



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Thursday, August 25, 2022 at 11:00 a.m.

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

Land Acknowledgement Statement

We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.

We also acknowledge that various municipalities within the County of Dufferin reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.

These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

Roll Call

Declarations of Pecuniary Interest by Members

PUBLIC QUESTION PERIOD

To submit your request to ask a question, please contact us at info@dufferincounty.ca or 519-941-2816 x2500 prior to 4:30 p.m. on August 24, 2022.

PRESENTATION

1. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #1
Agricultural Trespassing

A presentation from P.C. Jennifer Roach, Provincial Constable – Community Liaison, and Warden Mills regarding the issue of agricultural trespassing in Dufferin County.

REPORTS

2. GENERAL GOVERNMENT SERVICES – August 24, 2022 – ITEM #2
Headwaters Communities In Action – Mid-Year Report

A presentation and report from Jennifer Payne, Executive Director, Headwaters Communities In Action, dated August 25, 2022, with a mid-year report on activities.

Recommendation:

THAT the report from Headwaters Communities In Action, dated August 25, 2022, with a mid-year report on activities, be received.

3. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #2
Anti-Nepotism Policy

A report from the Director of People and Equity, dated August 25, 2022, to provide Council with the details of a new Anti-Nepotism Policy which aims to eliminate the influence of nepotism in hiring and employment related decisions within the County.

Recommendation:

THAT the report of the Director of People and Equity, dated August 25, 2022, titled Anti-Nepotism Policy, be received;

AND THAT the attached Anti-Nepotism Policy # 2-4-17 be approved.

4. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #4
Financial Statements

A report from the Manager of Corporate Finance, Treasurer, dated August 25, 2022, to provide financial statements for the month of July 2022.

Recommendation:

THAT the report from the Manager of Corporate Finance, Treasurer, dated August 25, 2022, regarding the July 2022 financial statements, be received.

Next Meeting

Thursday, September 22, 2022 at 11:00 a.m.
Video Conference



ONTARIO PROVINCIAL POLICE

Agricultural Trespassing



Agricultural Trespassing

Cash croppers experience millions of dollars in crop damage across the province, that goes largely unpunished.

Damage is caused by :

- Selfie seekers
 - Snowmobiles
 - All-terrain vehicles
 - Fruit theft
-
- Why cash croppers?





Agricultural Trespassing

This issued gathered attention in July, starting with a Twitter and a Facebook post by Dufferin OPP.

The post went viral on both platforms because it highlighted an issue that affects two things that everyone survives on...food and money.

This was picked up by every large media outlet in southern Ontario, putting Dufferin County on the leading edge of the issue.

Post Insights



There has been an increase in agricultural trespassing in Dufferin County, culminating in a serious instance bein...

Published by Jason Folz · July 4 at 3:50 PM · 🌐

Post Impressions ⓘ

643,819

Post Reach ⓘ

631,511

Post Engagement ⓘ

203,325

Distribution ⓘ

📈 **+23.1x** more impressions than your other posts within 4 days of publishing. [Learn more](#)

Interactions ⓘ



5.3 K



94



147



2K



1.2 K



3.2 K



Reactions

11,920



Comments

7,748



Link Clicks

86



Shares

4,110



Other Clicks

127,507

Agricultural Trespassing

What do we have to work with?

Short answer – Not much

- Trespass to Property Act
- Criminal Code
- Limitations of the police



Trespass to Property Act

2(1)(a)(i)

 \$50.00/\$65.00



Enter premises when entry prohibited

2(1)(a)(ii)

 \$50.00/\$65.00



Engage in prohibited activity on premises

2(1)(b)

 \$50.00/\$65.00



Fail to leave premises when directed

- **Motor vehicles and motorized snow vehicles**
- **11** Where an offence under this Act is committed by means of a motor vehicle, as defined in the [Highway Traffic Act](#), or by means of a motorized snow vehicle, as defined in the [Motorized Snow Vehicles Act](#), the driver of the motor vehicle or motorized snow vehicle is liable to the fine provided under this Act and, where the driver is not the owner, the owner of the motor vehicle or motorized snow vehicle is liable to the fine provided under this Act unless the driver is convicted of the offence or, at the time the offence was committed, the motor vehicle or motorized snow vehicle was in the possession of a person other than the owner without the owner's consent. 2000, c. 30, s. 11.



TPA Limitations

- Fine is not a deterrent
- Driver identity is always an issue
- Owner is only liable if driver is not convicted
- Owner not giving consent can become problematic



Criminal Code

Mischief

- **430 (1)** Every one commits mischief who wilfully
 - **(a)** destroys or damages property;
 - **(b)** renders property dangerous, useless, inoperative or ineffective;
 - **(c)** obstructs, interrupts or interferes with the lawful use, enjoyment or operation of property; or
 - **(d)** obstructs, interrupts or interferes with any person in the lawful use, enjoyment or operation of property.



Police Limitations

- Driver identity
- Time delay due to nature of cash crop
- Inability to pursue for several reasons



What does this mean?

The police face incredible enforcement gaps when it comes to addressing agricultural trespassing.



How do we bridge these gaps?

Is there a local/municipal solution to this issue that has not yet been explored?

We have to do better for our local farmers.





Headwaters
**Communities
*in Action***

Making Life Better Together

**HCIA - Dufferin County Partnership Agreement
Mid-year status report July 2022**

Jennifer Payne Executive Director

Our Vision

“Engaged citizens shaping a vibrant, sustainable and resilient community together.”



Headwaters
**Communities
in Action**

Making Life Better Together

FOUNDATIONS OF A HEALTHY COMMUNITY



Our Values

Community
Well-being

Engagement

Inclusiveness

Collaboration

Innovation

Accountability

Our Mission

Monitor and report on Community Well-being

Provide an environment to move ideas into action

Identify & communicate shared priorities & opportunities

Create collaborations between citizens and agencies



Our Role

Credible Community Agent

Strong Community Connector

Sustainable Organization

Our Future



HCIA has embarked on a strategic planning process, set to conclude in early 2023. We look forward to consulting with Dufferin County council members and staff as stakeholders and partners on our shared vision and future plans.



