economic Development & Tourism Update

THAT the report of the Economic Development Manager and Tourism Manager, regarding Economic Development and Tourism division updates, dated October 28, 2021, be received.

COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #3  
Mulmur Economic Development Grant 2020

THAT Report, Mulmur Economic Development Grant, dated October 28, 2021, from the Director of Development and Tourism be received;

AND THAT staff be directed to work with the Township of Mulmur to have the identified items installed at the Dufferin County Forest Main tract with consideration of additional projects currently being planned.

COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #4  
Strategic Action Plan Progress Update October 2021 – CDT Objectives

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

COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #6  
Poet Laureate

THAT the correspondence from the Dufferin County Poet Laureate Harry Posner regarding the 2021 accomplishments and activities, be received;

AND THAT the Committee thanks Mr. Posner for his services.

COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #7  
Rural Ontario Municipal Association (ROMA)

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference, be received.



**7.6. Emergency Management Coordinator's Report – COVID-19 Emergency Declaration Update**

A report from the Emergency Management Coordinator, dated November 11, 2021, to update Council on the status of COVID-19 in our community and the declaration of emergency made on March 26, 2020.

THAT the report of the Emergency Management Coordinator dated November 11, 2021, regarding a COVID-19 Emergency Declaration Update, be received.

**7.7. Manager of Finance, Treasurer's Report – Third Quarter Financial Review**

A report from the Manager of Corporate Finance, Treasurer, dated November 11, 2021, to provide Council with an update on third quarter financial results up to September 30, 2021.

THAT the report of the Manager of Corporate Finance, Treasurer, dated November 11, 2021, regarding Third Quarter Financial Review, be received.

**7.8. Manager of Finance, Treasurer's Report – Third Quarter 2021 Report on Request for Tenders and Request for Proposals**

A report from the Manager of Corporate Finance, Treasurer and Senior Procurement Specialist, dated November 11, 2021, to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

THAT the report on Request for Tenders and Request for Proposals, from the Manager of Corporate Finance, Treasurer and Senior Procurement Specialist, dated November 11, 2021, be received.

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

A report from the Manager of Corporate Finance, Treasurer, dated November 11, 2021, to provide an update on the 2022 Budget schedule.

THAT the report of the Manager of Corporate Finance, Treasurer, dated November 11, 2021, regarding Budget Update, be received;

AND THAT, Council approve delaying the budget deliberations to commence in January 2022.

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

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

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

**7.11. Chief Administrative Officer's Report – Vaccination Policy Updates**

A report from the Chief Administrative Officer, dated November 11, 2021, to provide additional information to Council with respect to Vaccine Policies.

THAT the report of the Chief Administrative Officer, dated November 11, 2021 with respect to Vaccination Policy Updates be received.

**8. CORRESPONDENCE**

**9. NOTICE OF MOTIONS**

**10. MOTIONS**

**10.1. Moved by Councillor Creelman, seconded by Councillor Brown**

**THAT draft policy #1-2-13 -Members of Council Vaccination Policy, be amended to include a deduction of pay for any member of Council, that doesn't provide proof of vaccination by December 31, 2021;**

**AND THAT Advisory Committee members and volunteers be included in a vaccination policy.**

**11. BY-LAWS**

- 2021-38      A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and March of Dimes Canada (Service Agreement for Assisted Living Services in Shelburne – Hub & Spoke Model)  
Authorization: Council – November 11, 2021

- 2021-39 A by-law to adopt an Emergency Response Plan pursuant to the Emergency Management and Civil Protection Act, R.S.O. 1990, as amended and to repeal by-law 2013-54  
Authorization: General Government Services – October 28, 2021
- 2021-40 A by-law to provide for the classification, retention, and destruction of the records of the Corporation of the County of Dufferin and to repeal by-law 2017-12  
Authorization: General Government Services – October 28, 2021

THAT By-laws 2021-38, thru to 2021-40, inclusive, be read a first, second and third time and enacted.

**12. OTHER BUSINESS**

**13. CLOSED SESSION**

- 13.1. Closed Session Minutes – Accelerated High Speed Internet Program (AHSIP) (Municipal Act Section 239 (2)(h)- Information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency of any of them - Municipal Act Section 239 (2)(i) – a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality, which , if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or persons or organization.**

Closed Session minutes from the special meeting of Council on October 28, 2021

**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 November 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, October 14, 2021 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) (joined at 3:17 p.m.)  
Councillor Janet Horner (Mulmur)  
Councillor Andy Macintosh (Orangeville)  
Councillor Wade Mills (Shelburne)  
Councillor Fred Nix (Mono)  
Councillor Philip Rentsch (Grand Valley)  
Councillor Steve Soloman (Grand Valley)

### **Staff Present:**

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

Warden White called the meeting to order at 2:02 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, October 28, 2021 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 October 14, 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 Creelman, seconded by Councillor Horner**

**THAT the minutes of the regular meeting of Council of September 9, 2021 and the special meeting of Council of October 7, 2021 be adopted.**

**-Carried-**

**PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

6. **Proclamation: International Day of Eradication of Poverty – October 17, 2021**

Warden White proclaimed October 17, 2021 to International Day of Eradication of Poverty in the County of Dufferin.

7. **Proclamation: Small Business Week – October 17 – 23, 2021**

Warden White proclaimed October 17 – 23 , 2021 to be Small Business Week in the County of Dufferin. Diana Morris, Executive Director from the Dufferin Board of Trade was in attendance to accept the proclamation.

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

Kim Delahunt, President & Chief Executive Officer, and Danielle Gibb, Interim Executive Director, Headwaters Health Care Foundation, provided a presentation on the Headwaters Health Care Centre's activities. Highlights of the presentation were: the Covid-19 operations and accomplishments, community connections, and their progress over the past year. A request of a gift of \$500,000 over a two year period to help support their CARE4 program was presented to the Council for consideration.

**PRESENTATION AND CONSIDERATIONS OF REPORTS**

9. **Diversity, Equity and Inclusion Community Advisory Committee Minutes – September 8, 2021**

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting of September 8, 2021.

**Moved by Councillor Brown, seconded by Councillor Creelman**

**THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting of September 8, 2021, be adopted.**

**-Carried-**

10. **Manager of Corporate Finance, Treasurer's Report – Small Business Property Subclass**

A report from the Manager of Corporate Finance, Treasurer, dated October 14, 2021, to provide Council with background information regarding the Optional Small Business Subclass and determine next steps.

**Moved by Councillor Gardhouse, seconded by Councillor Macintosh**

**THAT the report of the Manager of Corporate Finance, Treasurer, “Small Business Property Subclass” dated October 14, 2021, be received.**

**-Carried-**

11. **Chief Administrative Officer’s Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated October 14, 2021, to provide Council with an update of activities from outside boards and agencies.

**Moved by Councillor Horner, seconded by Councillor Nix**

**THAT the report of the Chief Administrative Officer, dated October 14, 2021 with respect to Reports from Outside Boards, be received.**

**-Carried-**

**PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

12. **Delegation: Bousfields Inc. (Flato Developments)**

Katarzyna Sliwa, Dentons and Mojgan Rasouli, Bousfields Inc., delegated to Council regarding the Phase 1 Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision application on the land owned by Flato Development Inc. in the Town of Shelburne.

13. **Presentation: WSP – Municipal Comprehensive Review (MCR)**

Greg Bender, Manager, Municipal Planning, WSP, presented Council with an update on the Municipal Comprehensive Review.

Councillor Hawkins joined at 3:17 p.m.

14. **Delegation: Bousfields Inc. (DiPoce Management Ltd.)**

David Milano and Emma West from Bousfields Inc., delegated to Council regarding the Municipal Comprehensive Review and the lands west of Maple Court, north of the Trans Canada rail trail in the Town of Shelburne.

15. **PUBLIC QUESTION PERIOD**

There were no questions received from the Public.

16. **Chief Administrative Officer's Report – Vaccination Policies: Non-Union Employees and Council**

A report from the Chief Administrative Officer, dated October 14, 2021, to provide a vaccine policy for Council adoption based on the direction provided to staff at the special meeting of Council on October 7, 2021.

Councillor Rentsch left the meeting (4:07 pm)

**Moved by Councillor Brown, seconded by Councillor Nix**

**THAT the draft policy, #IPAC 1.06 – COVID-19 Vaccination, be adopted with an amendment to require a six week suspension as of December 31, 2021, and following the suspension employees will then face termination for non-compliance.**

A recorded vote was requested on the motion and taken as follows:

	Yea	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)	x	
Councillor Creelman (3)	x	
Councillor Currie (1)		x
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Macintosh (7)	x	
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Rentsch (1)	ABSENT	
Councillor Soloman (1)	x	
Councillor White (2)	x	
Totals (32)	30	1
	<b>-MOTION CARRIED-</b>	

Councillor Mills left the meeting (4:24 pm)



17. **CORRESPONDENCE**

18. **NOTICE OF MOTIONS**

**Moved by Councillor Creelman, seconded by Councillor Brown**

**THAT draft policy #1-2-13 -Members of Council Vaccination Policy, be amended to include a deduction of pay for any member of Council, that doesn't provide proof of vaccination by December 31, 2021;**

**AND THAT Advisory Committee members and volunteers be included in a vaccination policy.**

**MOTIONS**

19. **Moved by Councillor Brown, seconded by Councillor Creelman**

**THAT Arvandi Nalisa Komal, Meg Haggett, and Mike Marcinkiewicz be appointed to the Diversity, Equity and Inclusion Community Advisory Committee.**

**-Carried-**

20. **BY-LAWS**

2021-34      A by-law to amend by-law 2015-41, Fees and Charges for services and activities provided by the County of Dufferin. (Schedule "C" – Public Works)  
Authorization: Infrastructure and Environmental Services – August 26, 2021

2021-35      A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Lifelabs (Lease Agreement – Mel Lloyd Centre)  
Authorization: Council – October 14, 2021

**Moved by Councillor Macintosh, seconded by Councillor Horner**

**THAT By-laws 2021-34 and 2021-35, inclusive, be read a first, second and third time and enacted.**

**-Carried-**

21. **OTHER BUSINESS**

Councillor Currie inquired if Senior Managers were working in person on site. The Chief Administrative Officer responded that most employees are working a hybrid model of remotely and on site.

22. **CLOSED SESSION**

**Moved by Councillor Brown, seconded by Councillor Hawkins**

**THAT the minutes of the Closed session minutes of Council on October 7, 2021, be adopted.**

**-Carried-**

23. **CONFIRMATORY BY-LAW**

2021-36      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on October 14, 2021.

**Moved by Councillor Soloman, seconded by Councillor Brown**

**THAT By-Law 2021-36, be read a first, second and third time and enacted.**

**-Carried-**

24. **ADJOURNMENT**

**Moved by Councillor Gardhouse, seconded by Councillor Anderson**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned at 4:34 p.m.

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

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Darren White, Warden

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Michelle Dunne, Clerk



## **DUFFERIN COUNTY COUNCIL MINUTES – SPECIAL MEETING**

**Thursday, October 28, 2021 at 4:30 p.m.**

**Video Conference**

### **Council Members Present:**

Warden Darren White (Melancthon)  
Councillor Steve Anderson (Shelburne)(joined at 4:34 p.m.)  
Councillor Sandy Brown (Orangeville)  
Councillor Bob Currie (Amaranth)  
Councillor Guy Gardhouse (East Garafraxa)  
Councillor Chris Gerrits (Amaranth)  
Councillor Earl Hawkins (Mulmur)  
Councillor Janet Horner (Mulmur)  
Councillor Wade Mills (Shelburne)  
Councillor Fred Nix (Mono)  
Councillor Philip Rentsch (Grand Valley)(joined at 5:00 p.m.)

### **Alternate Members Present:**

Councillor Debbie Sherwood (Orangeville)

### **Council Members Absent:**

Councillor John Creelman (Mono)  
Councillor Andy Macintosh (Orangeville) (prior notice)  
Councillor Steve Soloman (Grand Valley) (prior notice)

### **Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk

Warden White called the meeting to order at 4:30 p.m.

## **1. LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

## **2. ROLL CALL**

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

**3. APPROVAL OF THE AGENDA**

**Moved by Councillor Horner, seconded by Councillor Gerrits**

**THAT the Agenda and any Addendum distributed for the October 28, 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.

Councillor Anderson joined at 4:34 p.m.

**5. CLOSED SESSION**

**Moved by Councillor Nix, seconded by Councillor Hawkins**

**THAT Council move into Closed Session (4:35 p.m.) in accordance with the Municipal Act Section 239 (2)(h)- Information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency of any of them and Municipal Act Section 239 (2)(i) – a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality.**

**-Carried-**

Councillor Rentsch joined at 5:00 p.m. during Closed Session.

**Moved by Councillor Currie, seconded by Councillor Mills**

**THAT Council move into open session (5:12 p.m.).**

**-Carried-**

**6. CONFIRMATORY BY-LAW**

2021-37      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on October 28, 2021.

**Moved by Councillor Horner, seconded by Councillor Hawkins**

**THAT By-Law 2021-37, be read a first, second and third time and enacted.**

**-Carried-**

**7. ADJOURNMENT**

**Moved by Councillor Gerrits, seconded by Councillor Currie**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned 5:13 p.m.

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

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Darren White, Warden

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Michelle Dunne, Clerk



## **DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY COMMITTEE MINUTES**

**Wednesday, October 13, 2021 at 7:00 p.m.**

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

**Members Present:**

- Councillor Sandy Brown
- Jordan Dedier
- Sabina Greenley
- Meg Haggett
- Arvandi Nalisa Komal
- Christie Lazo (arrived at 7:54 p.m)
- Trisha Linton (Co-Chair)
- Mike Marcinkiewicz
- Angela Pollard (staff liaison, non-voting)

**Members Absent:**

- Councillor Steve Anderson
- Althea Alli
- Alethia O'Hara-Stephenson
- Preeya Rateja

**Staff Present:**

- Sonya Pritchard, Chief Administrative Officer
- Laurel Yarenko, Administrative Support Specialist
- Timothy Chan, Communications Manager

Trisha Linton, Co-Chair, called the meeting to order at 7:01 p.m.

### **LAND ACKNOWLEDGEMENT STATEMENT**

Trisha Linton, Co-Chair, shared the Land Acknowledgement Statement.

### **REPORTS**

1. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – October 13, 2021  
Item #1 – Diversity, Equity and Inclusion Community Advisory Committee Minutes  
– September 8, 2021

Minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting from September 8, 2021 for information.

## **PRESENTATION**

2. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – October 13, 2021  
Item #2 – New Committee Members

New committee members Arvandi Nalisa Komal, Meg Haggett and Mike Marcinkiewicz introduced themselves to the committee.

3. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – October 13, 2021  
Item #3 – Special Events & Holidays Presentation

Angela Pollard, Staff Liaison, provided a presentation to the Committee regarding recognizing special events and holidays. Highlights of the presentation were the guiding document points and sample posts of events such as flag raisings, Black History Month & Chinese New Year. A google calendar has been created and the committee can have holidays added. Timothy Chan will be sending out an email to the committee members on how they can access the calendar. The special events and holidays will also be shared through corporate channels such as the County website and social media.

- 3.1. Canadian Centre for Diversity & Inclusion – An Inclusive Approach to Holiday Observances

The committee reviewed the document and discussed using it as a framework for recognizing holidays and special events.

- 3.2. Memorial Set-up Request

The committee discussed the request and would like to have further discussions with Nicole Rothney to brainstorm ideas. Nicole will be invited to attend the November 10 meeting.

Christie Lazo joined at 7:54 p.m.

## **DISCUSSION**

4. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – October 13, 2021  
Item #4 – Sub Committee Updates

4.1. Economic Development

The committee briefly discussed the focus of the sub committees and committee. They agreed to continue working in the set out committee groups and will discuss reorganizing into working groups at a future date. Trisha Linton, Chair explained the sub committees to the new members and advised that they attend a few meetings before deciding what sub committees they would like to join.

4.2. Human Services

**September Sub Committee meeting was cancelled.**

**ADJOURNMENT**

The meeting adjourned at 7:59 p.m.

**Next Meeting:** November 10, 2021 at 7:00 p.m.  
Video Conference

Respectfully submitted,

Trisha Linton, Co-Chair  
Diversity, Equity & Inclusion Community Advisory Committee





## **INFRASTRUCTURE & ENVIRONMENTAL SERVICES COMMITTEE MINUTES**

**Thursday, October 28, 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 (joined at 9:04 a.m.)  
Councillor Earl Hawkins  
Councillor Wade Mills (joined at 9:03 a.m.)  
Councillor Steve Soloman

**Alternate Members Present:** Councillor Debbie Sherwood

**Members Absent:** Councillor Andy Macintosh (prior notice)

**Additional Council Members Present:** Councillor Philip Rentsch

**Staff Present:** Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Scott Burns, Director of Public Works/County Engineer  
Rebecca Whelan, Deputy Clerk

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**

Councillor Mills joined at 9:03 a.m.

Councillor Currie joined at 9:04 a.m.

1. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #1  
Habitat for Humanity

Jackie Isada and Mark Jambrovic from Habitat for Humanity provided a presentation to the committee on services provided by Habitat ReStores and explained the benefits of their recycling program. They requested the County consider a partnership with them participating in a waste diversion program including, waiving tipping fees, and offering subsidies for diverted waste. They also suggested a partnership for the bulky good pick-up.

**Moved by Councillor Creelman, seconded by Councillor Currie**

**THAT staff report back to Committee on the cost implications and impacts of Habitat for Humanity's request to partner with them on a waste diversion program.**

**-Carried-**

## **REPORTS**

2. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #2  
Climate Change - Advancing Adaptation

A report from the Director of Public Works, dated October 28, 2021, to inform Committee and Council of the County's participation in a program to build local capacity and support municipalities in preparing to adapt to a changing climate.

**Moved by Councillor Mills, seconded by Councillor Creelman**

**THAT Report, Climate Change - Advancing Adaption, dated October 28, 2021, from the Director of Public Works/County Engineer be received.**

**-Carried-**

3. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #3**  
**Dufferin County Main Tract – Mansfield Outdoor Centre Trail Lease**

A report from the Director of Public Works, dated October 28, 2021, to to seek authorization from Council to proceed with developing a trail use agreement with the Mansfield Outdoor Centre for use of certain trails within the Dufferin County Forest Main Tract.

**Moved by Councillor Sherwood, seconded by Councillor Mills**

**THAT Report, Dufferin County Main Tract – Mansfield Outdoor Centre Trail Lease, dated October 28, 2021, from the Director of Public Works/County Engineer be received;**

**AND THAT Council approve staff to proceed with the necessary agreement with the Mansfield Outdoor Centre for use of certain trails within the County Forest Main Tract;**

**AND THAT the Warden and Clerk be authorized to sign the trail use agreement with the Mansfield Outdoor Centre as described in this report once complete.**

**-Carried-**

4. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #4**  
**Staffing Resources – Public Works Operations**

A report from the Director of Public Works, dated October 28, 2021, to explain current staff resource issues within the Operations Division of Dufferin Public Works and to seek authorization to create a more sustainable model through converting seasonal positions to full-time.

**Moved by Councillor Creelman, seconded by Councillor Mills**

**THAT report, Staffing Resources – Public Works Operations, from the Director of Public Works/County Engineer, dated October 28, 2021 be received;**

**AND THAT staff be approved to proceed with immediate recruitment of four permanent full-time Operator positions in 2021 as described in this report.**

**-Carried-**

5. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #5  
Strategic Action Plan October 2021 Progress Update – IES Objectives

A report from the Chief Administrative Officer, dated October 28, 2021, to provide committee members with a progress update of the strategic objectives that fall within the oversight of the Infrastructure and Environmental Services Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Councillor Soloman, seconded by Councillor Mills**

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

**-Carried-**

6. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #6  
Financial Statement

A report from the Manager of Finance/Treasurer, dated October 28, 2021, to provide Committee with a monthly financial summary.

**Moved by Councillor Hawkins, seconded by Councillor Creelman**

**THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.**

**-Carried-**

## **CORRESPONDENCE**

7. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #7  
Good Roads Board of Directors

Correspondence from Scott Butler, Executive Director of Good Roads, dated October 14, 2021, regarding nominations to the 2022-2023 Good Roads Board of Directors.

**Moved by Councillor Soloman, seconded by Councillor Creelman**

**THAT the correspondence from Good Roads, dated October 14, 2021, regarding nominations to the 2022-2023 Good Roads Board of Directors, be received.**

**-Carried-**

8. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #8  
Rural Ontario Municipal Association (ROMA)

Correspondence from the Ministry of Municipal Affairs and Housing, dated October 22, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference.

### **OTHER BUSINESS**

Councillor Currie asked the Director of Public Works when they will have their tour of the County Forest. The Director of Public Works advised the tour has been postponed until the spring due to weather and scheduling conflicts.

### **ADJOURNMENT**

The meeting adjourned at 9:46 a.m.

**NEXT MEETING:** Thursday, November 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, October 28, 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 Wade Mills  
Councillor Philip Rentsch  
Councillor Steve Soloman

**Alternate Members Present:** Councillor Debbie Sherwood

**Members Absent:** Councillor Andy Macintosh (prior notice)

**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  
Steve Murphy, Emergency Management Coordinator

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.

## **PRESENTATIONS AND REPORTS**

1. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #1  
Community Grant Recommendations- 2021 Round 2

A report from Headwaters Communities In Action, dated October 2021, to recommend allocation of the second round of Dufferin County Community Grant funds. Jennifer Payne, Executive Director was in attendance to provide an overview of the report.

### **Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT the report from Headwaters Communities in Action, dated October, 2021, to recommend allocation of the Dufferin County Community Grant Funds, be received;**

**AND THAT the following allocations be approved:**

<b>COMMUNITY GRANTS &gt; \$1K</b>	
<b>Applicant</b>	<b>Amount Recommended</b>
Dufferin Youth Shelter	\$0
<b>TOTAL</b>	<b>\$0</b>

**COMMUNITY GRANTS ≤, \$1K**

<b>Applicant</b>	<b>Amount Recommended</b>
Grand Valley Public Library	\$1,000
Hospice Dufferin	\$1,000
Julia's Place Music Therapy (Abiding Place Ministries)	\$1,000
Music in the Hills	\$0
Skate Canada Orangeville	\$1,000
Unicamp of Ontario	\$0
Headwaters Refugee Sponsorship Group	\$1,000
<b>TOTAL</b>	<b>\$5,000</b>

**FOOD FOR THOUGHT GRANTS ≤, \$3K**

<b>Applicant</b>	<b>Amount Recommended</b>
Services and Housing in the Province (SHIP)	\$2,700
Orton Community Association	\$1,000
<b>TOTAL</b>	<b>\$3,700</b>

**-Carried-****REPORTS**

2. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #2  
Municipal Emergency Readiness Fund – Grant Request – Town of Shelburne

A report from the Emergency Management Coordinator, dated October 28, 2021, to present a grant request to committee and council for funding to assist with acquisition and installation of a back-up generator at Shelburne Townhall.

**Moved by Councillor Mills, seconded by Councillor Gardhouse**

**THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding a Municipal Emergency Readiness Fund – Grant Request for the Town of Shelburne, be approved.**

**-Carried-**

3. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #3  
Dufferin Emergency Response Plan 2021

A report from the Emergency Management Coordinator, dated October 28, 2021, to present an updated emergency response plan to council for approval and



adoption.

**Moved by Councillor Rentsch, seconded by Councillor Gerrits**

**THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding Emergency Response Plan 2021, be received and;**

**THAT the Document entitled "The County of Dufferin Emergency Response Plan" attached hereto as Schedule "A" shall be and is adopted as the emergency response plan of the County of Dufferin, and further;**

**THAT County of Dufferin By-Law 2013-54 be repealed.**

**-Carried-**

4. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #4  
Digitization Policy and Amendments to Records Retention By-Law

A report from the Clerk, dated October 28, 2021, to seek approval of the Digitization Policy and to amend By-law 2017-12, Records Retention By-law, to reflect recent updates in legislation, case law, and current practices.

**Moved by Councillor Sherwood, seconded by Councillor Soloman**

**THAT the Report from the County Clerk dated October 28, 2021 regarding, Digitization Policy and Amendments to the Records Retention By-law be received;**

**AND THAT policy 2-13-16 Digitization be approved;**

**AND THAT a by-law be presented to amend Schedule 'A' of By-law 2017-12 to reflect the updates to retention schedule.**

**-Carried-**

5. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #5  
Electronic Signatures Policy

A report from the Clerk, dated October 28, 2021, to obtain approval of an electronic signatures policy.

**Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT the Report from the County Clerk dated October 28, 2021, regarding Electronic Signatures Policy, be received;**

**AND THAT policy 2-3-15 Electronic Signatures be approved.**

**-Carried-**

6. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #6  
People and Equity and Human Resources Services

A report from the Director of Human Resources, dated October 28, 2021, to provide an overview of the increased recruitment challenges and continued capacity constraints experienced by Human Resources and the residual impact across the organization.

**Moved by Councillor Gardhouse, seconded by Councillor Gerrits**

**THAT the report of the Director of Human Resources dated October 28, 2021 be received;**

**AND THAT the staffing enhancements (2 Human Resources Generalists and 1 Administrative Support Specialist as outlined in the report) be included in the 2022 draft budget.**

**-Carried-**

7. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #7  
Strategic Action Plan Progress Update October 2021 – GGS Objectives

A report from the Chief Administrative Officer, dated October 28, 2021, to provide committee members with a progress update of the strategic objectives that fall under the oversight of the General Government Services Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Councillor Soloman, seconded by Councillor Rentsch**

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

**-Carried-**

8. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #8  
Financial Report

A report from the Manager of Finance/Treasurer, dated October 28, 2021, to provide Committee with a monthly financial summary.

**Moved by Councillor Sherwood, seconded by Councillor Gerrits**

**THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.**

**-Carried-**

### **CORRESPONDENCE**

9. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #9  
Township of Melancthon – Additional COVID-19 Financial Relief Funding

Correspondence from the Township of Melancthon, dated October 13, 2021, containing a resolution regarding additional COVID-19 financial relief funding.

**Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT the correspondence from the Township of Melancthon, dated October 13, 2021 regarding additional COVID-19 financial relief funding, be supported.**

**-Carried-**

10. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #10  
Rural Ontario Municipal Association (ROMA)

Correspondence from the Ministry of Municipal Affairs and Housing, dated October 20, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference.

### **OTHER BUSINESS**

Councillor Creelman asked the Chief Administrative Officer if there's been any updates or feedback regarding the County's vaccination policy. The Chief Administrative Officer advised the deadline to submit vaccination status is November 1 and that they will have an update shortly.

## **ADJOURNMENT**

The meeting adjourned at 11:40 a.m.

**NEXT MEETING:** Thursday, November 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, October 28, 2021 at 1:00 p.m.**

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

**Members Present:** Councillor Philip Rentsch - Chair  
Warden Darren White  
Councillor Steve Anderson (joined at 1:12 p.m.)  
Councillor Guy Gardhouse  
Councillor Earl Hawkins  
Councillor Janet Horner  
Councillor Fred Nix

**Additional Council Members Present:** Councillor Sandy Brown

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

Chair Rentsch called the meeting to order at 1:00 p.m.

### **LAND ACKNOWLEDGEMENT STATEMENT**

Chair Rentsch shared the Land Acknowledgement Statement.

### **ROLL CALL**

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

Chair Rentsch introduced himself as the new Chair of the committee and welcomed Councillor Nix to the committee.

## **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

## **PUBLIC QUESTION PERIOD**

There were no questions submitted.

## **REPORTS**

1. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #1  
2021 Funding Changes

A report from the Administrator of Dufferin Oaks, dated October 28, 2021, to inform committee members of recent funding updates announced by the Ministry of Long Term Care.

**Moved by Councillor Hawkins, seconded by Councillor Horner**

**THAT the report of the Administrator, dated October 28, 2021 regarding 2021 Funding Updates be received.**

**-Carried-**

Councillor Anderson joined at 1:12 p.m.

2. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #2  
Update to Long Term Care Inspection Program

A report from the Administrator of Dufferin Oaks, dated October 28, 2021, to inform committee members of a recent announcement from the Province regarding changes to the inspection process of Long Term Care facilities. (Report circulated on an addendum)

**Moved by Councillor Anderson, seconded by Councillor Gardhouse**

**THAT the report of the Administrator, dated October 28, 2021 regarding Update to Long Term Care Inspection Program be received.**

**-Carried-**

## **OTHER BUSINESS**

Councillor Anderson asked about the common rooms at the residence on Simon Street. He received a question from a tenant questioning why the common rooms were not available for use. The Director of Community Services responded that common rooms in all the County's community housing buildings are closed based on advice from Wellington-Dufferin-Guelph Public Health. Staff are in touch with Public Health on a regular basis and when an update is available, it will be communicated to tenants.

## **REPORTS**

3. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #3  
Reimagining Quality 2021 in Children's Services

A report from the Director of Community Services, dated October 28, 2021, to inform Council on Dufferin County's reimagining quality project.

**Moved by Councillor Horner, seconded by Councillor Hawkins**

**THAT the report of the Director, Community Services dated October 28, 2021, titled, Reimagining Quality 2021 in Children's Services be received.**

**-Carried-**

4. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #4  
Centralized and Automated Intake for Ontario Works

A report from the Director of Community Services, dated October 28, 2021, to share with Council details about Ontario Works Centralized and Automated Intake, scheduled to be implemented in Dufferin County on January 31, 2022.

