



ELECTION OF THE 2024 WARDEN AGENDA

Thursday, December 14, 2023 at 6:00 p.m.

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

1. Call to Order and Welcome

Sonya Pritchard, Chief Administrative Officer

2. Land Acknowledgement

3. Introductions

4. Outgoing Warden Remarks

5. Election of 2024 Warden

6. Oath of Office for 2024 Warden

Administered by Michelle Dunne, Clerk

7. Presentation of the Chain of Office, Gavel and Warden's Pin

Presented by Sonya Prichard, Chief Administrative Officer

8. Remarks by the 2024 Warden

9. Selection of Committee Chairs and Committee Members

10. Adjournment



COUNCIL MEETING AGENDA – PUBLIC MEETING & REGULAR MEETING

Thursday, December 14, 2023 at 7:30 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/@DufferinOne>

PUBLIC MEETING

1. BUILDING PERMIT FEES

A public meeting in accordance with Section (7)(1)(c) of the Building Code Act to receive input regarding proposed changes to Building Permit Fees under the Building Code Act. A copy of the proposed by-law is attached.

Virtual participation is available. To join the meeting virtually on Zoom, please use the following link:

<https://dufferincounty-ca.zoom.us/j/89634537885>

Password: 021891374

Written comments can be sent to the attention of the County Clerk at clerk@dufferincounty.ca or via regular mail to 30 Centre St, Orangeville ON L9W 2X1.

REGULAR MEETING

2. APPROVAL OF THE AGENDA

THAT the Agenda and any Addendum distributed for the December 14, 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 Economic Development Workshop on November 8, 2023 and November 9, 2023, the regular meeting of Council of November 9, 2023, the special meeting of Council of November 23, 2023 and the minutes of the Dufferin County Property and Facility Portfolio Workshop of November 30, 2023, be adopted.

5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

5.1. Youth Climate Activation Circle

Dufferin County's Youth Climate Activation Circle to share knowledge and impacts from their two workshops about reducing home energy consumption through landscaping.

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 December 13, 2023.

7. PRESENTATION AND CONSIDERATIONS OF REPORTS

7.1. Community Development & Tourism Minutes – November 23, 2023

THAT the minutes of the Community Development and Tourism meeting held on November 23, 2023, and the recommendations set out, be adopted.

COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #3
Dufferin County Tourism Tent at the 2023 International Plowing Match

THAT the report of the Manager of Economic Development, "Dufferin County Tourism Tent at 2023 International Plowing Match", dated November 23, 2023, be received.

COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #4
Dufferin County Tourism Brand – Update

THAT the report of the Manager of Economic Development, "Dufferin County Tourism Brand - Update", dated November 23, 2023, be received;

AND THAT the continued rollout of the newly developed Dufferin County tourism brand be approved.

COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #1
Museum Exhibition Policy Update

THAT the report of the Acting Museum Services Manager, "Museum Exhibition Policy Update", dated November 23, 2023, be received.

AND THAT the Museum of Dufferin Exhibition Policy be approved.

COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #2
Museum Deaccession Report

THAT the report of the Acting Museum Services Manager, "Museum Deaccession Report", dated November 23, 2023, be received;

AND THAT the objects identified in the "Museum Deaccession Report" be deaccessioned in accordance with the Museum of Dufferin's Collections Management Policy.

COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #5
Phase III Official Plan Amendment – Statutory Engagement Activities

THAT the report of the Senior Planner, "Phase III Official Plan Amendment – Statutory Engagement Plan", dated November 23, 2023, be received.

7.2. Clerk's Report – Amendments to User Fee By-Law

A report from the Clerk, dated December 14, 2023, to outline updates Schedule B of the User Fee By-Law.

THAT the report from the Clerk, dated December 14, 2023, titled 'Amendments to User Fee By-Law', be received;

AND THAT the fee adjustments as outlined in the report be approved;

AND THAT the necessary by-law be enacted.

7.3. Director of Community Services' Report – Dufferin Men's Shelter Update#2

A report from the Director of Community Services, dated December 14, 2023, to provides an update on work the shelter has conducted so far.

THAT the report of the Director of Community Services, titled Dufferin Men's Shelter Update 2, dated December 14, 2023, be received.

7.4. Manager of Corporate Finance, Treasurer - Development Charges Indexing

A report from the Manager of Corporate Finance, Treasurer, dated December 14, 2023, to inform Council of the Development Charge rates for 2024 based on annual indexing per the Bylaw 2022-28 Development Charges.

THAT the report of the Manager of Corporate Finance, Treasurer, dated December 14, 2023, regarding 2024 Development Charge Indexing, be received.

7.5. Manager of Corporate Finance, Treasurer - Signing Authority Policy

A report from the Manager of Corporate Finance, Treasurer, dated December 14, 2023, to adopt a Bank Signing Authority policy.

THAT the report of the Manager of Corporate Finance, Treasurer, dated December 14, 2023, regarding a Signing Authority Policy, be received;
AND THAT Policy #3-6-10 Bank Signing Authority, be approved.

7.6. Director of People & Equity's Report – Update: Non-Union Total Compensation Review

A report from the Director of People and Equity, dated December 14, 2023, to outline changes to insured benefits, vacation, and personal leave.

THAT the report of the Director of People & Equity, titled Update: Non-Union Total Compensation Review, dated December 14, 2023, be received;
AND THAT the changes to total compensation outlined in the report be approved.

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

A report from the Chief Administrative Officer, dated December 14, 2023, to provide Council with an update of activities from outside boards and agencies.

THAT the report of the Chief Administrative Officer, dated December 14, 2023, with respect to Reports from Outside Boards, be received.

7.8. 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 2024 budget.

8. STRATEGIC PLAN UPDATE

There is no strategic update for this month.

9. CORRESPONDENCE

9.1. Western Ontario Wardens' Caucus

A resolution from Western Ontario Wardens' Caucus, dated October 24, 2023, regarding strong mayor powers.

10. NOTICE OF MOTIONS

10.1. Moved by Councillor Rentsch

THAT County owned property located at 195620 and 195594 Amaranth-East Luther Townline, Grand Valley be declared as surplus and be disposed of in accordance with Policy #2-06-10 Disposal of County Property Through Sale.

11. MOTIONS

12. CLOSED SESSION

12.1. Closed Session Minutes – Municipal Act, Section 239 (2)(a) the security of the property of the municipality

Closed session minutes from the Dufferin County Property and Facility Portfolio Workshop on November 30, 2023.

13. BY-LAWS

2023-57 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 Services and Housing in the Province. (Lease Agreement – Mel Lloyd Centre)

Authorization: Council – December 14, 2023

2023-58 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 Hospice Dufferin. (Lease Agreement – Edelbrock Centre)
Authorization: Council – December 14, 2023

2023-59 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 OPTrust Amaranth 6 Inc. (Temporary Intersection Improvements Agreement)
Authorization: Council – May 11, 2023

2023-60 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 Automotive Materials Stewardship Inc. (Municipal and First Nations Automotive Materials Services Amending Agreement)
Authorization: Council – February 13, 2020

2023-61 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 Corporation of the County of Grey. (Winter Maintenance Agreement Renewal)
Authorization: Council – March 12, 2020

2023-62 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 Headwaters Communities In Action. (Partnership Renewal Agreement)
Authorization: General Government Services – October 26, 2023

2023-63 A by-law to amend By-Law 2015-41, fees and charges for services and activities provided by the County of Dufferin. (Amend Schedule "B" – Dufferin Oaks Long Term Care Home)
Authorization: Council – December 14, 2023

2023-64 A by-law to amend By-Law 2020-14, being a by-law under the Building Code Act respecting permits and related matters. (Amend Schedule 'A' – Fees Payable for Building Permits)
Authorization: Council – December 14, 2023

THAT By-Law 2023-57 through to By-Law 2023-64, 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 December 14, 2023.

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

16. ADJOURNMENT

THAT the meeting adjourn.



Building Permit Fees Review Dufferin County

Public Meeting
December 14, 2023

Introduction



- The County has retained Watson & Associates Economists Ltd. (Watson) to undertake a review their building permit fees that:
 - Conforms with legislation and is defensible;
 - Balances the County's need to maximize cost recovery with stakeholder interests, affordability, and competitiveness;
 - Reflects industry best practices; and
 - Recommends fee structure improvements to provide for reasonable full cost recovery

Legislative Context and Trends



- *Building Code Act* fee provisions:
 - municipalities may pass a by-law requiring the payment of fees for application and issuance of building permits
 - the fees must not exceed the anticipated reasonable costs of administration and enforcement (including direct and indirect costs)
 - allows for the creation of *Building Code Act* reserve funds
- Building permit fee reviews continue to evolve beyond initial legislative changes in 2005 (i.e., building permit types and strategic pricing considerations)



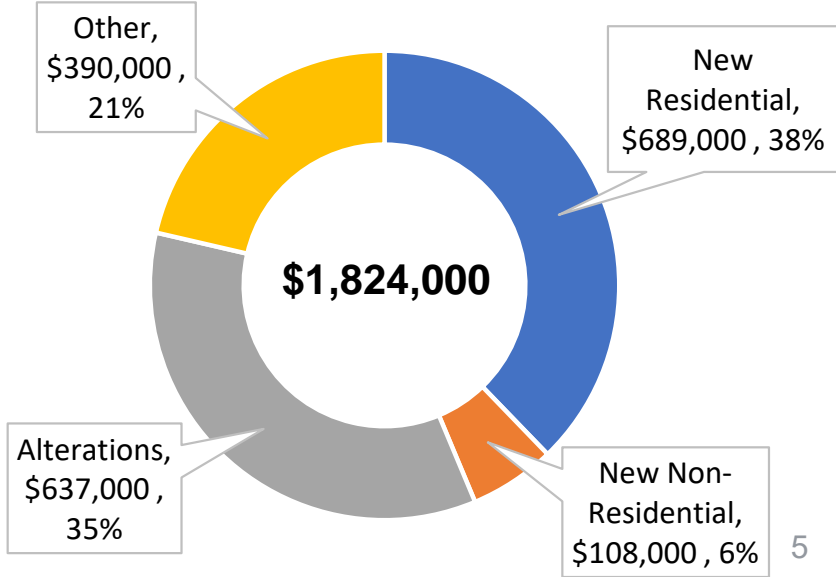
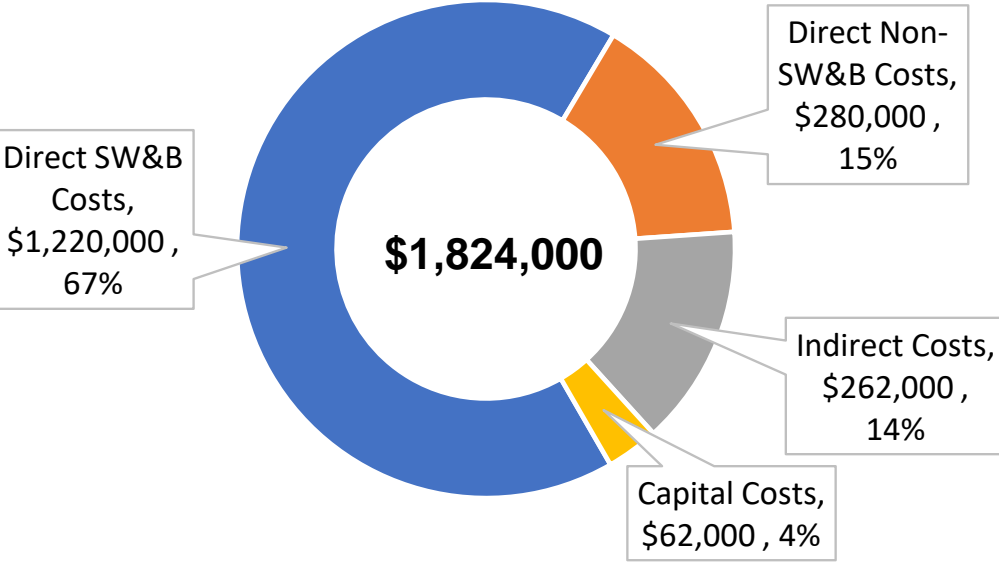
Study Process



Building Permit Review Cost/Revenue Impacts



- Current building permit fees are recovering 60% of the annual costs of service



Fee Recommendations

Overview



- Fee recommendations made to:
 - recover the reasonable cost of administering and enforcing the Building Code, considering forecast building permit activity between 2024 to 2028;
 - provide reserve fund contributions for sustainable service delivery;
 - maintain market competitiveness within urban/rural municipalities that have implemented full cost recovery fees and neighboring municipalities; and
 - consider stakeholder affordability and the phasing in of fee increases

Fee Recommendations & Reserve Fund Strategy



- Reserve fund strategy has been developed to sustain operations and service capacity during economic downturns
- Recommended that the County maintain a reserve fund equal to 1.5 to 2.0 times the annual direct costs of service over the 2024 to 2028 forecast period
 - Based on municipal practice in the province and decreases in building permit activity in the County during past economic downturns

Fee Recommendations



Summary

Permit Type	Current Fee	Annual Increase	2024 Fee	2028 Fee
Detached, semi-detached and townhouse dwellings	\$12.98 /m ²	8.3%	\$14.05 /m ²	\$19.30 /m ²
Finished basements, garage, and residential alteration fees	\$3.44 /m ²	28.4%	\$4.42 /m ²	\$12.00 /m ²
Assembly Occupancies - e.g., School, Church, Community Hall, Restaurant	\$13.91 /m ²	7.2%	\$14.91 /m ²	\$19.65 /m ²
Institutional Occupancies - e.g., Hospital, Nursing Home, Police Station	\$16.21 /m ²	3.9%	\$16.85 /m ²	\$19.65 /m ²
Business & Personal Service Occupancies - e.g., Office, Bank, Beauty Parlour	\$12.72 /m ²	6.8%	\$13.58 /m ²	\$17.65 /m ²
Mercantile Occupancies - e.g., Store, Shop, Supermarket	\$11.97 /m ²	8.1%	\$12.94 /m ²	\$17.65 /m ²
Industrial Occupancies - e.g., Warehouse, Repair Garage, Factory	\$8.85 /m ²	8.1%	\$9.56 /m ²	\$13.05 /m ²
Non-residential alterations, renovations and finishing	\$3.44 /m ²	18.4%	\$4.07 /m ²	\$8.00 /m ²
Minimum Residential Fee	\$160.00	n/a	\$200.00	\$200.00
Minimum Non-Residential Fee	\$480.00	n/a	\$480.00	\$480.00
Annual Maintenance Fee (permits open after 24 months) ¹	n/a	n/a	n/a	\$200.00