Trish Keachie
Vice Chair



Jeff Sedgwick
Treasurer



Andrew James



Darren White



HCIA
Leadership
Council



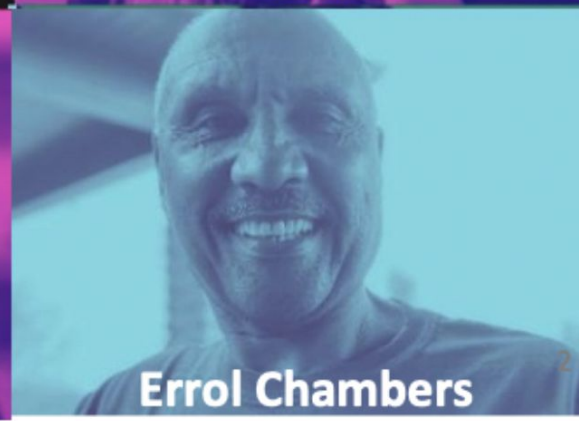
Elizabeth Hawkins
Chair



Jennifer Hamilton
Secretary



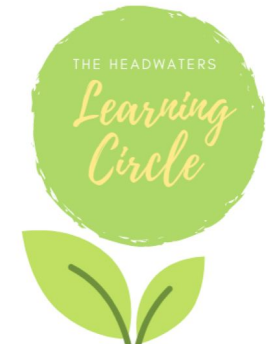
Gord Gallaugh



Errol Chambers

Our Staff

- **Jennifer Payne** – Executive Director
- **Elaine Capes** – DC MOVES Coordinator
- **Nicole Hambleton** – F2S and Learning Circle Coordinator, Events Lead
- **Sheralyn Roman** – Community Engagement Coordinator, Volunteer Dufferin Lead
- **Fay Maclachlan** – Events Consultant



Project Champions (volunteers)

- **Bob Megens** – Co-Chair, Headwaters Food and Farming Alliance (HFFA)
- **Marci Lipman** – Co-Chair, Headwaters Food and Farming Alliance (HFFA)
- **Johnny Yeaman** – Champion of trails and active recreation

Our Partnership

- Since January 2018
- Current agreement term January 2021 to December 2023, with annual reviews
- Work supports the County's strategic priorities and community priorities
- Multiple collaborative action areas



Intersections

- 
- Community Assets
 - Healthy People
 - Dynamic Economy
 - Sustainable Environment
 - Vibrant Culture
 - Engaged Citizens
 - Economic Vitality
 - Good Governance
 - Sustainable Environment and Infrastructure
 - Service Efficiency and Value
 - Inclusive and Supportive Community



Headwaters
**Communities
in Action**

Making Life Better Together



Supported Projects



Volunteer Dufferin

Matching volunteers with a broad range of opportunities through a robust web-based platform, regular communications and member outreach.



Dufferin County Grants

Supporting agencies, programs and projects that do good for the residents of Dufferin.



Headwaters Food & Farming Alliance

for food. for farming.
for our future.



Headwaters Communities *in Action*

Making Life Better Together

Headwaters Communities In Action

Providing backbone support for groups that are taking action in service to community well-being and making life better...together.

DUFFERIN COUNTY

COMMUNITY SAFETY & WELL-BEING
PLAN (2021-2024)

Other Collaborative Work with the County

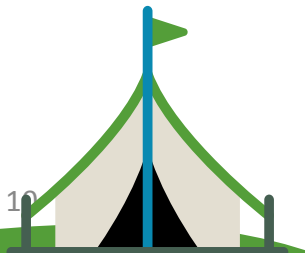
DC MOVES Leadership Table

DCEC Partners With Lived Experience project



DC Community Advisory Committees

Reciprocal communications content, project development, support letters for grant applications and survey input across multiple departments and projects (i.e. Climate Action, Development and Tourism, CSWB, transportation, DC Forest)



Community Safety and Well-Being Plan

Your plan is our plan



Jennifer Payne (HCIA) and
Anna MacGregor (DC)
Co-chair Integration Table
until December 2022

Priority Area Summary

Mental Health and Well-Being

Housing and Homelessness

Substance Use and Addiction

**Discrimination, Marginalization
and Racism**

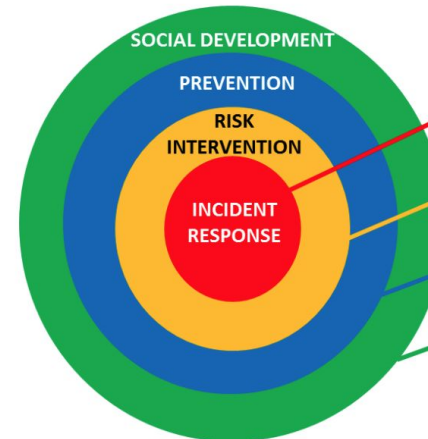
**Community Safety and Violence*
Prevention**

* Gender-based Violence and Family and Domestic Violence Prevention

Social Development

- Supporting at CSWB Integration Table with broad **community lens**
- Influencing **projects** to prioritize current focus areas and indicators
- Engaging citizens, sharing information and supporting individual action **upstream**

The Ontario **Community Safety and Well-Being Planning** framework operated as a guide in developing the Dufferin County Community Safety and Well-Being Plan. This framework focuses on collaboration, information sharing and performance measurement, and identifies four areas in which communities can be made safer and healthier:



INCIDENT RESPONSE - *Critical and non-critical incident response*, or what is traditionally thought of when referring to crime and safety, including service responses such as police, fire, a school principal expelling a student, etc.

RISK INTERVENTION - *Mitigating situations of elevated risk* by multiple sectors working together to address situations where there is an elevated risk of harm (stopping something bad from happening right before it is about to happen).

PREVENTION - *Proactively reducing identified risks* by implementing measures, policies or programs to reduce priority risks before they result in crime, victimization or harm.

SOCIAL DEVELOPMENT - *Promoting and maintaining community safety and well-being* by bringing together a wide range of sectors, agencies and organizations to address complex social issues from every angle.



