



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

Thursday, May 25, 2023 at 11:00 a.m.

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON

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

Members of the public in attendance are able to ask a question. If you unable to attend and would like to submit a question, please contact us at info@dufferincounty.ca or 519-941-2816 x2500 prior to 4:30 p.m. on May 24, 2023.

REPORTS

1. GENERAL GOVERNMENT SERVICES – May 25, 2023 – ITEM #1
Financial Report – January 1 – April 30, 2023

A report from the Manager of Corporate Finance, Treasurer, dated May 25, 2023, to

provide a financial report up to April 30, 2023 for the following departments:

- Council
- Office of the CAO
- Corporate Services
 - Information Technology
 - Finance
 - Procurement
- People & Equity
 - Human Resources & Learning & Organizational Development
 - Equity
 - Health & Safety

Recommendation:

THAT the report from the Manager of Corporate Finance, Treasurer, dated May 25, 2023, regarding a financial report up to April 30, 2023, be received.

2. GENERAL GOVERNMENT SERVICES – May 25, 2023 – ITEM #2
Facilities Requirements and Options Review – Update

A report from the Chief Administrative Officer, dated May 25, 2023, to provide an update on the review of facilities, space requirements and future options.

Recommendation:

THAT the report of the Chief Administrative Officer, dated May 25, 2023, regarding Facilities Requirements and Options Review – Update, be received;

AND THAT a council workshop be scheduled to review the facilities inventory and assess options for current and future use of spaces at the Edelbrock Centre and the Zina Street Complex.

CORRESPONDENCE

3. GENERAL GOVERNMENT SERVICES – May 25, 2023 – ITEM #3
Township of Amaranth

Correspondence from the Township of Amaranth, dated May 15, 2023, containing a resolution regarding school bus stop arm cameras.

4. GENERAL GOVERNMENT SERVICES – May 25, 2023 – ITEM #4
Association of Municipalities of Ontario (AMO) Conference Delegations

Correspondence from the Association of Municipalities of Ontario (AMO), dated May 11, 2023, to advise Municipal Delegation Requests for the 2023 AMO Conference must be submitted by June 9, 2023.

NOTICE OF MOTIONS

Next Meeting

Thursday, June 22, 2023

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON



FINANCIAL REPORT

JANUARY 1 - APRIL 30, 2023

General Government Services Committee

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INTRODUCTION

This Financial Report offers a comprehensive overview of Dufferin County's financial performance from January 1 to April 30, 2023. The Report is primarily focused on operational highlights with progress on the capital work plan being reported separately. It contains information about the financial plans of various departments and functional areas, and presents updates on revenues, expenses, assets and liabilities.

Dufferin County is committed to supporting a strong, connected community with responsive services for all residents. This report highlights the achievements of divisions to date this year, and initiatives planned for the coming months. It addresses challenges the County has faced during the reporting period, like insufficient funding and staffing and the impact of inflation on the County's financial performance.

The primary goal of this report is to provide a transparent, consumable and accurate account of Dufferin County's financial performance and position. By presenting a comprehensive overview, the County aims to inform stakeholders and highlight its progress.



COUNCIL

AT A GLANCE

4.61% INCREASE in 2023 budget adopted over 2022	72 TOTAL Staff Reports published	23 TOTAL Meetings and training sessions attended
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WHAT HAS HAPPENED THUS FAR

- Donated \$70,000 to local food banks
 - \$50,000 to Orangeville Food Bank
 - \$10,000 to Grand Valley Food Bank
 - \$10,000 to Shepherd's Cupboard Food Bank, Shelburne
- Increased Community Grant budget by \$25,000 in response to the increased need of the community
- Regional Transit – directed staff to investigate alternate solutions to enhance transportation services for seniors through Dufferin County Community Support Services

WHAT IS GOING ON NOW

- HCIA recommended recipients for 2023 Community Grant Program in the amount of \$120,000 for approval at May Council
- Submitting comments to the Ministry related to Bill 97 - Helping Homebuyers, Protecting Tenants Act, 2023

WHAT IS UP NEXT

- Draft Strategic Plan to be presented for adoption at June Council meeting
- Up to seven \$2,500 Bill Hill Scholarships to be awarded at June Council meeting

CHALLENGES

- Hybrid meeting space at Edelbrock Centre – challenges with technology in the space to provide a consistent, effective meeting space

