



COUNCIL MEETING AGENDA

Thursday, November 9, 2023 at 8:00 p.m.

W & M Edelbrock Centre, 30 Centre Street, Orangeville

The meeting will be live streamed on YouTube at the following link:

<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

1. ROLL CALL

Verbal roll call by the Clerk.

2. APPROVAL OF THE AGENDA

THAT the Agenda and any Addendum distributed for the November 9, 2023 meeting of Council, be approved.

3. DECLARATION OF INTEREST BY MEMBERS

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

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

THAT the minutes of the regular meeting of Council of October 12, 2023, be adopted.

5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

5.1. Proclamation: International Day for the Elimination of Violence Against Women – November 25, 2023

Brennan Solecky, Director of Development & Community Engagement, Family Transition Place, will be in attendance to accept the proclamation.

6. PUBLIC QUESTION PERIOD

Members of the Public in attendance are able to ask a question. If you are 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 November 8, 2023.

7. PRESENTATION AND CONSIDERATIONS OF REPORTS

7.1. Infrastructure and Environmental Services Minutes – October 26, 2023

THAT the minutes of the Infrastructure and Environmental Services meeting held on October 26, 2023, and the recommendations set out, be adopted.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 26, 2023 – ITEM #1
Capital Workplan Update

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received;

AND THAT capital workplan adjustments totalling \$49,000 as summarized below be approved:

Project	Division	2023 Workplan Adjustment
Resurface Dufferin Rd 18	Public Works	\$39,000
Heating, Ventilation and Air Conditioning (HVAC)	Corporate Facilities	\$10,000

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 26, 2023 – ITEM #2
Organizational Planning – Infrastructure and Environmental Services Staffing

THAT the report of the Chief Administrative Officer and Director of Public Works/County Engineer, dated October 26, 2023, with respect to Organizational Planning – Infrastructure and Environmental Services, be received.

7.2. General Government Services Minutes – October 26, 2023

THAT the minutes of the General Government Services meeting held on October 26, 2023, and the recommendations set out, be adopted.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #1
Access Dufferin Minutes

THAT the minutes from the Access Dufferin meetings on August 30, 2023 and October 18, 2023, be adopted.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #2
Headwaters Communities In Action Partnership Agreement Renewal 2024-2027

THAT the report from the Executive Director of Headwaters Communities In Action (HCIA), dated October 26, 2023, be received;

AND THAT the partnership agreement with HCIA be approved for the period of January 1, 2024 to December 31, 2027 with an annual funding contribution of \$50,000.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #3
Community Grant Program Criteria Update

THAT staff be directed to review the Community Grant budget based on accounting for inflationary factors since its initial approval and report back.

THAT the report from the Clerk and Executive Director of Headwaters Communities in Action (HCIA), dated October 26, 2023, regarding proposed changes to the Community Grant Program criteria, be received;

AND THAT the draft Community Grant Policy #1-02-12 be approved.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #4
Review of Council Policies – Report #1

THAT the report from the Clerk dated October 26, 2023, regarding a review of Council Policies, be received;

AND THAT Council Closed Session – Policy #1-02-05 be repealed;

AND THAT the attached draft Council Alternate Member Attendance – Policy #1-02-09 be approved.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #5
2024 Municipal Emergency Readiness Initiatives

THAT the report of the Manager of Preparedness, 911 and Corporate Projects, titled 2024 Municipal Emergency Readiness Initiatives, dated October 26, 2023, be received;

AND THAT funding for the Township of East Garafraxa’s initiative be approved in the amount of \$11,000;

AND THAT funding for the Township of Mulmur’s initiative be approved in the amount of \$11,257.50;

AND THAT funding for the Town of Mono’s initiative be approved in the amount of \$2,566.74;

AND THAT funding for the Town of Shelburne’s initiative be approved in the amount of \$10,000;

AND THAT the necessary funds be drawn from the Emergency Management Reserve.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #6
Capital Workplan Update

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #7
Organizational Planning – General Government Services Staffing

THAT the report of the Chief Administrative Officer, dated October 26, 2023, with respect to Organizational Planning – General Government Services, be received.

GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #8
Asset Retirement Obligations (REPORT CIRCULATED ON DESK)

THAT the report of the Manager of Corporate Finance, Treasurer, dated

October 26, 2023, Asset Retirement Obligations, be received;

AND THAT funds up to \$75,000 be drawn from the rate stabilization for said work;

AND THAT staff engage Pinchin Ltd. to conduct the required investigative work.

7.3. [Health and Human Services Minutes – October 26, 2023](#)

THAT the minutes of the Health and Human Services meeting held on October 26, 2023, and the recommendations set out, be adopted.
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HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #1

Ontario Health Team (OHT) Physician Recruitment Steering Group

THAT Dufferin County provide \$50,000 funding to the Ontario Health Team (OHT) Physician Recruitment Steering Group to hire a recruiter providing the Town of Caledon and Headwaters Health Care Centre agree to the same contribution.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #2

Seniors at Risk Funding Agreement Update

THAT the report of the Administrator, dated October 26, 2023, regarding CMHA Peel Dufferin Funding Updates, be received;

AND THAT the \$67,840 included in the 2023 budget for the Seniors at Risk position be transferred to the Dufferin Oaks reserve to support the ongoing work to review and assesses options for seniors' services.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #3

Dufferin Men's Shelter Update

THAT the report of the Director of Community Services, titled Dufferin Men's Shelter Update, dated October 26, 2023, be received.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #4
Ontario Works Update

THAT the report of the Director of Community Services, titled Ontario Works Update, dated October 26, 2023, be received.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #5
Ontario Works Budget Challenges

THAT the report of the Director of Community Services, titled Ontario Works Budget Challenges, dated October 26, 2023, be received.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #6
Capital Workplan Update

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received;

AND THAT capital workplan adjustments totalling \$230,000 as summarized below be approved:

Project	Division	2023 Workplan Adjustment
HVAC*	Long Term Care	\$2,000
Lifts	Long Term Care	\$31,000
Flooring	Mel Lloyd Centre	\$2,000
Flooring	McKelvie Burnside Village	\$18,000
Kitchens	McKelvie Burnside Village	\$27,000
Bathrooms	McKelvie Burnside Village	\$35,000
Security	Community Housing	\$99,000
HVAC	Community Housing	\$16,000

* HVAC = Heating, ventilation, and air conditioning

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #7
Organizational Planning – Health and Human Services

THAT the report of the Chief Administrative Officer and Administrator Dufferin Oaks, dated October 26, 2023, with respect to Organizational Planning – Health and Human Services, be received.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #8
Township of Amaranth

THAT the resolution from the Township of Amaranth, dated October 4, 2023, regarding the Community Safety and Wellbeing Plan, be received.

HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #9
Township of Mulmur

THAT the resolutions forwarded from the Township of Mulmur, dated October 5, 2023, regarding establishing a guaranteed livable income and supporting Bill 21 Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, be supported.

7.4. Community Development & Tourism Minutes – October 26, 2023

THAT the minutes of the Community Development and Tourism meeting held on October 26, 2023, and the recommendations set out, be adopted.

COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #1
Building Permit Fees Review

THAT the report of the Chief Building Official, Building Permit Fees Review, dated October 26, 2023, be received.

COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #2
Economic Development Strategic Plan Process

THAT the report of the Manager of Economic Development, “Economic Development Strategic Plan”, dated October 26, 2023, be received.

COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #3
Museum Policy Updates

THAT the report of the Acting Museum Manager, “Museum Policy Updates”, dated October 26, 2023, be received;

AND THAT the following museum policies be approved:

- Volunteerism Policy
- Collections Management Policy.

COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #4
Capital Workplan Update

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received.

COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #5
Organizational Planning – Community Development and Tourism Staffing

THAT the report of the Chief Administrative Officer, dated October 26, 2023, with respect to Organizational Planning – Community Development and Tourism Staffing, be received.

7.5. Manager of Corporate Finance, Treasurer & Procurement Manager’s Report – Third Quarter Procurement Report

A report from the Manager of Corporate Finance, Treasurer and Procurement Manager, dated November 9, 2023, to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

THAT the Third Quarter Procurement Report, from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated November 9, 2023, be received.

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

A report from the Chief Administrative Officer, dated November 9, 2023, to provide Council with an update of activities from outside boards and agencies.

THAT the report of the Chief Administrative Officer, dated November 9, 2023, with respect to Reports from Outside Boards, be received.

7.7. Manager of Corporate Finance, Treasurer’s Report – Budget Presentation

A presentation from the Manager of Corporate Finance, Treasurer, to provide an overview of the draft 2023 budget.

8. STRATEGIC PLAN UPDATE

A report from the Chief Administrative Officer, dated November 9, 2023, to provide an update regarding the County’s Strategic Plan implementation.

THAT the report of the Chief Administrative Officer, dated November 9, 2023, with respect to Strategic Plan Monthly Update #3, be received;

AND THAT the Community Engagement Framework be adopted.

9. CORRESPONDENCE

9.1. Rural Ontario Municipal Association

Correspondence from Rural Ontario Municipal Association (ROMA), dated October 26, 2023, to advise delegation requests can now be submitted.

10. NOTICE OF MOTIONS

11. MOTIONS

At the October 26, 2023 Community Development and Tourism meeting, Chair Horner noted that Councillor Gerrits was withdrawing both Notices of Motions (listed as Item # 11.1 and Item #11.2), as there is a Notice of Motion (listed as Item #11.3) that encompasses the intent of both.

11.1. Moved by Councillor Gerrits

WHEREAS the County of Dufferin created the Community Development and Tourism (CDT) Committee in 2020 and held the first meeting of the Committee on January 28th, 2021;

AND WHEREAS it would be consistent with the recently approved Strategic Plan Governance Priority Area to “identify opportunities to improve governance and service delivery” to review the committee following three years of operation;

BE IT RESOLVED THAT the Council hereby request that the full portfolio of the CDT Committee be reviewed for opportunities to improve governance and service delivery including adding or reducing the scope of the services offered;

AND THAT staff report back to Council.

11.2. Moved by Councillor Gerrits

WHEREAS the local municipalities within Dufferin County have historically been responsible for all aspects of local planning;

AND WHEREAS upper-tier planning constitutes undue effort and costs for applicants and tax payers;

AND WHEREAS the Province of Ontario deemed a number of municipalities as “upper-tier municipalities without planning responsibilities” as part of Bill 23 in November 2022;

BE IT RESOLVED THAT Dufferin County Council request a review of the upper-tier planning responsibilities and report back to Council;

AND FURTHER THAT if Council deems upper-tier planning responsibilities to be a redundant and burdensome process, that Dufferin County request that the Ministry of Municipal Affairs and Housing deem Dufferin County an “upper-tier municipality without planning responsibility” effective immediately.

11.3. Moved by Councillor Rentsch

BE IT RESOLVED THAT Council hold a special meeting immediately preceding the January regular meeting of Council to discuss the roles and responsibilities of local and upper tier levels of government, identify areas of duplication, and propose ideas to streamline and simplify service delivery.

12. CLOSED SESSION

12.1. Closed Session Minutes – Municipal Act, Section 239 (2)(b) – Personnel matters about an identifiable individual

Closed session minutes from the Health and Human Services Committee on October 26, 2023.

13. BY-LAWS

2023-53 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Dufferin Area Family Health Team. (Lease Agreement – Mel Lloyd Centre)
Authorization: Council – November 9, 2023

2023-54 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and March of Dimes Canada. (Service Agreement for Assisted Living Services in Shelburne – Hub & Spoke Model)
Authorization: Council – November 9, 2023

THAT By-Law 2023-53 through to By-Law 2023-54, inclusive, be read a first, second and third time and enacted.

14. OTHER BUSINESS

15. CONFIRMATORY BY-LAW

2023-xx A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on November 9, 2023.

THAT By-Law 2023-xx be read a first, second and third time and enacted.

16. ADJOURNMENT

THAT the meeting adjourn.



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, October 12, 2023 at 7:00 p.m.

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

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Shane Hall (Shelburne)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)
Councillor Lisa Post (Orangeville)
Councillor Philip Rentsch (Grand Valley)
Councillor Steve Soloman (Grand Valley)
Councillor Todd Taylor (Orangeville)
Councillor Darren White (Melancthon)

Alternate Council Members Present:

Councillor Andrew Stirk (Amaranth)

Council Members Absent:

Councillor Chris Gerrits (Amaranth)(prior notice)
Councillor Earl Hawkins (Mulmur)

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Aimee Raves, Manager of Corporate Finance, Treasurer
Scott Burns, Director of Public Works/County Engineer
Cody Joudry, Director of Development & Tourism
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks

Warden Mills called the meeting to order at 7:02 p.m.

Warden Mills announced that the meeting is being live streamed and publicly broadcast.

The recording of this meeting will also be available on our website in the future. Upcoming committee meetings will be held in the Dufferin Room at 30 Centre St, Orangeville on Thursday, October 26, 2023 at the following times:
Infrastructure and Environmental Services – 9:00 a.m.
General Government Services Committee – 11:00 a.m.
Health & Human Services Committee – 1:00 p.m.
Community Development & Tourism Committee – 3:00 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Nix, seconded by Councillor Post

THAT the Agenda and any Addendum distributed for the October 12, 2023 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

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

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

Moved by Councillor Horner, seconded by Councillor Creelman

THAT the minutes of the regular meeting of Council of September 14, 2023, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Proclamation: Circular Economy Month – October 2023 & Waste Reduction Week – October 16 – 22, 2023**

Warden Mills proclaimed October 2023 as Circular Economy Month and October 16 – 22, 2023 as Waste Reduction Week in the County of Dufferin. Melissa Kovacs-Reid, Manager of Waste Services, accepted the proclamation.

7. **Proclamation: International Day for the Eradication of Poverty – October 17, 2023**

Warden Mills proclaimed October 17, 2023 as International Day for the Eradication of Poverty in the County of Dufferin.

8. **Proclamation: Veterans' Week – November 5 – 11, 2023**

Warden Mills proclaimed November 5 – 11, 2023 as Veterans' Week in the County of Dufferin. He encouraged everyone to attend the Veteran's Week Ceremony and "Stories of Sacrifice" Exhibition Opening at the Museum of Dufferin on November 4th from 10:30 a.m. – 12:00 p.m.