Communities In Action

- Keeping our lens on **upstream, preventative and grassroots actions** complements partner agencies' intervention efforts in priority areas
- **Sharing information** about priority areas and community assets and **making connections** help create conditions for people to take action
- Promoting **volunteerism, local food, facilitating engagement and community-led social development** all help create sense of belonging and purpose, insulate mental health, build empathy and spark innovation



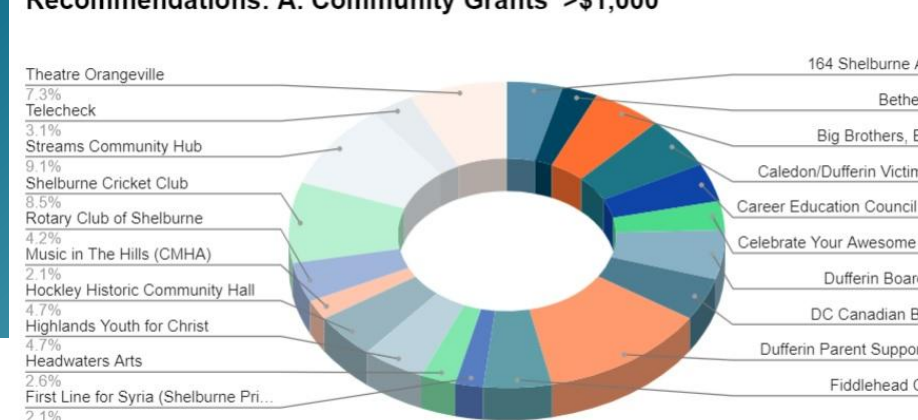
- Alzheimer Society of Dufferin County
- Caledon\Dufferin Victim Services
- Canadian Mental Health Association Peel Dufferin (CMHA)
- Community Living Dufferin
- County of Dufferin- Community Services Department
- County of Dufferin - Paramedic Services
- County of Dufferin Diversity, Equity, Inclusion Community Advisory Committee
- DC MOVES¹/DCEC²
- Dufferin Area Family Health Team (DAFHT)
- Dufferin Caledon Domestic Assault Review Team (DART)
- Dufferin Caledon Drug Strategy Committee
- Dufferin Child and Family Services (DCAFS)
- Dufferin Community Foundation
- Dufferin OPP
- Dufferin Situation Table
- Family Transition Place (FTP)
- Headwaters Communities in Action (HCIA)
- Hills of Headwaters Ontario Health Team Mental Health and Addictions Work Group
- Orangeville Probation and Parole Services
- Services and Housing In the Province (SHIP)
- White Owl Native Ancestry Association

\$120,000 in grants recommended to:

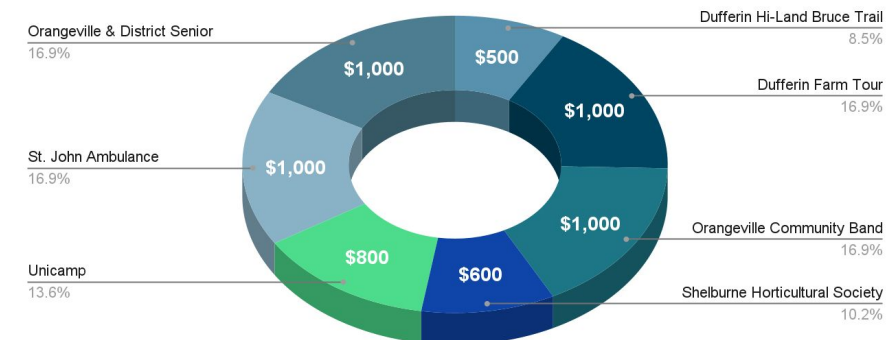
33 local agencies supporting projects that impact:

6 Community Benefit Categories

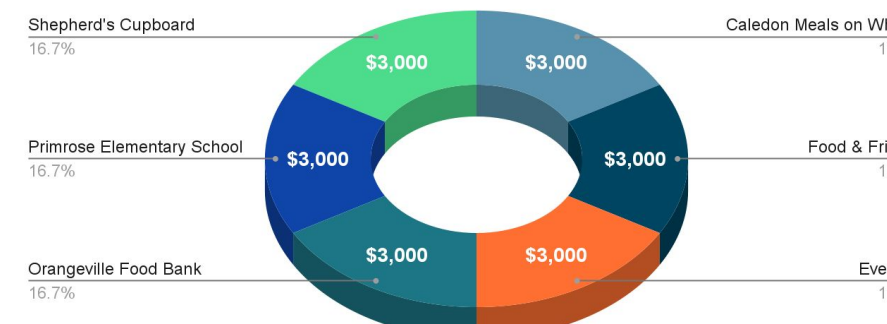
- ✓ 2021 recipient stories shared on HCIA site
- ✓ 2022 stories to be collected this fall



Recommendations: B. Community Grants ≤ \$1,000

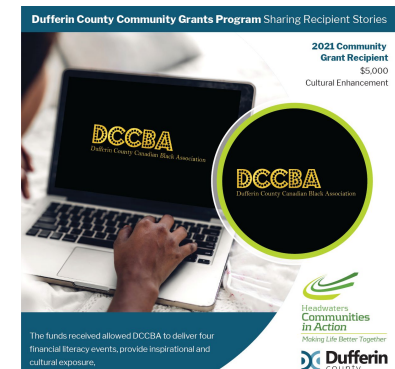
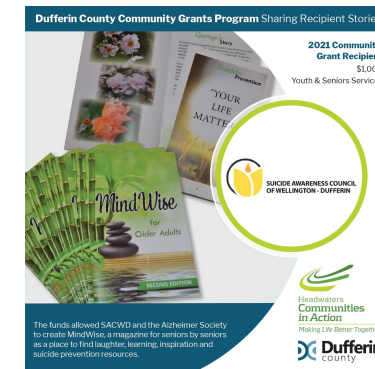


Recommendations: C. Food For Thought ≤ \$3,000



Changing times

- Council recognizes the needs of local agencies
 - 43% would request ongoing **operational funding**, if available
- Maintain original intent to support new grassroots initiatives and **non-registered groups**
- Trends toward community-led, participatory grantmaking will inform changes to criteria and **reduce barriers** for applicants
- People-centred **stories illustrate impact** of grants on communities
- Alternative **intake tools & management processes** being assessed to facilitate improvements





142 Member
Organizations
↑ 8%



2,322
Registered
Volunteers
↑ 20%



750 Web Visits per
Month
↓ 31% year over year
↑ 10% over last 6 mo

Matching volunteers with a broad range of opportunities through a robust web-based platform, regular communications and member outreach.