COUNCIL & GRANT FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Expenditures					
Salaries and Benefits	\$369	\$152	\$499	\$347	30.47%
Administrative and Office	\$107	\$44	\$142	\$98	30.95%
Service Delivery (Grant Progr.	\$1,451	\$70	\$194	\$124	36.18%
Facilities	\$0	\$0	\$7	\$7	0.00%
Total Expenditures	\$1,929	\$266	\$841	\$575	31.66%
Transfers					
Transfers from Reserves	-\$1,332	\$0	\$0	\$0	0.00%
Total Transfers	-\$1,332	\$0	\$0	\$0	0.00%
Total Council & Grant Programs	\$597	\$266	\$841	\$575	31.66%

FINANCIAL HIGHLIGHTS

- \$6,100 for Diversity, Equity and Inclusion training for Council
- Budget for facilities has not been spent since we adapted to holding Council /Committee meetings in the Edelbrock Centre
- Mileage budget is tracking slightly under as we utilize hybrid meeting model
- All community grant program funding, including Food for Thought has been awarded



OFFICE OF THE CAO

AT A GLANCE

21 Council and Committee agendas and minutes prepared	33 News Releases shared with media to date in 2023	18 Strategic Plan consultations with Council, staff and community
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WHAT HAS HAPPENED THUS FAR

- Hosted a Joint All Councils training session
- Facilitated several emergency response training sessions
- Updated Municipal Emergency Readiness Program
- Significant increase in earned media coverage, social media following and engagement
- Strategic Plan vision, mission, values, and priorities developed and reviewed with Council
- Award of legal RFP to Aird and Berlis

WHAT IS GOING ON NOW

- Researching hybrid meeting solutions
- Examining the business process for issuing and amending emergency addresses
- Ongoing review and updating of internal and external communications policies/procedures
- Strategic Plan report being compiled by StrategyCorps
- Discussions with Infrastructure Ontario regarding use of Court House space

WHAT IS UP NEXT

- Conducting a review of all Council policies
- Facilitating the EM Forum on May 31
- Enhancing municipal readiness for sheltering due to storms and emergencies
- Ongoing storytelling with staff and community of County services with a tie to new Strategic Plan
- Presentation of Final Strategic Plan to Council for approval followed by moving ahead with implementation
- Discussions concerning the future requirements and use of County facilities

CHALLENGES

- Capacity in supporting other departments with legislative processes and procedures
- Increasing costs and delays for some projects
- Limited capacity to identify and develop new communications tactics while also increasing strategic communications frequency

OFFICE OF THE CAO FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	\$1	\$0	\$1	\$1	0.00%
Other Revenue	\$10	\$1	\$8	\$8	7.98%
Total Revenues	\$11	\$1	\$9	\$9	7.11%
Expenditures					
Salaries and Benefits	\$962	\$297	\$1,041	\$744	28.55%
Administrative and Office	\$230	\$48	\$278	\$231	17.14%
Service Delivery	\$67	\$13	\$53	\$40	23.68%
IT and Communications	\$43	\$5	\$45	\$40	10.55%
Internal Services Recovered	-\$21	-\$7	-\$22	-\$15	33.33%
Total Expenditures	\$1,281	\$355	\$1,395	\$1,040	25.43%
Transfers					
Transfers from Reserves	-\$124	-\$24	-\$150	-\$126	16.04%
Transfers to Reserves	\$27	\$7	\$20	\$13	33.34%
Total Transfers	-\$97	-\$17	-\$130	-\$113	13.38%
Total Office of the CAO	\$1,173	\$337	\$1,255	\$919	26.82%

FINANCIAL HIGHLIGHTS

- Administrative and Office Expenses include a number of items such as training, conferences and professional associations, that will be incurred later in the year plus the full cost of consulting fees for the strategic plan (\$150,000)
- Legal expenses are budgeted at \$20,000 with no expenses to date
- Program costs for the EM Forum will be processed following this report
- IT costs are underspent as software licenses are expensed later in the year