**Moved by Councillor Anderson, seconded by Councillor Nix**

**THAT the report of the Director, Community Services dated October 28, 2021, titled Centralized and Automated Intake for Ontario Works be received.**

**-Carried-**

Councillor Anderson left at 1:30 p.m.

5. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #5  
Homelessness Concerns in Dufferin

A report from the Director of Community Services, dated October 28, 2021, to provide background information on the ongoing work in relation to homelessness in Dufferin, with specific reference to a recent Town of Orangeville resolution, which transferred a request for financial support from the Town of Orangeville to the County of Dufferin.

**Moved by Councillor Horner, seconded by Councillor Gardhouse**

**THAT the report of the Director, Community Services dated October 28, 2021, titled Homelessness Concerns in Dufferin, be received.**

**-Carried-**

6. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #6  
Strategic Action Plan Progress Update Oct 2021 – HHS Objectives

A report from the Chief Administrative Officer, dated October 28, 2021, to provide committee members with a progress update of the strategic objectives that fall under the oversight of the Health and Human Services Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Warden White, seconded by Councillor Gardhouse**

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

**-Carried-**

7. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #7  
Financial Report

A report from the Manager of Finance/Treasurer, dated October 28, 2021, to provide Committee with a monthly financial summary.

**Moved by Councillor Hawkins, seconded by Councillor Gardhouse**

**THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.**

**-Carried-**



## **CORRESPONDENCE**

8. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #8  
Rural Ontario Municipal Association (ROMA)

Correspondence from the Ministry of Municipal Affairs and Housing, dated October 22, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference.

**Moved by Councillor Hawkins, seconded by Councillor Gardhouse**

**THAT the correspondence from the Ministry of Municipal Affairs and Housing, dated October 22, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference be received.**

**-Carried-**

**Moved by Councillor Hawkins, seconded by Councillor Nix**

**THAT staff be directed to prepare a letter to the Ministry of Long Term Care copying the Premier, Solicitor General and Dufferin MPP to support the AdvantAge Ontario position with respect to legislation around Long Term Care inspections.**

**-Carried-**

## **ADJOURNMENT**

The meeting adjourned at 2:13 p.m.

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

Respectfully submitted,

.....  
Councillor Philip Rentsch, Chair  
Health and Human Services Committee



## **COMMUNITY DEVELOPMENT AND TOURISM COMMITTEE MINUTES**

### **Thursday, October 28, 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 (joined at 3:02 p.m.)  
Councillor Sandy Brown  
Councillor Bob Currie  
Councillor Chris Gerrits  
Councillor Fred Nix

**Staff Present:** Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Cody Joudry, Director of Development and Tourism  
Karisa Downey, Manager of Economic Development  
Terrilyn Kunopaski, Tourism Manager

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

#### **LAND ACKNOWLEDGEMENT STATEMENT**

Chair Horner shared the Land Acknowledgement Statement.

Councillor Anderson joined at 3:02 p.m.

#### **ROLL CALL**

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

#### **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

Chair Horner welcomed the new Director of Development and Tourism, Cody Joudry.

### **PUBLIC QUESTION PERIOD**

There were no questions from the Public.

### **REPORTS**

1. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #1  
Land Use Planning Staff

A report from the Director of Development and Tourism, dated October 28, 2021, to recommend to the Committee bringing day-to-day Land Use planning services inhouse and to ensure that the necessary staff are available to make this transition successful.

**Moved by Councillor Brown, seconded by Councillor Anderson**

**THAT the report of the Director of Development and Tourism, regarding Land Use Planning Staff, dated October 28, 2021, be received.**

**-Carried-**

**Moved by Councillor Brown, seconded by Councillor Nix**

**THAT staff be directed to report back to the November Committee meeting with additional details on the staffing plan including a summary of duties and cost recovery.**

**-Carried-**

2. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #2  
Economic Development & Tourism Update

A report from the Economic Development Manager and Tourism Manager, dated October 28, 2021, to provide the Community Development & Tourism Committee with an update on Economic Development and Tourism initiatives.

**Moved by Councillor Nix, seconded by Councillor Gerrits**

**THAT the report of the Economic Development Manager and Tourism Manager, regarding Economic Development and Tourism division updates, dated October 28, 2021, be received.**

**-Carried-**

3. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #3  
Mulmur Economic Development Grant 2020

A report from the Director of Development and Tourism, dated October 28, 2021, to provide an update on the Mulmur Economic Development Grant awarded in 2020.

**Moved by Councillor Anderson, seconded by Councillor Gerrits**

**THAT Report, Mulmur Economic Development Grant, dated October 28, 2021, from the Director of Development and Tourism be received;**

**AND THAT staff be directed to work with the Township of Mulmur to have the identified items installed at the Dufferin County Forest Main tract with consideration of additional projects currently being planned.**

**-Carried-**

4. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #4  
Strategic Action Plan Progress Update October 2021 – CDT Objectives

A report from the Chief Administrative Officer, dated October 28, 2021, to provide committee members with a progress update of the strategic objectives that fall within the oversight of the CDT Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Councillor Nix, seconded by Councillor Gerrits**

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

**-Carried-**

5. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #5  
Financial Report

A report from the Manager of Finance/Treasurer, dated October 28, 2021, to provide Committee with a quarterly financial summary was presented.

### **CORRESPONDENCE**

6. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #6  
Poet Laureate

Correspondence from the Dufferin County Poet Laureate Harry Posner regarding the 2021 accomplishments and activities. Staff informed the Committee that Mr. Posner had submitted his letter of resignation prior to the meeting.

**Moved by Councillor Brown, seconded by Councillor Currie**

**THAT the correspondence from the Dufferin County Poet Laureate Harry Posner regarding the 2021 accomplishments and activities, be received;**

**AND THAT the Committee thanks Mr. Posner for his services.**

**-Carried-**

7. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #7  
Rural Ontario Municipal Association (ROMA)

Correspondence from the Ministry of Municipal Affairs and Housing, dated October 22, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference.

**Moved by Councillor Gerrits, seconded by Councillor Currie**

**THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference, be received.**

**-Carried-**

## **ADJOURNMENT**

The meeting adjourned at 3:55 p.m.

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

Respectfully submitted,

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



## **REPORT TO COUNCIL**

**To:** Warden White and Members of Council

**From:** Steve Murphy, Emergency Management Coordinator

**Date:** November 11, 2021

**Subject:** **COVID-19 Emergency Declaration Update**

### **In Support of Strategic Priorities:**

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

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

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### **PURPOSE:**

The purpose of this report is to update Council on the status of COVID-19 in our community and the declaration of emergency made on March 26, 2020.

### **BACKGROUND & DISCUSSION:**

On March 3, 2020 the members of the Emergency Management Program Committees attended a briefing about the threat posed by SARS CoV2, a coronavirus first discovered in Wuhan China in late 2019. Commonly known as COVID-19 this virus would change every aspect of life for those who reside in or visit Dufferin County, the province of Ontario and around the world. On March 11, 2020 the World Health Organization declared COVID-19 to be a global pandemic.

In the 631 days since that initial briefing by public health more than two thousand residents of Dufferin County have been diagnosed with COVID-19 and at least 42 have died.

From the earliest days of this pandemic the County's response was focused on keeping staff safe while continuing to deliver services to the residents of Dufferin County. Through the redeployment of staff, the County of Dufferin was able to support the increased

demands placed on vital functions while maintaining essential services throughout the corporation. The most essential of these services was the care given to the residents of Dufferin Oaks where public health officials declared four outbreaks. In total six staff at Dufferin Oaks tested positive for COVID-19 and two residents succumbed to this relentless disease.

Through four separate waves of the COVID-19 pandemic, several mutations and countless complicating factors the County of Dufferin provided support to the community's health care sector. This support was essential to preventing, detecting, treating and recovering from the pandemic.

Throughout 2020, while the provincial and federal governments worked to secure newly developed vaccines and create a distribution network, local stakeholders worked to develop plans for mass vaccination clinics. Dufferin County was an active partner in these efforts. Beginning in early January 2021 the mass vaccination operation has resulted in 83% of Dufferin County residents being fully vaccinated and that number continues to increase.

In cooperation with Wellington Dufferin Guelph Public Health, the County of Wellington and the City of Guelph it was determined that maintaining the declared emergencies was essential to permit public health officials to conduct the necessary mass vaccination clinics.

In July 2021 WDGPB proposed five criteria for consideration before terminating the municipal emergency declarations. Four of the five criteria, shown below, have been met:

- ✓ Eligible population fully vaccinated (2 doses) of >75% for 14 days
- ✓ Stable incident rate of <10 cases per 100,000 population for 21 days
- ✓ Reproductive rate < 1 for 14 days
- ✓ Health system capacity maintained as adequate
- ☐ Test positivity <0.5 for 14 days

The test positivity rate continues to be above the suggested criteria. This may be due to asymptomatic testing being phased out.

WDGPB has recently shifted away from the highly effective mass vaccination strategy to focus their resources on smaller pop-up clinics which can target pockets of the community where additional clinics are necessary. This strategy requires considerably less support from the municipal partners.



Both Wellington County and the City of Guelph are considering termination of their declared emergencies as the support required by WDGPH wanes.

It is worth noting that as the provincial government continues to relax the restrictions that were imposed the public health experts agree that COVID-19 will be part of day-to-day life for the foreseeable future.

The infection prevention and control efforts throughout the community are working and the capacity to respond to any occurrences of COVID-19 are in place. Internally, our policies and procedures have been developed, tested and implemented effectively to protect our staff and the public we serve.

After analysing all of the available data staff are confident that termination of the declared emergency can be considered. Should a decision to terminate the declared emergency be made an effective date can be coordinated with public health, the County of Wellington and the City of Guelph to maintain a consistent environment for WDGPH to continue their vital work. Currently, December 31, 2021 is being considered.

The directives set out within the emergency response plan require the Chief Administrative Officer to present a report to Council which details the actions taken and lessons learned during this declared emergency. Work on this report has been initiated and should be concluded in early 2022. This report is due within 60 days of termination of the emergency but given the length and complexity of the COVID 19 emergency an extension to 90 or 120 days is likely warranted.

**Financial Impact:**

There is no financial impact arising from this report.

**Recommendation:**

**THAT the report of the Emergency Management Coordinator dated November 11, 2021, regarding a COVID-19 Emergency Declaration Update, be received.**

Respectfully submitted,

Steve Murphy  
Emergency Management Coordinator

Reviewed by: Sonya Pritchard, Chief Administrative Officer



## REPORT TO COUNCIL

**To:** Warden White and Members of County Council

**From:** Aimee Raves, Manager of Corporate Finance, Treasurer

**Meeting Date:** November 11, 2021

**Subject:** Third Quarter Financial Review

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

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

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### Purpose

The purpose of this report is to provide Council with an update on third quarter financial results up to September 30, 2021.

### Background & Discussion

At the end of September departments should be at 75% spent. Similar to the mid year report this is not the case as can be seen below:

(in 000s)	2019 ACTUAL	2020 ACTUAL	SEPT 2021 ACTUAL	2021 BUDGET	UNSPENT BUDGET	%AGE SPENT
Council	\$544	\$515	\$385	\$617	\$232	62.44%
Office of CAO	\$1,063	\$1,274	\$927	\$1,517	\$590	61.11%
Corporate Services	\$1,779	\$3,652	\$1,828	\$3,502	\$1,673	52.21%
Health Services	\$5,587	\$5,475	\$3,799	\$6,291	\$2,493	60.38%
Infrastructure and Environment	\$16,026	\$16,435	\$12,213	\$16,841	\$4,628	72.52%
Dufferin Oaks	\$3,837	\$3,391	\$1,740	\$4,179	\$2,439	41.63%
Community Services	\$6,131	\$5,685	\$2,684	\$6,245	\$3,561	42.98%
Development and Tourism	\$1,792	\$1,613	\$1,139	\$1,850	\$711	61.55%
<b>Total All County Departments</b>	<b>\$36,759</b>	<b>\$38,041</b>	<b>\$24,715</b>	<b>\$41,043</b>	<b>\$16,328</b>	<b>60.22%</b>

All departments are currently tracking well below budget, with the exception of Infrastructure and Environment (IE). As outlined in the Mid Year Financial Review report, staff are still anticipating a surplus at the end of 2021. As part of the 2022 Budget preparation and analysis staff will be conducting further work to better estimate what that surplus may be. At that time a report will come forth requesting funds from various areas be moved into reserves to be used towards future increases. For example, additional funding in Housing provides an opportunity to set funds aside to meet future programming needs. Also, Council may consider rolling unspent grant monies into 2022 similar to what occurred in 2021.

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

The chart below provides a breakdown by revenue and expense type for all departments.

(in 000s)	2019 ACTUAL	2020 ACTUAL	SEPT 2021 ACTUAL	2021 BUDGET	UNSPENT BUDGET	%AGE SPENT
<u>Revenues</u>						
User Fees	-\$5,072	-\$5,011	-\$3,751	-\$4,980	-\$1,228	75.33%
Supplemental Taxation	-\$687	\$40	\$0	-\$485	-\$485	-0.03%
Investment Income	-\$816	-\$357	-\$809	-\$400	\$409	202.27%
Rent Revenue	-\$3,486	-\$3,553	-\$2,475	-\$3,840	-\$1,365	64.44%
Government Transfers	-\$32,533	-\$35,412	-\$28,461	-\$33,324	-\$4,862	85.41%
Other Revenue	-\$6,687	-\$3,908	-\$3,022	-\$4,594	-\$1,572	65.77%
<b>Total Revenues</b>	<b>-\$49,282</b>	<b>-\$48,200</b>	<b>-\$38,518</b>	<b>-\$47,623</b>	<b>-\$9,105</b>	<b>80.88%</b>
<u>Expenditures</u>						
Salaries and Benefits	\$26,117	\$28,252	\$21,049	\$28,717	\$7,668	73.30%
Administrative and Office	\$3,360	\$3,836	\$2,570	\$5,072	\$2,502	50.67%
Debt Repayment	\$2,855	\$1,500	\$1,060	\$1,414	\$353	75.00%
Service Delivery	\$34,261	\$32,650	\$22,582	\$35,088	\$12,506	64.36%
IT and Communications	\$941	\$974	\$1,030	\$1,218	\$189	84.52%
Facilities	\$4,196	\$4,240	\$3,123	\$4,649	\$1,526	67.18%
Vehicles and Equipment	\$1,062	\$1,053	\$734	\$1,288	\$554	56.99%
Internal Services Used	\$1,375	\$1,677	\$1,129	\$1,576	\$446	71.67%
Internal Services Recovered	-\$1,375	-\$1,643	-\$1,129	-\$1,576	-\$446	71.68%
COVID	\$0	\$623	\$443	\$1,383	\$940	32.05%
Capital Contribution	\$15,532	\$13,501	\$11,138	\$13,083	\$1,945	85.13%
<b>Total Expenditures</b>	<b>\$88,324</b>	<b>\$86,664</b>	<b>\$63,729</b>	<b>\$91,913</b>	<b>\$28,184</b>	<b>69.34%</b>
<u>Transfers</u>						
Transfers from Reserves	-\$4,258	-\$2,239	-\$1,192	-\$3,467	-\$2,274	34.40%
Transfers from/to Trust	-\$401	-\$16	-\$6	\$7	\$13	-85.71%
DC Contribution	-\$879	-\$1,063	-\$751	-\$1,060	-\$309	70.81%
Transfers to Reserves	\$3,256	\$2,895	\$1,453	\$1,272	-\$181	114.22%
<b>Total Transfers</b>	<b>-\$2,283</b>	<b>-\$423</b>	<b>-\$496</b>	<b>-\$3,248</b>	<b>-\$2,751</b>	<b>15.28%</b>
<b>Total All County Departments</b>	<b>\$36,759</b>	<b>\$38,041</b>	<b>\$24,715</b>	<b>\$41,043</b>	<b>\$16,328</b>	<b>60.22%</b>

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### *Revenues*

Supplemental taxation revenues remain near zero until supplemental tax levy payments and write offs are reported by the lower tiers in December. 2020 showed tax write offs were much higher than anticipated as such the 2021 gains earned under Investment Revenue have been set aside in the event of a similar occurrence this year. Rent revenue is projecting below normal due to a vacancies, additionally, the Court House lease is typically not reconciled until the end of the year based on actual costs occurred (current practice is to bill back MAG for a portion of operating costs).