- ✓ 22.4% of volunteers (~500) identified as Youth (Real number likely higher, as another 35% did not specify an age category.)
- ✓ New **Community Engagement Coordinator Sheralyn Roman** has responsibility for Volunteer Dufferin.
- ✓ New programming, collaborations and site improvements in planning stages.
- ✓ Members and partners continue to find the site a **valuable community resource**.



- Collaborated on National Volunteer Week and Nonprofit Appreciation Week campaigns with 6 community partners.
- Collaborated with school board on Earth Month EcoChallenge campaign, and other ways to help **students** find placements for community involvement, Co-op, SHSM and other experiential learning through community connections.
- Memberships in Volunteer Canada Centreville group and Ontario Volunteer Centre Network offer **valuable peer networking, information sharing, advocacy** and generate new ideas to better serve Dufferin volunteers and agencies.
- United Way funding was not renewed for this year. Will apply again in March 2023.



headwaters food
& farming alliance

The Headwaters Food and Farming Alliance (HFFA) envisions a food system that is productive, sustainable, transparent, and fair; supports the health and well-being of our residents and food providers; and contributes to the prosperous and equitable economy.

- ✓ Headwaters Farm Fresh Guide 2022, with In The Hills Magazine **49K copies** now in circulation, plus online directory
- ✓ Bi-monthly Hub meetings, e-newsletters and social media featuring Headwaters Food Charter pillars, goals and actions
- ✓ **Summer 2022 Events on now**, featuring pesto production kitchen bees, social events and field dinners.
 - Get your tickets at <https://headwatersfoodandfarming.square.site>





headwaters food
& farming alliance

Farm to School

- ✓ **>100 students** attended 3 virtual farmer visits
- ✓ **Local Food Club** and **Farm to School Education Workshops** redesigned for greater resilience
- ✓ **6 VegTrugs** planted with veggies and herbs and displayed in high-traffic locations in Shelburne
- ✓ Collaborations with Sustain Ontario, Farm to Cafeteria, Food & Friends, Orangeville Food Bank, UGDSB, local farmer-educators, Learning Circle and more!



ROTATION 1



SEEDING LOCAL ROOTS
LESSON PLAN


Big Idea: What seeds require to grow and the plant life cycle


Driving Question: What do seeds need to germinate, and what do plants need to grow?

Minds on:


**How Does A Seed Become A Plant?**
<https://tinyurl.com/How-Does-A-Seed-Become-A-Plant>

**The Needs of a Plant**
(song for kids about 5 things plants need to live)
<https://tinyurl.com/The-Needs-of-a-Plant>





(she/her)



This project aligns with Dufferin County strategic priority of **Economic Vitality** and **Sustainable Environment and Infrastructure**

Headwaters Communities In Action

As a community backbone charitable organization, we:

CONVENE

- CWB report 2012, 2016, CSWBP 2021
- Community conversations and citizen engagement
- Partnerships and collaborations will be key ongoing



FACILITATE

- Shared platform, legal home, HR, admin and tech support, organizational mentors
- Grant Connect membership for fund-finding and Zoom subscription for remote engagement
- Community connections – linking people and groups with enabling agencies, services and organizations

COMMUNICATE

- Share information via websites, newsletters, social media, network groups and local media
- Community Well-being lens as well as supported project activities
- Custom, targeted reporting & communications for partners
- Engage with and learn from community of practice networks

We're really connecting!

January 1 to June 30, 2022



Social Media

A green megaphone icon, tilted diagonally, pointing towards the bottom right. It has a white handle and a white opening at the top.

Partnership Commitments



The County of Dufferin will:

- ✓ agree to work in collaborative manner, advocate for HCIA, and to recognize the mutual value derived
- ✓ provide annual funding to be paid in two equal installments.
- ✓ provide letters of reference and support for any additional funding sought by HCIA, which leverages the County funding and supports County goals and objectives.
- ✓ endeavor to participate in community engagement activities led by HCIA.



Headwaters
Communities
in Action

Making Life Better Together

Headwaters Communities In Action will:

- ✓ provide support, community leadership and project management in the project areas and activities outlined in the agreement.
- ✓ provide regular communication to the public and community stakeholders on the status of their work, project activities, events, and opportunities for engagement.
- ✓ seek community input in a variety of forms.
- ✓ provide an interim report and an annual report to the County Chief Administrative Officer each year, followed by a presentation to Council.

On track!

Next steps

Continue with collaboration and communications

- Community Safety and Well-being Communications Strategy and Plan in development, and Year 2 Action Plan
- Community Grants - developing recommendations for adaptations to funding streams, intake platform and assessment approach for 2023.
- Content and info sharing between communications leads, department leads and HCIA project areas
- HCIA Strategic Planning and Communications Strategy in progress
- Explore complementary funding partnerships





Thank you

Questions?

jennifer@headwaterscommunities.org
headwaterscommunities.org

volunteerdufferin.ca
headwatersfoodandfarming.ca
hffa.ca/farmtoschool
dcmoves.org



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services Committee

From: Rohan Thompson, Director of People and Equity

Meeting Date: August 25, 2022

Subject: **Anti-Nepotism Policy**

In Support of Strategic Plan Priorities and Objectives:

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

Purpose

The County of Dufferin is required to abide by all employment legislation in the Province of Ontario including laws relating to fair and equitable hiring practices. This report provides Council with the details of a new Anti-Nepotism Policy which aims to eliminate the influence of nepotism in hiring and employment related decisions within the County.

Background & Discussion

Hiring at the County of Dufferin is done by individual departments with guidance from People and Equity. Hiring managers and our Human Resource Generalists are committed to hiring the best staff possible and currently abide by leading practices and legal obligations with respect to recruitment.