CORPORATE SERVICES

CORPORATE SERVICES FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Investment Income	\$1,037	\$318	\$775	\$457	41.04%
Taxation	\$686	\$0	\$355	\$355	0.03%
Government Transfers	\$99	\$0	\$95	\$95	0.00%
Other Revenue	\$319	\$202	\$309	\$107	65.45%
Total Revenues	\$2,140	\$520	\$1,534	\$1,013	33.93%
Expenditures					
Salaries and Benefits	\$2,446	\$870	\$2,671	\$1,801	32.56%
Vacancy Savings	\$0	\$0	-\$750	-\$750	0.00%
Administrative and Office	\$1,590	\$769	\$2,220	\$1,451	34.63%
Service Delivery	\$90	\$10	\$178	\$168	5.59%
IT and Communications	\$660	\$166	\$2,298	\$2,131	7.24%
Vehicles and Equipment	\$3	\$0	\$3	\$3	-1.04%
Internal Services Recovered	-\$358	-\$134	-\$415	-\$282	32.14%
Total Expenditures	\$4,432	\$1,681	\$6,204	\$3,809	27.10%
Transfers					
Transfers from Reserves	-\$507	-\$312	-\$3,210	-\$2,898	9.72%
DC Contribution	-\$35	\$0	\$0	\$0	0.00%
Transfers to Reserves	\$13	\$0	\$0	\$0	0.00%
Total Transfers	-\$529	-\$312	-\$3,210	-\$2,898	9.72%
Total Operating Corporate	\$1,763	\$849	\$1,460	\$611	58.14%
Capital Investment	\$300	\$300	\$300	\$0	100.00%
Total Corporate Services	\$2,063	\$1,149	\$1,760	-\$103	65.27%

CORPORATE SERVICES CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
Opening Balance	\$451	\$423	\$423
Contributions			
Capital Levy	\$300	\$300	\$300
Other Revenue	\$23	\$0	\$3
Transfers from Reserves	\$18	\$0	\$8
Total Contributions	\$340	\$300	\$311
Capital Work			
Equipment & Machinery	\$368	\$12	\$423
Total Capital Work	\$368	\$12	\$423
Ending Capital Asset Fund Balance	\$423	\$712	\$311

**Progress on the capital workplan will be reported separately and will not exist in this report.*



INFORMATION TECHNOLOGY

AT A GLANCE

127 SITES and 84 Teams with multiple channels on SharePont Online	1650 KM² GIS aerial photo coverage	50% / 400GB reduction in records / file storage saved
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WHAT HAS HAPPENED THUS FAR

- Successfully transitioned to SharePoint Online
- Negotiated new 3-year GIS Esri Canada enterprise agreement with our 7 municipal partners
- Completed RFP process for GIS 10 and 20 cm aerial photos
- Completed true up process for year 3 of County's Microsoft licensing agreement.
- Network infrastructure fibre upgrade from Orangeville to Shelburne agreement and plan complete
- Website transition project RFP posted and project team reviewing proposals

WHAT IS GOING ON NOW

- Completing transition to new Esri enterprise license
- Shifting focus to change reinforcement for SharePoint Online transition project
- Selecting a website partner to redesign website with a delivery in early Fall
- Assisting partners to implement multifactor authentication

WHAT IS UP NEXT

- IT ticketing system replacement
- PBX phone system review
- Network backbone infrastructure fibre upgrade in summer
- Increasing intrusion detection and prevention network footprint and extending capabilities to the desktop
- End user device hardware purchase

CHALLENGES

- Increased GIS development demand from partners due to growth throughout the County
- Increased partner expectation and significant increase in cybersecurity requirements and operational demand causing pressure on maintaining service levels
- Project management, business analysis, and change practitioner responsibilities increasing in support of various large-scale projects
- 24/7 cybersecurity monitoring and operational support with a team that works normal business hours with ad hoc on-call

INFORMATION TECHNOLOGY FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	\$3	\$0	\$0	\$0	0.00%
Other Revenue	\$319	\$200	\$309	\$109	64.79%
Total Revenues	\$322	\$200	\$309	\$109	64.79%
Expenditures					
Salaries and Benefits	\$1,283	\$465	\$1,219	\$754	38.12%
Administrative and Office	\$336	\$220	\$841	\$621	26.15%
Service Delivery	\$45	\$10	\$103	\$93	9.66%
IT and Communications	\$616	\$124	\$945	\$821	13.17%
Vehicles and Equipment	\$3	\$0	\$3	\$3	-1.04%
Internal Services Recovered	-\$106	-\$41	-\$123	-\$82	33.33%
Total Expenditures	\$2,176	\$778	\$2,988	\$2,210	26.04%
Transfers					
Transfers from Reserves	-\$337	-\$257	-\$885	-\$628	28.99%
Transfers to Reserves	\$13	\$0	\$0	\$0	0.00%
Total Transfers	-\$324	-\$257	-\$885	-\$628	28.99%
Total Operating Information	\$1,531	\$321	\$1,794	\$1,473	17.90%
Capital Investment	\$300	\$300	\$300	\$0	100.00%
Total Information Technology	\$1,831	\$621	\$2,094	\$1,473	29.66%