9. **PUBLIC QUESTION PERIOD**

There were no questions from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

10. **Community Development & Tourism Minutes – September 28, 2023**

Matt Alexander, Practice Lead, and Brett Sears, Senior Project Planner, WSP, presented information on regarding the Municipal Comprehensive Review (MCR) Phase III Official Plan Amendment (OPA) – Land Use Policy Framework and Transportation Master Plan.

Council discussed the modified draft Municipal Comprehensive Review (MCR) Phase III Official Plan Amendment (OPA) – Land Use Policy Framework and the Dufferin County Transportation Master Plan. The consensus was to forward both drafts with further modifications as discussed to the Ministry of Municipal Affairs and Housing for review.

11. **Moved by Councillor Creelman, seconded by Councillor Little**

THAT the minutes of the Community Development and Tourism meeting held on September 28, 2023, and the recommendations set out, be adopted.
-Carried-

12. COMMUNITY DEVELOPMENT & TOURISM – September 28, 2023 – ITEM #1
Municipal Comprehensive Review Phase III Official Plan Amendment – Land Use Policy Framework & Transportation Master Plan

THAT the report of the Director of Development and Tourism, "Municipal Comprehensive Review (MCR) Phase III Official Plan Amendment (OPA) – Land Use Policy Framework and Transportation Master Plan", dated September 28, 2023, be received;

AND THAT staff be directed to make modifications to the Dufferin County Transportation Master Plan pertaining to the truck routes, the Shelburne bypass, and regional transit connections;

AND THAT the modified draft Municipal Comprehensive Review (MCR) Phase III Official Plan Amendment (OPA) – Land Use Policy Framework and Dufferin County Transportation Master Plan be brought to October Council for review.

13. **Manager of Corporate Finance, Treasurer’s Report – Financial Update**

A report from the Manager of Corporate Finance, Treasurer, dated October 12, 2023, to provide a financial update up to August 31, 2023.

Moved by Councillor White, seconded by Councillor Stirk

THAT the report from the Manager of Corporate Finance, Treasurer, dated October 12, 2023, regarding a financial update up to August 31, 2023, be received.

-Carried-

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

A report from the Chief Administrative Officer, dated October 12, 2023, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor Post, seconded by Councillor Hall

THAT the report of the Chief Administrative Officer, dated October 12, 2023, with respect to Reports from Outside Boards, be received.

-Carried-

15. **STRATEGIC PLAN UPDATE**

There was no strategic update.

16. **CORRESPONDENCE**

NOTICE OF MOTIONS

17. **Moved by Councillor Gerrits**

WHEREAS the County of Dufferin created the Community Development and Tourism (CDT) Committee in 2020 and held the first meeting of the Committee on January 28th, 2021;

AND WHEREAS it would be consistent with the recently approved Strategic Plan Governance Priority Area to “identify opportunities to improve governance and service delivery” to review the committee following three years of operation;

BE IT RESOLVED THAT the Council hereby request that the full portfolio of the CDT Committee be reviewed for opportunities to improve governance and service delivery including adding or reducing the scope of the services offered;

AND THAT staff report back to Council.

18. **Moved by Councillor Gerrits**

WHEREAS the local municipalities within Dufferin County have historically been responsible for all aspects of local planning;

AND WHEREAS upper-tier planning constitutes undue effort and costs for applicants and tax payers;

AND WHEREAS the Province of Ontario deemed a number of municipalities as “upper-tier municipalities without planning responsibilities” as part of Bill 23 in November 2022;

BE IT RESOLVED THAT Dufferin County Council request a review of the upper-tier planning responsibilities and report back to Council;

AND FURTHER THAT if Council deems upper-tier planning responsibilities to be a redundant and burdensome process, that Dufferin County request that the Ministry of Municipal Affairs and Housing deem Dufferin County an “upper-tier municipality without planning responsibility” effective immediately.

19. **Moved by Councillor Rentsch**

BE IT RESOLVED THAT Council hold a special meeting immediately preceding the January regular meeting of Council to discuss the roles and responsibilities of local and upper tier levels of government, identify areas of duplication, and propose ideas to streamline and simplify service delivery.

20. **MOTIONS**

21. **CLOSED SESSION**

Moved by Councillor White, seconded by Councillor Gardhouse

THAT the Closed Session minutes from the regular meeting of Council on September 14, 2023, be adopted.

-Carried-

22. **BY-LAWS**

2023-50 A by-law to amend By-Law 2005-32, Schedule “H”, to regulate traffic on roads under the jurisdiction of the County of Dufferin. (Reduce speed to 70 km/h – Dufferin Road 11)
Authorization: Infrastructure and Environmental Services – August 24, 2023

2023-51 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin, Scone Developments Inc & Dufferin Common Condominium Corporation No. 44. (Assumption Agreement)
Authorization: Infrastructure and Environmental Services – May 27, 2021

Moved by Councillor Stirk, seconded by Councillor Post

THAT By-Law 2023-50 through to By-Law 2023-51, inclusive, be read a first, second and third time and enacted.

-Carried-

23. **OTHER BUSINESS**

Warden Mills noted that on November 8th and 9th, the Economic Development department will be hosting a two-day workshop at the Edelbrock Centre in the large room in the lower level. Dinner will be served at 5:00 pm, and the workshops will go from 5:30 p.m. to 8:00 p.m. each day, with a regular Council meeting following the workshop on November 9th in the Dufferin Room on the main level. Brock Dickinson, a leading expert in modern economic development and adjunct professor at the University of Waterloo, will be facilitating the workshop. The workshop will be divided into three main sections. It will feature a presentation on Modern Economic Development to provide insights into the latest trends and approaches in economic development. Paul Knafelc, President of Community Benchmarks and professor at University of Waterloo, will present facts and figures of Dufferin County's economy to help us gain a comprehensive understanding of the economic landscape of our county. On the second day of the workshop, we will identify and prioritize Economic Development Goals. We will collaborate and engage in developing actionable goals for economic development.

Also, on November 30th, 2023, Council will participate in an in-person Facilities Workshop in the lower level at the Edelbrock Centre as well. The workshop will start 7:00 p.m.

Warden Mills thanked Cody Joudry, Director of Planning and Development, for his work and dedication to Dufferin County. The Warden wished him well in his new endeavors.

24. **CONFIRMATORY BY-LAW**

2023-52 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on October 12, 2023.

Moved by Councillor Horner, seconded by Councillor Creelman

THAT By-Law 2023-52, be read a first, second and third time and enacted.

Carried-

25. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Hall

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 9:00 p.m.

Next meeting: Thursday, November 9, 2023
Video Conference

Wade Mills, Warden

Michelle Dunne, Clerk

INFRASTRUCTURE & ENVIRONMENTAL SERVICES COMMITTEE MINUTES

Thursday, October 26, 2023 at 9:00 a.m.

The Committee met at 9:00 a.m. at the W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville.

Members Present: Councillor Chris Gerrits (Chair)
Councillor Shane Hall (joined at 9:03 a.m.)
Councillor Janet Horner
Councillor James McLean
Councillor Fred Nix
Councillor Steve Soloman
Councillor Todd Taylor

Members Absent: Warden Wade Mills (prior notice)

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Scott Burns, Director of Public Works/County Engineer
Bruce Hilbourn, Assistant Manager of Operations
Aimee Raves, Manager of Corporate Finance,
Treasurer

Chair Gerrits called the meeting to order at 9:01 a.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Gerrits shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the public.

REPORTS

1. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 26, 2023 – ITEM #1
Capital Workplan Update

A report from the Manager of Corporate Finance, Treasurer, dated October 26, 2023, to provide an update on the status of the 2023 approved capital workplan.

Councillor Hall joined the meeting at 9:03 a.m.

Moved by Councillor Soloman, seconded by Councillor McLean

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received;

AND THAT capital workplan adjustments totalling \$49,000 as summarized below be approved:

Project	Division	2023 Workplan Adjustment
Resurface Dufferin Rd 18	Public Works	\$39,000
Heating, Ventilation and Air Conditioning (HVAC)	Corporate Facilities	\$10,000

-Carried-

2. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 26, 2023 – ITEM #2
Organizational Planning – Infrastructure and Environmental Services Staffing

A report from the Chief Administrative Officer and Director of Public Works/County Engineer, dated October 26, 2023, to provide an overview of the current staffing compliments, highlight areas experiencing capacity constraints, and identify future requirements.

Moved by Councillor Nix, seconded by Councillor Horner

THAT the report of the Chief Administrative Officer and Director of Public Works/County Engineer, dated October 26, 2023, with respect to Organizational Planning – Infrastructure and Environmental Services, be received.

-Carried-

ADJOURNMENT

The meeting adjourned at 9:24 a.m.

NEXT MEETING: Thursday, November 23, 2023
W & M Edelbrock Centre, Dufferin Room, 30 Centre Street,
Orangeville ON

Respectfully submitted,

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Councillor Chris Gerrits, Chair
Infrastructure & Environmental Services Committee



GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES

Thursday, October 26, 2023 at 11:00 a.m.

The Committee met at 11:00 a.m. at the W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville.

Members Present:

- Councillor John Creelman (Chair)
- Councillor Guy Gardhouse
- Councillor Chris Gerrits
- Councillor Shane Hall
- Warden Wade Mills
- Councillor Steve Soloman
- Councillor Todd Taylor

Members Absent: Councillor Philip Rentsch

Staff Present:

- Sonya Pritchard, Chief Administrative Officer
- Michelle Dunne, Clerk
- Rebecca Whelan, Deputy Clerk
- Aimee Raves, Manager of Corporate Finance, Treasurer
- Rohan Thompson, Director of People & Equity
- Steve Murphy, Manager of Preparedness, 911 & Corporate Projects

Chair Creelman called the meeting to order at 11:00 a.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Creelman shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the public.

REPORTS

1. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #1
Access Dufferin Minutes

Minutes from the Access Dufferin meetings on August 30, 2023 and October 18, 2023.

Moved by Councillor Gerrits, seconded by Councillor Gardhouse

THAT the minutes from the Access Dufferin meetings on August 30, 2023 and October 18, 2023, be adopted.

-Carried-

2. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #2
Headwaters Communities In Action Partnership Agreement Renewal 2024-2027

A report from Jennifer Payne, Executive Director of Headwaters Communities In Action (HCIA), dated October 26, 2023, to review the proposed partnership renewal agreement.

Moved by Councillor Hall, seconded by Councillor Gerrits

THAT the report from the Executive Director of Headwaters Communities In Action (HCIA), dated October 26, 2023, be received;

AND THAT the partnership agreement with HCIA be approved for the period of January 1, 2024 to December 31, 2027 with an annual funding contribution of \$50,000.

-Carried-

3. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #3
Community Grant Program Criteria Update

A report from the Clerk and Executive Director of Headwaters Communities In Action, dated October 26, 2023, to inform Council of proposed revisions to the Dufferin County Community Grant program criteria.

Moved by Councillor Taylor, seconded by Councillor Gerrits

THAT staff be directed to review the Community Grant budget based on accounting for inflationary factors since its initial approval and report back.

-Carried-

Moved by Councillor Gardhouse, seconded by Councillor Hall

THAT the report from the Clerk and Executive Director of Headwaters Communities in Action (HCIA), dated October 26, 2023, regarding proposed changes to the Community Grant Program criteria, be received;

AND THAT the draft Community Grant Policy #1-02-12 be approved.

-Carried-

4. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #4
Review of Council Policies – Report #1

A report from the Clerk, dated October 26, 2023, to inform Council that staff are conducting a review of accountability-related Council policies and policies under Section 270 of the Municipal Act.

Moved by Councillor Taylor, seconded by Warden Mills

THAT the report from the Clerk dated October 26, 2023, regarding a review of Council Policies, be received;

AND THAT Council Closed Session – Policy #1-02-05 be repealed;

AND THAT the attached draft Council Alternate Member Attendance – Policy #1-02-09 be approved.

-Carried-

5. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #5
2024 Municipal Emergency Readiness Initiatives

A report from the Manager of Preparedness, 911 & Corporate Projects, dated October 26, 2023, to review Municipal Emergency Readiness Initiative applications submitted for consideration.

Moved by Councillor Gardhouse, seconded by Councillor Gerrits

THAT the report of the Manager of Preparedness, 911 and Corporate Projects, titled 2024 Municipal Emergency Readiness Initiatives, dated October 26, 2023, be received;

AND THAT funding for the Township of East Garafraxa’s initiative be approved in the amount of \$11,000;

AND THAT funding for the Township of Mulmur’s initiative be approved in the amount of \$11,257.50;

AND THAT funding for the Town of Mono’s initiative be approved in the amount of \$2,566.74;

AND THAT funding for the Town of Shelburne’s initiative be approved in the amount of \$10,000;

AND THAT the necessary funds be drawn from the Emergency Management Reserve.

-Carried-

6. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #6
Capital Workplan Update

A report from the Manager of Corporate Finance, Treasurer, dated October 26, 2023, to provide an update on the status of the 2023 approved capital workplan.

Moved by Councillor Gerrits, seconded by Councillor Hall

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received.

-Carried-

7. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #7
Organizational Planning – General Government Services Staffing

A report from the Chief Administrative Officer and Director of People & Equity, dated October 26, 2023, to provide an overview of the current staffing compliments, highlight areas experiencing capacity constraints, and identify future requirements.

Moved by Councillor Hall, seconded by Councillor Gerrits

THAT the report of the Chief Administrative Officer, dated October 26, 2023, with respect to Organizational Planning – General Government Services, be received.

-Carried-

8. GENERAL GOVERNMENT SERVICES – October 26, 2023 – ITEM #8
Asset Retirement Obligations (REPORT CIRCULATED ON DESK)

A report from the Manager of Corporate Finance, Treasurer, dated October 26, 2023, to seek permission to engage a consultant to do the required investigative work in order to meet the 2023 reporting requirements of Public Sector Accounting Board (PSAB) standard 3280, Asset Retirement Obligations.

Moved by Councillor Taylor, seconded by Councillor Soloman

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Asset Retirement Obligations, be received;

AND THAT funds up to \$75,000 be drawn from the rate stabilization for said work;

AND THAT staff engage Pinchin Ltd. to conduct the required investigative work.

-Carried-

ADJOURNMENT

The meeting adjourned at 12:30 p.m.