Government Transfers are primarily higher than anticipated due to additional funds received as a result of COVID. These increases are typically offset by related increases to Service Delivery or Salary and Benefit costs, also there is often a delay between when funds are received and spent for a variety of programs. Ultimately, most provincial programs require any unspent funds be returned to the various Ministries. These adjustments occur at the end of the year.

### *Expenses and Transfers*

Dufferin Oaks is the only department currently above the 75% target for Salaries and Benefits. Their overage is offset by additional subsidies. All other departments, excluding Council are between 66% and 71% spent. This is a result of a various staff vacancies throughout the organization due to recruiting challenges. As at the time of writing of this report most have now been filled or are in the recruiting phase. Ongoing recruitment issues were highlighted in the recent report from the Director of Human Resources, *People and Equity and Human Resources Services*.

Administrative and Office expenses continue to see savings as a result of remote work arrangements, conferences and training are less expensive when offered remotely and there are a number of initiatives from the Strategic Action Plan involving consulting fees that are being deferred to 2022 due to a lack of staff capacity this year. The majority of software related licensing and maintenance fees are paid annually in the first half of the year which is causing IT and Communications to be over 84%.

The line item for COVID Expenses is completely offset by Transfers from Reserves. The total amount is lower than anticipated as additional funding sources are being utilized for amounts budgeted under Housing, Paramedics and Dufferin Oaks. Staff are holding off on a number of Transfers from Reserve related to Strategic Action Plan tasks until the end of the year. Given the anticipated surplus for 2021 staff may not need to do the transfers

thereby keeping money in the reserves for future purposes. There is still a fair amount of Safe Restart funding to be spent. Funds are currently being used to address current staffing constraints and will be drawn upon to fund operational costs associated with implementation of the vaccine policy. Funds will also be used to offset continued pressures in 2022. The line item Transfers to Reserves is currently over budget as all Safe Restart funds received are being transferred to reserves.

### Capital Fund

At the end of 2020 the Capital Fund balance was over \$16M. It is anticipated an additional \$13M will be added in 2021 and projects valued at over \$17 million are to occur leaving a value of \$12M. The table below indicates the majority of funds to be added to the Capital Fund have already occurred. Additional funds from developers for joint projects and additional subsidies for the EV Charging Stations are yet to be allocated.

(in 000s)	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2021 BUDGET
<b>Opening Balance</b>	<b>-\$10,863</b>	<b>-\$15,822</b>	<b>-\$16,876</b>	<b>-\$16,876</b>
Contributions				
Government Transfers	-\$2,436	-\$3,205	-\$2,629	-\$3,044
Capital Levy	-\$8,336	-\$8,493	-\$7,708	-\$7,708
Other Revenue	-\$1,941	-\$306	-\$274	-\$1,626
Transfers from Reserves	-\$2,139	-\$1,037	-\$425	-\$425
Transfers from Trust	-\$446	\$0	\$0	\$0
DC Contribution	-\$368	-\$395	-\$275	-\$275
<b>Total Contributions</b>	<b>-\$15,667</b>	<b>-\$13,436</b>	<b>-\$11,311</b>	<b>-\$13,077</b>
Capital Work				
Land Improvements	\$168	\$159	\$33	\$1,034
Buildings	\$705	\$1,827	\$724	\$3,081
Equipment & Machinery	\$564	\$540	\$1,080	\$1,730
Vehicles	\$885	\$644	\$829	\$1,176
Roads	\$6,749	\$6,040	\$4,215	\$7,840
Bridges & Culverts	\$1,630	\$3,168	\$141	\$1,666
Other	\$6	\$5	\$4	\$993
<b>Total Capital Work</b>	<b>\$10,708</b>	<b>\$12,383</b>	<b>\$7,025</b>	<b>\$17,520</b>
<b>Ending Capital Asset Fund Balance</b>	<b>-\$15,822</b>	<b>-\$16,876</b>	<b>-\$21,162</b>	<b>-\$12,433</b>

On the Capital Work side 40% of total planned work has been expensed. There is often a delay in invoicing as well as holdbacks releases which results in the value of actual work

completed being higher than what is captured in these totals. A number of projects approved in 2021 will now be scheduled to shift to 2022. Over \$750,000 in Land Improvements projects will shift to 2022 which includes work on several parking lots, \$1,475,000 in Buildings including upgrades/replacements to windows, balconies, security systems as well as interior renovations. Most if not all of the Equipment & Machinery projects are expected to be completed in 2021 as are vehicle purchases.

Roads, Bridges and Culverts are currently tracking close to budget although higher than anticipated asphalt escalation clauses may push them over budget. There is sufficient room within the capital reserve fund to absorb these overages. Lastly, the Other category includes the electric vehicle charging stations, a portion of which will be carried into 2022 and the nurse call system which staff have been working diligently at finding an alternative, less expensive alternative.

Any excess funds resulting from incomplete work or savings from completed projects are taken into consideration when determining future levy requirements for capital reserve funds. That is, if a project is pushed into a future year the funds that have already been set aside for these projects are still available and unless the estimated cost of the work increases, additional funds are not added from tax levy.

### **Recommendation**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated November 11, 2021, regarding Third Quarter Financial Review, be received.**

Respectfully Submitted By:

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

## **REPORT TO COUNCIL**

**To:** Warden White and Members of County Council

**From:** Aimee Raves, Manager of Corporate Finance, Treasurer  
Chris Hasson, Senior Procurement Specialist

**Meeting Date:** November 11, 2021

**Subject:** **Third Quarter 2021 Report on Request for Tenders and Request for Proposals**

**In Support of Strategic Plan Objective:**

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

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### **Purpose**

The purpose of this report is to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

### **Background and Discussion**

This report covers the period from July 1, 2021 through October 31, 2021.

### **Details**

The table below provides the details of the Requests for Tender and the Requests for Proposal (where amounts were greater than \$50,000 as per By-Law 2017-33) for the reporting period outlined.

All procurement of goods and services, by every department in the County, is governed by guidelines of the Procurement Policy By-Law 2017-33. There are multiple approval stages, creating a system of checks and balances, to purchases, as outlined in the Policy. Department Heads, or their Authorized Delegate(s) initiate purchases for values up to \$10,000.

As outlined in the Policy, further steps are taken in the case of purchases of greater than \$10,000 to obtain competitive quotes. For purchases greater than \$50,000 there are additional steps for formal Tenders and/or Requests for Proposals, including detailed evaluation of bids received. Further, these purchases are reported to Council on a quarterly basis, in reports such as this one. Still further steps are required, as outlined in the Policy, for situations where vendor price bids are above the approved annual budget.

<b>Tender/RFP Number</b>	<b>Description</b>	<b>Status</b>	<b>Vendor</b>	<b>Budget Value</b>	<b>Contract Value (No Tax)</b>
T2021 DO-21-02	Front Canopy, Walkway and Garden Replacement at Dufferin Oaks Long Term Care Centre	Awarded	Avion Construction Group Inc	\$190,000 (overage approved at June Council)	\$238,497
T2021 PW-21-08	Supply & Delivery of Snowplow	Awarded	B&I Complete Truck Centre	\$340,000	\$329,146
T2021 FA-21-04	Fire Inspections Services	Awarded	M-L Fire & Burglary	\$30,000	\$18,130
RFP2021 MU-21-03	Museum Strategic Plan	Awarded	Creative Process Inc.	\$40,000	\$39,460
T2021 PW-21-10	Rehab; 4 Culverts + 1 Structure	Awarded	MaAckon Corp.	\$462,500	\$439,519
T2021 PW-21-11	Replace; 1 culvert	Awarded	Cox Construction Ltd.	\$621,100	\$479,373
T2021 PW-21-12	Supply & Delivery and Mixing of Winter Sand	Awarded	Greenwood Ready Mix	\$115,000 (1 year)	\$322,875 (3 years)
T2021 CF-21-01	Timber Sales	Awarded	3 separate vendors	\$150,000 (Revenue)	\$100,284 (Revenue)
T2021 DO-21-04	BAS for Dufferin Oaks	Awarded	Jade Logic Building Tech.	\$255,000	\$224,192



<b>Tender/RFP Number</b>	<b>Description</b>	<b>Status</b>	<b>Vendor</b>	<b>Budget Value</b>	<b>Contract Value (No Tax)</b>
T2021 PW-21-13	Crack Sealing	Awarded	Falcon Road Services	\$270,100	\$144,387
RFP2021 FS-21-03	Consulting Services	Awarded	Blackline Consulting	\$120,000	\$60,485
T2021 DO-21-05	Mel Lloyd Shingle Replacement	Awarded	T. Hamilton & Son Roofing	\$90,000	\$70,500
RFP2021 ED-21-14	Economic Development Strategy & Action Plan	In Process - Evaluation	Closed: Oct. 7/21	\$70,000	
RFP2021 PW-21-14	Engineering Services – Rehab/Replacement of 4 Structures	In Process - Evaluation	Closed: Oct. 21/21	\$44,000 (2021) + \$140,000 (2022)	
RFP2021 WS-21-03	Solid Waste Collection Service	Issued	Closes: Dec. 2, 2021	n/a - 2023	

### **Recommendation**

**THAT the Report on Request for Tenders and Request for Proposals, from the Manager of Corporate Finance, Treasurer and Senior Procurement Specialist, dated November 11, 2021, be received.**

Respectfully Submitted by:

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

Chris Hasson, CSCMP, CPSM  
Senior Procurement Specialist

## REPORT TO COUNCIL

**To:** Warden White and Members of County Council

**From:** Aimee Raves, Manager of Corporate Finance, Treasurer

**Meeting Date:** November 11, 2021

**Subject:** **Budget Update**

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

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

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### **Purpose**

The purpose of this report is to provide an update on the 2022 Budget schedule.

### **Background & Discussion**

Compilation of the 2022 budget is nearly completed, as final totals are being calculated there are still a number of unknowns that are impacting the ability to provide the most accurate budget to Council. Additionally, initial projections are significantly higher than prior year budgets presented to Council. Assessment growth has been positive in recent years, current projections show growth currently at less than 1% for 2022.

There are a number of different factors leading to the increase, many of which are out of our control as outlined in the Budget Update report presented to August GGS Committee. Continued upward trends in inflation (4.4% in September) will create additional pressures on 2022 and future budgets. The August report stated: *"current forecasts anticipate interest rates remaining relatively low into 2023"*. These expectations have shifted with increases now expected in the very near future.

With the current and future economic climate continuing to see increased pressures staff believe it is prudent to spend additional time reviewing the current budget prior to

presenting a draft to Council. More time will allow staff to perform additional analysis as well as gain a better understanding of what has transpired over the last few years and its impact on the budget.

Assumptions made in compiling the budget have shifted considerably as we see continued pressure on prices in a variety of sectors. Some of the areas requiring additional review include fuel and natural gas, food purchases at Dufferin Oaks as well as a variety of contracts that are linked to CPI, the largest being the waste service contract.

More time will also allow staff to gain better clarity on a number of unknowns that can then be incorporated more accurately into the budget. Most of these surround salary and benefit costs:

- Adjustments to Dufferin Oaks staffing resulting from recent funding announcements
- Annual benefit rate increases (received end of October)
- Impact of additional staff requests per October Committee reports (November Council)
- Impact of market survey (December/January Council)

Additional time will also provide staff with the opportunity to review current reserve balances and examine areas where they may be used to help offset the anticipated increase.

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

Dufferin County is not the only municipality anticipating larger than normal increases for the 2022 budget year. A recent meeting held with other County Treasurers revealed that most municipalities are anticipating increases of around 5%. Current estimates have the County budget sitting above 5%, another reason for taking additional time for further analysis to see whether there are areas where increases can be mitigated.

Analysis will include comparing current and prior years (pre-COVID) actuals to the proposed budget as well as reviewing the long term impact on tax levy of all areas of the organization. There are a variety of programs that are either relatively new or anticipating significant change in the coming years that will impact future budgets. Although zero increase budgets are no longer practical staff realize the importance of minimizing tax increases from year to year. It is anticipated high level budget presentation will occur at the January Council meeting with the more detailed budget packages reviewed at the January Committee meetings.

**Recommendations:**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated November 11, 2021, regarding Budget Update, be received.**

**AND THAT, Council approve delaying the budget deliberations to commence in January 2022.**

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:** November 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

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### **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: November 3, 2021

#### **Niagara Escarpment Commission (NEC)**

Representative(s): Councillor Janet Horner  
Next Meeting date: November 17, 2021

#### **Dufferin Board of Trade (DBOT)**

Representative(s): Councillor Sandy Brown

Highlights: The Dufferin Board of Trade is launching the second initiative of the Dufferin Day Campaign, Eat Local. Eat local highlights restaurants, catering, grocery, coffee shops

and more. The campaign features large signage around Dufferin County, radio ads, video, social media posts, newspaper ads and a grand prize draw valued at \$500.

Attached: Dufferin Board of Trade Newsletter – November 2021

**Headwaters Communities in Action**

Representative: Warden Darren White

Highlights: The Annual General Meeting is being planned for November 24, 2021. Business meeting will be from 6pm-6:45pm and public meeting 7pm-8:30pm featuring guest speakers representing government, economy and community on the topic of Resilience.