FINANCIAL HIGHLIGHTS

- IT & Communication is tracking under budget at 13% as several initiatives are still to come up for renewal that include Microsoft licensing and software security solutions
- Revenue is 64% from cost recovery from our municipal partnerships
- Administrative and Office is at 26% primarily consisting of consulting costs for the SharePoint transition project with additional costs coming in Q4 related to our website transition project

INFORMATION TECHNOLOGY CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
Opening Balance	\$451	\$423	\$423
Contributions			
Capital Levy	\$300	\$300	\$300
Other Revenue	\$23	\$0	\$3
Transfers from Reserves	\$18	\$0	\$8
Total Contributions	\$340	\$300	\$311
Capital Work			
Equipment & Machinery	\$368	\$12	\$423
Total Capital Work	\$368	\$12	\$423
Ending Capital Asset Fund Balance	\$423	\$712	\$311

**Progress on the capital workplan will be reported separately and will not exist in this report.*



FINANCE

AT A GLANCE

1,444 Journal entries performed	36 Ministry reports submitted	24 New hires set up in payroll	4,974 Invoices paid
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WHAT HAS HAPPENED THUS FAR

- Completion of 2022 year end and audit work
- Approval of 2023 budget

WHAT IS GOING ON NOW

- Working with lower tiers to review current tax policy
- Updating financial reporting to align with budget
- Onboarding of Financial Analyst – Asset Management

WHAT IS UP NEXT

- Coordinating training related to changes to the Development Charge Act with other finance, building and planning staff from several lower tier municipalities
- Recruitment of additional Payroll and Benefits Coordinator
- Seeking vendor for new Finance and Payroll System

CHALLENGES

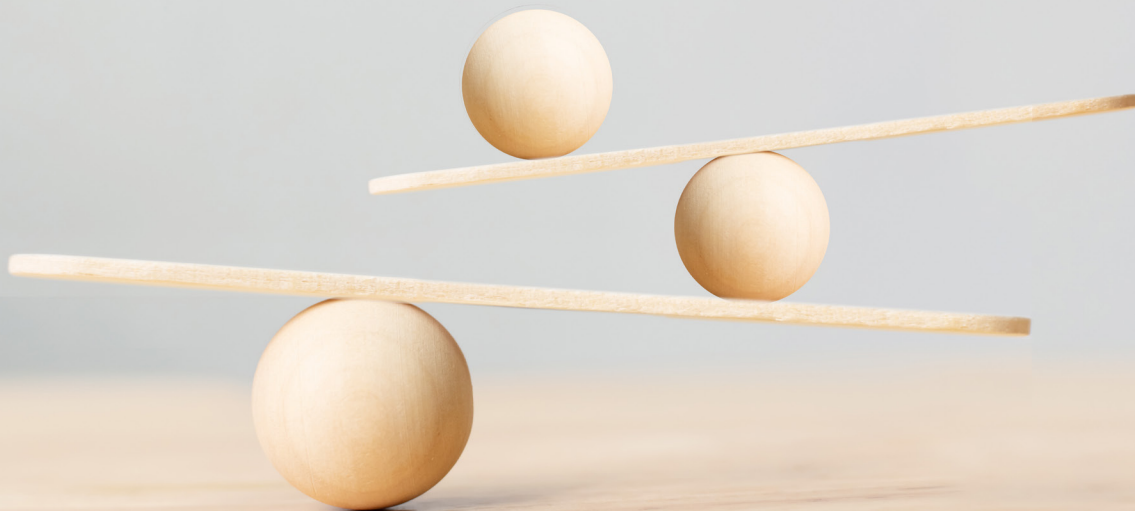
- Staying abreast of ongoing provincial changes and requests for information
- Supporting conflicting needs of existing and new and growing programs, services, and departments
- Heavy reliance on manual processes leading to inefficiencies and added workload

FINANCE FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Expenditures					
Salaries and Benefits	\$892	\$314	\$1,031	\$717	30.44%
Administrative and Office	\$203	-\$2	\$127	\$129	-1.29%
IT and Communications	\$43	\$42	\$1,350	\$1,309	3.10%
Internal Services Recovered	-\$251	-\$92	-\$292	-\$200	31.64%
Total Expenditures	\$886	\$262	\$2,217	\$1,955	11.80%
Transfers					
Transfers from Reserves	-\$170	-\$55	-\$1,325	-\$1,270	4.19%
DC Contribution	-\$35	\$0	\$0	\$0	0.00%
Total Transfers	-\$206	-\$55	-\$1,325	-\$1,270	4.19%
Total Finance	\$680	\$206	\$892	\$686	23.12%