NEXT MEETING: Thursday, November 23, 2023
W & M Edelbrock Centre, Dufferin Room, 30 Centre Street,
Orangeville ON

Respectfully submitted,

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



HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Thursday, October 26, 2023 at 1:00 p.m.

The Committee met at 1:00 p.m. at the W & M Edelbrock Centre, 30 Centre St, Orangeville.

Members Present: Councillor Darren White (Chair)
Councillor Guy Gardhouse
Councillor Earl Hawkins
Councillor Gail Little
Councillor James McLean
Councillor Fred Nix
Councillor Lisa Post
Councillor Philip Rentsch

Members Present: Warden Wade Mills (prior notice)

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

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

LAND ACKNOWLEDGEMENT STATEMENT

Chair White shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the public.

DELEGATION

1. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #1
Ontario Health Team (OHT) Physician Recruitment Steering Group

Tracy Coffin, Executive Director, and Stephanie Coulson, Project Manager, Hills of Headwaters Collaborative Health Team, delegated to the Committee regarding the Physician Recruitment Steering Group's activities. The Physician Recruitment Steering Group is requesting \$50,000 funding each from the Town of Caledon, Headwaters Health Care Centre and Dufferin County.

Moved by Councillor Post, seconded by Councillor Nix

THAT Dufferin County provide \$50,000 funding to the Ontario Health Team (OHT) Physician Recruitment Steering Group to hire a recruiter providing the Town of Caledon and Headwaters Health Care Centre agree to the same contribution.

-Carried-

REPORTS

2. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #2
Seniors at Risk Funding Agreement Update

A report from the Administrator of Dufferin Oaks, dated October 26, 2023, to provide an update on the Seniors at Risk Coordinator position funding.

Moved by Councillor Post, seconded by Councillor McLean

THAT the report of the Administrator, dated October 26, 2023, regarding CMHA Peel Dufferin Funding Updates, be received;

AND THAT the \$67,840 included in the 2023 budget for the Seniors at Risk position be transferred to the Dufferin Oaks reserve to support the ongoing work to review and assesses options for seniors' services.

-Carried-

3. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #3
Dufferin Men's Shelter Update

A report from the Director of Community Services, dated October 26, 2023, to provide an update on the steps taken to support the Dufferin Men's Shelter.

Moved by Councillor Little, seconded by Councillor Nix

THAT the report of the Director of Community Services, titled Dufferin Men's Shelter Update, dated October 26, 2023, be received.

-Carried-

4. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #4
Ontario Works Update

A report from the Director of Community Services, dated October 26, 2023, to provide a summary of the ongoing changes and concerns regarding Ontario Works.

Moved by Councillor Gardhouse, seconded by Councillor Post

THAT the report of the Director of Community Services, titled Ontario Works Update, dated October 26, 2023, be received.

-Carried-

5. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #5
Ontario Works Budget Challenges

A report from the Director of Community Services, dated October 26, 2023, to review the current budget challenges faced by the Ontario Works department.

Moved by Councillor Gardhouse, seconded by Councillor Nix

THAT the report of the Director of Community Services, titled Ontario Works Budget Challenges, dated October 26, 2023, be received.

-Carried-

6. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #6
Capital Workplan Update

A report from the Manager of Corporate Finance, Treasurer, dated October 26, 2023, to provide an update on the status of the 2023 approved capital workplan.

Moved by Councillor Little, seconded by Councillor Post

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received;

AND THAT capital workplan adjustments totalling \$230,000 as summarized below be approved:

Project	Division	2023 Workplan Adjustment
HVAC*	Long Term Care	\$2,000
Lifts	Long Term Care	\$31,000
Flooring	Mel Lloyd Centre	\$2,000
Flooring	McKelvie Burnside Village	\$18,000
Kitchens	McKelvie Burnside Village	\$27,000
Bathrooms	McKelvie Burnside Village	\$35,000
Security	Community Housing	\$99,000
HVAC	Community Housing	\$16,000

* HVAC = Heating, ventilation, and air conditioning

-Carried-

7. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #7
Organizational Planning – Health and Human Services

A report from the Chief Administrative Officer and Administrator of Dufferin Oaks, dated October 26, 2023, to provide an overview of the current staffing compliments, highlight areas experiencing capacity constraints, and identify future requirements.

Moved by Councillor Post, seconded by Councillor Hawkins

THAT the report of the Chief Administrative Officer and Administrator Dufferin Oaks, dated October 26, 2023, with respect to Organizational Planning – Health and Human Services, be received.

-Carried-

CORRESPONDENCE

8. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #8
Township of Amaranth

Correspondence from the Township of Amaranth, dated October 4, 2023, regarding a resolution passed by Amaranth Council to support County Council's motion to set aside up to \$15,000 from the Rate Stabilization Reserve to assist with ongoing engagement, administration and data gather costs for the Community Safety and Well Being Plan.

Moved by Councillor Little, seconded by Councillor Post

THAT the resolution from the Township of Amaranth, dated October 4, 2023, regarding the Community Safety and Wellbeing Plan, be received.

-Carried-

9. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #9
Township of Mulmur

Correspondence from the Township of Mulmur, dated October 5, 2023, to request County Council consider supporting the resolution to request establishing a guaranteed livable income and supporting Bill 21 Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022.

Moved by Councillor Nix, seconded by Councillor Little

THAT the resolutions forwarded from the Township of Mulmur, dated October 5, 2023, regarding establishing a guaranteed livable income and supporting Bill 21 Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, be supported.

-Carried-

CLOSED SESSION

10. HEALTH & HUMAN SERVICES – October 26, 2023 – ITEM #10
Closed Session Report – Municipal Act, Section 239 (2)(b) Personnel matters about an identifiable individual

Moved by Councillor Little, seconded by Councillor Post

THAT Committee move into Closed Session (2:23 p.m.) in accordance with the Municipal Act, Section 239 (2)(b) personnel matters about an identifiable individual.

-Carried-

While in Closed Session, Committee members received a confidential verbal report from the Director of Community Services.

Moved by Councillor Post, seconded by Councillor Gardhouse

THAT Committee move into open session (2:31 p.m.).

-Carried-

ADJOURNMENT

The meeting adjourned at 2:32 p.m.

NEXT MEETING: Thursday, November 23, 2023
W & M Edelbrock Centre, 30 Centre St, Orangeville

Respectfully submitted,

.....
Councillor Darren White, Chair
Health and Human Services Committee



COMMUNITY DEVELOPMENT AND TOURISM COMMITTEE MINUTES **Thursday, October 26, 2023 at 3:00 p.m.**

The Committee met at 3:00 p.m. at the Edelbrock Centre, Dufferin Room, 30 Centre St, Orangeville.

Members Present: Councillor Janet Horner (Chair)
Councillor John Creelman (joined at 3:02 p.m.)
Councillor Earl Hawkins
Councillor Gail Little
Warden Wade Mills
Councillor Lisa Post
Councillor Darren White

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Aimee Raves, Manager of Corporate Finance,
Treasurer
Becky MacNaughtan, Chief Building Official
Yaw Ennin, Manager of Economic Development
Sarah Robinson, Acting Museum Manager

Chair Horner called the meeting to order at 3:00 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Horner shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the public.

REPORTS

1. COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #1
Building Permit Fees Review

Councillor Creelman joined the meeting at 3:02 p.m.

Sean-Michael Stephen, Managing Partner, Watson & Associates Ltd., presented the Building Permit Fees Review.

A report from the Chief Building Official, dated October 26, 2023, to provide an update on the Building Permit Fees review by Watson & Associates Ltd.

Moved by Councillor Post, seconded by Councillor White

THAT the report of the Chief Building Official, Building Permit Fees Review, dated October 26, 2023, be received.

-Carried-

2. COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #2
Economic Development Strategic Plan Process

A report from the Manager of Economic Development, dated October 26, 2023, to outline the Economic Development strategic planning process.

Moved by Warden Mills, seconded by Councillor Creelman

THAT the report of the Manager of Economic Development, "Economic Development Strategic Plan", dated October 26, 2023, be received.

-Carried-

3. COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #3
Museum Policy Updates

A report from the Acting Museum Manager, dated October 26, 2023, to provide a review of two updated Museum of Dufferin policies.

Moved by Councillor Post, seconded by Councillor Little

THAT the report of the Acting Museum Manager, "Museum Policy Updates", dated October 26, 2023, be received;

AND THAT the following museum policies be approved:

- **Volunteerism Policy**
- **Collections Management Policy.**

-Carried

4. **COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #4**
Capital Workplan Update

A report from the Manager of Corporate Finance, Treasurer, dated October 26, 2023, to provide an update on the status of the 2023 approved capital workplan.

Moved by Councillor White, seconded by Councillor Little

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 26, 2023, Capital Workplan Update, be received.

-Carried-

5. **COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #5**
Organizational Planning – Community Development and Tourism Staffing

A report from the Chief Administrative Officer, dated October 26, 2023, to provide an overview of the current staffing compliments, highlight areas experiencing capacity constraints, and identify future requirements.

Moved by Councillor Post, seconded by Councillor Hawkins

THAT the report of the Chief Administrative Officer, dated October 26, 2023, with respect to Organizational Planning – Community Development and Tourism Staffing, be received.

-Carried-

NOTICE OF MOTIONS

The Chair informed the Committee that Councillor Gerrits was withdrawing both Notices of Motions at this time, as there was a Notice of Motion at the last council meeting that encompasses the intent of both.

6. COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #6
Community Development and Tourism Committee Services Review
(Notice of Motion received at the October 12, 2023 Council Meeting)

Moved by Councillor Gerrits

WHEREAS the County of Dufferin created the Community Development and Tourism (CDT) Committee in 2020 and held the first meeting of the Committee on January 28th, 2021;

AND WHEREAS it would be consistent with the recently approved Strategic Plan Governance Priority Area to “identify opportunities to improve governance and service delivery” to review the committee following three years of operation;

BE IT RESOLVED THAT the Council hereby request that the full portfolio of the CDT Committee be reviewed for opportunities to improve governance and service delivery including adding or reducing the scope of the services offered;

AND THAT staff report back to Council.

7. COMMUNITY DEVELOPMENT & TOURISM – October 26, 2023 – ITEM #7
Planning Responsibilities
(Notice of Motion received at the October 12, 2023 Council Meeting)

Moved by Councillor Gerrits

WHEREAS the local municipalities within Dufferin County have historically been responsible for all aspects of local planning;

AND WHEREAS upper-tier planning constitutes undue effort and costs for applicants and tax payers;

AND WHEREAS the Province of Ontario deemed a number of municipalities as “upper-tier municipalities without planning responsibilities” as part of Bill 23 in November 2022;

BE IT RESOLVED THAT Dufferin County Council request a review of the upper-tier planning responsibilities and report back to Council;

AND FURTHER THAT if Council deems upper-tier planning responsibilities to be a redundant and burdensome process, that Dufferin County request that the

Ministry of Municipal Affairs and Housing deem Dufferin County an “upper-tier municipality without planning responsibility” effective immediately.

ADJOURNMENT

The meeting adjourned at 3:58 p.m.

NEXT MEETING: Thursday, November 23, 2023
Edelbrock Centre, Dufferin Room, 30 Centre St, Orangeville

Respectfully submitted,

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

Report To: Warden Mills and Members of County Council

Meeting Date: November 9, 2023

Subject: Third Quarter Procurement Report

**From: Aimee Raves, Manager of Corporate Finance, Treasurer
Chris (C.J.) Hasson, Procurement Manager**

Recommendation

THAT the Third Quarter Procurement Report, from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated November 9, 2023, be received.

Executive Summary

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

Background & Discussion

This report covers the period from July 1, 2023 through September 30, 2023.

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

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

As outlined in the Policy, further steps are taken in the case of purchases of greater than \$10,000 to obtain competitive quotes. For purchases greater than \$50,000 there are additional steps for formal Tenders and/or Requests for Proposals, including detailed evaluation of bids received.

Further, these purchases are reported to Council on a quarterly basis, in reports such as this one. Still further steps are required, as outlined in the Policy, for situations where vendor price bids are above the approved annual budget.

Tender/RFP Number	Description	Status	Vendor	Budget Value	Contract Value (No Tax)
T2023 PW-23-07	Crack Sealing Services for Various County and Township Roads	Awarded	Fine Line Marking Inc.	\$233,000	\$229,400
T2023 PW-23-08	Supply and Load Screenings	Awarded	Strada Aggregates	\$615,000	\$280,000
RFP2023 FA-23-04	Video Management System - Community Housing	Closed – overbudget		\$79,000 ¹	
T2023 DO-23-04	Supply, Delivery and Installation of Dufferin Oaks and the County Museum Roofing	Awarded – Museum Roofing ONLY, Terminated Dufferin Oaks portion (Overbudget)	JCL Roofing Ltd.	\$50,000 ²	\$26,695
T2023 FA-23-06	Rehabilitation and Asphalt Resurfacing of Various County Owned Parking Lots	Awarded	Melrose Paving Co. Ltd.	\$938,250	\$920,221
T2023 PW-23-09	Snow Plow	Awarded	B & I Complete Truck Centre	\$360,000	\$389,665
NRFP2023 DO-23-03	Pharmacy Provider	Closed – Evaluation Stage		N/A ³	
T2023 DO-23-05	Replacement of Showers at Dufferin Oaks	Awarded	TGV Construction Group	\$80,000	\$98,800

Tender/RFP Number	Description	Status	Vendor	Budget Value	Contract Value (No Tax)
T2023 DO-23-06	HVAC and Chiller Replacement at Dufferin Oaks	Awarded	YYZ Contractors Inc.	\$148,000	\$115,300
NRFQ2023 ED-23-03	County of Dufferin Tourism Website – Wireframe, Design and Content Development	Closed – Evaluation Stage		\$140,000	
RFP2023 PW-23-11	Engineering Services for Design, Tender Documents, and Contract Administration for the Rehabilitation of 7 Structures	Awarded	R.J. Burnside & Associates	\$370,000	\$352,204
T2023 FA-23-08	Snow Removal Services for Various County Owned Facilities	Closed: Sept. 28/23		\$266,600	
T2023 DO-23-08	Snow Removal Services at Dufferin Oaks Long Term Care Centre	Closed: Oct. 5, 23		\$75,000	
T2023 PW-23-07	Supply and Delivery of one (1) accessible Van for Dufferin County Community Support Services/Dufferin Oaks Long Term Care Home	Closing: Oct.19/23		\$90,000	
T2023 PW-23-10	Resurfacing of Black Bridge (004-0063)	Awarded	E.C. King Contracting	\$90,000 ³	\$97,087
T2023 PW-23-12	Dufferin County Road 109 and 2nd Line Temporary Traffic Signal	Closed		N/A ⁴	

Notes:

1. An additional \$99,000 is proposed to be added to this project per the September Health and Human Services Capital Workplan Update
2. Only Museum portion of tender awarded.
3. There are no costs to the County for pharmacy services.
4. Small overage to be funded through savings from other structure projects.
5. This project is developer funded.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery/ improve the County's internal and external communication.