Attached: Headwaters Communities in Action Report – November 2021

**Western Ontario Wardens' Caucus (WOWC)**

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

The WOWC met on Friday October 22, 2021. Warden White chaired the first portion of the meeting until Warden Cornell arrived. The Caucus received a presentation of the recently prepared Western Ontario Workforce Strategy from Aileen Murray, Mellor Murray Consulting; David Campbell, Jupia Consultants; Lisa Prime, Prime Strategy and Planning; and Tracy John, Amplify Marketing & Communications. The 2020 Financial statements were presented by Elizabeth Alexander from BDO and adopted. A SWIFT update was provided followed by an Economic Development update. Finally, the Caucus discussed the provincial Advanced High Speed Internet program.

Next Meeting date: WOWC CAOs November 26, 2021 and January 21, 2022 via zoom  
Caucus AGM Friday, February 11, 2022 hosted by Oxford County (in person)

**SWIFT Board of Directors**

Representative: Chris Gerrits

**Recommendation**

**THAT the report of the Chief Administrative Officer, dated November 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

## REPORT TO COUNCIL

### Headwaters Communities in Action

Representative: Warden Darren White  
Meeting report of November 2021

**Highlights:** HCIA AGM being planned for Nov. 24. HCIA Vice Chair to join DC Climate Adaptation Working Group. DC Grants Round 2 report presented to General Government Services and planning for 2022 has begun, 2021 grantee stories being collected. CSWB performance dashboard being developed and Lead Table connection with DEICAC. Farm to School Learning Circle launches; Local Food Club looking to boost orders; Education options continue to adapt and develop remote options; DC MOVES-Volunteer Dufferin partner on Dec 7 forum on the topic of funding.

### **Primary Activities:**

#### **HCIA Admin:**

- HCIA AGM being planned for November 24<sup>th</sup> 2021. Business meeting 6-6:45pm and public meeting 7-8:30pm featuring guest speakers representing government, economy and community on the topic of Resilience. Audience engagement, entertainment and a 2021 HCIA program update will also be included.
- HCIA Vice Chair Elizabeth Hawkins will join the DC Climate Adaptation Working Group.
- ED Jennifer Payne presented the report of recommendations for the DC Community and Food For Thought Grants Round 2 to the GGS committee at their Oct. 28 meeting. Next steps: collect stories from 2021 grantees, test new online form and set criteria for 2022 round, plan webinar for prospective applicants.
- A dashboard is being developed to reflect progress on the Dufferin County Community Safety and Well-Being Plan and the Integration Table will discuss how Lead Tables will report in. The Diversity Equity and Inclusion Community Advisory Committee (the Lead Table for the Discrimination, Marginalization and Racism priority area) will connect to the CSWB work through a new Human Services Subcommittee.
- Connected with Caledon regarding the Peel Community Safety and Well-Being Plan and specific Caledon actions.
- Staff members attended Tamarack Reconnect conference Oct. 6 and 7 on the topic of Making Community Essential, with master classes on Asset-Based Community Development approaches to COVID-19 recovery/renewal.



- Discussing possibility of a #GiveLocal campaign for #GivingTuesday Nov. 30, in consultation with DBOT, DSPN and other local agencies.
- Fundraising efforts continue for shared platform supports, community well-being collective efforts as well as program funding with grant-writing and events. United Way Rural Communities Fund applications under way for HCIA and DCEC-Lived/living Experience Advisory Network.
- Monthly newsletters and weekly/ad hoc social media shares, including promotion of InDufferin initiatives and other opportunities for citizens to engage. E.g. Transit study public surveys, EcDev Mental Health webinar series. With assistance from DBOT Administrative Support Services.
- Efforts continue to build team capacity for program coordination, communications, community building and admin resources.
- **PROJECT NEWS:**
  - **Volunteer Dufferin:** Thanksgiving social media promoting volunteer appreciation, and to raise the profile of volunteer centres via campaign with Ontario Volunteer Centre Network. Co-facilitating a community conversation on local funding with DC MOVES for the December 7 forum.
  - **HFFA and Farm to School:** October was Farm to School month (national). Learning Circle project kicks off with invitations sent out to food-in-school system stakeholders. First large group meeting Dec. 10. Brainstorming ways to increase Local Food Club orders. Engaged a local teacher to finalize lesson plans and kits for virtual/remote education options. Hub continues to collaborate with Guelph's Our Food Future on a regenerative agriculture summit in Elora.
  - **Handmade in Headwaters** pilot on hold – seeking entrepreneurial student to build on the groundwork and carry this concept forward as a project for either co-op, social enterprise or business.
  - **DC MOVES** planning for 2022 meeting Oct. 27 with DCEC large group. Upcoming Dec. 7 Training and Development forum to feature conversations about funding, featuring a panel of local funders, moderated and keynote by Cathy Mann of The Fundraising Lab. Information sharing continues through What's On The MOVES newsletters and Did You Know bulletins.

## REPORT TO COUNCIL

**To:** Warden White and Members of Council

**From:** Sonya Pritchard, Chief Administrative Officer

**Meeting Date:** November 11, 2021

**Subject:** **Vaccination Policy Updates**

**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 additional information to Council with respect to Vaccine Policies.

### **Background & Discussion**

#### **Overview**

At the October 14<sup>th</sup> meeting, County Council approved a Vaccination Policy for non-union staff. This policy requires all staff to be vaccinated by the end of December 2021 or face a 6 week suspension followed by termination of employment. Exceptions apply for employees with valid medical and human rights exemptions.

At the same meeting, Council considered a policy for members of Council whereby vaccination would be required to attend any on-site business at a County facility. The following Notice of Motion was put forward to amend the policy:

THAT draft policy #1-2-13 -Members of Council Vaccination Policy, be amended to include a deduction of pay for any member of Council, that doesn't provide proof of vaccination by December 31, 2021;

AND THAT Advisory Committee members and volunteers be included in a vaccination policy.

Staff have had the opportunity to review and research deducting Councillor pay for non-compliance with the vaccine policy. The only avenue by which Councillor pay may be suspended is under Section 223.4(5) of the Municipal Act whereby the the municipality may impose either of the following penalties on a member of council or of a local board if the Integrity Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days. 2006, c. 32, Sched. A, s. 98.

The City of London has a clause within their Code of Conduct stipulating members must adhere to all policies impacting them and as such non-compliance could result in a complaint and subsequent Integrity Commissioner inquiry. The County of Dufferin Council Code of Conduct has no such clause with respect to policy non-compliance that could trigger a complaint to the Integrity Commissioner.

Examples of other municipal Council vaccine policies follow. Grey, Bruce, Huron, and Lanark Counties require Councillors who are not vaccinated to undergo education and rapid testing. The City of Mississauga requires testing to attend an in-person meeting. Oakville requires an implementation of a safe, alternate accommodation for unvaccinated Councillors to be determined by the Clerk in consultation with HR and the CAO , when required for in person meetings. Similar rules exist for volunteers.

With respect to Advisory Committee members and other volunteers there is no health and safety impact to require they disclose their vaccination status if they are not attending a County facility. The purpose of vaccine mandates is to ensure every reasonable measure has been taken to ensure a safe workspace. Unlike employees who are required to be on site at least some of the the time it is possible that Advisory Committee members and other volunteers are never onsite.

To ensure those that are attending a County facility are vaccinated, staff recommend implementing a Vaccine Certificate verification process similar to what is presently required for indoor dining. In addition, a similar approach is recommended for contractors who do work in a County facility. Implementing both on December 1, 2021

to provide adequate time to notify current contractors and volunteers of the new requirement.

When considering additional vaccine policies and evaluating the current non-union staff policy it is important to put them in context of recent provincial announcements. On November 3, 2021 the Government of Ontario announced it will not mandate vaccines for hospital workers. On October 22, 2021 the province released a plan to eliminate all COVID 19 restrictions by March 2022 including ending the vaccine certificate program in most settings on January 17, 2022. Elimination of these measures is subject to continued favourable cases and hospitalization numbers.

**Recommendation**

**THAT, the report of the Chief Administrative Officer dated November 11, 2021 with respect to Vaccination Policy Updates be received.**

Respectfully Submitted by:

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

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2021-38**

### **A BY-LAW TO RATIFY THE ACTIONS OF THE WARDEN AND THE CLERK FOR EXECUTING AN AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF DUFFERIN AND MARCH OF DIMES CANADA (Service Agreement for Assisted Living Services in Shelburne – Hub & Spoke Model)**

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 March of Dimes Canada, 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 11<sup>th</sup> day of November, 2021.

\_\_\_\_\_  
Darren White, Warden



\_\_\_\_\_  
Michelle Dunne, Clerk

## **Service Agreement Regarding Assisted Living Services – Shelburne (Hub & Spoke Model)**

**THIS AGREEMENT made effective April 1, 2021**

**BETWEEN:**

Corporation of the County of Dufferin - Dufferin Oaks

And

March of Dimes Canada

(Hereinafter referred to as the “Parties”)

The Parties are willing to work together as the transfer agency (Corporation of the County of Dufferin- Dufferin Oaks) and the service provider (March of Dimes Canada) to provide Assisted Living Services – Shelburne (Hub and Spoke Model).

**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 Assisted Living Services – Shelburne (Hub and Spoke Model).

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 Assisted Living Services – Shelburne (Hub and Spoke Model) according to the approved service plan by the CWLHIN/MOHLTC;
  - (c) “Lead Party” means the Corporation of the County of Dufferin - Dufferin Oaks.
  - (d) “Service Provider” means March of Dimes Canada (MODC)
  - (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**

The term of this Agreement shall be the period commencing on the 1<sup>st</sup> day of April 2021, and ending on March 31<sup>st</sup>, 2022, unless terminated earlier or extended pursuant to the terms of this agreement.

## **Article 3.0 Responsibilities of the Parties**

- 3.1 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.
- 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 Assisted Living Services - Shelburne Program. The Service Provider shall provide audited financial statements for this program as required by the MOHLTC/CWLHIN. The Service Provider will keep all financial records and invoices and all non-financial records for this program for seven years after the term of this agreement. The March 31, 2020 audited financial statements for this program will be provided to the Lead Party by June 15, 2020. Costs for the program 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 Ontario Healthcare Reporting Standards (OHRS) and as required by the CWLHIN/MOHLTC. See Schedule "A" for Program Funding and Performance Deliverables. 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. The 10% holdback will be released when the final Annual Reconciliation Report (ARR), is completed and submitted 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 the 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 acknowledgment 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 Agency to resolve any Conflict of Interest.



#### **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.

#### **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.

#### **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 of 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 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 a “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 10.0 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 Termination of the agreement requires immediate notification to 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 11.0 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.

#### **Article 12.0 Terms of Payment**

- 12.1 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.
- 12.2 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 the Service Provider of the nature of the objection.

#### **Article 13.0 Method and Basis of Payment**

- 13.1 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 prorated annual approved program budget as per Schedule “A” of this agreement according to the following breakdown:
  - (a) Upon monthly receipt of the financial and statistical reports for the twelve months of April, 2021 to March, 2022, 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) At the end of the operating year and upon receipt of the final month’s financial and statistical reports, the Lead Party will disburse the final payment up to the amount of the CWLHIN annual approved program budget minus a 10% holdback. The 10% holdback will be released when the final Annual Reconciliation Report (ARR) is completed.
  - (c) Any change in funding by the CWLHIN/MOHLTC will result in a subsequent change in payment.

- (d) Any funding not spent by the Service Provider at year end reconciliation will be required to be returned to the Lead Party for repayment to the CWLHIN.

**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.

**March of Dimes Canada**

**We have the authority to bind the corporation.**

Per Jason Lye, A.S.O.

Name: Jason Lye

Title: Vice President

Per \_\_\_\_\_, A.S.O.

Name:

Title:

**Corporation of the County of Dufferin - Dufferin Oaks**

**We have the authority to bind the corporation.**

Per  \_\_\_\_\_, A.S.O.

Name: Darren White

Title: Warden

Per  \_\_\_\_\_, A.S.O.

Name: Michelle Dunne

Title: Clerk, Corporate Services

**Schedule “A”**

**Program Funding and Performance Deliverables**

**FUNDING**

<b>Term</b> <b>April 1, 2021 to</b> <b>March 31, 2022</b>	<b>Base</b> <b>21/22</b>	<b>Lead Party</b> <b>Agency Fee</b> <b>21/22</b>	<b>Program</b> <b>Budget</b> <b>21/22</b>
Base Funding	\$293,024	\$8,790	\$284,233
<b>Total</b>	<b>\$293,024</b>	<b>\$8,790</b>	<b>\$284,233</b>

Monthly advances to be made for the months of April, 2021 through March, 2022 based on actual costs incurred to operate the program. Total funds advanced not to exceed the annual approved program budget of \$284,233.

**PERFORMANCE DELIVERABLES**

Indicator	
Individuals Served	19
Resident Days Annualized	5311
PSW Hours	8140
Client Satisfaction Rate	75% return rate with 90% satisfied with services
Emergency Department Utilization Rate	TBD
Hospital Admission Rate	TBD

**Schedule “A”**

**Program Funding and Performance Deliverables**

**REPORTING REQUIREMENTS**

The reporting requirement will be on a monthly basis and must be received by the Corporation of the County of Dufferin – Dufferin Oaks by the 5<sup>th</sup> day following each month.

The Lead Party must report to the MOHLTC as follows:

Quarter 2 due October 31, 2021

Quarter 3 due January 31, 2022

Quarter 4 due May 31, 2022

Annual Reconciliation Report (ARR) due June 30, 2022

**QUARTERLY SURVEYS**

The Service Provider is required to survey program participants quarterly. Survey results will be reported to the Lead Party as follows:

- Quarter 1 due July 20, 2021
- Quarter 2 due October 20, 2021
- Quarter 3 due January 20, 2022
- Quarter 4 due April 20, 2022

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 Assisted Living Services – Shelburne (Hub and Spoke Model) Program.

Date: \_\_\_\_\_

Date: 10 / 19 / 2021

**Corporation of the County of Dufferin- Dufferin Oaks**

**We have the authority to bind the corporation.**

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

Per [Signature], A.S.O.  
 Name: Michelle Dunne  
 Title: Clerk

**March of Dimes Canada**

**We have the authority to bind the corporation.**

Per Jason Lye, A.S.O.  
 Name: Jason Lye  
 Title: Vice President

Per \_\_\_\_\_, A.S.O.  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

# Signature Certificate

Document Ref.: T9VJU-NWN52-GQVAF-WB6IP

Document signed by:

	<p><b>Jason Lye</b> Verified E-mail: jllye@marchofdimmes.ca</p> <p>IP: 67.58.196.78      Date: 19 Oct 2021 15:25:24 UTC</p>	 
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Document completed by all parties on:  
19 Oct 2021 15:25:24 UTC

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Signed with **PandaDoc.com**

PandaDoc is a document workflow and certified eSignature solution trusted by 25,000+ companies worldwide.





# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2021-39**

### **A BY-LAW TO ADOPT AN EMERGENCY RESPONSE PLAN PURSUANT TO THE EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT, R.S.O 1990, AS AMENDED AND TO REPEAL BY-LAW 2013-54**

WHEREAS under Section 3 (1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, as amended, every municipality is required to develop an emergency response plan and to adopt the plan by by-law

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

1. That the emergency response plan attached hereto as Schedule 'A' be adopted;
2. That By-law 2013-54 is hereby repealed.

READ a first, second and third time and finally passed this 11<sup>th</sup> day of November, 2021.

---

Darren White, Warden



---

Michelle Dunne, Clerk



2021

# EMERGENCY RESPONSE PLAN

MUNICIPALITY NAME

This document is approved for public distribution.

DRAFT

## ATTENTION!

**If you have been notified of an emergency situation but have not read this plan:**

### **Follow the immediate actions below:**

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

### ***Important Contacts***

**CEMC:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

**Head of Council:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Full contact details are included in Annex 001**

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# 1 INTRODUCTION

The ***Emergency Management and Civil Protection Act, RSO 1990*** (EMCPA) defines an emergency as:

*"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."*

## 1.1 Community Risk Profile

The community risk profile<sup>1</sup> details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

### 1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA)<sup>2</sup> process identified the following situations as the potential risks to all or part of Dufferin County.

- Cyber Attack
- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storms
- Tornadoes
- Transportation Accidents

## 2 PURPOSE

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP)<sup>3</sup> in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

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<sup>1</sup> In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. *EMCPA R.S.O. 1990, c.3, s.5.1(2)*

<sup>2</sup> A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

<sup>3</sup> A plan developed and maintained to direct an organization's external response to an emergency.

This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality<sup>4</sup>.

This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.

This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)<sup>5</sup> may be required.

The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.

The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

## **2.1 Authority**

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan<sup>6</sup>.

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<sup>4</sup> "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

<sup>5</sup> A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

<sup>6</sup> *Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c.14, s 5(1).*

*The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).*

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the authorities of municipalities that may be invoked during an emergency.

### **2.1.1 Action Prior to a Declaration of Emergency**

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the Emergency Control Group and declaring an emergency can be found in this plan.

### **2.2 Application and Scope**

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

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*The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and*

*No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,*

*Sched.C, s.32 (6).are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).*

## **2.3 Coordination of Program by the County of Dufferin**

The County of Dufferin will coordinate the legislated components of the emergency management program<sup>7</sup> for each of the member municipalities through a shared services agreement.

## **2.4 Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality<sup>8</sup>. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan<sup>9</sup>.

The CEMC will monitor potential and impending threats<sup>10</sup> that may impact the health, safety or economic stability across Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- ☐ Providing expertise regarding the implementation of the emergency response plan.
- ☐ Fulfilling any role within the EOC as needed.
- ☐ Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or incident sites.
- ☐ Assisting the Incident Commander as needed.
- ☐ Coordinating post-emergency debriefings.

## **2.5 24/7 Notification of Incidents**

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance a 24/7 On-Call protocol has been established.

The On-Call protocol can be activated for any member municipality by contacting the 24/7 telephone number listed in the Emergency Contact List.

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<sup>7</sup> A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

<sup>8</sup> In accordance with County of Dufferin By-Law 2004-60.

<sup>9</sup> Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

<sup>10</sup> A person, thing or event that has the potential to cause harm or damage.

## **2.6 Notification of Senior Municipal Official**

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander<sup>11</sup> may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official<sup>12</sup> shall be notified if the incident commander determines that one of the following criteria is present;

- Any incident requiring evacuation of, or excluding access to residential or institutional settings.
- Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency and/or municipal services.

In the event that the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

## **2.7 Plan Testing, Maintenance and Review**

### **2.7.1 Annual testing**

This ERP will be tested for effectiveness through emergency exercises<sup>13</sup> on an annual basis.

### **2.7.2 Annual Review**

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee<sup>14</sup> and will be revised as required.

## **2.8 Additional Emergency Response Plans and Procedures**

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

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<sup>11</sup> The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

<sup>12</sup> The municipal employee with overall responsibility for all municipal functions.

<sup>13</sup> A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

<sup>14</sup> A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

## **2.9 Approval of Amendments by Council**

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- ☐ Changes, additions or revisions to the annexes
- ☐ Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- ☐ Additions or deletions of contact information.

## **2.10 Flexibility**

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.



### **3 EMERGENCY CONTROL GROUP (ECG)**

The Emergency Control Group<sup>15</sup> is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- ☐ Coordinate municipal operations prior to, during and after the emergency;
- ☐ Prioritize municipal operations;
- ☐ Support the response to the incident(s).

#### **3.1 Activating the Municipal Emergency Control Group (MECG)**

The MECG will be activated<sup>16</sup> under the following conditions:

- ☐ A member of the ECG requests activation;
- ☐ When there is a significant risk to the health, safety or well-being to members of the community.
- ☐ When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- ☐ When an emergency situation is anticipated to impact or is occurring within the municipality.

#### **3.2 Activating the County Emergency Control Group (CECG)**

The CECG will be activated under the following conditions:

- ☐ A member of the County ECG requests activation;
- ☐ When one or more member municipalities request assistance with coordination, planning, resource management, etc.
- ☐ When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- ☐ When an emergency situation requires resources that are specific to the County's sphere of jurisdiction<sup>17</sup> as detailed in the Municipal Act or which are assigned to the upper-tier under any other current statute.

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<sup>15</sup> 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

<sup>16</sup> Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

<sup>17</sup> 11 (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

### 3.3 Emergency Control Group (ECG) Membership

The composition of each ECG<sup>18</sup> is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector<sup>19</sup> as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

#### 3.3.1 ECG Composition by Municipality

Amaranth	East Garafraxa	Grand Valley
<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Director - Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Director - Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Deputy Clerk</li> <li>• Fire Chief</li> <li>• OPP Inspector</li> </ul>
Melancthon	Mono	Mulmur
<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Director - Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Director - Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Director - Public Works</li> <li>• Fire Chief</li> <li>• OPP Inspector</li> </ul>
Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none"> <li>• CAO</li> <li>• CEMC</li> <li>• GM – Corporate Services</li> <li>• GM – Community Services</li> <li>• GM – Infrastructure Services</li> <li>• Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/Clerk</li> <li>• CEMC</li> <li>• Director - Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• CAO</li> <li>• CEMC</li> <li>• Director – Corporate Svcs</li> <li>• Director – Community Svcs</li> <li>• Director – Public Works</li> <li>• Director – Development</li> <li>• Administrator – Dufferin Oaks</li> <li>• Chief, Paramedic Svcs</li> <li>• Manager, Human Resources</li> </ul>

<sup>18</sup> (2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

<sup>19</sup> (8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

### **3.3.2 ECG Alternates**

Each member of the ECG shall have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

### **3.4 Activation Procedure**

In the event of an imminent or occurring emergency requiring the activation of an ECG, at either the municipal or county level, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- Incident Commander will immediately contact the Senior Municipal Official of the affected municipality.
- The Senior Municipal Official will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

When two or more municipalities are affected, the County of Dufferin's ECG may be activated and shall include the Senior Municipal Official, or a designate, for the affected municipalities.

### **3.5 Emergency Control Group Notification**

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre<sup>20</sup>.

All emergency contact information is located in the Emergency Contact List.

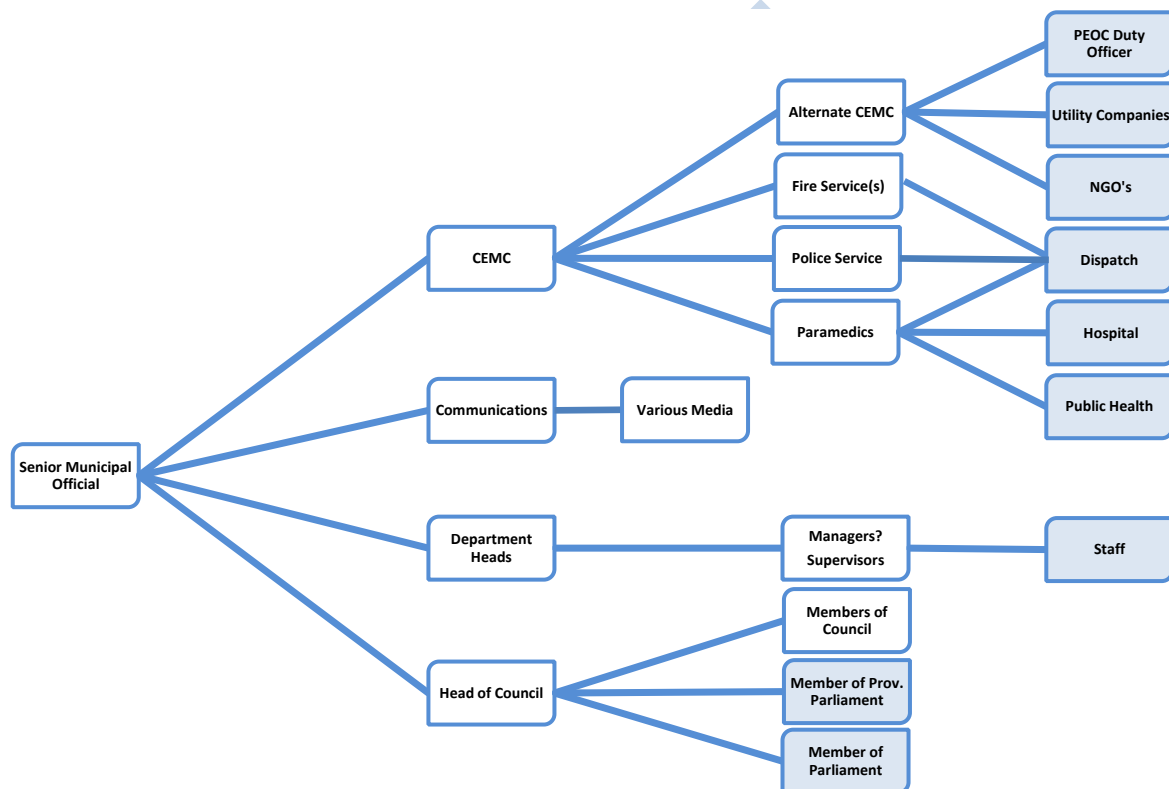
1. Direct contact by voice or in-person is the preferred notification method. SMS, email or other messaging technology may be used if direct contact is not possible.
2. Make every effort to notify the primary contact person before contacting the alternate(s).
3. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
4. Confirm that those members you contact know whom they must contact and what is expected of them.

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<sup>20</sup> A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

### 3.6 Notification Roadmap

Initial awareness of an incident may occur at any level within the municipality. For this reason it is reasonable to expect that a person may have to make notifications up and down the contact list.



**Note:** Shaded contacts are only notified if required.

### 3.7 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared<sup>21</sup> or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency

<sup>21</sup> A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act.

- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

### **3.8 Delegation of Authority**

#### **3.8.1 Head of Council – County of Dufferin**

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

#### **3.8.2 Head of Council – Member Municipality**

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable, and where the council has not adopted a succession plan by by-law, the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

### **3.9 Declaration of an Emergency**

The Head of Council, or designate, of the Municipality has the legislative authority<sup>22</sup> to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and

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<sup>22</sup> The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders<sup>23</sup>.

**Note:** *"In the absence of an emergency declaration municipal staff may take any necessary actions to protect the lives, health, safety, and property of the inhabitants of the Municipality."*

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

### **General and Continuity of Government**

- ☐ Is it an extraordinary event requiring extraordinary measures?
- ☐ Does it pose a danger of major proportions to life or property?
- ☐ Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- ☐ Does it threaten social order and the ability to govern?
- ☐ Is it attracting significant media and/or public interest?
- ☐ Has there been a declaration of emergency by another level of government?

### **Legal**

- ☐ Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- ☐ Are volunteers assisting?

### **Operational**

- ☐ Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- ☐ Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- ☐ Are additional personnel and resources required to maintain the continuity of operations?
- ☐ Could it require assistance from the provincial or federal government (e.g. military equipment)?
- ☐ Does it involve a structural collapse?
- ☐ Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- ☐ Could it require the evacuation and/or sheltering of people or animals?

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<sup>23</sup> **11** (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

- ☐ Could you receive evacuees from another community?

### **Economic and Financial**

- ☐ Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- ☐ Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- ☐ Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate Declaration of an Emergency form, and ensure that the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

### 3.10 Delegation of Council Authority

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid response to the situation
- Alleviates harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is in effect for 30 days or until the emergency declaration is terminated, whichever comes first.
- Council may extend the delegated authority for up to 30 additional days as often as is required.

**Note:** An emergency declaration is not deemed to be terminated when the delegation of authority expires or is withdrawn by Council.

### 3.11 Role of Elected Council Members

Council members will not be present in the EOC but will be expected and encouraged to liaise with their constituents and relay any concerns or pertinent information to the Head of Council. The Head of Council will liaise directly with the Senior Municipal Official.

### 3.12 Termination of an Emergency

A municipal emergency may be terminated at any time.<sup>24</sup> When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

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<sup>24</sup> The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).



### 3.13 After-Action Report

Within 60 days of the termination of an emergency, the Senior Municipal Official shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

### 3.14 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- ☐ Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- ☐ Act as Incident Commander or as part of a Unified Command<sup>25</sup> structure, in response to a human health emergency
- ☐ Activate the Public Health Response Plan as required
- ☐ Work with the Emergency Information Officer<sup>26</sup> to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- ☐ Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- ☐ Coordinate vaccine management and implement mass immunization plan, as required
- ☐ Advise the ECG on potability of water supplies and sanitation facilities, as required
- ☐ Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- ☐ Consult with the coroner on temporary morgue facilities as required
- ☐ Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- ☐ Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- ☐ Provide direction on any matters which may adversely affect public health
- ☐ Coordinate on preventing human health risks in evacuation centres/shelters including areas of food preparation, infection prevention and control, water quality, and sanitation
- ☐ Maintain records of all actions taken
- ☐ Participate in post-emergency debriefings

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<sup>25</sup> A structure that brings together the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

<sup>26</sup> An individual responsible for acting as the primary public and media contact for emergency information requirements.

### 3.14.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will endeavor to provide all reasonable resources in support of a response to a public health risk.

### 3.14.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

### 3.14.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders<sup>27</sup> to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include<sup>28</sup>, but is not limited to,

- ☐ requiring the vacating of premises;
- ☐ requiring the closure of premises or a specific part of the premises;
- ☐ requiring the placarding of premises;
- ☐ requiring the correction of conditions, on or about premises specified in the order;
- ☐ requiring the removal of anything that the order states is a health hazard;
- ☐ requiring the cleaning and/or disinfecting, of the premises or the thing;
- ☐ requiring the destruction of a thing;

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<sup>27</sup> **13** (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

<sup>28</sup> R.S.O. 1990, c. H.7, s. 13 (4).

