



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Thursday, January 26, 2023 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 January 25, 2023.

REPORTS

1. GENERAL GOVERNMENT SERVICES – January 26, 2023 – ITEM #1
Accessibility Advisory Committee

A report from the Clerk, dated January 26, 2023, to put forward the draft terms of reference of the Accessibility Advisory Committee.

Recommendation:

THAT the report from the Clerk, dated January 26, 2023, regarding the Accessibility Advisory Committee, be received;

AND THAT the terms of reference for the Accessibility Advisory Committee be approved and policy 1-2-2 Committee Structure and Mandates be updated.

2. GENERAL GOVERNMENT SERVICES – January 26, 2023 – ITEM #2
Emergency Readiness Fund Grant Request – Grand Valley

A report from the Manager – Preparedness, 911 & Corporate Projects, dated January 26, 2023, to review the Municipal Emergency Readiness Fund grant request from Grand Valley.

Recommendation:

THAT the report of the Manager – Preparedness, 911 & Corporate Projects dated January 26, 2023, regarding a Municipal Emergency Readiness Fund – Grant Request, be received;

AND THAT the request for the acquisition and installation of hybrid meeting/communications equipment by the Town of Grand Valley in the amount of \$10,000, be approved.

3. GENERAL GOVERNMENT SERVICES – January 26, 2023 – ITEM #3
Annual Cost of Living Adjustment Policy (non-union staff)

A report from the Chief Administrative Officer, dated January 26, 2023, to establish an annual cost of living adjustment policy for non-union staff to ensure compensation remains competitive and staff salaries keep pace with inflation.

Recommendation:

THAT the report from the Chief Administrative Officer, dated January 26, 2023, regarding the Annual Cost of Living Policy (non-union staff), be received;

AND THAT the Annual Cost of Living Adjustment policy for non-union staff be approved;

AND THAT Council Remuneration by-law be updated to reflect the same policy for annual cost of living adjustments;

AND THAT, cost of living adjustment for 2023 be set at 4% with an effective date of July 1, 2023.

4. GENERAL GOVERNMENT SERVICES – January 26, 2023 – ITEM #4
2023 Draft Budget

- Budget Overview
<https://www.dufferincounty.ca/sites/default/files/finance/Overview%202023%20Budget%20Package.pdf>
- Presentation and discussion of the draft 2023 Operating and Capital Budget for:
 - Council
 - CAOs Office
 - Clerk's Office
 - Communications
 - Emergency Management
 - Corporate Services
 - Information Technology
 - Finance
 - Procurement
 - People & Equity
 - Human Resources
 - Equity
 - Learning & Organizational Development
 - Health & Safety
 - Transit

The 2023 Draft Budget Package is available at the following link:

<https://www.dufferincounty.ca/sites/default/files/finance/GGS%20%202023%20Budget%20Package.pdf>

To view the 2023 Draft Budget Packages for other Committees, please visit the following link:

<https://www.dufferincounty.ca/finance-and-purchasing/budget>

Next Meeting

Thursday, February 23, 2023

Video Conference



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

Meeting Date: January 26, 2023

Subject: **Accessibility Advisory Committee**

From: Michelle Dunne, Clerk

Recommendation

THAT the report from the Clerk, dated January 26, 2023, regarding the Accessibility Advisory Committee, be received;

AND THAT the terms of reference for the Accessibility Advisory Committee be approved and policy 1-2-2 Committee Structure and Mandates be updated.

Executive Summary

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, the County of Dufferin is required to form an Accessibility Advisory Committee. The purpose of this report is to put forward the draft terms of reference of the committee.

Background & Discussion

The County of Dufferin, as a municipality with a population over 10,000, is required under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 to have an accessibility advisory committee.

During the previous term of Council, the County formed a Joint Accessibility Advisory Committee with the Town of Orangeville. Following discussions with staff at the Town of Orangeville, it is being recommended that the committees separate for the 2022 – 2026 term of Council.

In March 2022, Council approved a policy to compensate public members of advisory committees with honorariums on a per meeting basis. Honorariums of \$100 per meeting

for public members of advisory committees was approved as part of the 2022 budget. This policy included Dufferin County members on the Joint Accessibility Advisory Committee, which created an inequality for other members on that committee. In discussions with the Town of Orangeville, they are not considering honorariums at this time.