Respectfully Submitted By

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

Chris (C.J.) Hasson
Procurement Manager

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A Community That Grows Together

Report To: Warden Mills and Members of County Council

Meeting Date: November 9, 2023

Subject: Monthly Update from Outside Boards

From: Sonya Pritchard, Chief Administrative Officer

Recommendation

THAT the report of the Chief Administrative Officer, dated November 9, 2023, with respect to Reports from Outside Boards, be received.

Executive Summary

This report outlines updates of activities from outside boards and agencies in which there is Dufferin County representative. This report is for information purposes.

Background & Discussion

Wellington Dufferin Guelph Health Unit

Representative(s): Councillor Guy Gardhouse and Ralph Manktelow

Next Meeting date: November 1, 2023

Highlights: The Board was presented with the 2024-2028 Strategic Plan for approval. After several years of uncertainty and emergency response, WDGPH has transitioned back to normal program and service delivery. As part of this transition, the Agency began the process of creating a new multi-year strategic plan. With the help of AEI, WDGPH was able to collect valuable input from staff, community partners and WDGPH leadership. This input informed the goals and priorities of the new strategic plan. The 2024-2028 strategic plan will guide the work of WDGPH over the next five years and help position the Agency as a leader in public health.

Attached: [Board of Health Agenda – November 1, 2023](#)

Niagara Escarpment Commission (NEC)

Representative(s): Councillor Gail Little

Meeting dates: October 19, 2023

Highlights: The Commission was presented with 3 staff reports on Development Permit Applications for properties in the Regions of Halton and Grey County.

Attached: [Commission Meeting Agenda – October 2023](#)

Dufferin Board of Trade (DBOT)

Representative(s): Councillor James McLean

Highlights: Dufferin Women in Business is hosting the 2023 Sparkle Awards on Thursday November 23, 2023. The award categories are:

- 2023 Woman of Influence
- Mentor of the Year
- Volunteer of the Year
- Networker of the Year

Headwaters Communities in Action

Representative: Councillor Philip Rentsch

Highlights: Executive Director Jennifer Payne attended the October 26, 2023 General Government Services meeting. At the meeting she requested approval for renewal of the partnership agreement between the County and HCIA and also presented an overview of the new criteria of the Community Grant program.

Western Ontario Wardens' Caucus (WOWC)

Representative(s): Warden Wade Mills, Chief Administrative Officer Sonya Pritchard

Highlights: The members of the Western Ontario Wardens' Caucus (WOWC) held a strategic session with Members of Parliament (MPs) and Members of Provincial Parliament (MPPs) on Friday, October 13th to advance discussions on critical issues impacting small and rural municipalities in Southwestern Ontario. The meeting served as a platform for the WOWC to advance its 2023-24 priorities, emphasizing the importance

of meaningful collaboration with federal and provincial partners to effectively address regional challenges.

Through extensive research WOWC has identified three critical regional priorities for the upcoming year:

- Housing
- Workforce Development to Support Economic Growth
- Mental Health, Addictions, and Homelessness

Attached: [WOWC October 2023 Newsletter](#)

Next Meeting date: WOWC CAOs Friday November 10, 2023 at Wellington County Offices in Guelph

SWIFT Board of Directors

Representative: Councillor Chris Gerrits

Financial, Staffing, Legal, or IT Considerations

There are no financial, staffing, legal or IT considerations.

In Support of Strategic Plan Priorities and Objectives

Governance – Identify opportunities to improve governance and service delivery/Improve the County's internal and external communication.

Respectfully Submitted By:

Sonya Pritchard
Chief Administrative Officer



A Community That Grows Together

Report To: Warden Mills and Members of County Council

Meeting Date: November 9, 2023

Subject: Strategic Plan Monthly Update #3

From: Sonya Pritchard, Chief Administrative Officer

Recommendation

THAT the report of the Chief Administrative Officer, dated November 9, 2023, with respect to Strategic Plan Monthly Update #3, be received;

AND THAT the Community Engagement Framework be adopted.

Executive Summary

Regular updates on the foundational work and the objectives and goals of the Strategic Plan are important to ensure Council and the community are aware of the progress. Much of the work to date has been focused on the foundational items and on the initiatives that were underway prior to the adoption of the plan. Some key features of the plan are an equity and climate lens and the introduction of a Community Engagement Framework to guide public participation.

Background

Strategic Plan 2023-2026 was adopted by County Council at the June 8, 2023, meeting following months of background work, consultation, analysis, and review. The Plan is a high-level set of interconnected priorities and goals grounded in a clear vision, mission and values supported by the introduction of two new lenses. (See *Strategic Plan at a Glance* attached.)

Vision – A community that grows together.

Mission – Providing programs and services that foster a thriving, equitable, and resilient community in an ever-changing world.

*Values – Collaboration, Accountability, Innovation, Compassion, and Courage
Lenses – Equity and Climate*

This plan requires coordination across departments and with external stakeholders. Many of the goals and identified actions do not belong to a specific department. As such, there must be a clear understanding of who is responsible for each step, regular open communication, robust documentation, and ongoing assessment of progress. An iterative approach which breaks down the larger, longer-term objectives into smaller manageable objectives is being used for implementation.

Discussion

Foundational Pieces

Work on the foundational pieces is ongoing. Some items have taken longer than expected to complete and remain ongoing with anticipated completion dates moving from the end of September to the end of 2023.

Foundational Work	Timeline	Status
Develop Engagement Framework	Fall 2023	Completed
Build Climate Lens Guideline – Phase 1	Fall 2023	Completed
Build Equity Lens Guideline – Phase 1	Fall 2023	Completed
Create Prioritization Framework	September 2023	Ongoing – End of 2023
Identify Data Gaps – Phase 1	Winter 2024	Winter 2024
Create Advocacy Action Plan – Phase 1	September 2023	Ongoing – End of 2023
Develop Reporting Templates	September 2023	Ongoing – End of 2023
Implement OKR Framework	Winter 2024	Winter/Spring 2024

Community Engagement Framework

Central to the County’s Strategic Plan vision of being “a community that grows together” is an emphasis on the collective and collaborative effort required to deliver on the County’s goals – between the County, its local municipalities, the community and across every County department. Collaboration is one of the County’s Strategic Plan values. The County is committed to actively engaging and partnering across departments and with community members, stakeholders, and other organizations to collectively address local challenges and achieve shared goals.

The County's first Community Engagement Framework (attached) will serve as a guide to future consultation and engagement opportunities. Based on the International Association for Public Participation (IAP2) public engagement spectrum, the Framework:

- Defines community engagement and the County's commitment to it
- Outlines the roles and responsibilities of County Council, staff and the community
- Defines the different levels of community engagement and tactics for each based on IAP2's spectrum
- Features useful tools for staff to help develop community engagement plans that will help ensure County engagements are meaningful, accessible and inclusive

The Framework will be integral to developing and nurturing relationships with the community, building capacity for civic participation to allow meaningful engagement and reaching the County's goals under the Strategic Plan.

Equity and Climate Lens Tool

The Equity and Climate lenses will be applied across the entire County administration through day-to-day operations, decision making processes and policy design. A climate and equity lens tool (attached) has been created to provide a clearer understanding and a method to evaluate the impacts of new or changing County policies, programs, and services, ensuring that we are making decisions with social and environmental considerations foregrounded and in alignment with the long-term objectives. This tool is a foundational resource that will provide greater understanding into the interconnectedness of climate and equity. It will position employees from all departments to make decisions that result in transformational change and outcomes.

Further, through the process of applying equity and climate lenses, the County will be able to identify and plan for any additional human, financial, and physical resources that may be required.

In keeping with the decision to implement the Strategic Plan using an iterative approach, the Equity and Climate Lens tool will first be trialled on a set of projects and initiatives from across the organization. These pilots include:

1. Progressive Staff Management Table (Dufferin Oaks/People & Equity)
2. Explore Dufferin Guide (Economic Development/Communications)
3. Renewal & Repair of Housing Units (Community Services)
4. Onboarding of New Staff (Information Technology/People & Equity)

5. Community Resilience Hub (Climate & Emergency Management)

These first five projects will start a Community of Practice which will be a consolidation of observations and findings on the effectiveness and ease of use of the tool. The feedback from these first projects will then inform the next phase of work and an update to the tool if required.

Building on Previous Work

Several of the goals included in the Plan already have supporting plans that are in place or are in development. Ongoing work detailed in these plans, such as the Climate Action Plan, Tourism Strategy, Long-term Waste Strategy, and Equity Strategy is ongoing. Regular reporting on progress of this initiatives will occur through the relevant committees and be summarized periodically in Strategic Plan Update reports as significant milestones are reached.

Embedding the Values

Embedding the values – Collaboration, Accountability, Innovation, Compassion, and Courage - into decision making and using them to guide our actions supports the work in the Plan and builds a stronger corporate culture and identity. Leaders across the organization are incorporating discussions about the values and how they impact day to day work. The values will be prominent on all forms, reports, and correspondence, creating a visual reminder that the values should always act as our compass.

Next Steps

The first iteration the foundation work is expected to wrap over the next several months. This will allow additional focus on the new objectives in the plan and continued work on those initiatives already underway.

Financial, Staffing, Legal, or IT Considerations

Funding and additional staffing to support the next steps of the strategic plan implementation is included in the 2024 Draft budget for consideration.

Respectfully Submitted By:

Sonya Pritchard
Chief Administrative Officer

Attachments:

- Strategic Plan at a Glance
- Community Engagement Framework
- Equity and Climate Lens Tool

STRATEGIC PLAN AT A GLANCE

Vision






A community that grows together.

Mission

Providing programs and services that foster a thriving, equitable and resilient community in an ever-changing world.

Values

Collaboration | Accountability | Innovation | Compassion | Courage

EQUITY	 Climate & Environment	<ol style="list-style-type: none">1. Establish the County as a leader in climate action.2. Enhance and conserve Dufferin's natural environment.	CLIMATE
	 Community	<ol style="list-style-type: none">1. Increase affordable and attainable housing options.2. Support community well-being and safety through collaboration and partnerships.3. Explore opportunities to improve access to healthcare services.	
	 Economy	<ol style="list-style-type: none">1. Advance County-wide economic development workforce development.2. Improve broadband and cellular connectivity.	
	 Governance	<ol style="list-style-type: none">1. Identify opportunities to improve governance and service delivery.2. Improve the County's internal and external communication.	
	 Equity	<ol style="list-style-type: none">1. Align programs, services and infrastructure with changing community needs.2. Ensure the County is an inclusive, equitable, and supportive Employer of Choice.	



COMMUNITY ENGAGEMENT FRAMEWORK

A photograph of a sunset over a line of trees, with the sun low on the horizon, creating a warm, golden glow. The trees are silhouetted against the bright sky.

LAND ACKNOWLEDGEMENT

We respectfully acknowledge 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.



INTRODUCTION TO THE ENGAGEMENT FRAMEWORK

In June 2023, Dufferin County released its 2023 to 2026 Strategic Plan. The Plan presents a collective vision for the future of Dufferin County to be “A community that grows together”.

Central to this vision is an emphasis on the collective and collaborative effort required to deliver on the County’s goals – between the County, its local municipalities, the community and across every County department. That’s where community engagement comes in.

One of the key priorities of the Strategic Plan is Equity. As the County continues to grow and evolve, it is dedicated to ensuring programs, services and resources are responsive to the needs of the community and that barriers to access are reduced. The County strives to foster a workplace and community that embodies the values of inclusion, diversity, equity and accessibility, and is working to align its programs, services and infrastructure with changing community needs.

The County is excited to engage and work with community members, partner organizations and agencies, businesses and others to build on the work it has already done and will continue to chart a path to a sustainable, inclusive, and prosperous future in Dufferin County.

What is community engagement

Community engagement is the practice of involving the public in decision-making processes related to matters that affect them and that they can meaningfully influence. It plays a key role in allowing every community member the right and tools to be involved in shaping decisions that impact them.

Community engagement allows municipalities to better understand the needs of their community and to actively consider perspectives from local citizens, business owners, associations and other relevant stakeholder groups. The goal of gathering these perspectives is to inform staff and Council, help guide the decision-making process, and to support clear, two-way, inclusive and equitable dialogue.

County commitment to community engagement

When engagement is legislated, minimum standards for when municipal governments are required to get input from the community are set out. This can be under legislation like the Municipal Act, for example. Dufferin County is committed to creating more opportunities for the community to engage than those required by law, and to make engagements meaningful, accessible and inclusive.

The County will clearly communicate opportunities to help shape the community, genuinely listen to what the community wants and needs, consider feedback and ideas to improve quality of life and report back to the community on how their input shapes the decision-making process.



The County is committed to:

- **Using clear and digestible language.** The County will articulate clear objectives regarding why it is engaging, the role the community will play in a decision-making process, the ways in which the community can make an impact, and how it will report back on the data received and the outcome of an engagement.
- **Ensuring engagements are accessible for the entire community.** The County will reach out to diverse audiences to ensure a broad range of experiences and perspectives are collected as part of its community engagement efforts. The County understands that not everyone can or likes to receive information in the same way(s), and will effectively communicate with its entire community by using all effective tools available. The County will provide a variety of ways to take part in engagement efforts so that its engagements are inclusive and easy for all.
- **Communicating engagement findings and results and informing the community how their opinions and input helped shape a decision.** The County strives to empower the community to take part in meaningful dialogue so that they are inspired to continue take part in engagement efforts.