The County's policy statement on the hiring of relatives, staff and/or Council is currently embedded into *Article 8 – Recruitment and Accessibility Accommodations* of the Non-Union Personnel Policy. It is recommended that a separate policy that deals specifically with nepotism be maintained and incorporated throughout all departments and divisions of the County.

It is important for public sector organizations, responsible for maintaining the public's trust, to have a clear standard on the issue of anti-nepotism. In addition, having an Anti-Nepotism Policy separate from a Recruitment Policy is in keeping with other large municipalities who are also responsible for a significant amount of hiring and who must ensure their recruitment processes are free from any real or perceived improper influence, favouritism, or conflict of interest.

The Anti-Nepotism Policy outlines the purpose, definitions, procedures, and responsibilities with respect to preventing nepotism and addressing incidents that could lead to the perception of nepotism. The purpose of this policy is to prevent a conflict of interest or the appearance of a conflict of interest that arises through the hiring or employment of family members; and/or legitimately prevent the misuse of authority and influence or the appearance of such misuse.

The Anti-Nepotism Policy applies to all County employees and clearly outlines responsibilities for employees, managers/supervisors, directors and People and Equity.

The adoption of the Anti-Nepotism Policy will ensure that our hiring practices are free of any conflict of interest, and allow for a fair, equitable and transparent process.

Financial, Staffing, Legal Impact

There is no financial impact associated with this policy.

Recommendation:

THAT the report of the Director of People and Equity, dated August 25, 2022, titled Anti-Nepotism Policy, be received;

AND THAT the attached Anti-Nepotism Policy # 2-4-17 be approved.

Respectfully Submitted by:

Rohan Thompson
Director of People and Equity

Attachment: Draft Anti-Nepotism Policy

SECTION	People and Equity	POLICY NUMBER	2-4-17
SUB-SECTION	Recruitment and Accessibility Accommodations	EFFECTIVE DATE	
SUBJECT	Anti-Nepotism	DATE REVISED	
AUTHORITY	Senior Management Team		

PURPOSE

The County of Dufferin (the County) maintains a fair, equitable and transparent process when making hiring and employment decisions. This policy aims to eliminate the influence of nepotism in hiring and employment related decisions within the County and to maintain confidence in the integrity of the County's hiring and employment practices.

The purpose of this policy is to ensure that employment related decisions concerning existing or potential County employees are free from any real or perceived improper influence, favouritism or conflict of interest based on family member or significant social relationships.

This policy does not prohibit the County from employing family members of employees and it is recognized that existing family member and significant social relationships with County employees should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment or changes in employment at the County.

SCOPE

This policy applies to all County employees.

While this policy does not address volunteers or persons on unpaid work placements with the County, decisions concerning volunteers and persons on unpaid work placements must also be free from any real or perceived improper influence, favouritism, or conflict of interest.

DEFINITIONS

Direct Reporting Relationship: Involves a reporting relationship where an individual has the authority to: direct and control the activities and work assignments of another employee; review or approve performance appraisals; approve wage or salary adjustments; administer disciplinary action; and recommend or approve the hiring or firing of an employee.

SUBJECT Anti-Nepotism	POLICY NUMBER 2-4-17
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Indirect Reporting Relationship: Exits between the employee and the second-removed supervisor/manager.

Family Member: Includes the following relationships:

- spouse (includes married and common-law of the same or opposite sex)
- mother, father, or legal guardian (foster or step)
- son, daughter (foster or step)
- sister, brother, step-sister, step-brother
- aunt, uncle, niece and nephew
- mother-in-law, father-in-law, sister-in-law, brother-in-law
- son-in-law or daughter-in-law
- grandchild, grandparent, step-grandparent, step-grandchild
- child, mother or father in a relationship where the role of parent has been assumed

Common Law: two people are considered common law partners if they have been continuously living together in a conjugal relationship for at least three years.

Nepotism: Favoritism granted to a family member or individual of significant social relationship, usually in the form of hiring practices or other employment decisions without regard or with lesser regard to the individual's merit, qualifications or performance.

Significant Social Relationship: An emotional association, personal relationship or strong friendship that is not defined by blood or legal bonds.

Conflict of Interest: A conflict of interest is a situation where an employee's private affairs or financial interests are in conflict, or could result in the perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
 - o the public's confidence in the employee's ability to discharge work responsibilities; or
 - o the trust that the public places in the County of Dufferin

A conflict of interest therefore involves a conflict between the public duty and private interests of an employee, in which the private interests could influence the performance of their job duties, or in which an employee uses their office for personal gain.

Conflicts of interest do not relate exclusively to matters concerning financial transactions or the transfer of economic benefit. A conflict may arise regardless of the employee's intentions and does not necessarily imply an employee is improperly motivated. A conflict may arise

SUBJECT Anti-Nepotism	POLICY NUMBER 2-4-17
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wherever a set of circumstances exists that creates the risk of a real, perceived or potential conflict of interest

Perceived Conflict of Interest: A perceived conflict of interest can be said to exist where an employee's private interests would appear to a reasonable person to conflict with their job duties even though there may not be an actual conflict. For example, an employee has a close relative who has applied for a job in their department. The employee will participate on the interview panel to take notes, but will play no role whatsoever in making the hiring decision. This may be viewed as a perceived conflict (the employee is participating on the interview panel involving her relative) even though there is no real conflict (the employee is only taking notes - not participating in any decision-making). Note a perceived conflict can be just as serious as a real or actual conflict.