1. Fee to come into force in 2025

2. Inflationary adjustments would be added to 2025-2028 Fee increases

Development Impact Comparison



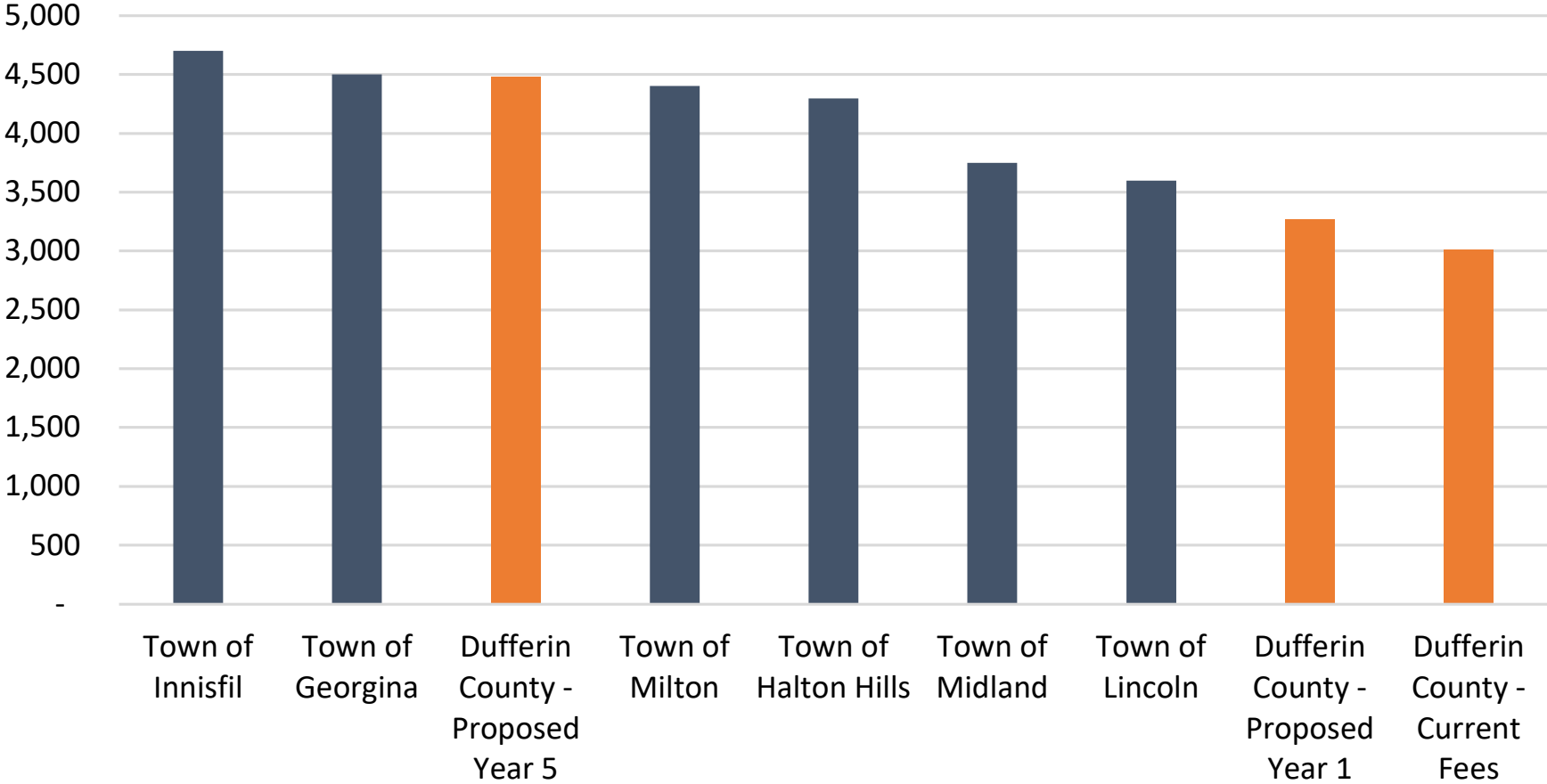
- Impacts of Building Permit fee recommendations are provided for a variety of development types to address differences in size, density, and type of development
 - The following development types have been assessed:
 - Single Family Home (2,500 sq.ft.)
 - Townhouse (1,500 sq.ft.)
 - Residential Accessory Structure (150 sq.ft.)
 - Residential Alteration (500 sq.ft.)
 - Retail (10,000 sq.ft.)
 - Non-Residential Alteration (1,000 sq.ft.)
 - 100-Unit Low Density Subdivision

Development Impact Comparison

Single Family Home (2,500 sq.ft.)



Single Family Home (2,500 sq.ft.)



Development Impact Comparison

100-Unit Low Density Subdivision



Rank	Municipality	Total Planning Fees	Total Development Charges	Current Fees			Proposed Fees (Year 5)		
				Building Permits	Total Development Fees	Building Permits % of Total Development Fees	Building Permits	Total Development Fees	Building Permits % of Total Development Fees
1	Town of Caledon	42,230	12,703,075	322,141	13,067,446	2%	322,141	13,067,446	2%
2	Town of Erin	66,065	5,845,500	220,000	6,131,565	4%	220,000	6,131,565	4%
3	Township of Clearview	24,500	5,693,864	309,524	6,027,888	5%	309,524	6,027,888	5%
4	Town of Grand Valley	62,500	4,450,256	301,470	4,814,226	6%	448,257	4,961,013	9%
5	Township of Centre Wellington	53,830	4,152,400	342,580	4,548,810	8%	342,580	4,548,810	8%
6	Town of Orangeville	34,115	2,973,956	302,632	3,310,702	9%	302,632	3,310,702	9%
7	Township of Wellington North	46,065	2,825,301	300,000	3,171,366	9%	300,000	3,171,366	9%
8	Township of Adjala-Tosorontio	26,000	2,717,200	427,586	3,170,786	13%	427,586	3,170,786	13%
9	Municipality of Grey Highlands	40,885	2,544,500	162,580	2,747,965	6%	162,580	2,747,965	6%
10	Township of Southgate	34,224	2,462,500	150,038	2,646,762	6%	150,038	2,646,762	6%
11	Town of Mono	26,500	2,050,038	301,470	2,378,008	13%	448,257	2,524,795	18%
12	Township of Mulmur	17,500	1,855,936	301,470	2,174,906	14%	448,257	2,321,693	19%
13	Township of East Garafraxa	70,000	1,797,588	301,470	2,169,058	14%	448,257	2,315,845	19%
14	Township of Amaranth	42,000	1,389,856	301,470	1,733,326	17%	448,257	1,880,113	24%
15	Town of Shelburne	27,970	1,377,356	301,470	1,706,796	18%	448,257	1,853,583	24%
16	Township of Melancthon	70,000	1,183,356	301,470	1,554,826	19%	448,257	1,701,613	26%

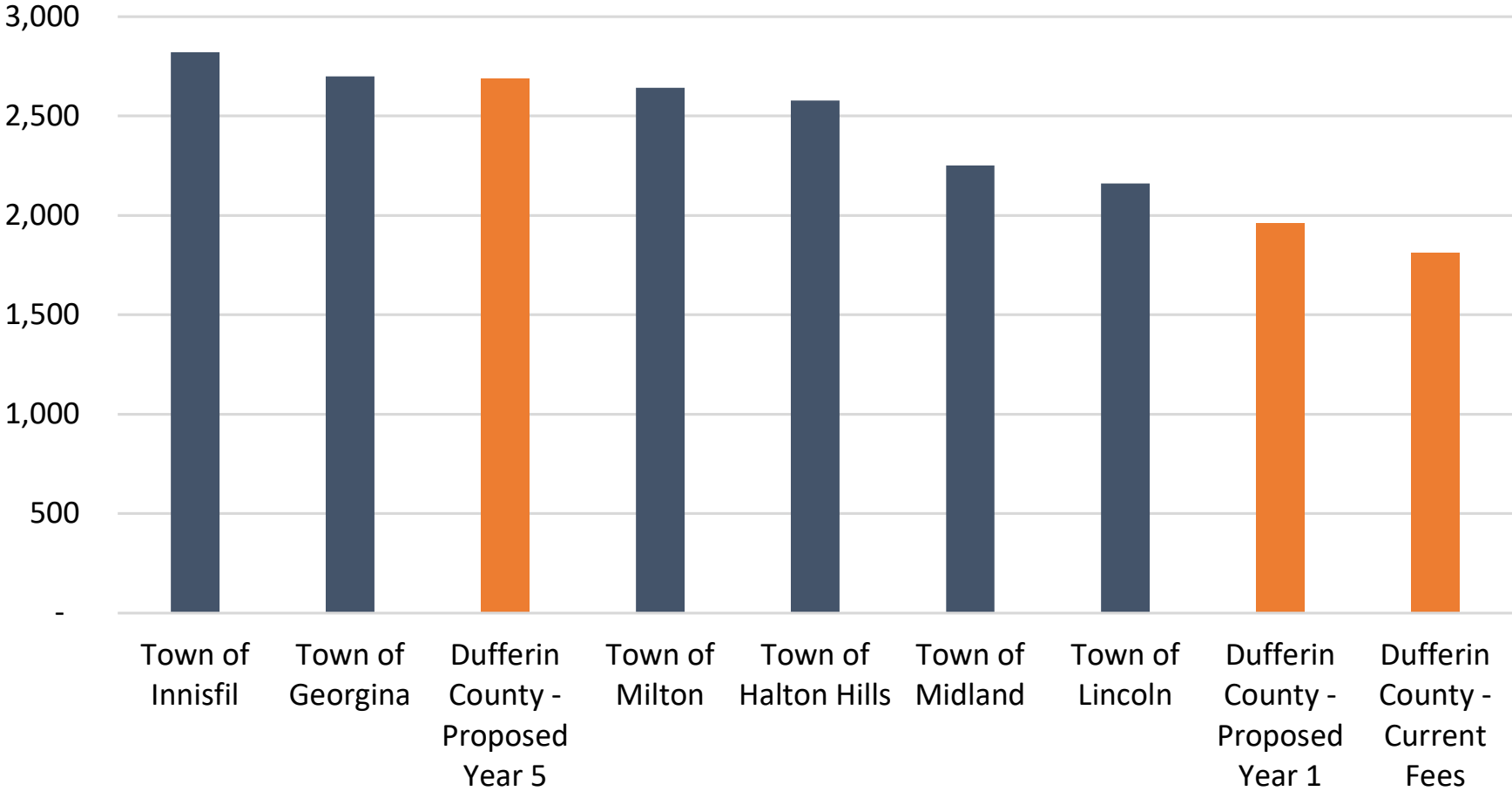
- A 48.7% increase in the building permit fees payable would result in increases between 3.0% and 9.4% for the municipalities within the County's jurisdiction

Development Impact Comparison

Townhouse (1,500 sq.ft.)



Townhouse (1,500 sq.ft.)

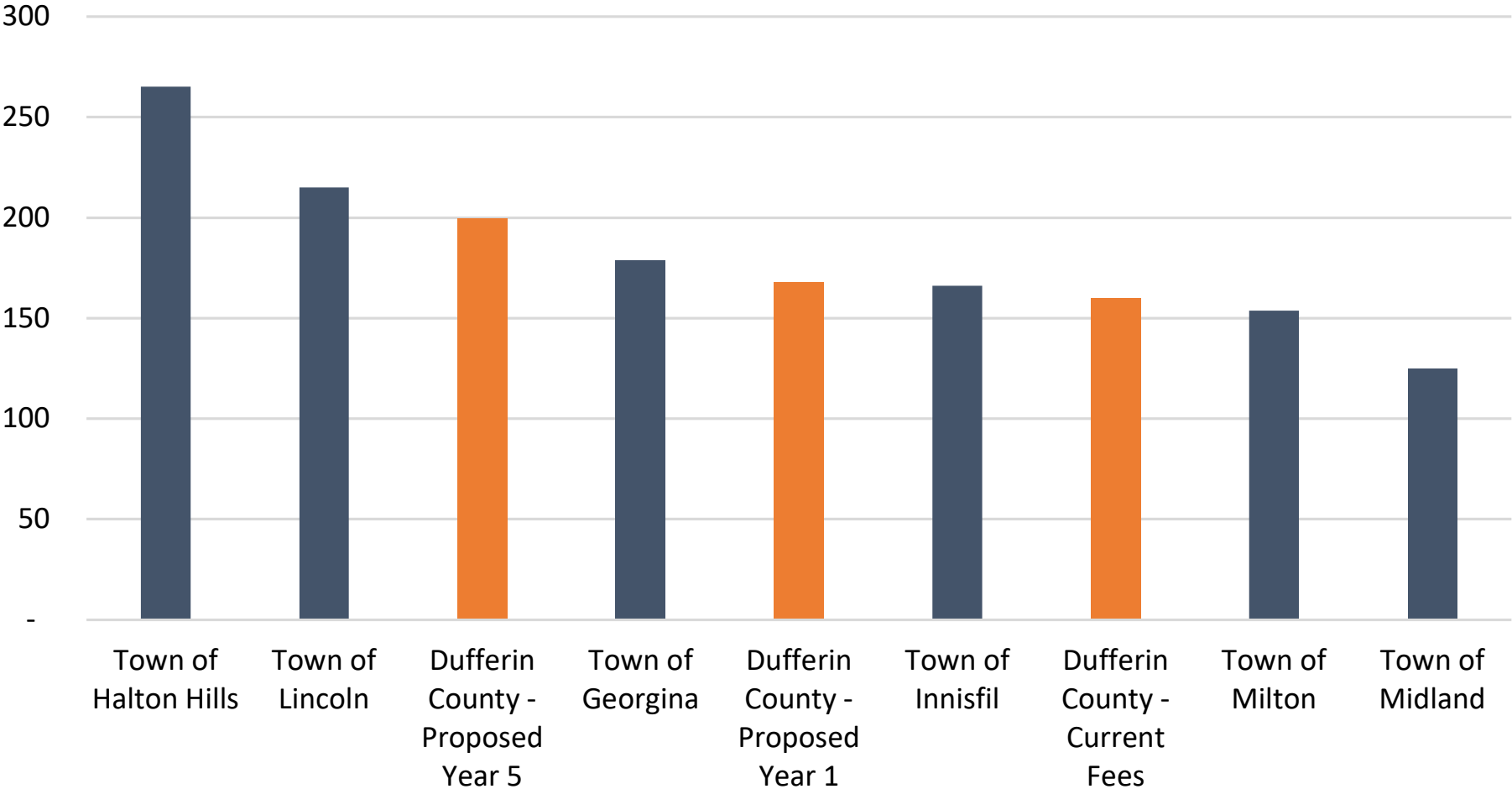


Development Impact Comparison

Residential Accessory Structure (150 sq.ft.)