When the County will engage

The County is dedicated to developing and nurturing relationships with the community and building capacity for civic participation to allow meaningful engagement. The County will engage the community to:

- Identify community opinions, needs, aspirations and sentiments
- Inform the creation of a new policy, program, project or service or revise an existing policy, program, project or service
- Fulfill a legislated requirement or Council resolution
- Provide opportunities to meaningfully influence matters that may impact them

When the County won't engage

The County may not engage the community if:

- There is not an opportunity for the community to meaningfully influence a decision
- A change or decision is legislated from other level(s) of government
- There is little or no community interest in a matter
- Something is a matter of public safety



ROLES AND RESPONSIBILITIES

Different groups have different responsibilities to successfully deliver community engagement initiatives and achieve the vision of being a community that grows together:

County Staff

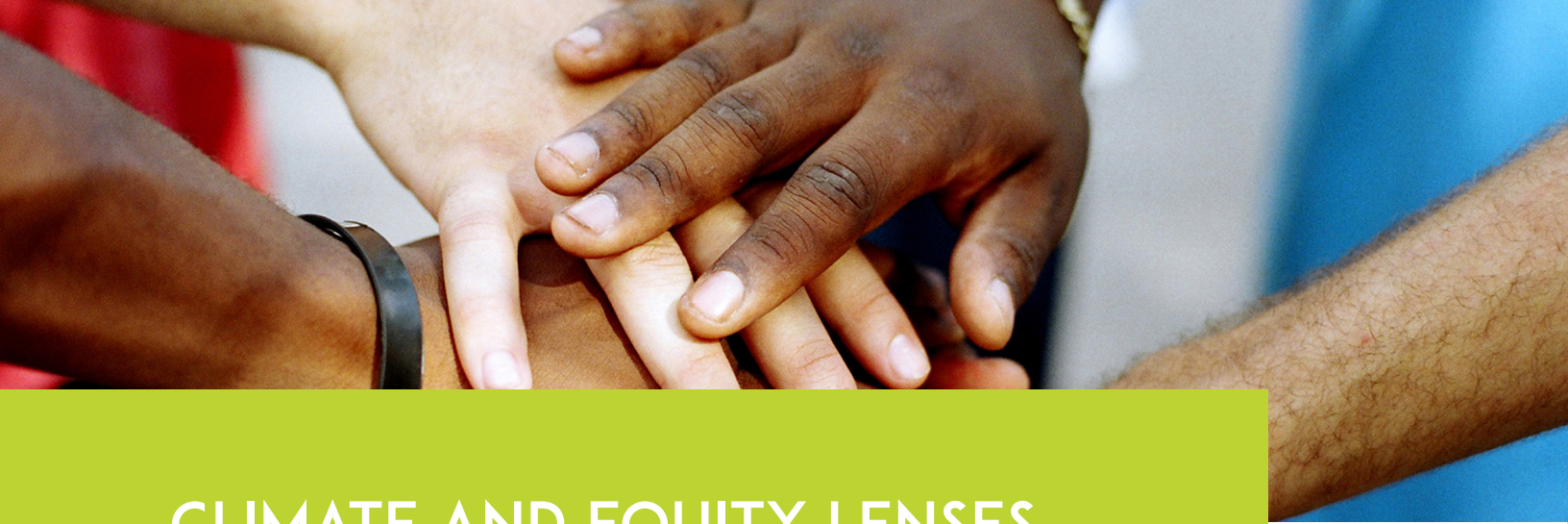
- Staff will determine, using the Community Engagement Framework, when engagement is appropriate and what level(s) of engagement should be used to effectively reach the community.
- Consider the scope of a project and enlist support from staff in other County departments that will be required to carry out engagement opportunities (for example, Communications, IT, Clerk's, etc.).
- Work with Communications to develop a communications plan to promote engagement opportunities and provide an understanding of why the engagement is taking place and how participants will help shape the community by taking part.
- Develop engagement plan, based on the Community Engagement Framework and with the Equity and Climate lenses top of mind, including project timelines and with consideration for budget/resources required.
- Manage and/or collaborate with consultants/partners who might be carrying out engagement on the County's behalf.
- Report on the success of engagement projects, including lessons learned and how engagement helped shape a decision.

County Council

- Be mindful of the importance of community engagement and consider engagement when providing direction to staff on County matters/reports and when proposing projects or timelines.
- Review and actively consider data and feedback collected from community engagement and use this information when making decisions/recommendations.
- Consider timelines and resources required for community engagement during the budget process and when making all decisions.
- Encourage the County to be equitable in providing engagement opportunities. Let staff know if there is an awareness of any barriers to engagement.
- Acknowledge the role biases can play in decision-making. Review data and feedback and consider it while taking the Equity and Climate lenses into consideration, along with other societal, financial, technical, intergovernmental, and other considerations when making decisions.

The Community

- **Ask questions!** Ensure you understand the goal of the community engagement you are participating in. What decision(s) need to be made? How can you help shape the community? How will this contribute to quality of life? What are your priorities for the community?
- Recognize that the County takes all voices, experiences and perspectives into consideration. Listen to the opinions of others with respect and curiosity.
- If comfortable doing so, let the County know if you or someone you know might experience barriers during the engagement process.
- Encourage others to participate in shaping the community by taking part in community engagement.
- Provide input and feedback within community engagement project timelines.
- Let the County know what you think about its community engagement processes. How could they be improved? What is working well? Are there ways to reach more of the community?
- Stay involved at every stage of the process, including understanding how your input helped shape decisions the County makes.



CLIMATE AND EQUITY LENSES

As part of the 2023 to 2026 Strategic Plan, the County introduced two lenses: Equity and Climate. These lenses are integrated into the County's day-to-day operations, policy design and decision-making processes. They are used to help the County understand and evaluate the impacts of new or changing County policies, programs and services to ensure the County is making decisions with social and environmental considerations in alignment with its long-term objectives.

The Equity Lens serves to help analyze or diagnose the impact of the design and implementation of policies and programs on under-served individuals and groups that experience marginalization, and to identify and potentially eliminate systemic barriers. The purpose of the Equity Lens is to be deliberately inclusive as an organization.

Some questions to consider when applying the Equity Lens to community engagement include:

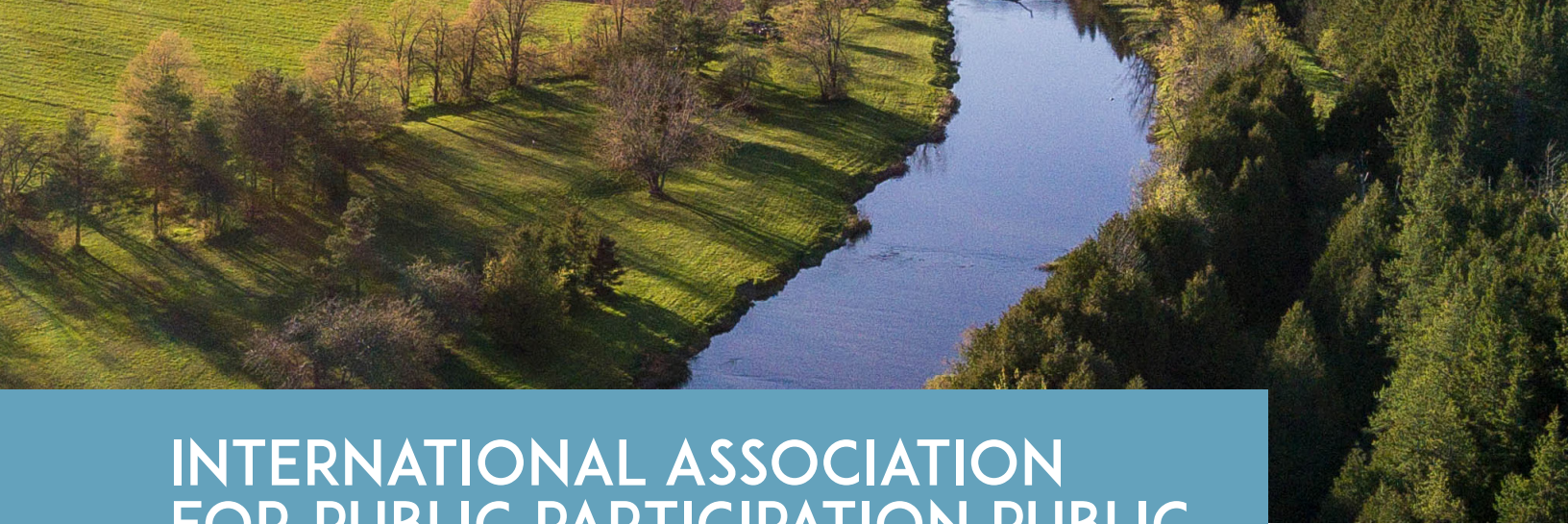
- What group(s) experience disparities related to this policy, program or decision? Are they at the table? (If not, why?)
- How might the policy, program or decision affect the group(s)? How might it be perceived by the group(s)?
- Does the policy, program, or decision produce any intentional benefits or unintended consequences for the affected group(s)?

The Climate Lens serves to help identify, analyze and evaluate potential climate and/or environmental impacts of policies, services and programs. Through use of the Lens, the County is better positioned to make informed recommendations and decisions that consider possible impacts to the climate (such as greenhouse gas production) or impacts resulting from the climate (such as increased flood risk). It also aligns with the County's ongoing actions to address climate change impacts through mitigation and adaptation initiatives.

A question to consider when applying the Climate Lens to community engagement includes:

- Can the engagement be modified to better address the risks posed by climate change?





INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION PUBLIC ENGAGEMENT SPECTRUM

The County follows the [International Association for Public Participation \(IAP2\) public engagement spectrum](#). IAP2 is the preeminent international organization advancing the practice of public participation. Its mission is to promote and advance public participation/community engagement globally through targeted initiatives that are guided by culturally adaptive standards of practice and core values.

INCREASING LEVEL OF PUBLIC ENGAGEMENT	PROMISE TO THE PUBLIC	TECHNIQUE EXAMPLES
INFORM	"Here is something we would like you to know."	Media releases, social media, public notices, open houses, ads, posters, reports, presentations and live streaming of council meetings , mailouts/print materials, digital screens
CONSULT	"We have some options for you – what are your thoughts on them?"	Citizen advisory committees, workshops and targeted focus groups, large group meetings, participatory decision making, open chats and spaces
INVOLVE	"We want to know your thoughts on this. Here are some questions for you. What do you want or need from us?"	Surveys, polls, public comment (online, by mail, drop boxes), social media polls/online dialogue, community pop-ups , public meetings, tele town halls
COLLABORATE	"Let's work together to get this done! What solutions/options can we find? What do we want our community to look like following this engagement?"	Voting/ballots, delegated decision-making, community coalition, participatory budgeting
EMPOWER	"Let us help you make this decision/enact this change."	Design charrettes, mapping, visioning, community workshops, crowdsourcing, ideation

How the County will determine which level of engagement is appropriate

When determining which level of engagement is appropriate, the County will identify its goal(s):

- Raise awareness about a project, program, service or decision | Inform
- Require community comment to inform a County decision | Consult
- Require understanding about how the community will be impacted by a County decision| Involve
- Need to work with the community to find solutions/make a change locally | Collaborate
- Need to work with stakeholders for them to provide recommendations/ make a decision | Empower

Guiding questions for engagement

The County will keep the following questions in mind when engaging the community:

- Who in the community should be involved? Who will be directly or indirectly impacted by the decision? Whose quality of life stands to be influenced from the engagement?
- What feedback, ideas, perceptions and opinions are required from the community? How will the community influence/impact the decision to be made? What exactly is the community's role?
- When throughout the project will the community be engaged?
- How much influence will the community have? What can they influence, and what decisions can they not influence?
- Who will be responsible for making the final decision? Do other stakeholders need to be involved?
- Is the topic being engaged on a source of controversy/conflict? Will different communities have conflicting opinions on the topic? Are there any risks associated with the engagement?
- Are there any regulatory considerations?
- Are there any other engagements going on at the same time? The County will be mindful of engagement fatigue and other events that could negatively affect engagement efforts.
- What resources are required to conduct the engagement (budget, time, equipment, materials, administrative support)?
- Has a communications plan been completed for the engagement? Which audiences need to be connected with, and what are the best ways to reach them?

- Is the engagement inclusive and accessible?
- Have the Climate and Equity lenses been applied to the engagement plan?
- Will the engagement require a report back to the community or to Council?
- How will the success of the engagement be measured?
- How will the community be informed of the impact of their engagement on a project/decision?

Measuring engagement and communicating results

It is important, as the last step in the community engagement process, that the County clearly communicate insights and results and publicly demonstrate how gathered perspectives and opinions helped inform a recommendation or decision. It is also important to communicate why feedback might not inform a decision.

Being transparent and accountable encourages trust and positive relationships with all stakeholders and encourages further participation in community engagement projects. The County will clearly share insights and collected data as part of its commitment to engagement and will share successes and challenges from County community engagement initiatives.

Some ways the County will measure the success of its commitment to community engagement and community engagement projects will include:

- Number of projects that have a dedicated community engagement plan
- Number of projects that have a defined community engagement and communications section in County Council reports
- Overall community awareness of community engagement opportunities
- Number of online, in-person or social media interactions
- Number of visitors to Join In Dufferin community engagement project pages
- Number of engagement activities available to the community by engagement project
- Number of communications channels used to educate on and highlight community engagement opportunities
- Feedback on community engagement opportunities offered
- Resources dedicated to community engagement
- Number of engagement activities held
- Number of reports on community engagement results published

Appendix 1: Staff Checklist For Executing Community Engagement

Step 1: Identify engagement purpose and goals, issues, level of engagement required

- Assess the need for community engagement throughout each stage of a project**
 - Are there legislative/regulatory requirements to consider?
 - Are there contentious issues/political sensitivities to consider?

- Clearly identify goals for engagement – note * the goals could be different for each stage of a project – identify all goals**
 - What is the purpose of engaging the community?
 - How much can the community influence the decision to be made?
 - What information do the decision makers require?

- Determine which level(s) of community engagement are required for each stage of the project**
 - What are the required outcomes?
 - Do the determined levels of community engagement align with the County's Strategic Plan and commitment to be a community that grows together?