FINANCIAL HIGHLIGHTS

- Salaries and benefits are tracking under budget as the new Payroll and Benefits Coordinator position added in 2023 has not been filled to date
- Administrative and office expenses are in a credit balance as we await the final invoice from the auditors, the balance of the consulting fees will be expended later in the year
- The digital modernization project for a new Financial and Human Resources Information Systems is underway



CORPORATE FINANCE FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Taxation	\$686	\$0	\$355	\$355	0.03%
Investment Income	\$1,037	\$318	\$775	\$457	41.04%
Government Transfers	\$96	\$0	\$95	\$95	0.00%
Total Revenues	\$1,818	\$320	\$1,225	\$905	26.14%
Expenditures					
Vacancy Savings	\$0	\$0	-\$750	-\$750	0.00%
Administrative and Office	\$1,046	\$550	\$1,235	\$685	44.51%
Service Delivery	\$45	\$0	\$75	\$75	0.00%
Total Expenditures	\$1,091	\$550	\$560	\$10	98.17%
Transfers					
Transfers from Reserves	\$0	\$0	-\$1,000	-\$1,000	0.00%
Total Transfers	\$0	\$0	-\$1,000	-\$1,000	0.00%
Total Corporate Finance	-\$727	\$230	-\$1,665	-\$1,894	-13.79%

FINANCIAL HIGHLIGHTS

- Taxation and transfers from reserves will be minimal until the end of the year
- Vacancy savings will remain at zero as the savings are experienced throughout the various departments
- Investment income will vary depending on the maturity date of investments although currently tracking slightly better than budget
- Government transfer for court security are expected to start flowing later in the year



PROCUREMENT

AT A GLANCE

12 RFXs issued	46 Submissions received on Bids and Tenders	\$836,199 Total value of contracts awarded
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WHAT HAS HAPPENED THUS FAR

- Legal Services awarded
- 10 cm and 20 cm Digital Orthophotography Project(s) awarded
- New County Website is closed, being evaluated
- Building Permit Study RFP is closed and awarded
- Public Works Facilities – grass cutting posted and landscaping closed
- Dufferin Oaks mobility van procured and awaiting delivery

WHAT IS GOING ON NOW

- Initial stages of the investigation of the Public Works – Operation Centre land and design project
- Public Works Capital Projects (Culvert rehabilitation, Roads, Geotechnical and Culvert replacements) - in process
- Dufferin Oaks – Nurse Call Phones – upgrade to system underway

WHAT IS UP NEXT

- Public Works capital projects – roads and culverts
- Planning Department – 3 upcoming quotes
- Public Works Facilities– front end load tender, parking lots
- Public Works Operations – new Operation Centre (land, design), line painting extension, new snowplow
- Dufferin Oaks – pharmacy

CHALLENGES

- Getting projects on-time in order to meet the needs of the department's timelines
- Projects closing over budget

PROCUREMENT FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Expenditures					
Salaries and Benefits	\$272	\$91	\$421	\$330	21.69%
Administrative and Office	\$6	\$1	\$16	\$16	4.01%
IT and Communications	\$1	\$0	\$2	\$2	3.90%
Total Expenditures	\$279	\$92	\$439	\$347	20.96%
Total Procurement	\$279	\$92	\$439	\$347	20.96%

FINANCIAL HIGHLIGHTS

- Salaries and benefits are tracking under budget as the new Purchasing Agent position was vacant and now has been filled



PEOPLE & EQUITY

PEOPLE & EQUITY FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	\$0	\$0	\$1	\$1	0.00%
Other Revenue	\$58	\$22	\$89	\$67	24.67%
Total Revenues	\$58	\$22	\$89	\$67	24.48%
Expenditures					
Salaries and Benefits	\$1,209	\$418	\$1,476	\$1,058	28.30%
Administrative and Office	\$481	\$183	\$543	\$360	33.67%
Service Delivery	\$7	\$0	\$6	\$6	3.82%
IT and Communications	\$14	\$1	\$29	\$28	3.00%
Internal Services Recovered	-\$191	-\$58	-\$213	-\$155	27.14%
Total Expenditures	\$1,528	\$544	\$1,841	\$1,297	29.55%
Transfers					
Transfers from Reserves	-\$223	-\$100	-\$433	-\$333	23.13%
Total Transfers	-\$223	-\$100	-\$433	-\$333	23.13%
Total People & Equity	\$1,247	\$422	\$1,319	\$897	32.00%