Potential Conflict: A potential conflict of interest arises where an employee has private interests such that, while no conflict has yet arisen, a conflict would arise were the employee to become involved in discharging workplace responsibilities in the future that could be influenced by the private interest. For example, an employee is a senior manager in the Environmental Assessment Office. The employee has recently advised their executive team that they intend to accept a volunteer role with an environmental advocacy group that operates across Ontario, including in Dufferin County. In this case, the employee is in a potential conflict related to the possibility that the environmental advocacy group with whom they wish to affiliate may in the future lobby the County of Dufferin municipal government to make a change to its current environmental policy

PROCEDURES

1. This Policy is in accordance with Section 24 (1) (d) of the Ontario *Human Rights Code* which states an employer can grant or withhold employment or advancement in employment to a person who is the spouse, child or parent of the employer or an employee; and Section 270 (1) (2) of the *Municipal Act 2001* which states a municipality shall adopt and maintain policies with respect to the hiring of its employees.
2. The hiring process promotes equitable opportunity, and candidates are selected and employment decisions made in accordance with the County's recruitment & retention policies and procedures, collective agreements, the Code of Conduct Policy, and any other applicable County policies.
3. No employee shall attempt to use a family or significant social relationship for his or her personal benefit or gain. This includes an employee misusing their authority to influence or make an employment related decision. Employment related decisions where a benefit may be gained or authority may be misused include but are not limited to the following:

SUBJECT	Anti-Nepotism	POLICY NUMBER	2-4-17
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- the approval/denial of compensation increases;
 - hire, transfer, promotion, demotion decisions;
 - performance rating, discipline or termination;
 - the assignment and approval of overtime;
 - the assignment or direction of work assignments;
 - approval of leaves of absences;
4. No employee shall attempt to improperly influence a recruitment or selection decision to benefit a family member or someone with whom they have a significant social relationship.
 5. Job applicants will be asked whether they are aware of any family or significant social relationships currently working as a County employee or elected official by disclosing a "yes" or "no" response. With the exception of a spouse, child, or parent relationship, applicants will not be requested to provide the names of any other family member or significant social relationships in accordance, with Subsection 24(1)(d) of the Ontario *Human Rights Code*.
 6. A spouse, child or parent of a current County employee shall not be considered for employment, or changes in employment, if placement would create a direct or indirect reporting relationship with the abovementioned family members. In addition, any spouse, child, or parent of a current County elected official, or those who act as alternates for County elected officials, shall not be considered for employment, or changes in employment, if placement would create a real, perceived, or potential conflict of interest or suggest improper influence.
 7. No employee shall be in a direct or indirect reporting relationship; or be placed in a position of influence over an employed family member or significant social relationship.
 8. Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting or indirect reporting relationship exists between such employees. If there is a direct reporting or indirect reporting relationship the County will attempt to find a suitable job to transfer one of the affected employees. If the County is unable to transfer the employee or the employee is unable to find alternative employment, then a decision will be made, in consultation with People and Equity, as to appropriate next steps.
 9. Family members of County employees and County elected officials will be considered for employment or advancement provided they:
 - have made application in accordance with established procedure;

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- have been considered in accordance with established procedure;
- possess the necessary qualifications; and
- are considered to be the most suitable candidate.

Family members of County employees and County elected officials shall not be considered for employment, or changes in employment, if placement would create a direct or indirect reporting relationship with the abovementioned family members or create real, perceived, or potential conflict of interest.

RESPONSIBILITIES

Employee: Immediately notify your supervisor, in writing, of any conflict of interest that pertains to this policy in terms of hiring and supervision. This includes the existence or formation of a direct or indirect reporting relationship with a family member or a person whom you share a significant social relationship with.

Manager/Supervisor: Do not knowingly place employees in positions where their duties could create a conflict of interest with a family member or significant social relationship.

Where a conflict of interest exists, notify the department Director, who, in consultation with the Director of People and Equity, shall determine whether the employee has breached or may potentially become in breach of this Policy.

Director: If a real or apparent conflict exists, and it is duly reported, such that the employee is or may be or may become in breach of this Policy, instruct the employee, in writing, to withdraw from participation in any dealings or decision-making processes relative to the issue at hand.

If an employee has knowingly or willfully breached the Policy, determine the appropriate disciplinary measure in consultation with the Director of People and Equity.

Where a direct or indirect reporting relationship exists between family members or a significant social relationship, in consultation with the Director of People and Equity and the manager or supervisor, make reasonable efforts to transfer one of the employees to a different division or department.

People and Equity: Provide consultation, as requested, from employees on this Policy and specific situations involving a conflict of interest.

COMPLIANCE

Every employee is expected to be aware of and act in compliance with this Policy. Violations of this Policy may result in appropriate disciplinary measures, up to and including dismissal.

Council & Grant Program

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Total Revenues	\$0	\$0	\$0	\$0	\$0	0.00%
Expenditures						
Salaries and Benefits	\$342	\$348	\$205	\$415	\$210	49.44%
Administrative and Office	\$54	\$55	\$67	\$140	\$73	47.94%
Service Delivery (Grant Progi	\$98	\$134	\$159	\$149	-\$10	106.96%
IT and Communications	\$2	\$3	\$1	\$3	\$2	37.03%
Facilities	\$1	\$1	\$0	\$7	\$7	0.00%
Total Expenditures	\$498	\$540	\$433	\$713	\$281	60.64%
Transfers						
Transfers from Reserves	\$0	-\$37	-\$35	-\$36	-\$1	98.60%
Transfers to Reserves	\$17	\$25	\$0	\$0	\$0	0.00%
Total Transfers	\$17	-\$12	-\$35	-\$36	-\$1	98.60%
Total Council & Grant Programs	\$515	\$529	\$397	\$678	\$280	58.63%

Office of the CAO

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Government Transfers	\$0	-\$57	\$0	\$0	\$0	0.00%
Total Revenues	\$0	-\$57	\$0	\$0	\$0	0.00%
Expenditures						
Salaries and Benefits	\$0	\$331	\$313	\$531	\$218	58.99%
Administrative and Office	\$0	\$150	\$162	\$194	\$32	83.45%
Service Delivery	\$0	\$0	\$22	\$50	\$28	44.37%
IT and Communications	\$0	\$1	\$27	\$34	\$7	80.40%
Facilities	\$0	\$0	\$0	\$0	\$0	60.00%
COVID	\$0	\$0	\$10	\$0	-\$10	100.00%
Total Expenditures	\$0	\$482	\$534	\$809	\$275	66.03%
Transfers						
Transfers from Reserves	\$0	\$0	-\$9	-\$100	-\$91	9.47%
Transfers to Reserves	\$0	\$0	\$12	\$20	\$8	58.34%
Total Transfers	\$0	\$0	\$2	-\$80	-\$82	-2.75%
Total Office of the CAO	\$0	\$425	\$536	\$729	\$193	73.58%