Step 2: Plan the community engagement process

- Identify which divisions need to be involved in the engagement project**
 - Clerk's Office – legislative and accessibility
 - Communications – communications plan and review of engagement plan
 - IT – any technological requirements to execute engagement
 - Finance – budgetary considerations
 - Other: _____

- Identify relevant stakeholders/ audiences to be involved in the project**
 - Community groups
 - Staff
 - Audience by postal code
 - Groups to be directly impacted by decision
 - Clients
 - Local businesses
 - Members of general public

- Select your community engagement activities
- Build engagement milestones into project plans and allocate appropriate time to execute strategic community engagement throughout the lifecycle of a project
- Prepare budget and seek budget approval and identify all resources required (human, financial, etc.)
- Provide engagement plan to Communications Manager for review.

Step 3: Engage the community

- Inform the community/target audiences of community engagement opportunities and how they will influence a decision (execute communications plan)
- Invite stakeholders who will be directly impacted to participate
Prepare engagement activities/materials. Ensure plain language is used so that it is digestible to all
- Ensure information is accessible and be prepared to accept requests for accommodation
- Ensure there are a variety of opportunities to engage – make engaging easy and inclusive for anyone who wants to be involved
- Accept comments/feedback/opinions in a variety of ways to encourage participation (in-person, online, at events)

Step 4: Track engagement response, analyze data/feedback and report back to participants and the community

- Compile and analyze all feedback/engagement results
- Provide information/feedback/data to decision makers so that they can make an informed decision
- Report back to stakeholders/participants and the community on the results of an engagement and how it helped shape a decision
- Evaluate the engagement process. Make note of what worked well and what could be improved. Document lessons learned/wins/future opportunities.

Appendix 2: Community Engagement Plan

Use the following template to draft a community engagement plan. This plan should be shared with all impacted County divisions for feedback, and then shared with the Communications Manager for review/signoff.

Project Name:
Project Lead:
Target audiences and stakeholders:
Level(s) of engagement to be used: <small>(inform, consult, involve, collaborate, empower):</small>
Engagement tools to be used:
Top goal(s) of engagement: Goal 1: _____ Goal 2: _____ Goal 3: _____
Have the Equity and Climate lenses been considered? List any Equity or Climate considerations for this engagement project:
Communications plan completed and approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix 3: Engagement Evaluation Tool

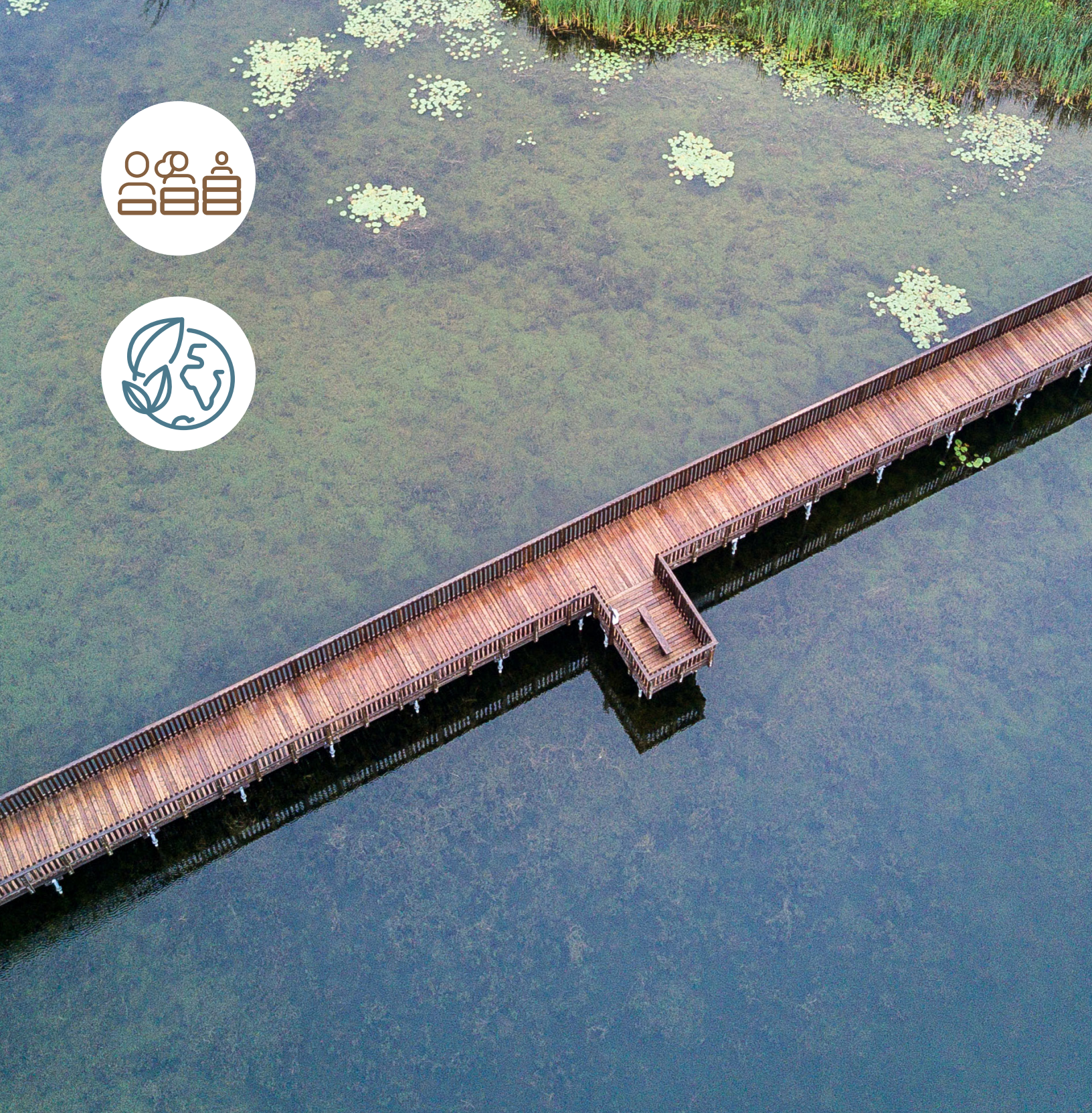
Evaluating community engagement projects is not about proving a community engagement effort was successful. The purpose is to make lessons learned available to the entire County so that it can deliver results for the community and improve community engagement efforts. The following evaluation should be completed following a community engagement project and submitted to the Communications Manager.

Project Name:
Project Timeline: (include all project milestones/stages of engagement)
Level(s) of engagement: (inform, consult, involve, collaborate, empower):
Engagement tools used: (for example, survey, town hall, focus group, mapping exercise):
Target audiences/stakeholders:
Dates of engagement:
What worked to inform the community about the engagement opportunity?
What engagement activities work well for your project?
What engagement activities did not work well?
What could be improved to ensure success for another project?
What are your key lessons learned/takeaways?
Were there any key learnings from the community that should be highlighted to influence future projects at the County?



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EQUITY AND CLIMATE LENSES

A GUIDE TO APPLICATION



INTRODUCTION

Dufferin County's 2023-2026 Corporate Strategic Plan reflects the County's shared vision, mission, and values and outlines our key priority areas, goals and initiatives for the next four years and beyond. As part of this plan, for the first time, we are adopting Equity and Climate lenses that will be applied across the entire County administration through our day-to-day operations, decision making processes and policy design. These lenses will help us understand and evaluate the impacts of new or changing County policies, programs and services, ensuring that we are making decisions with social and environmental considerations foregrounded and in alignment with our long-term objectives.

This foundational resource will provide greater understanding into the interconnectedness of climate and equity and will position employees from all departments to make decisions that result in transformational change and outcomes. Further, through the process of applying equity and climate lenses, the County will be able to identify and plan for additional required human, financial, and physical resources.

Both the climate crisis and inequities experienced by people globally is a result of intersecting forms of oppression derived from white supremacy, capitalism, and patriarchy. Through the use of various modalities, including the application of equity and climate lenses, we seek to break down silos and transform institutional culture through transformational, anti-racist and anti-oppressive experiences, policy processes, learning communities, and innovative ways of thinking and doing that center the needs of people experiencing marginalization.

Appendix A. provides a summary of key terms and concepts to support you in the application of equity and climate lenses.

WHAT IS AN EQUITY LENS?



An equity lens is a process for analyzing or diagnosing the impact of the design and implementation of policies and programs on under-served individuals and groups that experience marginalization, and to identify, mitigate and potentially eliminate systemic barriers.

It is explicit in drawing attention to the inclusion of marginalized populations, typically racialized communities, Indigenous peoples, 2SLGBTQ+ communities, persons with disabilities etc., and can be adapted to focus on other communities. The results of the [Equity Audit](#) and [Supplemental Review](#) indicate that there are disparities in how staff belonging to groups that are marginalized are experiencing the organization. Using an equity lens helps to disrupt and challenge the idea that policies, procedures, practices and organizational culture are neutral. It forces us to ask critical questions that examine power and privilege, and requires that we center the needs, impact and outcomes on individuals experiencing marginalization so that disparities are not further perpetuated.

WHAT IS A CLIMATE LENS?



A climate lens is a mechanism to systematically analyze the relationship between a municipal decision and climate change.

This lens prompts us to consider whether our policies, plans, and projects will affect the climate, through the production of greenhouse gas emissions, or be affected by climate, through variables such as temperature or precipitation. By considering climate change in our decision-making processes, we can identify opportunities to reduce emissions (mitigation), enhance climate resilience (adaptation), and contribute to a more sustainable future in alignment with the [County's Climate Emergency Declaration](#), the [Dufferin Climate Action Plan](#), and the [Dufferin Climate Adaptation Strategy](#). The simultaneous application of a climate and equity lens enables us to disrupt a cycle in which climate risks exacerbate existing inequities which, in turn, result in greater exposure and vulnerability to climate change.

We understand that the application of these lenses will require staff to think about and approach their work differently. To help with these changes, additional resources and training will be provided to support staff engage in conversations about and apply both lenses with confidence.

WHEN SHOULD I APPLY EQUITY AND CLIMATE LENSES?

County staff at all levels and departments are required to routinely apply equity and climate lenses as it applies to their sphere of work. This includes but is not limited to policy development and implementation, budget proposals, program operations and service delivery. It should be applied at the earliest stages of all planning and decision-making processes and throughout the development and implementation process. Recognizing that processes are not always linear, staff are encouraged to apply the lens continuously and iteratively as their work evolves and reflect back on outcomes to identify opportunities for future growth.

Equity and climate lenses can and should be customized based on department specific decisions. However, the general questions in the worksheets below are examples to get you thinking about equity and climate from the start of a planning or decision-making process that will result in outputs and outcomes that are more equitable and climate robust than they would have been otherwise.

MANDATORY APPLICATION OF LENSES

To advance and deliver upon our organization's equity and climate commitments, the formal submission of an Equity and Climate Lens Assessment will be required for projects and initiatives that fall under one or more of the following categories:

- Projects identified in the Corporate Strategic Plan
- Project or initiative that is community facing and impacts residents
- Corporate wide initiative
- Project expenditure over \$50,000

HOW TO APPLY EQUITY AND CLIMATE LENSES?

Applying equity and climate lenses to the County's day to day operations and services will be easier at times than others. Barriers such as budget constraints and/or provincial and federal legislation may inhibit progress towards advancing equity and climate considerations in project outcomes. And while we may not be able to overcome these barriers, it's important that staff still use the Climate and Equity Lens Tool iteratively throughout the project lifecycle as doing so enables a post-project analysis of lessons learned and individual skill development by shifting the way staff make decisions and think about their work.

The submission of an Equity and Climate Lens Assessment will ensure potential climate and equity considerations and integrated into decision-making processes. The following steps provide an overview of the assessment process.

SUPPORT

For questions about the equity lens, please contact [Kareema Sookdeo](#) or [Rohan Thompson](#).

For questions about the climate lens, please contact [Sara MacRae](#).

PHASE 1

Step 1: Complete Phase 1 the Equity and Climate Lens Assessment

Complete the questions listed under Phase 1 of the attached Equity and Climate Lens Assessment in the earliest stages of project planning. Collaborate with relevant teams and stakeholders as necessary to provide an in-depth analysis of the initiative's climate and equity implications.

Step 2: Project Sponsor Review

Share the draft assessment with the Project Sponsor. Gather their feedback and incorporate any necessary revisions or improvements to strengthen the assessment. Once refined, the Project Sponsor will approve and sign-off on the assessment.

WHAT IS A PROJECT SPONSOR?

A project sponsor is accountable for project progress and outcomes. This individual provides guidance and resources to the project team and manager.

PHASE 2

Step 1: Implementation and Monitoring

Use the assessment findings to inform decision-making and project planning. Regularly reflect on the Equity and Climate Lens Assessment to monitor the project's progress and reassess to ensure continued alignment with equity and climate commitments.

Step 2: Complete Phase 2 of the Equity and Climate Assessment

Complete the questions listed under Phase 2 of the attached Equity and Climate Lens Assessment in the reporting stages of a project. Collaborate with relevant teams and stakeholders as necessary to cultivate a deep understanding of opportunities for future improvements.

Step 3: Project Sponsor Approval

Share the completed Equity and Climate Lens Assessment with the Project Sponsor to review, sign, and provide additional comments if needed.

Step 4: Submit Equity and Climate Lens Assessment

Provide a copy of the signed and completed Equity and Climate Lens Assessment to **[CONTACT]**. Assessments will be filed and used to inform the development of future training and resources. The outcomes of the application of the Equity and Climate Lens Assessment will be communicated through **[REPORTING MECHANISM]**.

EQUITY LENS ASSESSMENT: PHASE 1

Project Name:

Project Manager:

Project Sponsor:

Start Date:

1. What is the policy, program or decision under review?

2. What group(s) experience disparities related to this policy, program or decision? Are they at the table? (If not, why?)

3. How might the policy, program or decision affect the negatively impacted group(s) identified in question 2? How might it be perceived by the group(s)?

4. Does the policy, program or decision improve, worsen, or make no change to existing disparities?

5. Does the change result in systemic change that addresses systemic discrimination?

6. Does the policy, program, or decision produce any intentional benefits or unintended consequences for the negatively impacted group(s)?

7. Who or what groups benefit the most from the current practice?

8. Have you conducted an environmental scan to see what promising equity practices or case studies exist related to this project/policy/program? If so, please include website links, and/or key points below. If not, why?

9. Based on the above responses, what are the possible revisions to the policy, program, or decision under review or being developed?