FINANCIAL HIGHLIGHTS

- The overall budget is on track for spending this fiscal year
- Consulting Fees are overspent due to resources being allocated for the ongoing rollout of the Equity Audit
- Corporate Training is underspent, but plans are in place to utilize the budget this fiscal year

HUMAN RESOURCES AND LEARNING & ORGANIZATIONAL DEVELOPMENT

AT A GLANCE

31 Non-union job postings	17 New hires at Dufferin Oaks	25 Non-union new hires
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WHAT HAS HAPPENED THUS FAR

- CUPE and ONA Collective Bargaining complete
- Partnered with Procurement to conduct a procurement practices workshop for County Managers
- Comprehensive review of current performance review policy and procedure
- Assessment of all departments learning and development needs to develop framework
- Revised performance evaluation process to enable a more consistent and equitable approach to performance discussions and development planning

WHAT IS GOING ON NOW

- Pay Equity Audit at Dufferin Oaks
- Creation of a People and Equity Theory of Change
- Developing an organizational learning framework to inform approach to training delivery
- Assessing systems and tools that will support and sustain continuous learning and provide a broader range of learning opportunities

WHAT IS UP NEXT

- Human Resources Policy, Procedures and Process review and revision
- Development and implementation of new practices related to Equity Audit findings
- Review of current procurement policy to be aligned with environmental, social and governmental factors
- Building and curating a repository of training resources to help support performance and development
- Creating a central online Learning & Organizational Development hub
- Roll out of respect in the workplace training

CHALLENGES

- Grievance management; resolving and mediating grievances in a timely fashion
- Managing increased demands for HR support within the existing budget
- Maintaining momentum and maximizing learning retention post training events
- Addressing increasing demand for learning support and services with limited resources
- Meeting learning needs while considering many variables like remote work, budget and monitoring

EQUITY

AT A GLANCE

107 Attendees at the DEI Survey Results All- Staff TownHall	17 Total DEI Strategy Ideation Departmental TownHalls	20 Committee members involved in the DEI Design Strategy Working Goup	58 Attendees at the Black History Month 2023 Event
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WHAT HAS HAPPENED THUS FAR

- The results of the Equity Audit and Supplemental Review were released in March
- Feminuity and the Equity Strategy committee are developing the County's draft corporate DEI Strategy
- A draft policy has been created to address accommodation requests for creed, spiritual and religious based observances
- In recognition of National Indigenous History Month. Dr. Pamela Palmater will provide a keynote address

WHAT IS GOING ON NOW

- Development of resources for all staff related to the Equity Audit
- Planning the National Indigenous History Month event
- Sourcing learning/capacity building opportunities for staff in response to the Equity Audit

WHAT IS UP NEXT

- Submission of the finalized DEI strategy to Council in Q4
- National Indigenous History Month event – June 20, 2023
- Ongoing sourcing and rollout of mandatory and voluntary learning offerings for all staff

CHALLENGES

- Implementation of Equity Strategy with current resources
- The need for ongoing equity professional development opportunities
- Imbedding equity into all County of Dufferin policies, programs and procedures

HEALTH & SAFETY

AT A GLANCE

17

Multisite joint health and safety inspections

42

Health & Safety new staff orientations completed

WHAT HAS HAPPENED THUS FAR

- Reviewed, updated and assisted in creating multiple policies
- Created Remote Work Policy Agreement and checklist and work from home toolkit in addition to the home emergency plan workbook
- Reviewed and updated safety data sheet database

WHAT IS GOING ON NOW

- Ergonomic assessments
- Updating new hire orientation and training
- Developing and amending policies, updating safety talks
- Conducting workplace health and safety investigations, performing audits and analyzing hazards

WHAT IS UP NEXT

- Training review and updates
- Job demands analysis
- Risk of violence assessment for all County departments
- First aid and chainsaw training

CHALLENGES

- Health and Safety support to lower tier municipalities
- Conducting necessary health and safety training for all County staff



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

Meeting Date: May 25, 2023

Subject: Facilities Requirements and Options Review- Update

From: Sonya Pritchard, Chief Administrative Officer

Recommendation

THAT the report of the Chief Administrative Officer, dated May 25, 2023, regarding Facilities Requirements and Options Review – Update, be received;

AND THAT a council workshop be scheduled to review the facilities inventory and assess options for current and future use of spaces at the Edelbrock Centre and the Zina Street Complex.

Executive Summary

The purpose of this report is to provide an update on the review of facilities, space requirements and future options. The County of Dufferin owns and operates several facilities that are occupied by both County staff and tenants. Over the past several years operational requirements have changed, and it is necessary to re-evaluate current and future space needs. This report focuses on the Edelbrock Centre and County Complex located at 51-55 Zina Street, both in Orangeville.