Staff discussed other options, including having the County provide the administration for bi-monthly meetings of the Joint Accessibility Advisory Committee and pay all members of the Committee an honorarium. This proposed arrangement did not meet the needs of the Town, as they typically require a monthly meeting.

It is recommended that Dufferin County form its own Accessibility Advisory Committee to meet the requirements of the provincial legislation. Draft terms of reference for the County's Accessibility Advisory Committee are attached.

Committee work is enriched through the involvement of a cross-section of residents who bring a diversity of perspectives and experiences, however, for some citizens, there are multiple barriers to volunteerism that need to be acknowledged. Not all residents have the necessary supports that allow them to give back on an equal basis. An honorarium can support 'levelling the playing field', encouraging a diversity of volunteer involvement which is of benefit to all.

Financial, Staffing, Legal, or IT Considerations

Honorariums for public members of advisory committees will be incorporated into the 2023 budget.

In Support of Strategic Plan Priorities and Objectives

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

Inclusive & Supportive Community – support efforts to address current & future needs for a livable community

Respectfully Submitted By:

Michelle Dunne
Clerk

Attachments:

- Access Dufferin Terms of Reference (Draft)

Prepared By:
Rebecca Whelan
Deputy Clerk

Reviewed by: Sonya Pritchard, Chief Administrative Officer

Access Dufferin Accessibility Advisory Committee Terms of Reference

Mandate

Pursuant to the requirements of the Accessibility for Ontarians with Disabilities Act, section 29 (4) and (5), Access Dufferin shall

- a) Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- b) Review site plans and drawings submitted under the Planning Act, as selected by the County and local municipalities without their own accessibility advisory committees;
- c) Advise Council on the accessibility of a building, structure, or premise that the County purchases, constructs, significantly renovates or for which the County has entered into a new lease;
- d) Provide other advice on matters Council is considering which affect persons with disabilities, seniors, and other citizens with access issues; and
- e) Perform all other functions that are specified in the Act.

Goals and Objectives

Access Dufferin seeks to encourage and facilitate accessibility on behalf of all persons by:

- a) Solicitating feedback from the community to identify existing social and physical barriers to access and participation and bring the relevant matters to the attention of Council;
- b) Evaluating the effectiveness of the County's Accessibility Plan and offering suggestions for improvements and implementation;
- c) Working with Council and staff to increase public awareness of the issues of accessibility and inclusion for people with disabilities; and
- d) Working cooperatively with County and local municipalities whose activities affect access issues to
 - i. to provide advice and information on directions for future planning of municipal services, programs, and facilities;
 - ii. monitor municipal services, programs, and facilities to ensure full participation of all citizens; and
 - iii. evaluate the progress of accessibility activities.

Composition

Access Dufferin will be composed of the following members:

Role	Member
Committee Chair	To be filled by the member of Council
Community Members	3 – 5 members appointed from the community
Council Representation	1 – 2 members of County Council
Support Staff	As required

As required by the Accessibility for Ontarians with Disabilities Act, a majority of the members of the Committee shall be persons with disabilities.

Members should have a passion for accessibility and the creation of a barrier-free community.

Remuneration

Remuneration will be provided in accordance with Policy 1-2-2 – Committee Structure and Mandates.

Term of Office

The Committee members shall be appointed for the term of Council (4 years).

Meetings

The Committee will meet a minimum of 2 times per year or at the call of the Chair.

Quorum

Committee quorum requires that the majority of members be present. If quorum is not attained within the first 10 minutes of the meeting, the formal meeting cannot proceed and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.



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

Meeting Date: January 26, 2023

Subject: Emergency Readiness Fund Grant Request – Grand Valley

From: Steve Murphy, Manager - Preparedness, 911 & Corporate Projects

Recommendation

THAT the report of the Manager – Preparedness, 911 & Corporate Projects dated January 26, 2023, regarding a Municipal Emergency Readiness Fund – Grant Request, be received;

AND THAT the request in the amount of \$10,000, for the acquisition and installation of hybrid meeting/communications equipment by the Town of Grand Valley, be approved.