Residential Accessory Structure (150 sq.ft.)

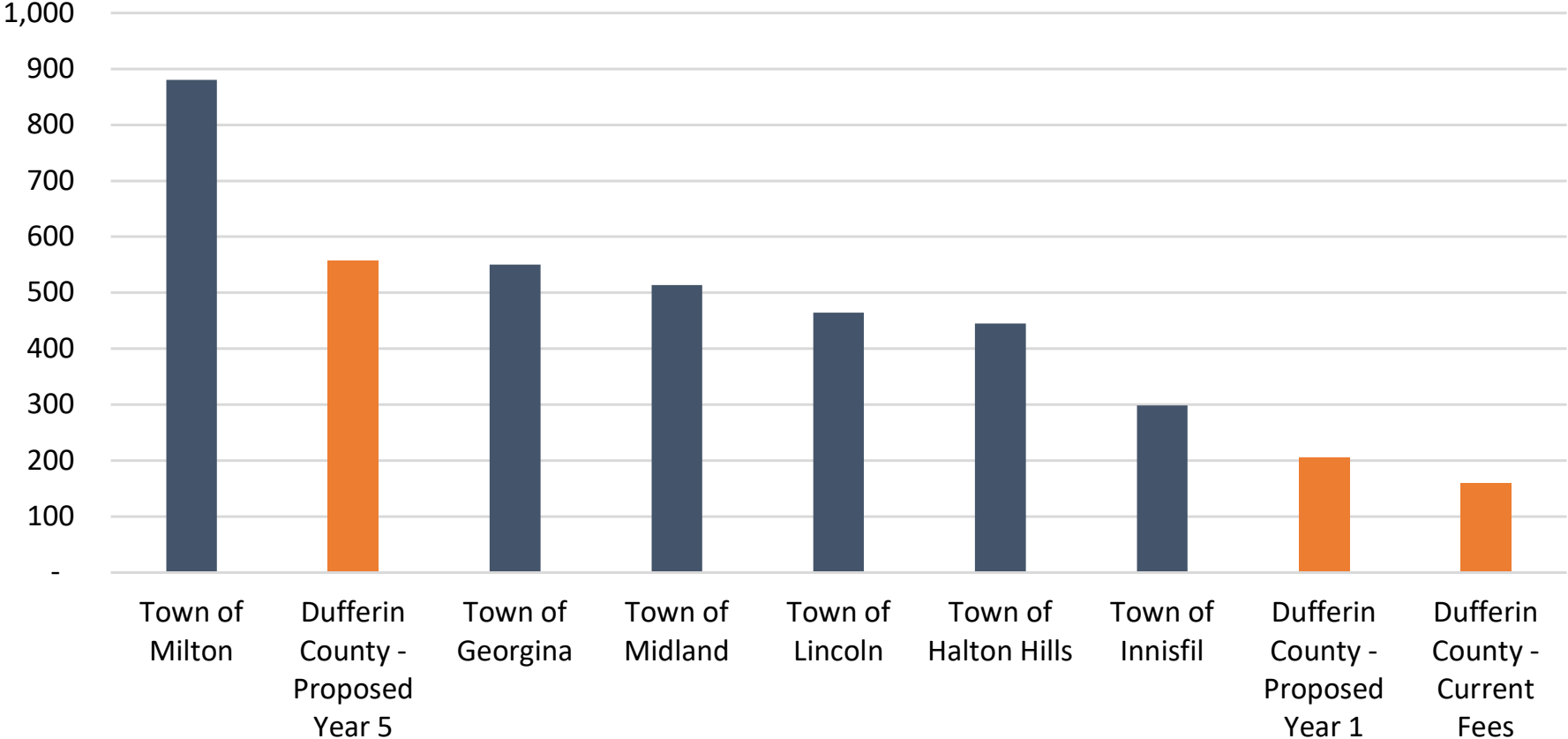


Development Impact Comparison

Residential Alteration (500 sq.ft.)



Residential Alteration (500 sq.ft.)

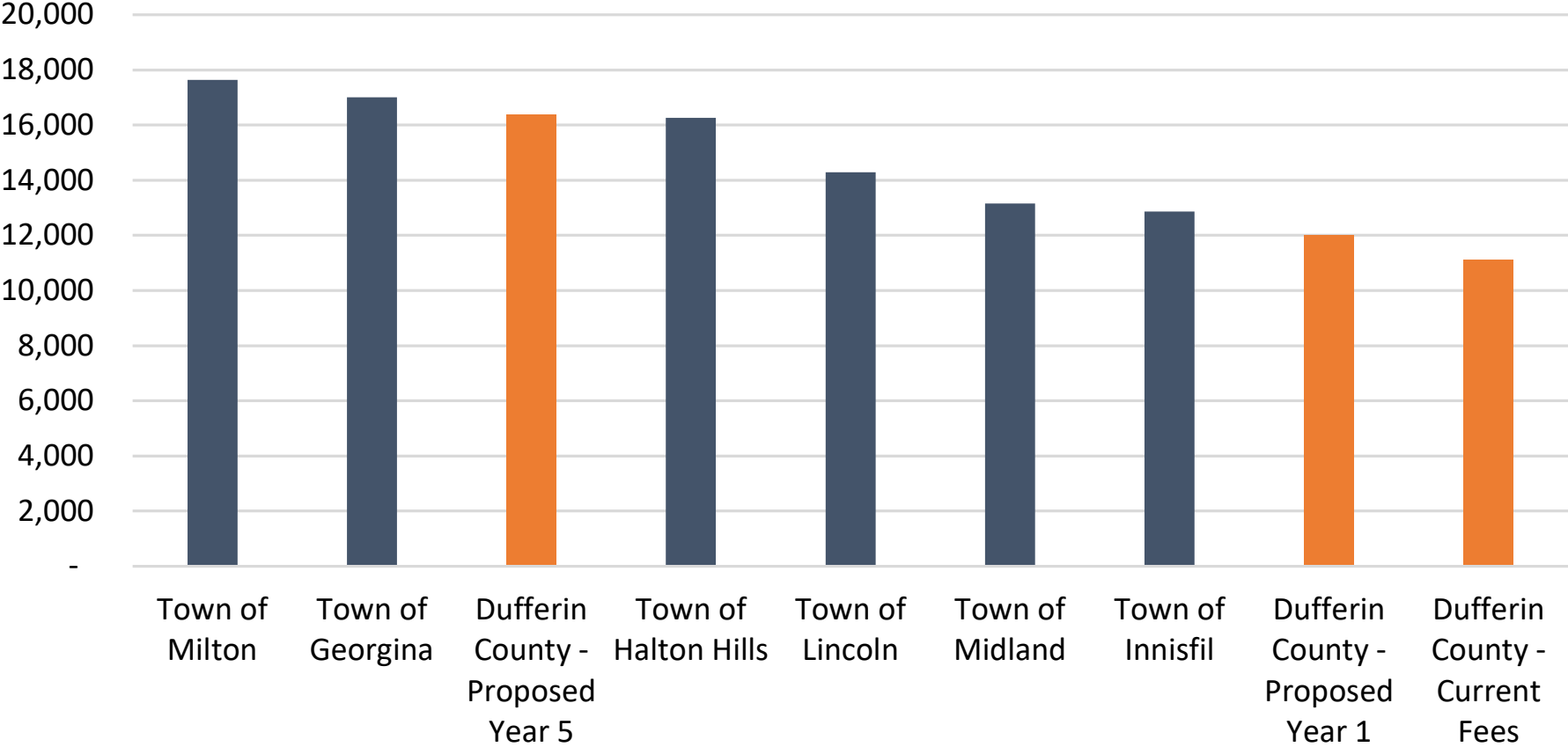


Development Impact Comparison

Retail (10,000 sq.ft.)



Retail (10,000 sq.ft.)

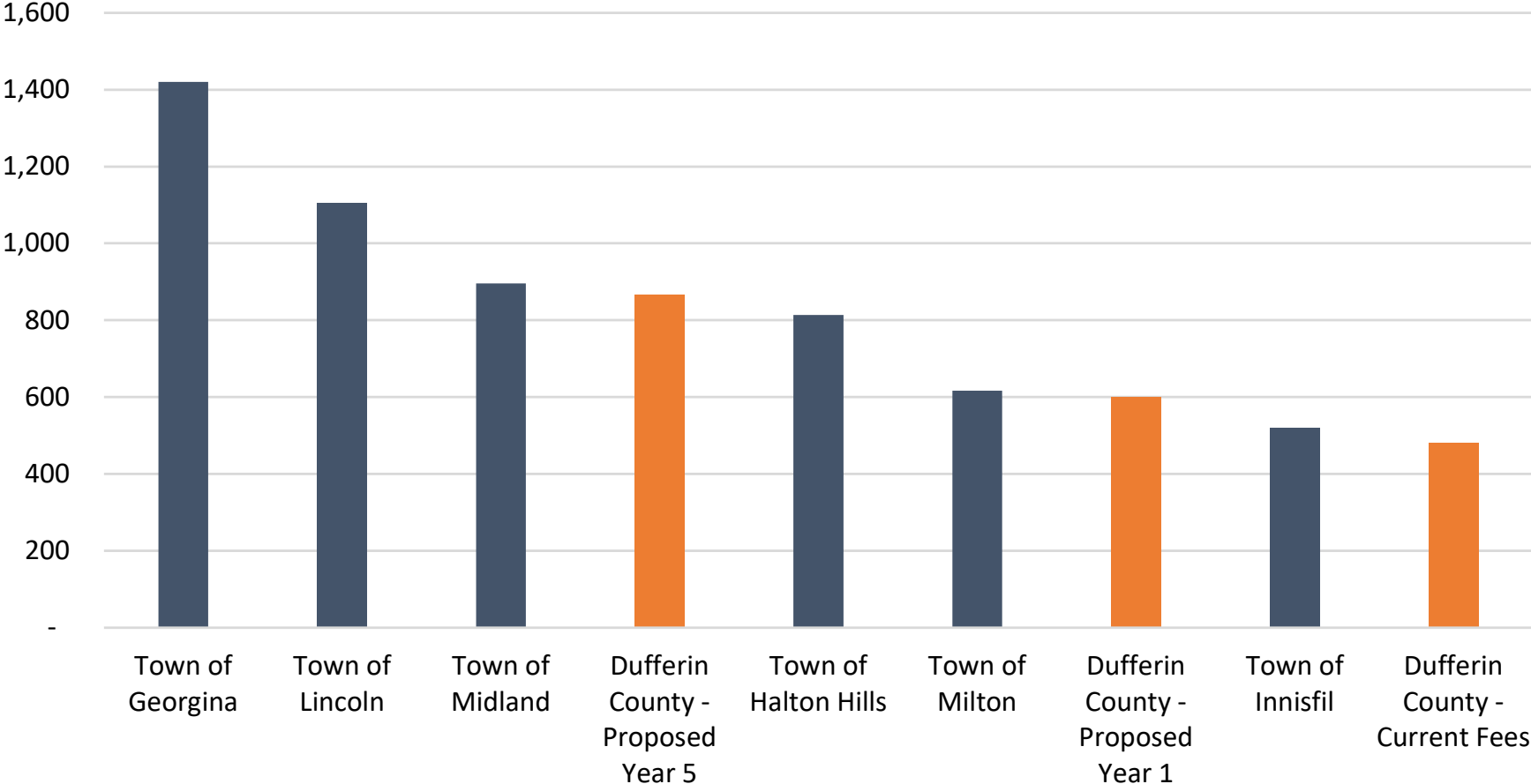


Development Impact Comparison

Non-Residential Alteration (1,000 sq.ft.)



Non-Residential Alteration (1,000 sq.ft.)





ECONOMIC DEVELOPMENT WORKSHOP MINUTES

Thursday, November 8, 2023 at 5:30 p.m.

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

Attendance:

Township of Amaranth

Nicole Martin, CAO/Clerk
Holly Boardman, Deputy Clerk
Mayor Chris Gerrits
Deputy Mayor Gail Little

County of Dufferin

Lori-Jane Del Medico, Child Care &
Early Years Manager
Michelle Dunne, Clerk
Yaw Ennin, Economic Development
Manager
Jasmine Nanda, Economic Development
Coordinator
Sonya Pritchard, CAO
Aimee Raves, Manager of Corporate Finance,
Treasurer
Tom Reid, Chief Paramedic
Lisa Taylor, Pedagogist
Rohan Thompson, Director of People &
Equity
Brenda Wagner, Administrator of Dufferin
Oaks

Township of East Garafraxa

Mayor Guy Gardhouse

Town of Mono

Mike Dunmore, CAO
Mayor John Creelman

Township of Mulmur

Tracey Atkinson, CAO/Clerk/Planner
Mayor Janet Horner

Town of Orangeville

David Smith, CAO
Kartrina Lemaire, Economic
Development & Culture Manager
Mayor Lisa Post

Town of Grand Valley

Deputy Mayor Philip Rentsch

Town of Shelburne

Denyse Morrissey, CAO
Carol Maitland, Economic Development
Officer

Mayor Wade Mills

Township of Melancthon

Deputy Mayor James McLean

Other Representatives

Sandy Brown, DBOT
Liz Hawkins, HCIA
Dianna Morris, DBOT
Jennifer Payne, HCIA

Warden Mills called the meeting to order at 5:30 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **MODERN ECONOMIC DEVELOPMENT PRESENTATION**

Brock Dickinson presented insights into the latest trends and approaches in economic development.