10. What additional resources are required to implement the proposed revisions?

11. If present, what systemic barriers may limit the application of the proposed revisions?

12. What revisions will you move forward with and why? What revisions will you not move forward with and why?

PHASE 1 | PROJECT SPONSOR SIGN-OFF

Phase 1 assessment is approved

Phase 1 assessment is approved, pending revisions noted (below)

Phase 1 assessment is not approved, for reasons noted (below)

Comments:

Project Sponsor Name

Project Sponsor Signature

Date

EQUITY LENS ASSESSMENT: PHASE 2

1. How did the equity lens shape the project's final decisions and outcomes?

2. Were there any challenges or limitations encountered? If so, how were they overcome or how did they impact project outcomes?

3. What lessons can be learned for future applications of an equity lens?

PHASE 2 | PROJECT SPONSOR SIGN-OFF

Phase 2 assessment is approved

Phase 2 assessment is approved, pending revisions noted (below)

Phase 2 assessment is not approved, for reasons noted (below)

Comments:

Project Sponsor Name

Project Sponsor Signature

Date

CLIMATE LENS ASSESSMENT: PHASE 1

Project Name:

Project Manager:

Project Sponsor:

Start Date:

1. What is the policy, program or decision under review?

2. Does the policy, program, or decision result in the production of greenhouse gas emissions? If yes, can the measure be adjusted to reduce greenhouse gas emissions?

3. Are there opportunities to influence greenhouse gas reductions indirectly through the measure (e.g. development standards, encouraging active transportation, enhancement of natural assets, e.t.c.)?

4. What climate impact(s) is the policy, program, or decision vulnerable to (e.g., temperature, precipitation, or extreme weather)? Explore the [Dufferin Climate Adaptation Strategy](#) for local climate projections.

5. Does the measure inadvertently increase the vulnerability of human, built, or natural systems to climate change? (e.g. fragmentation of ecological corridor, increase exposure to extreme heat, or flood hazards)

6. How can the measure be modified to better address the risks posed by climate change?

7. Have you conducted an environmental scan to see what promising practices or case studies exist related to this project/policy/program? If so, please include website links, and/or key points below. If not, why?

8. Does the policy, program or decision improve, worsen, or make no change to climate inequities? How might the measure be modified to advance environmental and climate justice?

9. Based on the above responses, what are the possible revisions to the policy, program, or decision under review or being developed?

10. What additional resources are required to implement the proposed revisions?

11. If present, what systemic barriers may limit the application of the proposed revisions?

12. What revisions will you move forward with and why? What revisions will you not move forward with and why?

PHASE 1 | PROJECT SPONSOR SIGN-OFF

Phase 1 assessment is approved

Phase 1 assessment is approved, pending revisions noted (below)

Phase 1 assessment is not approved, for reasons noted (below)

Comments:

Project Sponsor Name

Project Sponsor Signature

Date

CLIMATE LENS ASSESSMENT: PHASE 2

1. How did the climate lens shape the project's final decisions and outcomes?

2. Were there any challenges or limitations encountered? If so, how were they overcome or how did they impact project outcomes?

3. What lessons can be learned for future applications of a climate lens?

PHASE 2 | PROJECT SPONSOR SIGN-OFF

Phase 2 assessment is approved

Phase 2 assessment is approved, pending revisions noted (below)

Phase 2 assessment is not approved, for reasons noted (below)

Comments:

Project Sponsor Name

Project Sponsor Signature

Date

APPENDIX A. KEY CONCEPTS

EQUITY

Anti-oppression

Strategies, theories, and actions that challenge social and historical inequalities/injustices that have become part of our systems and institutions and allow certain groups to dominate over others ([Canadian Race Relations Foundation](#)).

Anti-racism

A process, a systematic method of analysis, and a proactive course of action rooted in the recognition of the existence of racism, including systemic racism. Anti-racism actively seeks to identify, remove, prevent, and mitigate racially inequitable outcomes and power imbalances between groups and change the structures that sustain inequities ([Government of Ontario](#)).

Equity

Equity aims to give everyone what they need to be successful, unlike equality which treats everyone the same. Equity recognizes that everyone is different and has unique needs that must be met so they are able to meaningfully participate and achieve their full potential ([Findings Report, 40; Supplemental Report, 106](#)).

Patriarchy

The norms, values, beliefs, structures, and systems that grant power, privilege, and superiority to men, and thereby marginalize and subordinate women. While patriarchy does privilege men, this privilege does not automatically extend to all men—i.e. men of colour, Indigenous men, gay/bisexual men, men living in poverty, or differently abled men—given the intersecting operation of racism, heterosexism, classism, and ableism ([Government of Canada, Department of Defence](#)).

Power

All power is relational, and the different relationships either reinforce or disrupt one another. The importance of the concept of power to anti-racism is clear: racism cannot be understood without understanding that power is not only an individual relationship but a cultural one, and that power relationships are shifting constantly. Power can be used malignantly and intentionally, but need not be, and individuals within a culture may benefit from power that they are unaware of ([Alberta Civil Liberties Research Centre](#)).

Privilege

Unearned power, benefits, advantages, access, and/or opportunities based on membership or perceived membership in a dominant group ([Government of Canada, Department of Defence](#)).

Systemic Discrimination

Consists of patterns of behaviour, policies, or practices that are part of the social or administrative structures of an organization, and which create or perpetuate a position of relative disadvantage for racialized persons. These appear neutral on the surface but have an exclusionary impact on racialized persons ([Government of Canada, Department of National Defence](#)).

White Supremacy

The idea that white people and the ideas, thoughts, beliefs, and actions of white people are superior to people of colour and their ideas, thoughts, beliefs, and actions. White supremacy expresses itself interpersonally as well as structurally (through our governments, education systems, food systems, etc.) ([Government of Canada, Department of National Defence](#)).

CLIMATE

Adaptation

Includes any initiatives or actions in response to actual or projected climate change impacts and which reduce the effects of climate change on built, natural and social systems.

Climate Change

Climate change refers to changes in long-term weather patterns caused by natural phenomena and human activities that alter the chemical composition of the atmosphere through the build-up of greenhouse gases which trap heat and reflect it back to the earth's surface.

Climate Impact

The effects of existing or forecast changes in climate on built, natural, and human systems. One can distinguish between potential impacts (impacts that may occur given a projected change in climate, without considering adaptation) and residual impacts (impacts of climate change that would occur after adaptation).

Environmental Justice

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies ([United States Environmental Protection Agency](#)). Born from the concept of environmental justice, climate justice means creating solutions to the climate crisis that are fair for everyone by considering climate change through political, social, cultural, racial, environmental, and economic lenses.

Greenhouse Gas Emissions

Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of thermal infrared radiation, emitted by the Earth's surface, the atmosphere itself, and by clouds. Human activities such as the use of fossil fuels or land-use change increases the concentration of greenhouse gas emissions in the atmosphere and contribute to climate change.

Mitigation

The promotion of policy, regulatory and project-based measures that contribute to the stabilization or reduction of greenhouse gas concentrations in the atmosphere. Renewable energy programs, energy efficiency frameworks and substitution of fossil fuels are examples of climate change mitigation measures.

Resilience

The capacity of a system, community or society exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. Resilience is not simply the ability to bounce back, but rather refers to bouncing forward – to transform and enhance the capacities of the community to prepare and respond to future climate impacts.

Vulnerability

The sensitivity or predisposition to be adversely affected by climate change. Vulnerability encompasses a variety of concepts and elements including sensitivity or susceptibility to harm and lack of capacity to cope and adapt.

From: [Clerk](#)
To: [Michelle Hargrave](#)
Subject: FW: 2024 Rural Ontario Municipal Association (ROMA) Delegation Form
Date: Friday, October 27, 2023 8:38:51 AM
Attachments: [image001.png](#)

Michelle Dunne, Dipl.M.M.|Clerk| Office of the CAO
County of Dufferin|Phone: 519-941-2816 Ext. 2504| mdunne@dufferincounty.ca |30 Centre Street, Orangeville, ON L9W 2X1
[Collaboration](#) | [Accountability](#) | [Innovation](#) | [Compassion](#) | [Courage](#)

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: Thursday, October 26, 2023 4:59 PM
To: jferguson@clearview.ca; sdalley@cobalt.ca; tvaughan@cobourg.ca; monika.malherbe@cochraneontario.com; cao@collingwood.ca; mfleury@cornwall.ca; clerk@dawneuphemia.on.ca; spatterson@deepriver.ca; rhedley@deseronto.ca; elanaa@dourodummer.on.ca; chalcrow@dnetownship.ca; rnesbitt@dryden.ca; Sonya Pritchard <spritchard@dufferincounty.ca>; elaine.baxter-trahair@durham.ca; tjohnson@duttondunwich.on.ca; twilbee@dysartetal.ca; Kimberly Ballance <kballance@ear-falls.com>; jason.trottier@eastferris.ca; pavgoustis@eastgarafraxa.ca; mvalcic@eastwillimbury.ca; llalonde@easthawkesbury.ca; kdepres@ezt.ca; dsgrant@twpec.ca; CAO@elgin.ca; ldrynan@ektwp.ca; natalie.bray@city.elliottlake.on.ca; dmctavish@enniskillen.ca; cao@erin.ca; ahewitt@espanola.ca; chealey@essatownship.on.ca; dsweet@essex.ca; shelmkay@clearview.ca; clerks@clearview.ca; sdalley@cobalt.ca; blarmer@cobourg.ca; Alice.Mercier@cochraneontario.com; salmas@collingwood.ca; mlevesque@cornwall.ca; clerk@dawneuphemia.on.ca; jmellon@deepriver.ca; gmaracle@deseronto.ca; MartinaC@dourodummer.on.ca; cryder@dnetownship.ca; aeuler@dryden.ca; Clerk <clerk@dufferincounty.ca>; alexander.harras@durham.ca; tkretschmer@duttondunwich.on.ca; mbishop@dysartetal.ca; Kimberly Ballance <kballance@ear-falls.com>; kari.hanselman@eastferris.ca; jkennedy@eastgarafraxa.ca; tlajevardi@eastwillimbury.ca; hvilleneuve@easthawkesbury.ca; wjaques@ezt.ca; rwilliams@twpec.ca; CAO@elgin.ca; clerk@ektwp.ca; natalie.bray@city.elliottlake.on.ca; dmctavish@enniskillen.ca; Lisa.Campion@erin.ca; clerks@erin.ca; jburke@espanola.ca; Lisa Lehr <llehr@essatownship.on.ca>; jmalandrucolo@essex.ca
Cc: nvachon@fauquierstrickland.com; cmcqueen@forterie.ca; fanwar@fortfrances.ca; mgagnon@frenchriver.ca; kpender@frontenacounty.ca; tgilmour@frontenacislands.ca; sfournier@gananoque.ca; gmariotti@gbtownship.ca; sbuchanan@georgianbluffs.ca; rcronsberry@georgina.ca; jhallahan@goderich.ca; scott.lucas@gravenhurst.ca; treasurer@greaternadawaska.com; bzatterberg@greaternapanee.com; ed.archer@greatersudbury.ca; mark.wright@greenstone.ca; cao@grey.ca; cao@greyhighlands.ca; skim@grimsby.ca; cdavidson@grimsby.ca; cao@guelph.ca; iroger@get.on.ca; nvachon@fauquierstrickland.com; glecuyer@fortfrances.ca; mbouffard@frenchriver.ca;

jamini@frontenaccounty.ca; vlatimer@frontenacislands.ca; clerk@gananoque.ca;
kway@gbtownship.ca; bdrury@georgianbluffs.ca; rdillabough@georgina.ca; afisher@goderich.ca;
kayla.thibeault@gravenhurst.ca; clerk@greatermadawaska.com; jwalters@greaternapanee.com;
eric.labelle@greatersudbury.ca; kristina.miousse@greenstone.ca; tara.warder@grey.ca;
martellR@greyhighlands.ca; clerks@grimsby.ca; stephen.obrien@guelph.ca; clerks@guelph.ca;
aknight@get.on.ca

Subject: 2024 Rural Ontario Municipal Association (ROMA) 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 Rural Ontario Municipal Association (ROMA) 2024 Annual Conference is available online.

Information about delegations and a link to the form are available here:

<https://www.ontario.ca/form/2024-rural-ontario-municipal-association-roma-conference>. The deadline to submit requests is **Monday November 20, 2023**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel 2024 de la Rural Ontario Municipal Association (ROMA) est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : <https://www.ontario.ca/fr/forme/conference-de-la-rural-ontario-municipal-association-roma-de-2024>. Date limite pour présenter une demande: **lundi 20 novembre 2023**.

Thank you/ Merci

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



CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-53

A BY-LAW TO RATIFY THE ACTIONS OF THE WARDEN AND THE CLERK FOR EXECUTING AN AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF DUFFERIN AND THE DUFFERIN AREA FAMILY HEALTH TEAM. (Lease Agreement – Mel Lloyd Centre)

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

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

READ a first, second and third time and finally passed this 9th day of November, 2023.

Wade Mills, Warden

Michelle Dunne, Clerk



To view a copy of the full lease, please contact the Clerk's department

THIS LEASE made the 26th day of October 2023

BETWEEN:

CORPORATION OF THE COUNTY OF DUFFERIN

(the "Landlord")

AND

DUFFERIN AREA FAMILY HEALTH TEAM

(the "Tenant")

ARTICLE 1 - BASIC TERMS AND DEFINITIONS

1.1 Basic Terms

- | | | |
|-----|-------------------------------|--|
| (a) | Landlord: | Corporation of the County of Dufferin |
| | Address: | 55 Zina Street, Orangeville, ON |
| (b) | Tenant: | Dufferin Area Family Health Team |
| | Address: | 140 Rolling Hills Drive, Suite 100
Orangeville ON |
| (c) | Indemnifier: | Not applicable |
| (d) | Building: | Mel Lloyd Centre
167 Centre Street, Shelburne ON |
| (e) | Premises: | Suite # described in Section 1.2 (m) |
| (f) | Rentable Area
of Premises: | 2,094 square feet, subject to Section 2.2 |
| (g) | Term: | Five (5) year lease subject to Section 12.3
<u>3 4 10</u> |

Commencement Date: January 1, 2024, subject to Section 2.4

End of Term: December 31, 2026 subject to Sections 2.3 and 2.4

(h) Basic Gross Rent (Section 3.2): \$16.39 (+ 3% yearly increase)

Period	Per Sq. Ft/year	Per year	Per Month
January 1, 2024 to December 31, 2024	\$16.39	\$34,320.66 + HST	\$2,860.06 + HST
January 1, 2025 to December 31, 2025	\$16.88	\$35,346.72 + HST	\$2,945.56 + HST
January 1, 2026 to December 31, 2026	\$17.39	\$36,414.66 + HST	\$3,034.56 + HST

- (i) Permitted Use: Administrative and business offices of Tenant
- (j) Deposit: Not applicable
 - Rent Deposit: Not applicable
 - Security Deposit: Not applicable
- (k) Lease Year: Lease Year ends on December 31st of each year

Schedules forming part of this Lease:

- i. Schedule "A" Legal Description
- ii. Schedule "B" Floor Plan
- iii. Schedule "C" Rules and Regulations

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-54

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

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

1. That the Agreement between the Corporation of the County of Dufferin and March of Dimes Canada, in a form substantially the same as attached hereto as Schedule "A" be approved.
3. That the staff of the County of Dufferin is hereby authorized to take such actions as are appropriate, and the Warden and Clerk are hereby authorized to execute such documents as are appropriate to implement the agreement referred to herein.