Executive Summary

Under the Municipal Emergency Readiness Fund member municipalities may apply for a grant from the County of Dufferin to assist with the costs associated with emergency prevention, mitigation or preparedness initiatives.

The type of projects eligible for funding would align with identified emergency risks found in the Hazard Identification and Risk Assessment (HIRA) assessed and reviewed by Dufferin County's Emergency Management Program Committees.

Completed applications must be received by the County Clerk and approved by County Council prior to the commencement of any project.

Grand Valley's request for funding meets the eligibility requirements set by County Council. Specifically this request falls under the Telecommunications category which includes video conferencing equipment.

If approved by Council, the funding for this initiative will be provided to the requesting municipality following an inspection of the completed work by the Emergency Management Coordinator.

Background & Discussion

Following the cancellation of the Joint Emergency Preparedness Program by the federal government in 2013, County Council began exploring ways to provide financial support to the member municipalities undertaking projects to better prepare for emergencies.

In 2015, Council approved the Municipal Emergency Readiness Fund and criteria was established that permitted member municipalities to apply for funding for the following projects:

- Emergency Operations Centre - Includes construction/renovation, mapping, communications, furnishings, display screens, projectors, etc.
- Generators - A fixed or towable generator used to power a primary or alternate EOC, shelter or municipally owned critical infrastructure.
- Public Alerting System - Includes an automated system designed to alert members of a community to the presence of a hazard through telephone, email, SMS or other electronic means.
- Specialized Training - Includes training that is directly related to emergency preparedness but is not available locally.
- Telecommunications - Includes radios, repeaters, telephones, fax machine, television, video conferencing, EOC software and satellite communications equipment.

The fund provides funding for 50% of the project cost up to \$10,000 and each application is brought to committee and council for approval before the project commences.

Staff has reviewed the submission and this project meets the criteria established by Council for the Municipal Emergency Response Fund.

Financial, Staffing, Legal, or IT Considerations

The balance in the Municipal emergency Readiness Reserve at the of 2022 is \$250,000.

In Support of Strategic Plan Priorities and Objectives

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

Sustainable Environment & Infrastructure – protect assets both in the natural and built environment

Respectfully Submitted By:



Steve Murphy

Manager – Preparedness, 911 & Corporate Projects

Attachments:

- Fund Application (includes council authorization and quote) – Grand Valley

Reviewed by: Sonya Pritchard, Chief Administrative Officer



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

Meeting Date: January 26, 2023

Subject: Annual Cost of Living Adjustment Policy (non-union staff)

From: Sonya Pritchard, CAO

Recommendation

THAT the report from the Chief Administrative Officer, dated January 26, 2023, regarding the Annual Cost of Living Policy (non-union staff), be received;

AND THAT the Annual Cost of Living Adjustment policy for non-union staff be approved;

AND THAT Council Remuneration by-law be updated to reflect the same policy for annual cost of living adjustments;

AND THAT, cost of living adjustment for 2023 be set at 4% with an effective date of July 1, 2023.

Executive Summary

An annual cost of living adjustments is an established way to ensure compensation remains competitive and staff salaries keep pace with inflation.

Background & Discussion

In July 2022, Council approved the compensation adjustment for 2022 and adopted a motion that "a policy for future (non-union) adjustments using CPI (Consumer Price Index) as a benchmark/guide be presented for consideration as part of the 2023 budget process."

Previously non-union and Council compensation adjustments had been linked to the CUPE collective agreement.

The attached policy proposes an annual cost of living adjustment based on a twelve-month average of CPI with a cap of 4%. The 12-month period would be from August to July (published in August) so as to ensure that costing calculations can be incorporated in to the annual budget document, which is prepared during September and October. This formula is similar to the one used by OMERS; however, OMERS has a cap of 6% and uses the twelve-month period November to October. \

A reduced cap for active municipal employees is reasonable given that salaries and benefits may also be subject to periodic market reviews; and until staff reach job rate (step 5) on the non-union pay grid, they are also eligible for step increases along the grid. Applying an annual adjustment to the pay grid ensures salaries remain competitive and will generally result in less fluctuation when a market review is completed. The last market review was completed in 2021 and is based on January 2021 job rate to job rate comparators. It was implemented in January 2022. A cost of living adjustment of 2.75% was applied to the grid effective July 1, 2022.