3. **FACTS AND FIGURES OF DUFFERIN COUNTY'S ECONOMY**

Paul Knafelc presented a comprehensive understanding of the economic landscape of Dufferin County.

The meeting adjourned at 8:00 p.m.

Next meeting: Thursday, November 9, 2023
W & M Edelbrock Centre, 30 Centre Street, Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk



ECONOMIC DEVELOPMENT WORKSHOP MINUTES

Thursday, November 9, 2023 at 5:30 p.m.

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

Attendance:

Township of Amaranth

Nicole Martin, CAO/Clerk

Holly Boardman, Deputy Clerk

Deputy Mayor Gail Little

County of Dufferin

Michelle Dunne, Clerk

Yaw Ennin, Economic Development
Manager

Jasmine Nanda, Economic Development
Coordinator

Sonya Pritchard, CAO

Aimee Raves, Manager of Corporate Finance,
Treasurer

Lisa Taylor, Pedagogist

Rohan Thompson, Director of People &
Equity

Brenda Wagner, Administrator of Dufferin
Oaks

Scott Burns, Director of Public Works/
County Engineer

Township of East Garafraxa

Mayor Guy Gardhouse

Town of Mono

Mike Dunmore, CAO

Dave Trotman, Director of Planning

Deputy Mayor Fred Nix

Township of Mulmur

Tracey Atkinson, CAO/Clerk/Planner

Mayor Janet Horner

Deputy Mayor Earl Hawkins

Town of Orangeville

David Smith, CAO

Kartrina Lemaire, Economic
Development & Culture Manager

Mayor Lisa Post

Town of Grand Valley

Meghan Townsend, CAO/Clerk
Donna Tremblay, Deputy Clerk
Mayor Steve Soloman
Deputy Mayor, Philip Rentsch

Town of Shelburne

Denyse Morrissey, CAO
Carol Maitland, Economic Development
Officer
Mayor Wade Mills
Deputy Mayor Shane Hall

Township of Melancthon

Mayor Darren White
Deputy Mayor James McLean

Other Representatives

Liz Hawkins, HCIA
Dianna Morris, DBOT
Jennifer Payne, HCIA

Warden Mills called the meeting to order at 5:30 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **IDENTIFICATION AND PRIORITIZATION OF ECONOMIC DEVELOPMENT GOALS**

Brock Dickinson and Erik Lockhart facilitated developing actionable goals for economic development in Dufferin County.

The meeting adjourned at 7:52 p.m.

Next meeting: Thursday, November 9, 2023
W & M Edelbrock Centre, 30 Centre Street, Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, November 9, 2023 at 8:00 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 Chris Gerrits (Amaranth)
Councillor Shane Hall (Shelburne)
Councillor Earl Hawkins (Mulmur)
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)

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
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Tom Reid, Chief Paramedic

Warden Mills called the meeting to order at 8:01 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, November 23, 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 Soloman, seconded by Councillor Post

THAT the Agenda and any Addendum distributed for the November 9, 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 Gardhouse, seconded by Councillor Soloman

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

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Proclamation: International Day for the Elimination of Violence Against Women**

Warden Mills proclaimed November 25, 2023 as International Day for the Elimination of Violence Against Women in the County of Dufferin. Brennan

Solecky, Director of Development and Community Engagement, Family Transition place accepted the proclamation.

6.1. **Moved by Councillor Post, seconded by Councillor Creelman**

WHEREAS the safety of our community and its members is of extreme importance to every Dufferin County resident, as well as to Dufferin County Council;

WHEREAS gender-based violence and intimate partner violence (IPV), often referred to as domestic violence, means any use of physical or sexual force, actual or threatened in an intimate relationship, including emotional and/or psychological abuse or harassing behaviour;

WHEREAS on August 16th, 2023, Justice Minister Arif Virani described gender-based violence as “an epidemic” in the federal government’s formal response to a coroner’s inquest, also stating that his government is committed to ending the gender-based violence epidemic “in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response”;

WHEREAS by declaring gender-based violence and intimate partner violence an epidemic, the County of Dufferin can join the growing number of municipalities and regions in demanding action from all levels of government to address this growing epidemic;

WHEREAS the incidences of gender-based violence and intimate partner violence have increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors has not kept pace;

BE IT RESOLVED THAT the County of Dufferin officially declare intimate-partner violence an epidemic, as per recommendation #1 from the Culleton, Kuzyk, and Warmerdam (CKW) Inquest;

AND BE IT FURTHER RESOLVED THAT the County of Dufferin recommends that gender-based violence and intimate partner violence be declared an epidemic in the Province of Ontario;

AND THAT the County of Dufferin requests that the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and all municipalities and regions in Ontario declare gender-based violence and intimate partner violence an epidemic;

AND THAT the County of Dufferin requests that the provincial and federal governments enact the additional 85 recommendations from the CKW Inquest, which provides a roadmap to preventing intimate partner violence from escalating to femicide;

AND THAT the County of Dufferin requests that the federal government starts this enactment by adding the word “femicide” as a term to the Criminal Code of Canada;

AND THAT the County of Dufferin requests that the provincial and federal governments provide the necessary support to municipalities, regions, and their emergency and social services to meaningfully address the gender-based violence and intimate partner violence epidemic;

AND THAT the Clerk be directed to send a copy of this motion to the Honourable Premier of Ontario, Doug Ford, the Right Honourable Prime Minister of Canada, Justin Trudeau, Members of Parliament, Members of Provincial Parliament, the United Nations, and all Ontario Municipalities.

-Carried-

7. PUBLIC QUESTION PERIOD

There were no questions from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

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

Moved by Councillor Nix, seconded by Councillor Horner

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

-Carried-

9. 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
Resurfacing Dufferin Rd 18	Public Works	\$39,000
Heating, Ventilation and Air Conditioning (HVAC)	Corporate Facilities	\$10,000

10. 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.

11. **General Government Services Minutes – October 26, 2023**

Moved by Councillor Post, seconded by Councillor White

THAT the minutes of the General Government Services meeting held on October 26, 2023, and the recommendations set out, excluding Item #8 – Asset Retirement Obligations, be adopted.

-Carried-

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

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

Moved by Councillor Creelman, seconded by Councillor Hall

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

AND THAT funds up to \$125,000 be drawn from the rate stabilization for said work;

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

-Carried-

20. **Health and Human Services Minutes – October 26, 2023**

Moved by Councillor Little, seconded by Councillor McLean

THAT the minutes of the Health and Human Services meeting held on October 26, 2023, and the recommendations set out, excluding Item #1 – Ontario Health Team Physician Recruitment Steering Group, be adopted.

-Carried-

21. 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.

22. 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.

23. 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.

24. 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.

25. 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

26. 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.

27. 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.

28. 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.

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

Moved by Councillor White, seconded by Councillor Nix

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works being disproportionately impacted;

WHEREAS the cost of food, housing and other essential items have outpaced the highest inflation rates seen in a generation;

WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned and their dignity undermined;

WHEREAS Ontario Works Financial Assistance Rates have been frozen since 2018;

WHEREAS the newly introduced Common Assessment Tool (CAT) questionnaire developed by the Provincial Government for use with Ontario Works and Ontario Disability Program recipients contains complex and invasive personal health related questions;

WHEREAS the use of the Common Assessment Tool (CAT) provides no benefit to clients, it does not score, provide results, assess client need and does not match those in need to the services they require;

WHEREAS the Common Assessment Tool (CAT) contains questions mirrored in the Ontario Health Common Assessment of Needs, used by health providers;

WHEREAS privacy obligations under The Personal Health Information Protection Act (PHIPA) do not extend to municipal delivery agents for Ontario Works;

WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

WHEREAS leadership and urgent action is needed from the provincial government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works.

THEREFORE BE IT RESOLVED THAT the County of Dufferin calls on the Provincial Government to urgently:

- a) **At least double Ontario Works rates and index rates to inflation, answering calls already made by the “Raise the Rates” campaign and the “Income Security Advocacy Centre”;**
- b) **Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;**
- c) **Commit to joint working between the Ministry of Children, Community and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;**

AND FURTHER THAT a copy of this motion be sent to the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, the Western Ontario Wardens Caucus, the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

-Carried-

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

Moved by Councillor Horner, seconded by Councillor Post

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.

A recorded vote was requested and taken as follows:

	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	
Councillor Hall (2)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Little (1)	x	
Councillor McLean (1)	x	
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Post (8)	x	
Councillor Rentsch (1)		x
Councillor Soloman (1)		x
Councillor Taylor (7)	x	
Councillor White (1)	x	
Total (34)	32	2
	-CARRIED-	

31. **Community Development & Tourism Minutes – October 26, 2023**

Moved by Councillor Gardhouse, seconded by Councillor Little

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

-Carried-

32. 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.

33. 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.

34. 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.

Councillor Gerrits left the meeting at 8:50 p.m.

35. 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.

36. 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.

37. **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).

Moved by Councillor Nix, seconded by Councillor Rentsch

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

-Carried-

38. **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.

Moved by Councillor Hawkins, seconded by Councillor Little

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

-Carried-

39. **Manager of Corporate Finance, Treasurer's Report – Budget Presentation**

The Manager of Corporate Finance, Treasurer, provided an overview of the draft 2024 budget. The County's status quo budget is currently 7.47%, and with additions of 1.7%, the increase is 9.17%. After considering assessment growth of 1.72%, the tax levy increase is 7.45%. The budget will be discussed in detail at the upcoming Committee meetings.

40. **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.

Moved by Councillor Nix, seconded by Councillor Post

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.

-Carried-

CORRESPONDENCE

41. **Rural Ontario Municipal Association**

Correspondence from Rural Ontario Municipal Association (ROMA), dated October 26, 2023, to advise delegation requests can now be submitted. Council would like to request delegations regarding:

- increased mental health and addictions resources in the Dufferin-Caledon area (delegation would be in partnership with the Town of Caledon)
- illegal fill dumping, illegal truck yards and the corresponding penalties
- requesting Orangeville and Caledon to be labelled as underserved demographics by physicians (delegation would be in partnership with the Town of Orangeville and the Town of Caledon)
- Ontario Works rates and assessment tools

42. **Township of Melancthon**

Correspondence from the Township of Melancthon, dated November 3, 2023, regarding the ongoing road work on County Road 21.

43. **NOTICE OF MOTIONS**

MOTIONS

44. **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.

-WITHDRAWN-

45. **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.

-WITHDRAWN-

46. Moved by Councillor Rentsch, seconded by Councillor Soloman

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.

IN AMENDMENT

THAT the motion be amended to: BE IT RESOLVED THAT Council hold a special meeting in January 2024 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.

-Carried-

47. CLOSED SESSION

Moved by Councillor Nix, seconded by Councillor White

THAT the Closed Session minutes from the regular meeting of the Health and Human Services Committee on October 26, 2023, be adopted.

-Carried-

48. **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

Moved by Councillor Horner, seconded by Councillor Post

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

-Carried-

49. **OTHER BUSINESS**

Warden Mills noted there will be Remembrance Day services across Dufferin County and beyond, noting services will take place in Grand Valley, Horning's Mills, Mansfield, Orangeville, and Shelburne. He requested everyone to take the opportunity to attend a service or observe a moment of silence to honour the soldiers and veterans for their dedication, courage and sacrifice.

Warden Mills noted any Councillors running for Warden in the upcoming election to notify the Clerk. Nominations must be submitted in writing by December 8, 2023.

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

Councillor White noted the Township of Melancthon has completed construction of a gazebo reminiscent of the former Corbetton Train Station in the Corbetton Park using Canada 150 Grant funds.

50. **CONFIRMATORY BY-LAW**

2023-55 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.

Moved by Councillor McLean, seconded by Councillor Hall

THAT By-Law 2023-55, be read a first, second and third time and enacted.

Carried-

51. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Little

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 9:59 p.m.

Next meeting: Thursday, December 14, 2023
Edelbrock Centre, 30 Centre Street, Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk



DUFFERIN COUNTY COUNCIL – SPECIAL MEETING MINUTES

Thursday, November 23, 2023 at 9:30 a.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 Chris Gerrits (Amaranth)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)
Councillor Lisa Post (Orangeville)(arrived at 9:46 a.m.)
Councillor Philip Rentsch (Grand Valley)(arrived at 9:40 a.m.)
Councillor Steve Soloman (Grand Valley)
Councillor Todd Taylor (Orangeville)
Councillor Darren White (Melancthon)

Council Members Absent:

Councillor Shane Hall (Shelburne)

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
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Tom Reid, Chief Paramedic

Warden Mills called the meeting to order at 9:32 a.m.

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

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 Taylor, seconded by Councillor Creelman

THAT the Agenda and any Addendum distributed for the November 23, 2023 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

Councillor Taylor declared a pecuniary interest regarding Item #6 – 2024 Draft Budget Overview, discussion of cost-of-living adjustment as part of the General Government Services Committee budget package, noting a family member is employed by Dufferin County.

5. **PUBLIC QUESTION PERIOD**

There were no questions from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

6. **2024 Draft Budget Overview**

The Chief Administrative Officer and the Manager of Corporate Finance, Treasurer, presented the 2024 draft budget overview, including how the budget supports the Strategic Plan.

Councillor Rentsch joined the meeting at 9:40 a.m.

Councillor Post joined the meeting at 9:46 a.m.