- ☐ prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- ☐ prohibiting or regulating the use of any premises or thing.

#### **3.14.4 Communicable Disease Order**

A medical officer of health has the authority<sup>29</sup> under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- ☐ Closure of a premises or a specific part of the premises;
- ☐ placarding of premises to give notice of an order;
- ☐ requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- ☐ requiring the cleaning and/or disinfecting of a premises or thing;
- ☐ requiring the destruction of a thing;
- ☐ requiring a person, or persons, to submit to an examination by a physician;
- ☐ requiring a person, or persons, to place themselves under the care of a physician;
- ☐ requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

#### **3.14.5 No Requirement for Emergency Declaration**

The authority of the Medical Officer of Health is not contingent on a municipal declaration of emergency.

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<sup>29</sup> 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

## 4 MUTUAL ASSISTANCE

### 4.1 Background

When a municipality's own resources are overwhelmed or at risk of being overwhelmed, the municipality may choose to request assistance from one or more other Municipalities.

There is no requirement to declare an emergency before a request can be made for assistance however, the requesting and/or assisting municipalities can do so should they believe it to be necessary.

Mutual Aid Agreements as well as Mutual Assistance Agreements ensure that the additional resources required to effectively manage an emergency are available from another municipality or agency.

#### **Mutual Aid Agreements – Fire Services**

The request to execute the County of Dufferin Fire Mutual Aid Plan<sup>30</sup> will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator and is separate from this plan.

#### **Mutual Assistance Agreements – Close Municipalities**

The County of Dufferin maintains agreements similar to this with several nearby municipalities. Currently Mutual Assistance Agreements<sup>31</sup> exist between Dufferin County and:

- Bruce County;
- Simcoe County;
- Wellington County, and;
- The Town of Caledon.

### 4.2 Objectives

This plan will ensure that a process for requesting and providing assistance within Dufferin County exists. Such assistance may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

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<sup>30</sup> An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

<sup>31</sup> An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

### **4.3 Purpose**

A mutual assistance agreement ensures that municipalities requesting and providing assistance are not hampered by negotiating terms and conditions at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreed to arrangements.

### **4.4 Activation**

Requests for mutual assistance shall be made by the Senior Municipal Official of the requesting municipality to the Senior Municipal Official of the assisting municipality.

### **4.5 Notifications**

When the Senior Municipal Official or his/her designate activate this agreement the following personnel will be notified:

- ☐ Community Emergency Management Coordinator
- ☐ Emergency Control Group
- ☐ Head of Council

Contact information for the above personnel can be found in the Emergency Contact List.

### **4.6 Procedure - Requesting Assistance**

Upon determining that the need for mutual assistance exists the Senior Municipal Official will:

- ☐ Contact those municipalities that are party to this agreement and which may have the resources required to request assistance.
- ☐ Within three (3) days provide the details of the request in writing to any assisting municipality. See Appendix A below.
- ☐ Liaise with assisting municipality often.

### **4.7 Providing Assistance**

Upon receiving a request from a municipality that is a party to this agreement the Senior Municipal Official of the assisting municipality will:

- ☐ Determine the capacity to provide the requested assistance
- ☐ Approve or deny the request
- ☐ If assistance is to be provided, direct staff to provide the requested assistance
- ☐ Liaise with the requesting municipality often

## **4.8 Mutual Assistance within the County of Dufferin**

Any member municipality may request assistance from the County at any time by contacting the CEMC who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed a request that the County assume authority or control of the emergency; the County's role will be one of support and assistance.

The County of Dufferin is not empowered to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

### **4.8.1 Forms of Assistance**

The member municipalities and the County of Dufferin agree that in an emergency, any party to this ERP may request assistance in the form of personnel, services, equipment, or material from the other parties.

### **4.8.2 Requesting Assistance**

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

### **4.8.3 Scope of Assistance Required**

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

### **4.8.4 No Obligation to Provide Assistance**

Nothing in this ERP shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

### **4.8.5 No Liability**

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan.

#### **4.8.6 Limitations on Scope of Assistance**

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

#### **4.8.7 Withdrawal of Assistance**

Nothing in this ERP shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

#### **4.8.8 Termination of Assistance Request**

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

## **5 Costs Associated with Mutual Assistance within the County of Dufferin**

### **5.1 Reimbursement for Direct and Indirect Costs**

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

### **5.2 Exclusion for Benefit Costs**

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

### **5.3 Reimbursement for Operating Costs**

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this ERP. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

### **5.4 Municipality Not Relieved of Financial or Legislated Responsibility**

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations should the County of Dufferin provide assistance during an emergency.



## 5.5 Request for Mutual Assistance

I, \_\_\_\_\_, Chief Administrative Officer/Designated Official of The REQUESTING MUNICIPALITY, duly authorized to do so by the Council of The REQUESTING MUNICIPALITY, do hereby request of The ASSISTING MUNICIPALITY, to provide assistance in the form of:

\_\_\_ PERSONNEL

\_\_\_ SERVICES

\_\_\_ EQUIPMENT

\_\_\_ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on \_\_\_\_\_, and which assistance The ASSISTING MUNICIPALITY has agreed to provide.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,

\_\_\_\_\_

NAME

Chief Administrative Officer

The REQUESTING MUNICIPALITY

## 6 EMERGENCY ALERTING



The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- ☐ a serious threat to public health,
- ☐ a serious threat to community safety or security;
- ☐ or substantial damage to property.

Emergency alert messages will contain the following information;

- ☐ A description of the threat
- ☐ Alert area boundaries
- ☐ Actions the public should take to protect themselves
- ☐ Expiry date and time;
- ☐ Details on how recipients can receive additional information.

### 6.1 Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- ☐ Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

#### 6.1.1 Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

#### 6.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ☐ ensure their safety and the well-being of their family;

- assess the impact of the emergency and determine if they are able to respond if asked to do so;
- notify their immediate supervisor and/or manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- compile a list of staff that are available to report for work;
- determine what support staff may require to assist them in reporting for work;
- prepare to adjust regular scheduling to accommodate the community response effort;
- provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' plan.

## **7 EVACUATION & SHELTER-IN-PLACE DIRECTIVES**

### **7.1 Evacuation Directive**

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

### **7.2 Shelter-in-Place Directive**

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.

### **7.3 Notifying the Public of Directive**

When it is necessary to direct an evacuation or shelter-in-place the Incident Commander will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- door-to-door visit by uniformed personnel;
- telephone notifications;
- issuance of an Alert Ready emergency alert.

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## 8 PARTNERS AND RESOURCES

### 8.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

### 8.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)<sup>32</sup> at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

### 8.3 Ministry of Solicitor General

#### 8.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM may deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

#### 8.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

##### 8.3.2.1 *Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)*

The OFMEMs CBRNE resources include the following;

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<sup>32</sup> A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)
- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

### **8.3.2.2 Heavy Urban Search and Rescue (HUSAR)**

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

#### **Activation of Provincial CBRN or HUSAR Resources**

The municipality requiring the assistance of a CBRNE or HUSAR team **DOES NOT** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal

method of activating mutual aid is to be followed for additional fire suppression assistance.

- The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

## **8.4 Ministry of Health**

### **8.4.1 Emergency Medical Assistance Team (EMAT)**

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- Patient isolation in the case of an infectious diseases outbreak;
- Medical support and decontamination in the case of a chemical, biological or radiological incident;
- Case management and triage of patients in a mass casualty situation.

#### **8.4.1.1 Conditions for EMAT Deployment**

***All of the following elements must be present prior to EMAT deployment***

- Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical, biological, radiological, nuclear or explosive (CBRNE) incidents.
- Code Orange invoked by hospital
- Municipal emergency response plan implemented
- Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

#### **8.4.1.2 Activation of Emergency Medical Assistance Team**

Activation of EMAT can be arranged through:

- Headwaters Health Care Centre's Emergency Operations Centre;
- Community Emergency Management Coordinator or his/her designate.

## **8.5 Ministry of the Environment, Conservation and Parks**

### **8.5.1 Spills Action Centre (SAC)**

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined<sup>33</sup> as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported<sup>34</sup> immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- ☐ Impairment to the quality of the natural environment – air, water, or land
- ☐ Injury or damage to property or animal life
- ☐ Adverse health effects
- ☐ Risk to safety
- ☐ Making property, plant, or animal life unfit for use
- ☐ Loss of enjoyment of normal use of property
- ☐ Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

## **8.6 Ministry of Municipal Affairs and Housing**

### **8.6.1 Disaster Recovery Assistance for Ontarians**

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance to home and business owners in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

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<sup>33</sup> Ministry of Energy, Northern Development and Mines, 2018.

<sup>34</sup> O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges



### **8.6.2 Municipal Disaster Recovery Assistance**

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

#### **8.6.2.1 Program activation and delivery**

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

#### **8.6.2.2 Eligibility Requirements**

In order to be eligible for the program, a municipality must have:

- ❑ Experienced a sudden, unexpected and extraordinary natural disaster.
- ❑ Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- ❑ Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

## 8.7 Conservation Authorities

The ***Conservation Authorities Act, R.S.O. 1990, c. 27*** assigns local conservation authorities the responsibility of coordinating flood control<sup>35</sup> within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority
- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

## 8.8 Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

## 8.9 Partners Engaged in Emergency Response (PEERs)

### 8.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

### 8.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross. The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

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<sup>35</sup> 21 (1) For the purposes of accomplishing its objects, an authority has power,  
(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

### **8.9.3 Area Lions Emergency Response Team (ALERT)**

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (***Dufferin ALERT***).

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

### **8.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)**

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

### **8.9.5 Mennonite Disaster Services (MDS)**

MDS is the organized response to the needs of "neighbors" in time of disaster. MDS endeavors to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, people with disabilities, single parents, the unemployed, the uninsured and the underinsured.

### **8.9.6 Dufferin Emergency Search and Rescue (DESAR)**

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

## **9 LIST OF ANNEXES**

The annexes to this plan contain specific details about response procedures and, as such, may be strictly confidential.

### **9.1 Emergency Operations Centre Procedures**

- a. Emergency Operations
- b. Activity Log
- c. Emergency Contact List
- d. Emergency Information
- e. Emergency Support Services
- f. Donations Management
- g. Volunteer Management
- h. Recovery Operations
- i. Testing, Amendments, Distribution List

### **9.2 Agricultural Emergencies**

- a. Farm Animal Disease
- b. Food Contamination
- c. Plant Disease/Infestation

### **9.3 Environmental Emergencies**

- a. Drought/Low Water
- b. Earthquake
- c. Erosion
- d. Extreme Cold
- e. Winter Weather
- f. Extreme Heat
- g. Flooding
- h. Wildland Fire

### **9.4 Extraterrestrial Emergencies**

- a. Space Object Crash
- b. Space Weather

## **9.5 Hazardous Materials Emergencies**

- a. Spills in Transit
- b. Spills at Fixed Site

## **9.6 Human Health Emergencies**

- a. Water Quality
- b. Infectious Disease
- c. Substance Use/Overdose

## **9.7 Public Safety Emergencies**

- a. Terrorism
- b. Mass Gatherings
- c. Active Attacker
- d. CBRNE
- e. Civil Disorder
- f. Cyber Attack
- g. Electromagnetic Pulse
- h. Geopolitical Incidents
- i. Sabotage

## **9.8 Structural Failure Emergencies**

- a. Dam Failure
- b. Fire/Explosion
- c. Mine Emergency
- d. Structural Collapse

## **9.9 Supply and Distribution Emergencies**

- a. Communications Outage
- b. Power Outage
- c. Food Shortage
- d. Medical Supply Shortage
- e. Fuel Shortage

## **9.10 Transportation Emergencies**

- a. Aviation Crash
- b. Transit Crash
- c. Highway Crash

## **9.11 Recovery**

- a. Damage Assessment
- b. Restoring Key Services
- c. Critical Infrastructure
- d. Debris Management
- e. Disaster Recovery Assistance for Ontarians
- f. Municipal Disaster Recovery Assistance Program

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Members of the public may access this document online or by visiting any municipal office located within the County of Dufferin.

**Accessible format available on request**

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy  
Community Emergency Management Coordinator  
Email: [smurphy@dufferincounty.ca](mailto:smurphy@dufferincounty.ca)  
Phone: 519-941-2816 Ext #2401

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2021-40**

### **A BY-LAW TO PROVIDE FOR THE CLASSIFICATION, RETENTION, AND DESTRUCTION OF THE RECORDS OF THE CORPORATION OF THE COUNTY OF DUFFERIN AND TO REPEAL BY-LAW 2017-12**

WHEREAS Section 254 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

WHEREAS Section 255 of the *Municipal Act 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

WHEREAS the Council of the Corporation of the County of Dufferin deems it expedient to retain, preserve and destroy municipal records;

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

#### 1. Definitions

In this by-law:

- a) "Corporation" means the Corporation of the County of Dufferin.
- b) "Functional" refers to a classification method for organizing records based on the actual business function, activity or transaction type associated with the records. The Records Retention Schedule attached as Schedule "A" is the Corporation's functional classification system.
- c) "Record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics.
- d) "Transitory Record" means records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt of or proceed



evidence of a legal, financial, operational or other decisions of the Corporation.

2. The Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule A.
3. When records exist which fall outside of those listed in the Records Classification & Retention Schedule, functional classification based on an analysis of the Corporations' business activities and legislative responsibilities shall be the guiding principle for classifying, retaining, and destroying those records in cooperation with the Clerk or designate.
4. Record classification and retention periods indicated in the Records Classification & Retention Schedule apply equally to paper and electronic records.
5. Unless otherwise specified in the Records Classification & Retention Schedule, or unless required for legal purposes or as otherwise provided by law, temporary records may be destroyed at any time.
6. Digitized copies may replace the physical record as the original when digitized in accordance with applicable policies.
7. By-law 2017-12 is hereby repealed.

READ a first, second and third time and finally passed this 11<sup>th</sup> day of November, 2021.