Background & Discussion

In the Strategic Action Plan 2021-22, a review of facilities and property inventory, to assess for future use, was identified. In addition, Council directed staff to review options for a Council Chambers that would allow for live streaming of meetings. This work was undertaken through a consultant, and a proposal to renovate space at the Edelbrock Centre and 55 Zina was presented to Council in September 2022. Given the timing of this proposal it was deferred to January 2023 for the new Council to consider. It was then

subsequently deferred for some additional review with respect to future requirements and options, including tenant occupied spaces that are being under-utilized or vacant.

Edelbrock Centre

Office/Administrative Space

The Edelbrock Centre has become the administrative and customer service hub for the County since the pandemic. Currently, administration and support for the Office of the CAO, Corporate Services (Procurement and Treasury), Community Services, Development and Tourism (Building, Planning, and Economic Development) and Public Works (Engineering, Waste Services, Climate and Energy, and Facilities Management) are all located in a large open space that consists of a series of cubicles, offices, and meeting rooms. Staff in these divisions work under a hybrid model. There are two additional workspaces located on the lower level that were previously occupied by tenants. The amount of time on-site varies by team and is structured to meet the operational needs of the division. Workspaces are assigned to teams and rotated through staff on-site. Other cubicles and offices are available through an on-line booking system. There are very few spaces dedicated to individual staff members. All employees have individual remote work agreements that are reviewed periodically.

Utilization/occupancy of the space varies throughout the work week and depends largely on the number scheduled events and meetings. Square footage of the space is sufficient to accommodate all staff under the current hybrid model. However, the configuration of the space does present challenges. There is not sufficient meeting space or areas that allow for team collaboration. Storage space is also lacking. The proposal from the consultants provided in 2022 addressed these issues and laid out a welcoming, accessible, and modern workspace.

With modifications and renovations this area should be able to accommodate foreseeable future requirements for administrative and support needs.

County Council Meeting Space

Over the past several months, County Council and Committee meetings have been held using a hybrid format in the Dufferin Room. Although, the meetings have proceeded without significant issues there are several challenges. The space is not adequate as a long-term solution for a Council Chambers. In the short term, it is possible (using the equipment demonstrated at the last Council meeting) to make modest improvements to

the technology that will enhance the audio and visual quality of the electronic portion of the meeting. This can be done at a modest cost of about \$12,000. However, the room is too small for Council meetings. There isn't sufficient space for Council and staff and there is not room for delegates or public members to observe and/or present to Council. Access and security are also of concern.

Additional discussion about the future requirements and potential options for Council meetings space is required.

Operational/Customer Service Space

The EarlyON space at the Edelbrock Centre provides regular programs to parents and children. There is the opportunity to improve the layout and functionality of the space to enhance the experience of clients; however, these changes are not urgently required and a plan to phase in updates over time (as provide in the consultant's report) would make sense.

The customer service area at the public entrance of the Edelbrock Centre is used for front-facing building, planning, waste services, economic development, and other administrative services, along with client services for Ontario Works and Housing. The area is also home to the employment services hub which is operated in partnership with Georgian College. Changes to employment services are being implemented over the next year and it remains unclear how this may impact space requirements.

This space is not adequate for the multiple purposes it serves. The space is not welcoming, there is no signage or direction on where and how services should be accessed, it does not have a sufficient customer service area, it lacks areas for private or confidential conversations, and does not promote a positive working environment for the staff in this area. The proposed renovations for this area would resolve these issues. Modifications to this area should be regarded as a high priority.

Tenant Space

Georgian College occupies a substantial portion of the main floor at the Edelbrock Centre and has recently shared their intention to retain the space for the foreseeable future. The space is currently underutilized, but Georgian has indicated they expect to be on site more frequently and to resume in person programming going forward. Hospice Dufferin and the Upper Grand School Board are currently tenants in the lower-level space.

Courthouse (51 Zina)

Office/Administrative Space

The County IT division occupies a portion of the first floor of 51 Zina Street. Given the shift to a hybrid model it is likely the team could be accommodated in a reduced area.

Tenant Space

The remainder of 51 Zina is tenant space. The Ministry of the Attorney General occupies the entire building except for a small office area in the front section of the 1881 building, which is currently leased to Caledon OPP. Caledon OPP has recently indicated an interest in expanding to the third floor of the 1973 addition. Although, much of the office space in the building is under-utilized post pandemic, there continues to be a demand for court space which is complicated by the ongoing repairs on courtroom 204. An update to the Courthouse lease has been under review for some time.