Council reviewed the draft 2024 operating and capital budget for the departments reporting to the Infrastructure and Environmental Services Committee. The draft budgets for the following departments were included in the presentation and discussion:

- Public Works
 - Operations
 - Engineering
 - Climate and Energy
 - Facilities

- Waste Services
- Forest

Council discussed making the following changes to the draft budget:

- A capital reduction of \$1,070,000 in relation to the resurfacing work on County Road 109 (South Arterial Road)
- A capital increase of \$272,000 in relation to work Culvert No. 510 rehabilitation and Bridge No. 1 rehabilitation
- A reserve transfer of \$600,000 in relation to the completion of the Environmental Assessment for County Road 109 (South Arterial Road)
- A reduction of \$110,000 by eliminating the loose leaf collection service

Warden Mills called a fifteen (15) minute recess. The meeting resumed at 11:18 a.m. Item #5.2 of the agenda (Manager of Corporate Finance, Treasurer’s Report – Community Grant Program) was moved to allow for discussion preceding the budget package for the General Government Services Committee.

Council received a report from the Manager of Corporate Finance, Treasurer, dated November 23, 2023, to provide an overview of changes to the Community Grant program funding to date.

Moved by Councillor Creelman, seconded by Councillor White

THAT the report of the Manager of Corporate Finance, Treasurer, dated November 23, 2023, Council Grant Program, be received.

-Carried-

Council reviewed the draft 2024 operating and capital budget for the departments reporting to the General Government Services Committee. The draft budgets for the following departments were included in the presentation and discussion:

- Council
- Office of the CAO
 - Clerks
 - Communications
 - Emergency Management
- Corporate Services
 - Information Technology
 - Finance
 - Procurement
- People & Equity
 - Human Resources

- Diversity, Equity and Inclusion
- Learning and Organizational Development
- Health and Safety

Councillor Taylor declared a pecuniary interest regarding a discussion on the cost-of-living adjustment as part of the General Government Services Committee budget package and left the meeting at 12:33 p.m. Councillor Taylor rejoined the meeting at 12:56 p.m. following the completion of the discussion.

Councillor Nix left the meeting at 12:56 p.m.

Warden Mills called a twenty (20) minute recess. The meeting resumed at 1:35 p.m. Councillors Gerrits, Rentsch, and McLean left the meeting during the recess.

Council reviewed the draft 2024 operating and capital budget for the departments reporting to the Health and Human Services Committee. The draft budgets for the following departments were included in the presentation and discussion:

- Community Services
 - Early Years and Child Care
 - Housing Services
 - Ontario Works
- Dufferin Oaks
 - Long Term Care
 - Community Support Services
 - Mckelvie Burnside Village
 - Mel Lloyd Centre
- Paramedic Services
- Public Health

Council discussed reducing the capital levy contribution for Dufferin Oaks by \$150,000.

Council reviewed the draft 2024 operating and capital budget for the departments reporting to the Community Development and Tourism Committee. The drafts budgets for the following departments were included in the presentation and discussion:

- Development and Tourism
 - Building Services
 - Land Use Planning
 - Museum Services
 - Economic Development

Moved by Councillor Creelman, seconded by Councillor Hawkins

THAT the following revisions be made to the 2024 draft budget

Item	Type of Change	Dollar Amount
County Road 109 (SAR)	Capital Reduction	-\$1,070,000
Structures	Capital Increase	+\$272,000
Environmental Assessment	Reserve Transfer	-\$600,000
Dufferin Oaks Capital	Capital Reduction	-\$150,000

AND THAT the 2024 draft budget with the discussed revisions be brought back to the December 14, 2023 meeting of Council.

-Carried-

7. CONFIRMATORY BY-LAW

2023-56 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on November 23, 2023.

Moved by Councillor Post, seconded by Councillor Hawkins

THAT By-Law 2023-56, be read a first, second and third time and enacted.

Carried-

8. ADJOURNMENT

Moved by Councillor Post, seconded by Councillor Creelman

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 3:42 p.m.

Next meeting: Thursday, December 14, 2023
Edelbrock Centre, 30 Centre Street, Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk



DUFFERIN COUNTY PROPERTY AND FACILITY PORTFOLIO WORKSHOP

Thursday, November 30, 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 Chris Gerrits (Amaranth)
Councillor Earl Hawkins (Mulmur)
Councillor Gail Little (Amaranth)
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)

Council Members Absent:

Councillor Shane Hall (Shelburne)
Councillor Janet Horner (Mulmur)(prior notice)
Councillor James McLean (Melancthon)(prior notice)

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
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Tom Reid, Chief Paramedic

Warden Mills called the meeting to order at 7:00 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. **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. **CLOSED SESSION**

Moved by Councillor Post, seconded by Councillor Soloman

THAT Council moved into Closed Session (7:03 p.m.) in accordance with the Municipal Act Section 239 (2)(a) – the security of the property of the municipality.

-Carried-

While in Closed Session, Council discussed County owned property and facilities to assess options for future use of spaces.

Moved by Councillor Gardhouse, seconded by Councillor Soloman

THAT Council move into open session (8:57 p.m.).

-Carried-

5. **ADJOURNMENT**

Moved by Councillor Nix seconded by Councillor Taylor

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 8:57 p.m.

Next meeting: Thursday, December 14, 2023
Edelbrock Centre, 30 Centre Street, Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk

Dufferin County



Youth Climate ACTIVATION CIRCLE

December 14 2023
Council Delegation



Program Overview

Overview of the Youth Climate Activation Circle

- ❑ The Youth Climate Activation Circle (YCAC) is a volunteer program that supports the implementation of the Dufferin Climate Action Plan and empowers Dufferin County youth to advance local climate solutions



Training

- November – December 2022



Project Design and Implementation

- January – August 2023



Knowledge Sharing

- September – December 2023

Program Motivations



- ➔ Climate Uncertainty
- ➔ Emotional Responses
- ➔ Seeking Additional Action
- ➔ Gaining Knowledge and Community
- ➔ Making Real Impact

Our shared concerns and motivations drive our commitment to making a difference through YCAC! 🌍💚🌟

Program Highlights

Reflections on our experience...

- Networking
- Community
- Knowledge

Knowledge gained, skills developed, personal growth achieved

- Leadership
- Confidence
- Organization
- Communication

The importance of empowering youth as climate leaders

- Network Opportunities
- Inspiration
- Guidance



Program Accomplishments

Workshop Participants

Orangeville	MoD
17	16



Objective of our Climate-Friendly Landscaping workshop series

- Dufferin residents are confident climate action advocates and are empowered to implement nature-based solutions at the property-level to reduce emissions in the residential sector and support a climate-resilient local ecosystem

Content and scope of the workshop series

- Orangeville** - Creating pollinator friendly habitats
- Grand Valley** - Regenerative gardening at home
- Museum of Dufferin** - landscaping for energy efficiency

Notable achievements

- Events reached maximum capacity with members of the community eager to learn
- Six local media spotlights**

Key Takeaways

Key takeaways from the Youth Climate Activation Circle for its members are boundless – from helping youth cultivate their community-building skills, to giving us the opportunity to engage with our passion for climate action.

The program gave an opportunity for...

- Volunteer experience
- Community project design and implementation
- Unique education opportunities
- Strengthening creative and communicative skills
- Connecting with industry professionals
- Building strong work relationships



Key Takeaways

For the community the key takeaways from the Youth Climate Action Circle have been...

- ❑ Access to a free workshop series developed by YCAC
- ❑ Witnessing climate action in practice, inspiration
- ❑ Connecting with youth who may be entering into the environmental industry
(waste management, climate science, biochemical engineering, journalism, business management... etc.)





**COMMUNITY DEVELOPMENT AND TOURISM COMMITTEE MINUTES
Thursday, November 23, 2023 immediately following the Special
Meeting of Council**

The Committee met at 3:54 p.m. at the Edelbrock Centre, Dufferin Room, 30 Centre St, Orangeville.

Members Present: Councillor Janet Horner (Chair)
Councillor John Creelman
Councillor Earl Hawkins
Councillor Gail Little
Warden Wade Mills
Councillor Darren White

Members Absent: Councillor Lisa Post (prior notice)

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Becky MacNaughtan, Chief Building Official
Yaw Ennin, Manager of Economic Development
Sarah Robinson, Acting Museum Manager
Silva Yousif, Senior Planner

Chair Horner called the meeting to order at 3:54 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 – November 23, 2023 – ITEM #3
Dufferin County Tourism Tent at the 2023 International Plowing Match

A report from the Manager of Economic Development, dated November 23, 2023, to provide feedback on the Dufferin County Tourism tent at the International Plowing Match and Rural Expo.

Moved by Councillor Creelman, seconded by Councillor White

THAT the report of the Manager of Economic Development, “Dufferin County Tourism Tent at 2023 International Plowing Match”, dated November 23, 2023, be received.

-Carried-

2. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #4
Dufferin County Tourism Brand – Update

A report from the Manager of Economic Development, dated November 23, 2023, to provide feedback on the proposed Dufferin County Tourism rebrand.

Moved by Warden Mills, seconded by Councillor White

THAT the report of the Manager of Economic Development, “Dufferin County Tourism Brand - Update”, dated November 23, 2023, be received;

AND THAT the continued rollout of the newly developed Dufferin County tourism brand be approved.

-Carried-

3. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #1
Museum Exhibition Policy Update

A report from the Acting Museum Services Manager, dated November 23, 2023, to recommend updating the Museum Exhibition Policy.

Moved by Councillor Little, seconded by Councillor Creelman

THAT the report of the Acting Museum Services Manager, “Museum Exhibition Policy Update”, dated November 23, 2023, be received.

AND THAT the Museum of Dufferin Exhibition Policy be approved.

-Carried-

4. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #2
Museum Deaccession Report

A report from the Acting Museum Services Manager, dated November 23, 2023, to provide a list of objects to consider for deaccession from the Museum’s permanent collection as per to the Museum’s Collections Management Policy.

Moved by Councillor White, seconded by Councillor Little

THAT the report of the Acting Museum Services Manager, “Museum Deaccession Report”, dated November 23, 2023, be received;

AND THAT the objects identified in the “Museum Deaccession Report” be deaccessioned in accordance with the Museum of Dufferin's Collections Management Policy.

-Carried-

5. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #5
Phase III Official Plan Amendment – Statutory Engagement Activities

A report from the Senior Planner, dated November 23, 2023, to provide an overview of the final steps in the Municipal Comprehensive Review process.

Moved by Councillor Hawkins, seconded by Warden Mills

THAT the report of the Senior Planner, “Phase III Official Plan Amendment – Statutory Engagement Plan”, dated November 23, 2023, be received.

-Carried-

ADJOURNMENT

The meeting adjourned at 4:28 p.m.

NEXT MEETING: Thursday, January 25, 2023
Edelbrock Centre, Dufferin Room, 30 Centre St, Orangeville

Respectfully submitted,

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



A community that grows together

Report To: Warden and Members of Council

Meeting Date: December 14, 2023

Subject: Amendments to User Fee By-Law

From: Michelle Dunne, Clerk

Recommendation

THAT the report from the Clerk, dated December 14, 2023, titled 'Amendments to User Fee By-Law', be received;

AND THAT the fee adjustments as outlined in the report be approved;

AND THAT the necessary by-law be enacted.

Executive Summary

The County of Dufferin has a user fee by-law which outlines fees or charges for services and activities provided by the municipality. Dufferin County Community Support has requested that the fee for Home Help and Respite services be adjusted due to inflationary increases.

Background & Discussion

The Municipal Act, 2001, S.O. 2001, Section 391 (1) allows a municipality to pass a by-law to impose fees or charges for services and activities provided by or on behalf of the municipality and for the use of the municipality's property. It is best practice to periodically review the by-law to ensure the fees charged will help off-set the costs to provide the services and a full review will be completed in early 2024.

The following changes are recommended. A copy of the amended Schedule is attached, with the proposed changes highlighted.

Schedule B – Community Support Services

A \$2 increase in fees paid by clients to contracted services providers is proposed, bring the fee for Home Help and Respite services to \$20 an hour. Dufferin County Community Support Services contracted service providers are not employed by the County of Dufferin and are casual part time workers who do not receive liability insurance, or benefits from the County. The last rate increase took place in 2022 increasing the fee to \$18 from \$15. This adjustment is necessary as the cost of providing support to clients has increased for these individuals due to inflationary increases and the increased cost of transportation (fuel cost, insurance). The increase will come into effect January 1, 2024.

Financial, Staffing, Legal, or IT Considerations

The proposed fee increases will provide an increase in revenue and help off-set the costs to provide the services.

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:

Michelle Dunne
Clerk

Prepared by: Rebecca Whelan, Deputy Clerk/Information Management Coordinator

Attachment: Schedule B to By-Law 2015-41

Reviewed by: Sonya Pritchard, Chief Administrative Officer

**SCHEDULE "B" TO BY-LAW 2015-41
DUFFERIN OAKS LONG TERM CARE HOME**

SERVICE	FEE
Auditorium – Mel Lloyd Centre	
Auditorium per half day	\$50.00*
Auditorium per day	\$90.00* per day
Set-up and take down fee	\$25.00 per hour
Community Support Services	
Adult Day Program	\$15.00 per day
Adult Day Program with Transportation	\$22.00 per day
Home Help (laundry, meal prep, cleaning, etc.)	\$20 per hour
Transportation – Out of Town	\$0.43 per kilometer
Transportation – In Town	\$8.00 flat rate
Respite	\$20 per hour
Home Maintenance (yard work, snow removal, grass cutting)	Negotiated Fee
Meals on Wheels – Orangeville	\$7.50 per meal**
Meals on Wheels – Shelburne	\$7.50 per meal**
Frozen Meals (7 entrees or 5 entrees, 5 soups and/or desserts)	\$33.00 per package
Congregate Dining	\$7.00 per meal

*plus 13% H.S.T.

**effective April 1, 2022



A community that grows together

Report To: Warden and Members of County Council

Meeting Date: December 14, 2023

Subject: 2024 Development Charge Indexing

From: Aimee Raves, Manager of Corporate Finance, Treasurer

Recommendation

THAT the report of the Manager of Corporate Finance, Treasurer, dated December 14, 2023, regarding 2024 Development Charge Indexing, be received.

Executive Summary

The purpose of this report is to inform Council of the Development Charge rates for 2024 based on annual indexing per the Bylaw 2022-28 Development Charges.