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Darren White, Warden



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Michelle Dunne, Clerk

### Schedule "A" – Records Retention

Category Code	Category Name	Total Retention	Method of Disposition
A00	Administration – General	1 year	Destroy
A01	Associations and Organizations	1 year	Destroy
A02	Staff Committees and Meetings	4 years	Archival Appraisal
A04	Conferences and Seminars	1 year	Archival Appraisal
A05	Consultants	2 years	Archival Appraisal
A06	Inventory Control	7 years	Destroy
A07	Office Equipment and Furniture	Disposal of Item	Destroy
A08	Office Services	2 years	Destroy
A09	Policies and Procedures	Permanent	Permanent Storage
A10	Records Management	Superseded	Destroy
A11	Records Disposition	Permanent	Permanent Storage
A13	Travel and Accommodations	1 year	Destroy
A14	Uniforms and Clothing	Superseded	Archival Appraisal
A15	Vendors and Suppliers	2 years	Destroy
A16	Intergovernmental Relations	5 years	Archival Appraisal
A17	Information Access and Privacy	2 years	Destroy
A18	Security	5 years	Destroy
A19	Municipal Facilities Construction and Renovations	Project finished and no outstanding issues + 6 years	Archival Appraisal
A20	Building and Property Maintenance	6 years	Destroy
A21	Facility Bookings	1 year	Destroy
A22	Accessibility of Services	5 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
A23	Performance Management and Quality Assurance	6 years	Archival Appraisal
A24	Video Surveillance	7 days or less	Destroy
A25	Municipal Facilities Construction and Renovations – Drawings	Permanent	Permanent Storage
A26	Building Structure Systems	Superseded	Destroy
C00	Council, Boards, and By-laws – General	1 year	Destroy
C01	Dufferin County By-laws	Permanent	Permanent Storage
C02	By-laws from Other Municipalities	Superseded	Destroy
C03	Council Agendas	6 years	Archival Appraisal
C04	Council Minutes	Permanent	Permanent Storage
C05	Committees of Council Agendas	6 years	Archival Appraisal
C06	Committees of Council Minutes	Permanent	Permanent Storage
C07	Elections	Voting Day + 4 years	Archival Appraisal
C08	Goals and Objectives	Superseded + 5 years	Archival Appraisal
C09	Motions and Resolutions	1 year	Archival Appraisal
C10	Motions and Resolutions – Other Municipalities	1 year	Destroy
C11	Reports to Council	Permanent	Archival Appraisal
C12	Appointments to Boards and Committees	Permanent	Archival Appraisal
C13	Accountability, Transparency, and Governance	6 years	Destroy
C14	Declarations of Pecuniary Interest	Permanent	Permanent Storage

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
C15	Recordings of Council	1 year	Destroy
D00	Development and Planning – General	1 year	Destroy
D01	Demographic Studies	10 years	Archival Appraisal
D02	Economic Development	10 years	Archival Appraisal
D03	Environmental Planning	15 years	Archival Appraisal
D04	Residential Development	10 years	Archival Appraisal
D05	Natural Resources Planning	10 years	Archival Appraisal
D06	Tourism Development	10 years	Archival Appraisal
D07	Condominium Plans	Permanent	Permanent Storage
D08	Official Plans	Permanent	Permanent Storage
D09	Official Plan Amendment Applications	Final Decision + 5 years	Move to D08 or Destroy
D10	Severances	Land title registration + 6 years	Destroy
D11	Site Plan Control	Permanent	Permanent Storage
D12	Subdivision Plans	Permanent	Permanent Storage
D13	Variances	Permanent	Permanent Storage
D14	Zoning	Final decision + 2 years	Destroy
D15	Easements	Termination of rights + 6 years	Archival Appraisal
D16	Encroachments	Termination of rights + 6 years	Archival Appraisal

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
D17	Annexation and Amalgamation	Permanent	Permanent Storage
D18	Community Improvement	Completion of project + 6 years	Archival Appraisal
D19	Municipal Addressing	Superseded + 10 years	Archival Appraisal
D21	Industrial and Commercial Development	10 years	Archival Appraisal
D22	Mapping	Superseded	Archival Appraisal
D23	Agricultural Development	10 years	Archival Appraisal
D24	Official Plan Background Material	Final decision + 5 years	Move to D08 or Destroy
D25	Deeming Process	Final decision + 2 years	Destroy
D26	Development Charges Studies	10 years	Archival Appraisal
D27	Part Lot Control	Final decision + 5 years	Destroy
D28	Provincial Plans and Policies	5 years	Destroy
E00	Environmental Services – General	1 year	Destroy
E02	Storm Sewers	Project complete and no outstanding issues + 2 years	Destroy
E04	Tree Maintenance	5 years	Destroy
E06	Utilities	5 years	Archival Appraisal
E07	Waste Management	10 years	Archival Appraisal
E09	Drains	Project complete and no outstanding issues + 5 years	Archival Appraisal
E10	Pits and Quarries	5 years	Archival Appraisal

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
E11	Nutrient Management	5 years	Archival Appraisal
E16	Backflow Prevention and Cross Connection Control	15 years	Destroy
E17	Energy Management	End of reporting year + 7 years	Destroy
E18	Natural Heritage	3 years	Destroy
E19	Renewable Energy	50 years	Destroy
E20	Source Water Protection	15 years	Destroy
E21	Environmental Compliance Approvals	Approval ceases to apply + 3 years	Destroy
E22	Drawings, As-Built and Specifications – Environmental Services	Permanent	Permanent Storage
E24	Private and Small Water Systems	As long as equipment is in use + 15 years	Destroy
E25	Land Quality Monitoring	7 years	Destroy
E26	Gasoline Storage and Dispensing	7 years	Destroy
E27	Waste Collection Tickets	3 years	Destroy
F00	Finance and Accounting – General	1 year	Destroy
F01	Accounts Payable	10 years	Destroy
F02	Accounts Receivable	10 years	Destroy
F03	Audits	10 years	Destroy
F04	Banking	10 years	Destroy
F05	Budgets and Estimates	10 years	Destroy
F06	Assets	Disposal of assets + 10 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
F08	Debentures and Bonds	Debentures surrendered for exchange or cancellation + 10 years	Destroy
F09	Employee and Council Credit Cards	10 years	Destroy
F10	Financial Statements	Permanent	Permanent Storage
F11	Grants and Loans	Notice of decision + 10 years	Destroy
F12	Investments	Closure of account + 10 years	Destroy
F13	Journal Vouchers	10 years	Destroy
F14	Subsidiary Ledgers, Registers, and Journals	10 years	Archival Appraisal
F15	General Ledgers and Journals	Permanent	Permanent Storage
F16	Payroll	10 years	Destroy
F17	Purchase Orders and Requisitions	10 years	Destroy
F18	Quotations and Tenders	10 years	Archival Appraisal
F19	Receipts	10 years	Destroy
F20	Reserve Funds	10 years	Destroy
F21	Revenues	10 years	Destroy
F22	Tax Records	Permanent	Permanent Storage
F23	Write-Offs	10 years	Destroy
F24	Trust Funds	Closure of account + 10 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
F25	Security Deposits	Closure of account + 10 years	Destroy
F26	Working Papers – Financial	After completion of audit + 1 year	Destroy
F27	OMERS Financial Records	10 years	Destroy
F28	Regulatory Reporting – Financial	10 years	Destroy
H00	Human Resources – General	1 year	Destroy
H01	Attendance and Scheduling	3 years	Destroy
H02	Benefits Program	Superseded	Destroy
H03	Employee Files	Termination of employment + 7 years	Destroy
H04	Health and Safety	7 years	Destroy
H05	Human Resources Planning	5 years	Archival Appraisal
H06	Job Descriptions	Superseded	Archival Appraisal
H07	Labour Relations	Expiry of contract period + 10 years	Destroy
H08	Organizational Design	Superseded	Archival Appraisal
H09	Salary Planning	5 years	Destroy
H10	Pension Records	Termination of employment + 7 years	Destroy
H11	Recruitment	3 years	Destroy
H12	Training and Development	Date when the particular course ceases to be offered + 2 years	Archival Appraisal
H13	Incident and Accident Claims	Permanent	Permanent Storage



<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
H14	Grievances	Permanent	Permanent Storage
H15	Harassment and Violence	3 years	Destroy
H17	Hazardous Materials – Employee Exposure	Permanent	Permanent Storage
H18	Long-Term and Short-term Disability Claims	Termination of employment + 7 years	Destroy
H19	Disability Management	Termination of employment + 7 years	Destroy
H20	Confined Spaces	1 year	Destroy
H21	Pay Equity	Permanent	Permanent Storage
H22	Volunteers and Unpaid Student Positions	Individual no longer a volunteer + 7 years	Destroy
H23	Recruitment – Volunteers and Unpaid Student Positions	2 years	Destroy
H24	Training Sign-In Records	3 years	Destroy
H25	Training Sign-In Records – Mandatory Training	Termination of employment + 2 years	Destroy
H26	Pension Records – Other-Than-Continuous Full Time	Permanent	Permanent Storage
H27	Health and Safety Audits and Assessments	Superseded	Destroy
H28	Employee Recognition	5 years	Destroy
H29	Health and Safety Screening Forms	30 days	Destroy
I00	Information Technology – General	1 year	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
I01	Applications	Superseded + 3 years	Destroy
I02	Hardware	Superseded + 3 years	Destroy
I03	IT Infrastructure	Superseded + 3 years	Destroy
I04	Project Management	Completion of project + 3 years	Destroy
I05	Computer Training Programs	Superseded + 3 years	Destroy
I06	Service Management	Superseded + 3 years	Destroy
I07	IT Security	Superseded + 3 years	Destroy
I08	IT Diagrams	Superseded + 3 years	Destroy
L00	Legal Affairs – General	1 years	Destroy
L01	Appeals and Hearings	Permanent	Permanent Storage
L02	Claims Against the Municipality	Resolution of claim and all appeals + 1 year	Destroy
L03	Claims by the Municipality	Resolution of claim and all appeals + 1 year	Destroy
L04	Contracts and Agreements – Under By-Law	Permanent	Permanent Storage
L05	Insurance Appraisals	After new appraisal has been done + 15 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
L06	Insurance Policies	Expiry of policy + 20 years	Destroy
L07	Land Acquisition and Sale	Property disposition + 20 years	Destroy
L08	Opinions and Briefs	Superseded	Destroy
L09	Precedents	Superseded	Destroy
L13	Prosecutions	Delivery of judgement + 7 years	Destroy
L14	Contracts and Agreements – Simple	Expiry of contract + 10 years	Destroy
L15	Parking Tickets	2 years	Destroy
L16	Cultural Property Accession Records	Permanent	Permanent Storage
M00	Media and Public Relations – General	1 year	Destroy
M01	Advertising	1 year	Destroy
M02	Ceremonies and Events	5 years	Archival Appraisal
M03	Charitable Campaigns and Fundraising	1 year	Destroy
M04	Complaints, Commendations and Inquiries	1 year	Destroy
M06	Media Releases	1 year	Archival Appraisal
M07	Publications	Superseded + 3 years	Archival Appraisal
M08	Speeches and Presentations	3 years	Archival Appraisal
M09	Visual Identity and Insignia	Superseded + 5 years	Archival Appraisal
M10	Website and Social Media Content	Superseded	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
M11	Public Relations and Public Awareness Campaigns	5 years	Archival Appraisal
M12	Intellectual Property	Copyright, patent, or trademark expired + 5 years	Destroy
P00	Protection and Enforcement Services – General	1 year	Destroy
P01	By-Law Enforcement	6 years	Destroy
P02	Building Code Reports and Statistics	5 years	Destroy
P03	Emergency Planning	Superseded	Destroy
P04	Hazardous Materials	Superseded + 5 years	Destroy
P05	Incident and Accident Reports	3 years	Destroy
P08	Investigations	10 years	Destroy
P10	Building Permits	Permanent	Permanent Storage
P11	Permits, Other	Expiry of permit + 2 years	Destroy
P14	Animal Control	5 years	Destroy
P16	Emergency Services – 911	5 years	Destroy
P17	Emergency Medical Services Incident and Impact Reports	Superseded + 5 years	Destroy
P18	Emergency Medical Services Accident Response Reports	Superseded + 2 years	Destroy
P19	Emergency Medical Services Accident Statistics	Superseded + 2 years	Destroy
P20	Prohibition Orders and Notices	15 years	Destroy
P21	Facilities Routine Water Use, Monitoring and Testing	6 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
P22	Emergency Responses	End of emergency response + 5 years	Archival Appraisal
R00	Recreation and Cultural – General	1 year	Destroy
R03	Collections Management	5 years	Archival Appraisal
R06	Museum Programming	5 years	Archival Appraisal
R07	Research Services	5 years	Destroy
R08	Exhibitions	5 years	Archival Appraisal
S00	Social and Health Care Services – General	1 year	Destroy
S01	Childcare Programs	2 years	Destroy
S02	Senior and Supportive Assistance Services	10 years	Destroy
S03	Dufferin Oaks Residents	Date of last entry + 10 years	Destroy
S04	Social Assistance Services	10 years	Destroy
S05	Ontario Works Case Records	Recipient no longer receiving assistance and has no outstanding overpayments or support arrears + 7 years	Destroy
S06	Medical Case Records	Closure of file + 6 years	Destroy
S07	Children's Services	7 years	Destroy
S08	Public Health	5 years	Destroy
S10	Childcare Enrolment	Date child last participated + 3 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
S11	Housing Services – Tenants	Individual no longer a tenant + 7 years	Destroy
S12	Ontario Works Case Records – Fraud Cases	Investigation concluded + 1 year	Destroy
S13	Housing Services	10 years	Destroy
S14	Social and Health Case Planning and Management	7 years	Destroy
S15	Dufferin Oaks Operations	4 years	Destroy
S16	Food Preparation and Services – Dufferin Oaks Residents	1 year	Destroy
S17	Food Preparation and Services – Non-Residents	7 years	Destroy
S18	Controlled Drug Inventory	2 years	Destroy
T00	Transportation – General	1 year	Destroy
T01	Illumination	Removal of equipment + 6 years	Destroy
T02	Parking	Closure of lot or space + 6 years	Destroy
T04	Road Construction	Project finished + 6 years	Archival Appraisal
T05	Road Design and Planning	Permanent	Permanent Storage
T06	Road Maintenance	Project finished + 7 years	Destroy
T07	Signs and Signals	Removal of sign or signal + 6 years	Destroy
T08	Traffic	10 years	Archival Appraisal

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
T09	Road and Lane Closures	Project finished + 2 years	Archival Appraisal
T10	Field Survey and Road Survey Books	Project finished + 6 years	Destroy
T11	Bridges	Project finished + 6 years	Archival Appraisal
T12	As-Builts and Specifications	Permanent	Permanent Storage
T13	Haulage Tickets	3 years	Destroy
V00	Vehicles and Equipment – General	1 year	Destroy
V01	Fleet Management	Termination of lease + 2 years	Destroy
V02	Mobile Equipment	Disposal of equipment + 1 year	Destroy
V04	Protective Equipment	Disposal of equipment + 1 year	Destroy
V05	Ancillary Equipment	Disposal of equipment + 1 year	Destroy
V06	Vehicle Logs	Last entry + 1 year	Destroy

# **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 NOVEMBER 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 November 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 11<sup>th</sup> day of November, 2021.

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Darren White , Warden



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Michelle Dunne, Clerk