People & Equity

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Government Transfers	-\$195	\$0	\$0	-\$1	-\$1	0.00%
Other Revenue	-\$51	-\$61	-\$22	-\$84	-\$61	26.82%
Total Revenues	-\$246	-\$61	-\$22	-\$85	-\$62	26.60%
Expenditures						
Salaries and Benefits	\$1,136	\$868	\$584	\$1,450	\$866	40.27%
Administrative and Office	\$393	\$322	\$159	\$452	\$292	35.26%
Service Delivery	\$6	\$3	\$1	\$6	\$5	12.03%
IT and Communications	\$7	\$11	\$7	\$26	\$19	25.65%
Internal Services Recovered	-\$83	-\$96	-\$59	-\$212	-\$153	27.75%
COVID	\$0	\$58	\$10	\$0	-\$10	100.00%
Total Expenditures	\$1,459	\$1,167	\$702	\$1,721	\$1,019	40.79%
Transfers						
Transfers from Reserves	-\$154	-\$247	-\$140	-\$432	-\$293	32.30%
Total Transfers	-\$154	-\$247	-\$140	-\$432	-\$293	32.30%
Total Office of the CAO	\$1,060	\$858	\$540	\$1,204	\$664	44.83%

People & Equity

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Government Transfers	-\$195	\$0	\$0	-\$1	-\$1	0.00%
Total Revenues	-\$195	\$0	\$0	-\$1	-\$1	0.00%
Expenditures						
Salaries and Benefits	\$1,040	\$701	\$485	\$1,217	\$732	39.88%
Administrative and Office	\$384	\$321	\$158	\$443	\$284	35.80%
IT and Communications	\$4	\$7	\$6	\$17	\$10	38.10%
COVID	\$0	\$58	\$6	\$0	-\$6	100.00%
Internal Services Recovered	-\$83	-\$96	-\$59	-\$212	-\$153	27.75%
Total Expenditures	\$1,344	\$991	\$597	\$1,464	\$867	40.79%
Transfers						
Transfers from Reserves	-\$90	-\$133	-\$57	-\$259	-\$202	22.13%
Total Transfers	-\$90	-\$133	-\$57	-\$259	-\$202	22.13%
Total People & Equity	\$1,060	\$858	\$540	\$1,204	\$664	44.83%

Health & Safety

[illegible]

Corporate Services

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
User Fees	-\$1	-\$2	\$0	-\$1	-\$1	21.00%
Investment Income	-\$357	-\$1,331	-\$188	-\$540	-\$352	34.84%
Taxation	\$40	-\$394	\$0	-\$352	-\$352	0.00%
Government Transfers	-\$1,578	-\$688	-\$364	-\$95	\$269	383.33%
Other Revenue	-\$500	-\$458	-\$772	-\$105	\$666	732.24%
Total Revenues	-\$2,395	-\$2,872	-\$1,324	-\$1,094	\$230	121.07%
Expenditures						
Salaries and Benefits	\$1,985	\$2,101	\$1,441	\$2,745	\$1,304	52.50%
Administrative and Office	\$1,301	\$1,405	\$1,039	\$2,506	\$1,467	41.45%
Debt Repayment	\$145	\$73	\$0	\$0	\$0	0.00%
Service Delivery	\$678	\$354	\$570	\$85	-\$486	674.27%
IT and Communications	\$450	\$608	\$487	\$1,754	\$1,267	27.76%
Vehicles and Equipment	\$2	\$3	\$2	\$5	\$3	37.79%
Internal Services Recovered	-\$202	-\$245	-\$166	-\$285	-\$119	58.33%
COVID	\$72	\$2	\$0	\$0	\$0	0.00%
Capital Contribution	\$352	\$242	\$308	\$307	-\$1	100.24%
Total Expenditures	\$4,783	\$4,541	\$3,680	\$7,117	\$3,436	51.71%
Transfers						
Transfers from Reserves	-\$219	-\$72	-\$153	-\$2,137	-\$1,984	7.17%
DC Contribution	\$0	\$0	-\$35	-\$35	\$0	101.21%
Transfers to Reserves	\$1,489	\$3,315	\$0	\$3	\$3	0.00%
Total Transfers	\$1,271	\$3,244	-\$189	-\$2,169	-\$1,980	8.70%
Total Corporate Services	\$3,658	\$4,912	\$2,167	\$3,854	\$1,686	56.24%

Corporate Services - Capital Asset Fund

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2022 BUDGET
Opening Balance	-\$373	-\$476	-\$451	-\$451
Contributions				
Capital Levy	-\$233	-\$233	-\$300	-\$300
Other Revenue	-\$3	\$0	-\$1	\$0
Transfers from Reserves	-\$116	-\$9	-\$7	-\$7
Total Contributions	-\$352	-\$242	-\$308	-\$307
Capital Work				
Equipment & Machinery	\$249	\$266	\$217	\$454
Total Capital Work	\$249	\$266	\$217	\$454
Ending Capital Asset Fund Balance	-\$476	-\$451	-\$542	-\$303

Work Plan Summary

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2022 BUDGET
Expenditures				
Cellular Booster Upgrades	\$0	\$31	\$0	\$25
Communication Systems Lifecycle	\$4	\$135	\$0	\$239
Communication Tower Lifecycle	\$0	\$0	\$0	\$10
Courtroom AV Equipment	\$0	\$0	\$0	\$24
End User Device Lifecycle	\$173	\$0	\$32	\$0
IT Infrastructure Lifecycle	\$71	\$100	\$184	\$157
Equipment & Machinery	\$249	\$266	\$217	\$454
Total Work Plan Summary	\$249	\$266	\$217	\$454