Background & Discussion

As per Bylaw 2022-28 Development Charges, Section 21:

Development charges...shall be adjusted annually as of January 1, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Non-residential Building Construction Price Index for Toronto.

The *Development Charges Act, 1997* (s.5 (1) (10)) and *O. Reg. (82/98* (s.7)) prescribe one index for adjusting development charge rates for inflation: the Statistics Canada Non-residential Building Construction Price Index. This index measures the change in the contractors' selling price of new non-residential construction projects. It includes both general and trade contractors work and excludes the cost of land, design and real estate fees. Dufferin County uses the 3rd Quarter Annual change to index Development Charges for January 1. The chart below summarizes the indices since Q1 2023.

	Actual Index	% Change
Q1 – 2022	134.2	17.5%
Q2 – 2022	140.9	17.5%
Q3 - 2022	144.5	15.6%
Q4 – 2022	148.1	14.5%
Q1 – 2023	150.6	12.2%
Q2 – 2023	152.3	8.1%
Q3 - 2023	154.0	6.6%

Financial, Staffing, Legal, or IT Considerations

Per the Development Charge Bylaw, staff will be indexing County Development Charges by 6.6% for January 1st. The charts below summarize the current and revised rates. They do not reflect any reductions as a result of phasing in our by-law over five years.

2024

Service Component	Single & Semi-Detached	Other Multiples	Stacked Townhouses	Apartments 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Non-Residential (per square metre)
Roads & Bridges	\$2,086.28	\$1,601.98	\$989.53	\$989.53	\$714.73	\$7.62
Other	\$1,344.43	\$1,032.66	\$638.33	\$638.33	\$460.88	\$3.78
Totals:	\$3,430.71	\$2,634.65	\$1,627.86	\$1,627.86	\$1,175.61	\$11.40

2023

Service Component	Single & Semi-Detached	Other Multiples	Stacked Townhouses	Apartments 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Non-Residential (per square metre)
Roads & Bridges	\$1,957.11	\$1,502.80	\$928.27	\$928.27	\$670.48	\$7.14
Other	\$1,261.20	\$968.73	\$598.81	\$598.81	\$432.34	\$3.55
Totals:	\$3,218.30	\$2,471.53	\$1,527.08	\$1,527.08	\$1,102.82	\$10.69

In Support of Strategic Plan Priorities and Objectives

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

Respectfully Submitted By:

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

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

Report To: Warden and Members of County Council

Meeting Date: December 14, 2023

Subject: Signing Authority Policy

From: Aimee Raves, Manager of Corporate Finance, Treasurer

Recommendation

THAT the report of the Manager of Corporate Finance, Treasurer, dated December 14, 2023, regarding a Signing Authority Policy, be received;

AND THAT Policy #3-06-10 Bank Signing Authority, be approved.

Executive Summary

The purpose of this report is to adopt the attached Bank Signing Authority policy.

Background & Discussion

Prior to 2006 the Municipal Act prescribed that the Treasurer and Head of Council be the signatories for all banking matters. The County of Dufferin has continued to follow this practice. However, the Warden is not involved in day-to-day operations and payment processing. To streamline processes, staff recommend making a change to the signing authorities.

As an upper-tier municipality, Dufferin's Head of Council has the potential to change each year. Thus banking paperwork must be updated annually, which can be a time-consuming process and is often complicated by the time of year in which the Warden is elected to have the documents approved in a timely manner.

Staff propose that the signing authority for banking matters be changed to include two of the following positions: Chief Administrative Officer, Clerk, Treasurer. These staff are more readily available to sign time sensitive banking documents.

Financial, Staffing, Legal, or IT Considerations

There are no financial implications to this policy.

In Support of Strategic Plan Priorities and Objectives

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

Respectfully Submitted By:

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

Reviewed by: Sonya Pritchard, Chief Administrative Officer

Attachment: Bank Signing Authority, Policy #xx



POLICY & PROCEDURE MANUAL

SECTION	FINANCE AND TREASURY	POLICY NUMBER	3-06-10
SUB-SECTION	FINANCIAL CONTROL	EFFECTIVE DATE	December 14, 2023
SUBJECT	Cheque Signing Policy		
AUTHORITY	Council		

PURPOSE:

The purpose of this policy is for Council to appoint signing officers for the Municipal bank accounts.

STATEMENT:

This cheque signing policy applies to all bank accounts held by the County of Dufferin.

OBJECTIVES:

The County of Dufferin appoints the following positions to have bank signing authority:

- Chief Administrative Officer
- Clerk
- Treasurer

Any two of the above are required signatories on all cheques.



A community that grows together

Report To: Warden and Members of County Council

Meeting Date: December 14, 2023

Subject: Dufferin Men's Shelter Update 2

From: Anna McGregor, Director Community Services

Recommendation

THAT the report of the Director of Community Services, titled Dufferin Men's Shelter Update 2, dated December 14, 2023, be received.

Executive Summary

On September 14, 2023, the Dufferin Men's Shelter presented a business case to Council and asked for additional financial support. Financial support was approved on the condition the shelter take steps to address the challenges they face.

Since the Council meeting, the shelter has taken steps to address several concerns and has been provided with additional payments of \$11,774.17 for their September 2023 shortfall and \$6,636.04 for their October 2023 shortfall. This report provides an update on work the shelter has conducted so far.

Background & Discussion

To show the complexity involved in the ask for additional funding by the Dufferin Men's Shelter, background details are provided. See reports:

1. HHS 2021-10-28 Homelessness Concerns in Dufferin [2021-10-28 HHS Agenda Package.pdf \(dufferincounty.ca\)](#)
2. CC 2023-09-14 Dufferin Men's Shelter [2023-09-14 Council Addendum \(dufferincounty.ca\)](#).
3. HHS 2023-10-26 Dufferin Men's Shelter Update [2023-10-26 Health and Human Services Agenda \(dufferincounty.ca\)](#)

Shelter Board

There have been some changes on the Board. It now consists of some previous and some new members. Current Board Members are Randy Beyers, Shannon Gander, Navdeep Gill, Christopher Russell, Keith Ward and Judy Yack. Work is ongoing to recruit another Board Member. Staff at the County continue to have positive regular communication with the Board Chair, Keith Ward.

Staffing

The Board appointed their new Executive Director, Jaime Edge, on November 7, 2023. Jaime brings with her an extensive amount of experience in social services and the not-for-profit sector. In her 20 plus years in the sector, Jaime has worked from front line supports, consultation and coordination positions, management, and senior leadership. Jaime has most recently held contracts at other like agencies as the Executive Director. The Board is confident that Jaime will lead Choices towards positive development to serve needs within the Dufferin community.

Temporary Assistance – Agreement

The shelter did sign a Memorandum of Understanding (MOU) with the County for the provision of temporary financial, management, administration and client support services.

The support will work alongside services in place at the shelter and will provide the opportunity for the shelter to review their operations and determine appropriate measures for sustainability for their services moving forward.

The shelter is required to submit monthly invoices between the 1st and 8th of each month for the previous month. Each invoice must clearly indicate the rationale for the value of each request for temporary funding, i.e., detail the value of the operating shortfall with an update on progress made to address the challenges identified on the template provided. See attached Monthly Update dated November 8, 2023, which builds on the previous October 8, 2023 update.

For the term of the agreement, Dufferin Men's Shelter can access support for September to December 2023. The shelter will be provided a sum which is the lessor of the monthly operating shortfall – or - \$28,842 per month, to maintain operations up to December 31, 2023. In October 2023, they received \$11,774.17 for September 2023 and in November they received \$6,636.04 for October 2023. County staff do expect there to be requests for assistance for November and December 2023.

In January 2024, County staff will bring forward a report sharing the shelter's decision on sustainability and any next steps to be taken.

Financial, Staffing, Legal, or IT Considerations

Where Homelessness Prevention Program funding has been exhausted, the additional financial support will come from the Rate Stabilization Reserve as approved by Council in September 2023.

Staff from the Housing and the Ontario Works Divisions will be able to realign some of their existing duties on a temporary basis to provide services to support the shelter as detailed in the Memorandum of Understanding.

In Support of Strategic Plan Priorities and Objectives

Community - support community well-being and safety through collaboration and partnerships

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

Respectfully Submitted By:

Anna McGregor
Director Community Services

Attachment: Dufferin Men's Shelter October 2023 Update

Reviewed by: Sonya Pritchard, Chief Administrative Officer

Dufferin Men’s Shelter – Monthly Update

Date Completed: November 8, 2023

Completed By: Keith Ward, Chair

#	Item	Description	Action Taken/Status Update
1	New Director Position	Orientation	<p>October 8 New ED not starting until early November and plans will be further detailed in consultation with her. Preliminary plans: resigned ED (on part-time consulting) to introduce her to staff, partners and committees and tour partners’ facilities and to conduct full day orientation on arrival; Chair to orient to governance; Secretary to review governance docs</p> <p>November 8 New ED, Jaime Edge, started November 2. Has been provided with many documents and correspondence with focus on urgent matters connected to funding from and reporting to Dufferin. Has met in person and virtually several times with Chair. Has had preliminary orientation from previous Director and met with her in person and virtually several times already. Has met with Dufferin lead staff. Previous ED</p>

#	Item	Description	Action Taken/Status Update
			has agreed to support on an hourly basis over last months; this will be phased out as new ED's orientation and overlap on invoice tracking comes to an end
2	Staffing Support	Transition	<p>October 8 Staff have been advised of new ED, of Dufferin agreement, of board changes</p> <p>November 8 New ED has met with team and are having first official team meeting on Nov 10th.</p>
3	Governance	Board Changes	<p>October 8 Effective at Annual Meeting Sept 26th, with one director having resigned, three were elected but one resigned on the 28th, bring the board to six total. The new directors have substantial local community experience and connections. Recruitment of a 7th, recommended by the Foodbank, has begun. The VP position was scrapped, with only three officers now. Keith Ward, M.A., former Commissioner Human Services Region of Peel, current director other community boards, with local business interests, elected Chair. Randy Beyers, CPA, CMA, Principal Ryan Consulting, and Mono resident, elected Treasurer. Shannon Gander, M.A., Housing</p>

#	Item	Description	Action Taken/Status Update
			<p>Specialist Region of Peel and Orangeville resident, elected Secretary. Arranging for a board Fundraising Committee for large donors/events as first Committee under new board.</p> <p>November 8 A seventh director added to the board at October 23rd Special Members meeting: Chris Russell. The Chair has begun orientation. At same meeting, Members approved appointment of auditor, which is experienced with non-profits/charities. An existing director resigned: Randy Narine; recruitment of new seventh director underway.</p>
4	Volunteer Program	Additional Help	<p>October 8 Staff and volunteer fundraising committee in process of being set up, with both front-line staff and a couple of volunteers expressing interest. Expect new ED to develop a volunteer program.</p> <p>November 8 Fundraising Committee approved by board but TOR being developed. No further progress on this until new ED gets settled in, favouring</p>

#	Item	Description	Action Taken/Status Update
			internal coordination with external volunteers over previous plans for separate internal committee
5	Communications	Designated roles/people	<p>October 8 The Chair, Keith Ward, designated contact for County for this purpose. Chair and board-designated staff contacts for communication with St. Elizabeth Services Trust (SEST), in process of transitioning back-office services for SHIP.</p> <p>November 8 Community introductions to new ED have commenced, with expectation of ED being lead contact on day-to-day matters. Chair has introduced key contacts between SEHC and SHIP and between old and new auditors to facilitate transitions.</p>
6	Services and Housing in the Province (SHIP)	Transition	<p>October 8 SEST starts bookkeeping services in November, expect SHIP to “shadow” for one month. IT services to begin in mid-October, will involve complete platform change (to Microsoft)</p> <p>November 8 Transition of both Finance and IT still in progress, delayed somewhat by extended</p>

#	Item	Description	Action Taken/Status Update
			vacation of SHIP lead. SEST has stepped into the lead in transition to new auditor.
7	Funding	More sources	<p>October 8 See financial re donations (ahead of budget) and #3, #4 above</p> <p>November 8 Donations still tracking ahead of budget. New ED beginning to form ideas for cost-savings and has identified possible source of federal assistance.</p>
8	Contingency Planning	Wind Down Considerations	<p>October 8 Will work out timing with County as needed. Have obtained model from SHIP</p> <p>November 8 As above</p>
9	Policies and Procedures	What needs to be created and/or updated	<p>October 8 Conflict of Interest Policy approved Sept 26th. Additional policies to be prioritized with Board and County, although initial push will be to review records management / retention policy and a gift/donation acceptance policy and re-issue, revise, or approve. Basic financial controls are in By-law but will be embellished through policy after pending By-law amendments. Staff</p>

#	Item	Description	Action Taken/Status Update
			<p>Policies and Procedures guide in place covering most critical matters including as required by legislation / regulation.</p> <p>November 8 Board has agreed to prioritize policies for both board and staff document management / retention and for donation acceptance. Examples have been shared, including from County staff, and board leads have taken on this task. New ED has identified several policies to be created for internal operations. New ED has initiated an internal audit on policies to ensure Service, HR, Health and Safety, and Operational policies are up to date</p>
10	Mandate	Define/re-establish	<p>October 8 Letters Patent speak to “youth”. Local lawyer has agreed to support board in re-stated Letters Patent and new By-Law to comply with ONCA; former will provide for greater flexibility in purposes and will proceed asap. Informal documentation will follow.</p> <p>November 8 Lawyers have begun processing revisions to Letters Patent and By-Law, with drafts being</p>

#	Item	Description	Action Taken/Status Update
			developed for board approval, and names being checked for registration.
11	Data	Reliable Source	<p>October 8 HIFIS used as directed and staff trained in use of same</p> <p>November 8 As above</p>
12	Dufferin Men's Shelter relationship to Choices Youth Shelter	Define	<p>October 8 TBD with County, but accounts to be clearly distinguished; has begun with up-front separation of staff compensation, being biggest single cost component</p> <p>November 8 As above</p>
13	Housing and Homelessness Landscape	Orientation/Training for new staff	<p>October 8 Staff trained in HIFIS with housing and homelessness module; trained in Housing First</p> <p>November 8 As above</p>
14	Operational/Community Concerns	Address complaints and "NIMBY".	<p>October 8 Need to ensure complaints channeled directly for more immediate investigation / action. Door-to-door canvassing / education planned</p>

#	Item	Description	Action Taken/Status Update
			November 8 As above
15	Out of the Cold Program	Service Options	October 8 TBD with Town, County but concern re day-time challenges November 8 Board decided to decline participation this winter
16	Emergency Shelter Services for Men	Is there a sustainable model	October 8 TBD with County, but aside from current finances, sustainability of an overnight-only model must be evaluated, given day-time community impacts/challenges especially in pending colder weather November 8 As above
17	Any Other Items As Required		October 8 For youth also, "temporary" 24/7 operation set up during Covid may not be sustainable as is, but client and community health and safety issues must be addressed in considering alternatives.