READ a first, second and third time and finally passed this 9th day of November, 2023.

Wade Mills, Warden



Michelle Dunne, Clerk

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

THIS AGREEMENT made effective April 1, 2023

BETWEEN:

Corporation of the County of Dufferin

And

March of Dimes Canada (MODC)

(Hereinafter referred to as the “Parties”)

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

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

AND WHEREAS Ontario Health has allocated funds for the Assisted Living Services – Shelburne (Hub and Spoke Model).

The Parties agree as follows:

Article 1.0 Definitions

- 1.1 In this agreement the following words shall have the following meanings:
- (a) “Agreement” means this agreement entered into between the Parties and all schedules and attachments to this Agreement and any instrument amending the Agreement;
 - (b) “Program” means the Assisted Living Services – Shelburne (Hub and Spoke Model) according to the approved service plan by Ontario Health;
 - (c) “Lead Party” means the Corporation of the County of Dufferin;
 - (d) “Service Provider” means March of Dimes Canada (MODC);
 - (e) “Program property” means any equipment, furnishings and assets acquired with Program funds by a Party to this Agreement.

Article 2.0 Term of the Agreement

The term of this Agreement shall be the period commencing on the 1st day of April 2023, and ending on March 31st, 2024, unless terminated earlier or extended pursuant to the terms of this agreement.

Article 3.0 Responsibilities of the Parties

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

- 3.2 The Lead Party and Ontario Health, or their authorized representatives, will have right of access to audit the financial and statistical records of the Service Provider as they relate to the Assisted Living Services - Orangeville Program. The Service Provider shall provide audited financial statements for this program as required by Ontario Health. The Service Provider will keep all financial records and invoices and all non-financial records for this program for seven years after the term of this agreement. The March 31, 2024 audited financial statements for this program will be provided to the Lead Party by June 15, 2024. Costs for the program audit will be paid by the Service Provider from program funds.
- 3.3 As Lead Party, Corporation of the County of Dufferin will submit an operating plan including budget for the Program to Ontario Health, and receive funds according to the operating plan and the current Transfer Payment Accountability Agreement and convey funds to the Service Provider as per this agreement.
- 3.4 The Service Provider will prepare and submit to the Lead Party statistical and financial data, as per Ontario Healthcare Reporting Standards (OHRS) and as required by Ontario Health. See Schedule “A” for Program Funding and Performance Deliverables. The Lead Party will forward these reports to Ontario Health in the format and timeframe determined by Ontario Health. The Lead Party will retain funds until the data is submitted and reviewed. If the required data is not submitted within the required timeline, a penalty may be applied, as outlined in the Ontario Health/Lead Party accountability agreement.
- 3.5 The final payment due at the end of the term of this agreement will be subject to a 10% holdback. The 10% holdback will be released when the final Annual Reconciliation Report (ARR), is completed and submitted by the Lead Party.
- 3.6 The Service Provider is required to survey program participants quarterly. The Lead Agency will provide survey parameters to the Service Provider. The Service Provider will report survey results to the Lead Agency as per Schedule “A” and as required by Ontario Health.
- 3.7 Notwithstanding that the Lead Party is responsible for submitting financial and statistical reports as determined by Ontario Health in respect of this service; the Service Provider is responsible for the day to day management of the funds and the preparation of the financial and statistical reports but the Lead Party does have an oversight capacity and will be responsible for bringing to the attention of Ontario Health apparent irregularities encountered in respect of its obligations.
- 3.8 Municipality Access and Consultation: The Service Provider will permit the staff of the Lead Party to enter at reasonable times any premises used by the Service Provider in connection with the provision of services pursuant to this contract and under its control in order to observe and evaluate the services and inspect all records relating to the services provided pursuant to this contract. The Service Provider agrees that the staff providing services pursuant to this contract will, upon reasonable request, be available for consultation with the Municipal Staff.
- 3.9 The Service Provider shall have and supply proof, upon request by the Lead Party:
 (i) a code of conduct and ethical responsibilities for all persons involved in the provision of the program.
 (ii) a policy and procedure to address complaints about the provision of services.
- 3.10 The Service Provider represents, warrants and covenants that services are and will continue to be provided:
 (i) by persons with the expertise, professional qualification, licensing and skills necessary to complete their respective tasks ; and
 (ii) in compliance with all applicable laws and applicable policies issued or adopted by Ontario Health.
- 3.11 The Service Provider will have a written procurement policy in place that requires the acquisition of

supplies, equipment or services valued at over \$25,000 through a competitive process that ensures the best value for funds expended and the Service Provider will acquire supplies, equipment or services with the Funding through a process that is consistent with this policy.

- 3.12 The Service Provider agrees that all publications, brochures or promotional material regarding this program will include an acknowledgment of the Funding provided by Ontario Health and the government of Ontario. Prior to including an acknowledgment in any publication, the Service Provider will obtain approval from the Lead Party of the form of acknowledgement. The Service Provider will not use any insignia or logo of Her Majesty the Queen in right of Ontario, including those of Ontario Health, and The County of Dufferin, unless it has received the prior written permission of the Lead Party to do so.
- 3.13 The Service Provider will use the Funding, provide the services and otherwise fulfil its obligations under this Agreement, without an actual, potential or perceived Conflict of Interest. The Service Provider will disclose to the Lead Party without delay any situation that a reasonable person would interpret as an actual, potential or perceived Conflict of Interest and comply with any requirements prescribed by the Lead Agency to resolve any Conflict of Interest.

Article 4.0 Human Resources

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

Article 5.0 Program Property and Equipment

- 5.1 The Service Provider will supply and maintain suitable space for the Program's operation.
- 5.2 Any equipment made available to the Program shall remain the property of each of the respective Parties that provide the equipment.
- 5.3 The Parties will identify equipment requirements annually and as required (e.g. essential replacements of Program owned equipment). The Lead Party will consider the individual and collective needs of all the Parties and decide within available funds, in accordance with Ontario Health policies and procedures.

Article 6.0 Confidential Client Information and Program Data

- 6.1 Each Party, its agents and employees will treat client records as confidential information and will take all steps necessary to prevent unauthorized access to, or disclosure of, these records or information therein.
- 6.2 Client records will remain with, and be maintained by, the Party that generated the records. The Parties agree to make available to the Program, client data where consent is provided in accordance with applicable privacy legislation. Where data is collected and analysed for the purposes of evaluation

and accountability reporting, information will be provided by the Parties in a manner that protects the confidentiality of individual participants in the Program.

- 6.3 The Parties shall maintain in confidence information concerning the Parties, obtained in connection with the performance of the Agreement.

Article 7.0 Indemnification and Insurance

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

(a) Property Coverage:

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

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

(b) Liability Coverage:

The Service Provider shall provide the Lead Party with a Certificate of Insurance, which provides proof of coverage of Corporation of the County of Dufferin and the Ontario Health, their officers, directors, and employees, for a minimum of the following classes of liability insurance: Bodily Injury Liability; Property Damage Liability; Personal Injury Liability; Contractual Liability; Malpractice Liability; Tenants Legal Liability; Non-Owned Automobile Liability; Errors and Omissions Liability and, a valid WSIB Clearance certificate or Employers Liability and Voluntary compensation, which ever applies. The inclusion of Cross Liability and Severability of Interest should be noted. The Certificate shall specify that liability is specific to this Program and Service.

The Certificate of Insurance shall show the date of issue, the name of the Authorized Representative, the Insurer, the Policy Number, the Policy Term, the Limit of Coverage, the Name of the Insured and shall explicitly name Corporation of the County of Dufferin and the Ontario Health as “Additional Insured” or as a “Loss Payee” under the Loss Payables section of

the relevant Property Policy. The Certificate shall provide for a 90 day Notice of Termination provision.

Article 8.0 Resolution of Staff and Program Issues

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

Article 9.0 Amendments to this Agreement

9.1 This Agreement may be amended by written addendum to the Agreement executed by the authorized representatives of the Parties to the Agreement at the time that the amendment is executed.

9.2 A Party who withdraws from the Agreement before the conclusion of the term (as outlined in Article 2.0) shall provide 90 calendar days written notice to the other Parties and an appropriate plan for the care of clients affected by the proposed withdrawal from the Agreement.

9.3 Upon withdrawal of a party, all parties will consult with and advise Ontario Health regarding the reallocation of funds and provision of services.

9.4 In the event of revision to the Agreement, or withdrawal of a Party from the Agreement, the Lead Party will immediately notify Ontario Health;

9.5 Upon a withdrawal of a Party to the Agreement, that Party shall be released from any further responsibilities hereunder except those pertaining to the period in which they were bound and the obligations of confidentiality and indemnification which survive indefinitely.

Article 10.0 Termination of the Agreement

10.1 One month prior to the expiry date of the Agreement (i.e. before March 31, 2024) the Agreement will be reviewed by the Parties and may be renewed for a further term to be determined by mutual consent of all the Parties, failing which the Agreement shall terminate.

10.2 Any Party wishing early termination of the Agreement is required to provide 90 calendar days written notice to the other parties.

10.3 Termination of the agreement requires immediate notification to Ontario Health.

10.4 This Agreement shall terminate automatically if program funding is withdrawn by Ontario Health, and/or Ontario Health terminates their agreement with the Lead Party for any reason.

10.5 Ontario Health may also terminate funding immediately if in the opinion of Ontario Health, including, but not limited to, the Service Provider has knowingly provided false or misleading information, breaches of any part of the service agreement and/or misuse of the funding.

Article 11.0 Assignment

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

Article 12.0 Terms of Payment

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

Article 13.0 Method and Basis of Payment

1. Upon completion of services as outlined in Article 3, and upon approval by the Lead Party representative, which approval shall not be unreasonably withheld or occur later than 30 days after receipt of the documentation related to the prescribed payment, the Lead Party will pay the Service Provider a sum to the ceiling of the CWLHIN prorated annual approved program budget as per Schedule “A” of this agreement according to the following breakdown:
 - a) Upon monthly receipt of the financial and statistical reports for the twelve months of April, 2023 to March, 2024, the Lead Party will disburse a payment equivalent the actual costs incurred by the Service Provider less any adjustments related to the previous month(s).
 - b) At the end of the operating year and upon receipt of the final month’s financial and statistical reports, the Lead Party will disburse the final payment up to the amount of Ontario Health annual approved program budget minus a 10% holdback. The 10% holdback will be released when the final Annual Reconciliation Report (ARR) is completed.
 - c) Any change in funding by Ontario Health will result in a subsequent change in payment.
 - d) Any funding not spent by the Service Provider at year end reconciliation will be required to be returned to the Lead Party for repayment to Ontario Health.

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

March of Dimes Canada (MODC)

We have the authority to bind the corporation.

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

Per _____, A.S.O.
Name:
Title:

Corporation of the County of Dufferin

We have the authority to bind the corporation.

Per [Signature], A.S.O.
Name: Wade Mills
Title: Warden

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

Program Funding and Performance Deliverables

FUNDING

Term	Base 23/24	Lead Party Agency Fee 23/24	Program Budget 23/24
April 1, 2023 to March 31, 2024			
Base Funding	\$335,611	\$10,068	\$325,543
Total	\$335,611	\$10,068	\$325,543

Monthly advances to be made for the months of April, 2023 through March, 2024 based on actual costs incurred to operate program. Total funds advanced not to exceed the annual approved program budget of \$325,543.

PERFORMANCE DELIVERABLES

Indicator	
Individuals Served	16
Resident Days	4811
Client Satisfaction Rate	75% return rate with 90% satisfied with services

Schedule “A”

Program Funding and Performance Deliverables

REPORTING REQUIREMENTS

The reporting requirement will be on a monthly basis and must be received by the Corporation of the County of Dufferin by the 5th day following each month. The Lead Party must report to Ontario Health as follows:

- Quarter 2 due October 31, 2023
- Quarter 3 due January 31, 2024
- Quarter 4 due May 31, 2024
- Annual Reconciliation Report (ARR) due June 30, 2024

QUARTERLY SURVEYS

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

- Quarter 1 due July 20, 2023
- Quarter 2 due October 20, 2023
- Quarter 3 due January 20, 2024
- Quarter 4 due April 20, 2024

Ontario Health may also require at any other time, any financial or statistical reports it deems necessary. These reports must be provided by the Service Provider in order to maintain its funding for the Assisted Living Services – Orangeville (Hub and Spoke Model) Program.

Date: October 12, 2023

Corporation of the County of Dufferin

We have the authority to bind the corporation.

Per [Signature], A.S.O.
 Name: Wade Mills
 Title: Warden

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

Date: 10 / 06 / 2023

March of Dimes Canada (MODC)

We have the authority to bind the corporation.

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

Per _____, A.S.O.
 Name:
 Title:

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-xx

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AT ITS MEETING HELD ON NOVEMBER 9, 2023.

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

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

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

1. All actions of the Council of the Corporation of the County of Dufferin at its meetings held on November 9, 2023 in respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Warden of the Council and the proper officers of the Corporation of the County of Dufferin are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

READ a first, second and third time and finally passed this 9th day of November, 2023.

Wade Mills, Warden



Michelle Dunne, Clerk