Clerks

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
User Fees	-\$1	-\$2	\$0	-\$1	-\$1	21.00%
Other Revenue	-\$9	-\$7	-\$1	-\$9	-\$8	7.70%
Total Revenues	-\$10	-\$9	-\$1	-\$10	-\$9	9.07%
Expenditures						
Salaries and Benefits	\$378	\$337	\$233	\$412	\$179	56.63%
Administrative and Office	\$22	\$22	\$7	\$38	\$31	19.32%
Service Delivery	\$5	\$1	\$0	\$3	\$3	0.00%
IT and Communications	\$24	\$19	\$2	\$11	\$9	16.44%
Internal Services Recovered	-\$20	-\$20	-\$12	-\$21	-\$9	58.33%
COVID	\$5	\$1	\$0	\$0	\$0	0.00%
Total Expenditures	\$414	\$359	\$230	\$442	\$212	52.02%
Transfers						
Transfers from Reserves	-\$5	-\$1	\$0	\$0	\$0	0.00%
Total Transfers	-\$5	-\$1	\$0	\$0	\$0	0.00%
Total Clerks	\$399	\$349	\$229	\$432	\$203	52.99%

Corporate Finance

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Taxation	\$40	-\$394	\$0	-\$352	-\$352	0.00%
Investment Income	-\$357	-\$1,331	-\$188	-\$540	-\$352	34.84%
Government Transfers	-\$1,578	-\$687	-\$364	-\$95	\$269	383.33%
Other Revenue	-\$363	-\$307	-\$620	-\$5	\$615	12406.02%
Total Revenues	-\$2,258	-\$2,719	-\$1,173	-\$992	\$180	118.16%
Expenditures						
Salaries and Benefits	\$713	\$573	\$459	\$871	\$411	52.76%
Administrative and Office	\$1,181	\$1,209	\$933	\$1,326	\$393	70.35%
Debt Repayment	\$145	\$73	\$0	\$0	\$0	0.00%
Service Delivery	\$624	\$276	\$545	\$75	-\$470	726.74%
IT and Communications	\$42	\$47	\$39	\$1,055	\$1,016	3.70%
Internal Services Recovered	-\$103	-\$121	-\$94	-\$161	-\$67	58.33%
COVID	\$13	\$1	\$0	\$0	\$0	0.00%
Total Expenditures	\$2,616	\$2,057	\$1,882	\$3,166	\$1,284	59.45%
Transfers						
Transfers from Reserves	-\$13	-\$1	-\$97	-\$1,083	-\$985	8.99%
DC Contribution	\$0	\$0	-\$35	-\$35	\$0	101.21%
Transfers to Reserves	\$1,483	\$3,315	\$0	\$0	\$0	0.00%
Total Transfers	\$1,469	\$3,315	-\$133	-\$1,118	-\$985	11.87%
Total Corporate Finance	\$1,828	\$2,653	\$577	\$1,056	\$479	54.63%

Procurement

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Total Revenues	\$0	\$0	\$0	\$0	\$0	0.00%
Expenditures						
Salaries and Benefits	\$0	\$199	\$126	\$377	\$250	33.57%
Administrative and Office	\$0	\$2	\$0	\$116	\$116	0.25%
IT and Communications	\$0	\$0	\$1	\$1	\$0	65.58%
Total Expenditures	\$0	\$202	\$127	\$494	\$366	25.82%
Transfers						
Transfers from Reserves	\$0	\$0	\$0	-\$100	-\$100	0.00%
Total Transfers	\$0	\$0	\$0	-\$100	-\$100	0.00%
Total Procurement	\$0	\$202	\$127	\$394	\$266	32.37%

Information Technology

(in 000s)	2020 ACTUAL	2021 ACTUAL	JUL 2022 ACTUAL	2022 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues						
Government Transfers	\$0	-\$1	\$0	\$0	\$0	0.00%
Other Revenue	-\$128	-\$144	-\$151	-\$92	\$59	164.46%
Total Revenues	-\$139	-\$157	-\$151	-\$92	\$59	164.46%
Expenditures						
Salaries and Benefits	\$893	\$992	\$622	\$1,086	\$464	57.29%
Administrative and Office	\$98	\$171	\$98	\$1,026	\$927	9.59%
Service Delivery	\$49	\$78	\$25	\$7	-\$18	355.59%
IT and Communications	\$384	\$541	\$445	\$687	\$242	64.83%
Vehicles and Equipment	\$2	\$3	\$2	\$5	\$3	37.79%
Internal Services Recovered	-\$79	-\$104	-\$60	-\$103	-\$43	58.33%
COVID	\$54	\$0	\$0	\$0	\$0	0.00%
Capital Contribution	\$352	\$242	\$308	\$307	-\$1	100.24%
Total Expenditures	\$1,758	\$1,941	\$1,441	\$3,015	\$1,574	47.79%
Transfers						
Transfers from Reserves	-\$200	-\$70	-\$56	-\$954	-\$899	5.86%
Transfers to Reserves	\$7	\$0	\$0	\$3	\$3	0.00%
Total Transfers	-\$194	-\$70	-\$56	-\$951	-\$895	5.88%
Total Information Technology	\$1,425	\$1,714	\$1,234	\$1,972	\$738	62.58%

Information Technology - Capital Asset Fund

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2022 BUDGET
Opening Balance	-\$373	-\$476	-\$451	-\$451
Contributions				
Capital Levy	-\$233	-\$233	-\$300	-\$300
Other Revenue	-\$3	\$0	-\$1	\$0
Transfers from Reserves	-\$116	-\$9	-\$7	-\$7
Total Contributions	-\$352	-\$242	-\$308	-\$307
Capital Work				
Equipment & Machinery	\$249	\$266	\$217	\$454
Total Capital Work	\$249	\$266	\$217	\$454
Ending Capital Asset Fund Balance	-\$476	-\$451	-\$542	-\$303

Work Plan Summary

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2022 BUDGET
Expenditures				
Cellular Booster Upgrades	\$0	\$31	\$0	\$25
Communication Systems Lifecycle	\$4	\$135	\$0	\$239
Communication Tower Lifecycle	\$0	\$0	\$0	\$10
Courtroom AV Equipment	\$0	\$0	\$0	\$24
End User Device Lifecycle	\$173	\$0	\$32	\$0
IT Infrastructure Lifecycle	\$71	\$100	\$184	\$157
Equipment & Machinery	\$249	\$266	\$217	\$454
Total Work Plan Summary	\$249	\$266	\$217	\$454