#	Item	Description	Action Taken/Status Update
			November 8 As above



A community that grows together

Report To: Warden and Members of County Council

Meeting Date: December 14, 2023

Subject: Update: Non-Union Total Compensation Review

From: Rohan Thompson, Director of People & Equity

Recommendation

THAT the report of the Director People & Equity, titled Update: Non-Union Total Compensation Review, dated December 14, 2023, be received;

AND THAT the changes to total compensation outlined in the report be approved.

Executive Summary

Ensuring the County is an inclusive, equitable and supportive employer of choice is a key goal in Strategic Plan 2023-2026. Providing competitive compensation, both monetary and non-monetary, that is responsive to employee needs is critical in this endeavor. This report outlines changes to insured benefits, vacation, and personal leave. These key changes were informed by the recommendations of the Non-Union Total Compensation Review, the Corporate Strategic Plan, and the Equity Strategic Plan.

Background & Discussion

The need for a total compensation review has been clearly identified. In 2022, during the approval of a Non-Union Wage Market Review, Council provided direction to staff to complete an assessment of the County's non-monetary compensation package to strengthen the retention of current County employees and to aid with the attraction of new talent to the organization. It was acknowledged by staff and Council that simply using increased wages to support the County's recruitment and retention efforts are not in line with best practices. Although the County competes for talent with larger municipalities to the south, it is not feasible to offer comparable wages, making the use of non-monetary compensation even more important.

The Equity Strategy emphasizes the need to establish a wellness-focused organizational culture that prioritizes individuals' physical, emotional, and mental well-being. It recommends a review of the benefits package to ensure that wellness, gender-affirming care and flexibility for caregivers is addressed. The Corporate Strategic Plan confirms the commitment to employee well-being, with the goal of ensuring the County is an inclusive equitable and supportive employer of choice and identifies a tactic of completing a total compensation review.

Total Compensation Review Process

A total Compensation Review Committee (the Committee) was assembled in January 2023 and was composed of 11 committee members from various County departments as well as a Chair and a Co-Chair from the People and Equity department. Members of the committee were selected from applications received and submitted to the Director of People and Equity.

The Committee's mandate was to review the current non-union total compensation package, excluding salary and base wages, and make recommendations that would optimize the non-monetary total compensation package.

The Committee used the following principles to guide its recommendations:

- Diversity, equity, and inclusion - Recommendations are inclusive and address the needs of those team members belonging to groups that experience marginalization.
- Attraction and retention - Recommendations are attractive to external candidates and valued by current employees.
- Cost effectiveness - Recommendations are fiscally responsible.
- Current vs future employees - Recommendations reflect the needs of current employees but are mindful of what future employees may desire.
- Laws and regulations - Recommendations consider laws and regulations that are in effect.
- Administration - Recommendations consider what changes will need to occur to implement the recommendation and who will be responsible for those changes.

Mosey & Mosey, the County's benefit consultants, provided analysis and guidance. They assisted with developing and distributing a confidential survey, in May 2023, for all non-union employees regarding their non-monetary compensation package. The survey asked questions about health benefits (insured) and the separate benefits provided to employees directly by the County (uninsured).

Responses from the survey were consolidated by Mosey & Mosey and shared with non-union employees in July 2023. 143 non-union staff members responded to the survey and the participation rate was quite high at 83 percent. The results from the survey provided the Committee with an understanding of what was important to employees and aided the Committee in determining what recommendations to move forward with. Mosey & Mosey met with the committee on several occasions to discuss recommended changes to the health benefit plan.

Total Compensation Review Outcomes

Changes to Health (Insured) Benefits-2024

The County's health benefits plan has remained stagnant for years. The plan design changes will support the plan's overall sustainability, as well as the County's efforts to be an employer of choice. The changes align with principles in the mandate. Changes commence on July 1, 2024, except for the Dental Cap, and Gender Affirming Care which would commence on January 1, 2025.

1. Implement an Evidenced Based Drug Plan

Prescription drug plan costs continue to increase at a rapid rate and may not be sustainable for the County over the long term. The Evidence Based Drug Plan (EBDP) covers reimbursement for almost all drugs but encourages smart choices by reimbursing more cost-effective drug treatments at higher levels.

2. Separate Eye Exams from Vision Coverage

Vision coverage is a highly valued benefit that impacts several of the County's employees. Distinguishing eye exams from vision coverage means more regular eye health checks for employees, which helps to identify vision problems at an early stage, with minimal expense to the County.

3. Increase maximum from \$500 to \$750 for Paramedical Practitioners

Paramedical coverage is a highly valued benefit that is important to employees. Increasing annual coverage helps support the health of current employees and aids as a recruitment tool for prospective employees as paramedical coverage has become an expectation for most candidates searching for employment.

4. Increase the annual maximum from \$500 to \$1,500 for Mental Health Practitioners

Millions of Canadians experience mental health problems or illnesses in any given year. Investments in mental health benefits can have a positive impact on

employees' well-being, leading to greater productivity, and positively impacting employee retention and attraction.

5. \$500 annual bonus to permanent part time employees

In lieu of health benefits, permanent part-time employees will receive a \$500 annual bonus. It was recently identified that providing a Health Care Spending Account (HCSA) or a Personal Spending Account (PSA) to permanent part time staff would result in them being ineligible for the Federal Canada Dental Benefit Program. It was recommended, by our benefit consultants, that we provide the amount proposed for the HCSA/PSA to eligible permanent part-time staff in the form of an annual bonus.

The net cost of all of the above changes in 2024 is \$16,500.

Changes to Health (Insured) Benefits-2025

1. Implement an annual cap on Basic Dental Coverage of \$1,800 per person

The Ontario Dental Association (ODA) Fee Guide has risen substantially over the last year and insurance providers which will drive up renewal contracts in the coming years. Implementing a cap on coverage provides a cost containment strategy for the County and will affect minimal employees (based on 2022 data).

2. Provide Gender Affirming Care

This benefit is directly linked to the Equity Strategic Plan, 1.4. Phase One, "Complete a review of the team member benefits package, and update to incorporate inclusive benefits that prioritize wellness, *gender-affirming care*, and flexibility for caregivers." This benefit is for areas where there are gaps in the provincial health care coverage.

Changes to Uninsured Benefits

1. Increase vacation entitlements

The Equity Audit and Total Compensation Review Survey both indicated a need to increase the current vacation entitlements. In the Equity Audit, employees expressed frustration with the limited vacation time they are provided, and, in the survey, it was the most important uninsured benefit offered by the County. Additionally, many employees at the time of recruitment (especially in the tight labour market of the last several years) negotiate a higher vacation entitlement.

Current Vacation Entitlement for Full Time Employees

Length of Service	Days	Weeks
1 year but less than 3 years	10	2
3 years but less than 8 years	15	3
8 years but less than 14 years	20	4
14 years but less than 25 years	25	5
25 years and over	30	6
There will be 1 additional day for each year of service over 25 to a maximum of 7 weeks		
Department Heads shall be entitled to an additional week of vacation in lieu of overtime, as per Article 10, Section, 3 (g)		
In addition to the time above all full-time employees also receive 2 float days (used over the holiday closure period) and 1 Heritage Day to be used any time		

Proposed Vacation Entitlement for Full Time Employees

Length of Service	Days	Weeks
Start to end of year 2	20	4
3 years to end of year 7	25	5
8 years to end of year 13	30	6
14 years to end of year 24	35	7
25 years and over	35 + 1*	7 + 1*
There will be 1 additional day for each year of service over 25 to a maximum of 8 weeks.		
Department Heads shall be entitled to an additional week of vacation in lieu of overtime, as per Article 10, Section, 3 (g)		
The 2 float days and heritage day have been eliminated.		

The carryover of vacation time from year to year will be reduced from 10 days to 5 days, encouraging the use of vacation time in the calendar year and lessening the liability associated with outstanding vacation accruals. Pay out of vacation, regardless of reason for separation from the County, will be pro-rated based on the end date of employment, plus any balance carried forward from the previous year and reduced for any vacation hours used up to the pro-rated vacation entitlement. This represents a change to this process where vacation payout was not previously pro-rated, further limiting vacation liability in any given year. Increased vacation time for full-time staff is a non-monetary benefit and has no direct costs other than what may be paid out from time to time upon departure.

Current Vacation Entitlement for Part Time Employees (Seasonal, Student, Contract, Casual)

	Percentage Paid per hours worked	Minimum Full Time Equivalency in Hours	
		Part Time	Seasonal
0 – less than 3 years	4%		
3 years – less than 8 years	6%	2,912	3,328
8 years – less than 14 years	8%	10,192	11,648
14 years – less than 25 years	10%	18,928	21,632

Proposed Vacation Entitlement for Part Time Employees

Continuous Length of Service	% Paid	
Start to end of year 2	6%	Increases in vacation percentage paid will be achieved by continuous length of service, not by hours worked.
3 years to end of year 7	8%	
8 years to end of year 13	10%	
14 years to end of year 24	12%	
25 years and over	14%	

The increase to part time employee percentage paid vacation changes the way in which increases in vacation percentage are earned; from hours worked to continuous length of service. This increase is a monetary benefit and has a net cost of \$48,000 in 2024.

2. Change in Incidental Leave (Sick) to Personal Leave

The Equity Audit and Total Compensation Review Survey both indicated a need for increased paid time off for illness or other personal situations. In the survey, Incidental Leave was the second most valued uninsured benefit, and the Equity Audit supports providing more paid time off to part-time employees as they are ineligible for Short or Long-Term Disability benefits.

Current Incidental Leave

Incidental Leave	Per Calendar Year	Other
Full Time Employees	6 days	Eligible for payout at year end
Part Time Employees	2 days	No eligibility for payout

Proposed Personal Leave

Incidental Leave	Per Calendar Year	Other
Full Time Employees	8 days	No eligibility for payout
Part Time Employees	4 days	No eligibility for payout

The changes to incidental leave include increasing the number of days allocated to both full time and part time staff, eliminating any payout of unused time. The elimination of the sick-day payout represents a savings of \$165,000.

Non-Union Wage Market Reviews

In 2021, the County retained a consultant to conduct a review of the current compensation. A custom market survey was conducted using 10 municipal comparator organizations. County compensation was set using the 55th percentile of the market rates, to adjust the non-union pay grid, using a phased approach starting in 2022. At the conclusion of the review, it was recommended that the County adopt a practice of periodic market reviews of all positions on a 4-year cycle to ensure the County is offering competitive compensation.

Committing to these reviews will not only assist the County with maintaining competitive compensation, but it will also help retain and motivate existing employees and attract new talent to the organization. This has become a best practice in the municipal sector, providing analysis that supports adjustments to the salary grid to ensure that the municipality is not overpaying or underpaying positions.

Financial, Staffing, Legal, or IT Considerations

Ensuring employees are appropriately compensated with a competitive total compensation package is key to attracting and retaining talented people. A sound process for total compensation and market review in conjunction with a predictable cost of living adjustment policy creates a strong foundation.

Non-union Cost of Living Increases

Over the past several years non-union compensation has been adjusted as follows:

- 2024 – 4.0% effective April 1^{st*}
- 2023 – 4.0% effective July 1^{st*}
- 2022 – 2.75% effective July 1st
- 2021 – 1.5% effective July 1st
- 2020 – 1.5% effective July 1st

In 2023, a Cost of Living Adjustment Policy was introduced to provide increases to total compensation equal to the 12 month rolling CPI average, to a maximum of 4%. In 2023, the full 4% adjustment was for salaries. In 2024, a portion is for wages and benefits. This policy also includes advancing the effective date of the increase from July 1st to January 1st by 2025.

In 2024, the 4% compensation adjustment is broken down as follows:

Salaries – 3.2%

Benefits – 0.8%

In Support of Strategic Plan Priorities and Objectives

Equity – align programs, services and infrastructure with changing community needs/
ensure the County is an inclusive, equitable, and supportive Employer of Choice

Respectfully Submitted By:

Rohan Thompson
Director of People and Equity

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

Report To: Warden and Members of County Council

Meeting Date: December 14, 2023

Subject: Monthly Update from Outside Boards

From: Sonya Pritchard, Chief Administrative Officer

Recommendation

THAT the report of the Chief Administrative Officer, dated December 14, 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: December 6, 2023

Highlights: The Board was presented with the Nutritious Food Basket 2023 Report. The Nutritious Food Basket (NFB) tool was used to estimate the cost and affordability for an individual or household to eat healthy in Wellington, Dufferin and Guelph (WDG) in 2023. In 2023, the cost of the NFB in WDG for a reference household of four people is \$311.61 per week, compared to \$272.67 per week in 2022 (an increase of 14%).

Attached: [Board of Health Agenda – December 6, 2023](#)

Niagara Escarpment Commission (NEC)

Representative(s): Councillor Gail Little

Meeting dates: November 16, 2023

Highlights: The Commission was presented with a report on a proposed Niagara Escarpment Plan Amendment PC 225 22. This amendment is for On-farm Diversified Uses and Agricultural-related Uses in Escarpment Protection Area, and other agricultural-related policy housekeeping matters.