53 Zina

Tenant Space

The old registry building is currently being leased to SHIP (Supportive Housing in Peel). This is a short-term arrangement, and the building is likely to be available before the end of 2023.

55 Zina

Office/Administrative Space

The second floor previously housed administrative and support staff for several county services. All staff have re-located to the Edelbrock Centre, and the space is currently vacant. The second floor was identified in the consultant's report as a viable space for a County Council Chambers and training/meeting space. Options for this space include proceeding with a renovation over the next few years for a purpose-built Council/meeting space, making it available for lease, or using it for other County purposes.

The basement area of the building is utilized for storage and facilities maintenance purposes.

Tenant Space

Caledon Provincial Offences Administration (POA) currently occupies the first floor. There is no long-term lease, and a month-to-month arrangement is currently in place. POA court has transitioned to a hybrid model which requires specific technology upgrades. The Ministry of the Attorney General also utilizes court space in this area and has indicated that they may have ongoing requirements for this space. It is difficult to identify options for this area as there is considerable uncertainty with respect to provincial court and more recently POA services, which may be further impacted by upcoming changes to Caledon and Peel Region.

Items Requiring Decisions/Action

In reviewing the current situation, there are several items that require decisions on how to move forward. In many cases these are interconnected and cannot be assessed independently:

- Council Meeting Space
- Edelbrock customer service area
- Vacant Space at Zina Street
- Staff Administration and Office Space at Edelbrock
- EarlyON Space

Challenges

There are two significant challenges in attempting to create a comprehensive plan for the two County facilities reviewed in this report: uncertainty surrounding future requirements and costs to make improvements. The costs for the renovations at the Edelbrock Centre and 55 Zina Street, as presented in the proposal from the consultants, are upwards of \$8 million. Although, there is an opportunity to use a phased approach and to modify the design; it will still be a substantial investment. With respect to the uncertainty of future requirements, it is unlikely this will be resolved soon. Given how significantly office-based work has changed over the past three years it is likely to take several more to settle into a new pattern. This uncertainty effects planning for county utilized office space and much of the tenant space, including the courts.

Next steps

Staff propose a workshop style session with Council (as part of a regularly scheduled meeting) to walk through options and associated risks for the spaces identified above. The goal of the session would be to answer: How do we wish to utilize the space we have now and in the long-term?

Conclusion

Determining how best to utilize the space at the Edelbrock Centre and the Zina Street location is complex. These buildings serve multiple purposes, are occupied by both the County and tenants, and there is considerable uncertainty around the requirements for both the short and the long term. An assessment of options and their associated risks is necessary to set the best course possible.

Financial, Staffing, Legal, or IT Considerations

There is no immediate impact.

In Support of Strategic Plan Priorities and Objectives

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

Respectfully Submitted By:

Sonya Pritchard
Chief Administrative Officer



374028 6TH LINE • AMARANTH ON • L9W 0M6

May 15, 2023

The Honourable Doug Ford
Premier of Ontario

SENT BY EMAIL TO: Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Sylvia Jones MPP, AMO and all municipalities in Ontario.

Re: School Bus Stop Arm Cameras

At its regular meeting of Council held on May 3, 2023, the Township of Amaranth Council passed the following motion:

Resolution #: 3

Moved by: A. Stirk

Seconded by: B. Metzger

BE IT RESOLVED THAT:

The Council of the Township of Amaranth urges the Provincial Government to:

1. Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
2. Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

FURTHER RESOLVED THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Sylvia Jones MPP, AMO and all municipalities in Ontario.

CARRIED

Please do not hesitate to contact the office if you require any further information in this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

Michelle Hargrave

From: Clerk
Sent: Thursday, May 11, 2023 4:11 PM
To: Michelle Dunne; Michelle Hargrave
Subject: RE: 2023 Association of Municipalities Ontario (AMO) Delegation Form

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: Thursday, May 11, 2023 3:33 PM
Subject: 2023 Association of Municipalities Ontario (AMO) Delegation Form

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

Hello/ Bonjour

Please be advised that the Municipal Delegation Request Form for the 2023 Association of Municipalities Ontario (AMO) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Friday June 9, 2023**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la AMO (Association of Municipalities Ontario) 2023 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). Date limite pour présenter une demande: **vendredi 9 juin 2023**.

Thank you/ Merci

Delegations - Information and Analysis Unit
Municipal Programs and Analytics Branch
Ministry of Municipal Affairs and Housing
Delegations@ontario.ca