Since 2004, the non-union cost of living adjustment has lagged, having an effective date of July 1. To better reflect the current environment each year it is proposed that this date be adjusted to January 1 by 2025.

Financial, Staffing, Legal, or IT Considerations

The table below shows the twelve-month average CPI calculation for the period from August 2021 to July 2022:

Month	CPI Index 2020/2021	CPI Index 2021/2022	CPI
August 2021	137.0	142.6	4.09%
September 2021	136.9	142.9	4.38%
October 2021	137.5	143.9	4.65%
November 2021	137.7	144.2	4.72%
December 2021	137.4	144.0	4.80%
January 2022	138.2	145.3	5.14%
February 2022	138.9	146.8	5.69%
March 2022	139.6	148.9	6.66%
April 2022	140.3	149.8	6.77%
May 2022	141.0	151.9	7.73%

Month	CPI Index 2020/2021	CPI Index 2021/2022	CPI
June 2022	141.4	152.9	8.13%
July 2022	142.3	153.1	7.59%
Average Annual CPI	139.0	147.2	5.88%

The 5.88% average annual CPI exceeds the 4% cap. The cost of the 4% adjustment is included in the DRAFT 2023 budget and is \$697,000. The 4% would apply to total compensation (salaries would be adjusted by 4% less an enhancements to benefits).

Updating council compensation with the same adjustment will ensure Council salaries also keep pace with inflation.

In Support of Strategic Plan Priorities and Objectives

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

Respectfully Submitted By:

Sonya Pritchard, CPA, CMA
Chief Administrative Officer

Attachments:

- Draft Annual Cost of Living Adjustment Policy (non-union staff)

SECTION	Corporate Finance/People and Equity	POLICY NUMBER	XXX
SUB-SECTION	Non-Union Staff Compensation	EFFECTIVE DATE	
SUBJECT	Annual Cost of Living Adjustment	DATE REVISED	
AUTHORITY	Council		

PURPOSE

The County of Dufferin (the County) strives to be a desired employer. This requires competitive compensation through regular comparisons to the market using up to date job descriptions and evaluations. To maintain market competitiveness and ensure staff salaries are adjusted for inflation an annual cost of living adjustment is applied to non-union compensation. This adjustment includes increases to salaries and any benefit enhancements. It is a total compensation adjustment.

The purpose of this policy is to identify a formula for the annual cost of living adjustment.

SCOPE

This policy applies to compensation for all non-union County employees.

DEFINITIONS

Annual Average – refers to the average of the approved 12-month period

Annual Cost of Living Adjustment – refers to the once per adjustment to total compensation to account for the impacts of inflation

Benefits – refers to health care benefits through the County's current health care insurance providers

Benefit enhancements – refers to expanded or new benefits for the non-union employee group as published in the non-union health insurance benefit package from the County's current benefit providers and paid time-off benefits

Budget – refers to the annual financial plan as approved by County Council

CPI – refers to the consumer price index as published by Statistics Canada.

Total Compensation – refers to both salaries and benefits

PROCEDURES

1. This Policy replaces the previous practice of linking a non-union cost of living adjustment to the CUPE collective agreement.
2. The Annual Cost of Living adjustment is effective as follows:

2023 – July 1st
2024 – April 1st
2025 and onward – January 1st
3. The annual cost of living adjustment shall be calculated using the 12-month average CPI for July in the year preceding the budget with a cap of 4%.
4. A report detailing the calculation and the cost of living adjustment along with the effective date shall be presented to Council for approval at the September Council meeting in the year preceding the budget or in January at the start of a new term of Council.
5. The approved cost of living adjustment will be incorporated into the budget.

RESPONSIBILITIES

Corporate Finance: shall complete the annual cost of living adjustment calculation and submit the report to Council for consideration. Following approval of the budget the adjustment shall be implemented through the payroll and benefits systems for each non-union employee.

People and Equity: shall provide information with respect to benefit enhancements that will impact how the cost of living adjustment is to be distributed between salaries and benefits

People and Equity and Corporate Communications: shall communicate details with respect to the policy and annual cost of living adjustment to all non-union staff