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

Dufferin Board of Trade (DBOT)

Representative(s): Councillor James McLean

Highlights: The Ontario Chamber of Commerce (OCC) and Canadian Council for Aboriginal Business (CCAB) released Sharing Prosperity: An Introduction to Building Relationships for Economic Reconciliation in Ontario. This introductory resource is part of the Economic Reconciliation Initiative, a partnership aimed at advancing economic reconciliation by building business capacity to implement the Truth and Reconciliation Commission's Call to Action 92.

Attached: Dufferin Board of Trade Monthly Email – December 2023

Headwaters Communities in Action

Representative: Councillor Philip Rentsch

Highlights: Headwaters Communities in Action Executive Director has been working closely with County staff on the 2024 Community Grant program.

Western Ontario Wardens' Caucus (WOWC)

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

Highlights: Western Ontario Wardens' Caucus (WOWC) Chair, Glen McNeil, participated in a series of meetings at Queen's Park with Provincial Ministers and Members of Provincial Parliament (MPPs) on November 20th to advance discussions on critical issues affecting small and rural municipalities in Southwestern Ontario.

Chair McNeil met with the Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions, to express gratitude for his commitment and dedication to improve health

outcomes for the most vulnerable. The meeting focused on mental health supports in rural Western Ontario and explored best practice models.

Attached: [WOWC November 2023 Newsletter](#)

Next Meeting date: WOWC CAOs currently meets every Monday via Zoom

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

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

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

Respectfully Submitted By:

Sonya Pritchard
Chief Administrative Officer



Making Life Better Together



REPORT TO COUNCIL

Headwaters Communities in Action

Representative: Councillor Philip Rentsch
Meeting report of November 2023

Highlights: HCIA hosts Annual Meeting Oct. 19 (featuring Sonya Pritchard); considers several new requests for partnership. CSWB public survey is launched with HCIA championing engagement. DC Grants program timeline is set and online survey being tested for Dec. 18 launch. HFFA Hub meets Dec. 8; fundraising begins for Farm Fresh Guide; F2S is on hold from staff shortage. Volunteer Dufferin continues Boardward Bound and Prepare to Engage Dufferin. DC MOVES forum is Dec. 14; DCEC working groups make progress including Food Access Subcommittee; VOICES strategy/funding meeting coming up Dec. 18.

Primary Activities:

HCIA Partnership Agreement

HCIA Admin:

Executive Director, Jennifer Payne

DC Strategic Connections: HCIA's work and unique role in the community support all Priority Areas and several Goals, Actions and Measures under the new Strategic Plan including Community Safety and Wellbeing measures (HCIA), Community (HCIA, all projects), Equity (DC MOVES / DCEC / VOICES, Volunteer Dufferin and HCIA), Governance (DC Community Grants), Economy and Climate & Environment (HFFA).

- HCIA Leadership Council hosted its AGM Oct. 19 at Mono Community Centre. Sonya Pritchard presented Dufferin County's Strategic Plan for 2023-2026. Attendees heard presentations from all program areas, received an overview of HCIA's Theory of Change and strategic directions, participated in a 1:1 conversation game about perception and connection, while enjoying a delicious potluck supper. Leadership Council elections were held and three members retired from the board: Errol Chambers (3 years); Jeff Sedgwick, Treasurer (10+ years) and Gord Gallagher, founder (15+ years). Attendees received a gift pack featuring local foods and a recipe and ingredients for Beer and Cheddar soup.
- LC met November 28 and considered several new requests for partnership: Town of Orangeville for their grants program; DC Economic Development for their EcDev Plan development, along with Dufferin Board of Trade; Hills of Headwaters Collaborative OHT to partner on a grant from New Horizons. Also received an inquiry about our shared platform from Dufferin County Canadian Black Association.

Our Vision: *People coming together to shape a thriving community.*

- HCIA continues to provide fundraising, administrative, project management and communications support for projects, with three grant applications submitted in the past month. Engaged a Virtual Executive Assistant to add admin capacity.
- Community Safety and Well-Being: The general public survey has been launched and engagement and communications plans are being activated. Please complete a survey, share widely and consider hosting a conversation.
- GrandPals (funded by Centre for Studies in Health and Aging) has successfully recruited classes and GrandPals to deliver the program in 2 schools in 2024. Orientation and scheduling are in progress.
- headwaterscommunities.org

PROJECT NEWS:

Dufferin County Community Grants:

Coordinator, Jennifer Payne

DC Strategic Connections: the Community Grants program supports goals and actions under the Community, Governance and Equity Priority Areas.

- HCIA and DC Clerks have been working on the 2024 timeline and a new online application form using Typeform, and making adjustments based on the new program policy adopted by Council.
- 2023 Grantee stories are being collected now and will be incorporated into promotion of the 2024 grant round, set to launch Dec. 18.
- An info session for prospective applicants is tentatively scheduled for Jan. 8, 2024.
- headwaterscommunities.org/community-grants

Volunteer Dufferin:

Coordinator, Sheralyn Roman

DC Strategic Connections: Volunteer Dufferin aligns with the Priority Areas of Community and Equity, and with actions involving newcomer services, age-friendly community support, grants and capacity building through partnerships.

- The matching portal currently has: 2,639 individual registered volunteers; 177 organizations; 77 current active opportunities.
- Seasonal promotion to help organizations find holiday volunteers. Recognition of International Volunteer Day Dec. 5. Seeking volunteers to help promote the CSWB survey as well, handing out postcards at public events.
- Ongoing: site maintenance and reporting, fielding inquiries and assisting members, outreach to peer groups and new local partners, supporting high schools, attendance at local events like Dream Dufferin Nov. 9 and Age-friendly events, planning for National Volunteer Week and Nonprofit Appreciation Week for 2024.
- **Boardward Bound** (with funding from Government of Canada) design group met Dec. 4 to discuss new documentation for the program, including agreements, invitations and a program guide, as well as training modules.
- **Prepare to Engage Dufferin** (with funding from the Government of Canada via Dufferin Community Foundation) to modernize systems and processes. Ivey School of Business is

providing recommendations as part of a pro bono Community Consulting Project. Next steps will prepare needs assessment and RFP for tech vendors.

- volunteerdufferin.ca

HFFA + Farm to School:

**Co-Chairs Bob Megens, Marci Lipman
F2S + Community Connectors, <vacant>**

DC Strategic Connections: HFFA supports Priority Areas, Goals and Actions under Economy, Climate & Environment, Equity and Community.

- **HFFA Hub:** Meets next on Dec. 8, 2023. Agenda includes plans for the 2024 Farm Fresh Guide and possible new format, Food Access Subcommittee, EcDev Plan partnership, updates from members, and a holiday gathering.
- **Food Access Subcommittee:** Met on Nov. 20 to discuss specific needs for community partnership for the Orangeville Food Bank on its various programs. Co-chaired by HCIA/HFFA, WDG Public Health and Hills of Headwaters OHT.
- **Farm to School:** School programming on hold pending staff availability – considering how this program can help with Food Access goals.
- hffa.ca/farmtoschool
- headwatersfarmfresh.ca
- headwatersfoodandfarming.ca

DC MOVES – Partnership via Community Services

Coordinator, Elaine Capes

DC Strategic Connections: DC MOVES is named specifically as an example of a collaborative community partner, and supports Equity, Community and Economy Priority Areas.

- **DC MOVES** Forum coming up Dec. 14 at Dufferin Child and Family Services and will feature a collaborative conversation about Youth Wellness Hubs.
- **DCEC:** DCEC 2024 meetings, initiatives and event in planning.
 - **Health Equity Working Group** -> Food Access Subcommittee continues to work on priorities for food access, including publishing a listing of emergency food services in Dufferin, and collaborating on meeting needs of OFB programs that support root causes.
 - **VOICES of Lived Experience Dufferin** (with funding from United Way) meets bi-weekly temporarily to maintain group cohesion and progress on the framework while new funding is being pursued. Updates will incorporate local research and focus.
- dcmoves.org
- dcec.ca

Thank you to the County of Dufferin, staff and council members for your continued support of HCIA and for recognizing the important roles that we play as a strategic partner and for the community as a whole. We truly value your efforts and your commitment to the well-being of Dufferin residents.



October 24, 2023

Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

and

The Honourable Paul Calandra
Minister of Municipal Affairs and Housing
Send electronically via email
minister.mah@ontario.ca

Re: Strong Mayor Powers

Dear Premier Ford and Minister Calandra

Please be advised at the regular meeting of the Western Ontario Wardens' Caucus held on October 13, 2023, the following resolution was passed:

Moved by M. Ryan, seconded by B. Milne:

THAT item of correspondence 7-1(b) be received; and

WHEREAS the Western Ontario Wardens Caucus Inc. (WOWC) is a not-for-profit organization representing 15 upper and single tier municipalities in Southwestern Ontario with more than one and a half million residents;

AND WHEREAS the purpose of WOWC is to enhance the prosperity and overall wellbeing of rural and small urban communities across the region;

AND WHEREAS the Strong Mayors, Building Homes Act, 2022, S.O. 2022, c. 18, for select municipalities, transfers legislative responsibility from the deliberative body of the Council to the Head of Council;

AND WHEREAS the Better Municipal Governance Act, 2022, S.O. 2022, c. 24 provides for provincially appointed facilitators to assess the regional governments to determine the mix of roles and responsibilities between the upper and lower-tier municipalities;

AND WHEREAS the Building Faster Fund arbitrarily ties housing supportive funding to municipalities that establish a housing target based solely on population size;

AND WHEREAS "responsible and accountable governments with respect to matters within their jurisdiction;

AND WHEREAS overcoming the housing and affordability crisis in Ontario requires sustained, strategic, and focused efforts from all levels of government, informed from the expertise of all levels of government.

NOW THEREFORE BE IT RESOLVED THAT WOWC calls on the provincial government to work with municipalities in Ontario, as a responsible and accountable level of government, to focus all efforts on tackling the housing and affordability crisis in Ontario by:

Revoking existing 'strong mayor powers' and not implementing legislation that transfers legislative responsibility from the body of Council to the Head of Council.

Respecting spheres of jurisdiction, recognizing that municipalities are best positioned to determine the mix of roles and responsibilities between upper and lower-tier municipalities and only conduct structural and service delivery reviews of municipalities or regions where a majority of municipalities included within the region, request the same.

Recognizing rural and small urban municipalities are critical to overcoming the housing and affordability crisis in Ontario and not allocating the majority of scarce provincial housing supportive funding to a limited subset of large urban municipalities in Ontario.

AND THAT WOWC calls upon the provincial government to provide all municipalities with the financial resources to tackle the housing and affordability crisis in Ontario that is pricing too many people, especially young families and newcomers, out of home ownership, while amplifying socio-economic disparities and reliance on municipally provided human services;

AND THAT this resolution be forwarded to the Association of Municipalities of Ontario for support so that the future governance of our communities is in the hands of its constituents;

AND THAT this resolution be forwarded to: the Minister of Municipal Affairs and Housing and the Premier of Ontario; WOWC Members; the EOWC, and all WOWC area MPs and MPPs. - **CARRIED**

Please contact Kate Burns Gallagher, Executive Director, Western Ontario Warden' Caucus, kate@wowc.ca should you have any questions regarding this matter.

Sincerely,



Glen McNeil
Chair, Western Ontario Wardens' Caucus



cc.

Hon. Rob Flack, Associate Minister of Housing

Rob.Flack@pc.ola.org

Matthew Rae, Parliamentary Assistant to the Minister of Municipal Affairs and Housing

Matthew.Rae@pc.ola.org

WOWC MPPs

WOWC MPs

Eastern Ontario Wardens' Caucus

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-57

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 SERVICES AND HOUSING IN THE PROVINCE. (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 Services and Housing in the Province, 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

For a full copy of the agreement, please contact the Clerk's department.

1

THIS LEASE made the 1st day of April 2023.

BETWEEN:

CORPORATION OF THE COUNTY OF DUFFERIN

(the "Landlord")

AND

HOSPICE DUFFERIN

(the "Tenant")

ARTICLE 1 - BASIC TERMS AND DEFINITIONS

1.1 Basic Terms

- | | | |
|-----|----------------------------|---|
| (a) | Landlord: | Corporation of the County of Dufferin |
| | Address: | 30 Centre Street, Orangeville, ON |
| (b) | Tenant: | Hospice Dufferin |
| | Address: | 39 First Street
Orangeville, ON L9W 2E3 |
| (c) | Indemnifier: | Not Applicable |
| (d) | Building: | W & M Edelbrock Centre
30 Centre Street, Orangeville |
| (e) | Premises: | Suite # as described in Section 1.2 (l) |
| (f) | Rentable Area of Premises: | 2153 square feet, subject to Section 2.2 |
| (g) | Term: | Five (5) years subject to Section 2.3 |

Commencement Date: April 1, 2023, subject to Section 2.4

End of Term: March 31, 2028, subject to Sections 2.3 and 2.4

(h) Basic Gross Rent (Section 3.2): \$18.82 (+3% annual increase)

Period	Per Sq. Ft/year	Per year	Per Month
April 1, 2023 to March 31, 2024	\$18.82	\$40,519.46 + HST	\$3,376.62 + HST
April 1, 2024 to March 31, 2025	\$19.38	41,735.04 + HST	\$3,477.92 + HST
April 1, 2025 to March 31, 2026	\$19.97	42,987.10 + HST	\$3,582.26 + HST
April 1, 2026 to March 31, 2027	\$20.57	44,276.71 + HST	\$3,689.73 + HST
April 1, 2027 to March 31, 2028	\$21.18	45,605.00 + HST	\$3,800.42 + HST

(i) Permitted Use: Administrative and business offices of Tenant

(j) Deposit: Not applicable

(k) Rent Deposit: Not applicable

(l) Security Deposit: Not applicable

(m) Lease Year: Lease Year ends on March 31st

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 2023-58

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 SERVICES AND HOUSING IN THE PROVINCE. (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 Hospice Dufferin, 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

For a full copy of the agreement, please contact the Clerk's department.

LEASE AMENDING AGREEMENT

This lease amending agreement dated this _____ day of _____, 2023.

Between:

Corporation of the County of Dufferin County

(the "Landlord")

And

Services and Housing in the Province

(the "Tenant")

Background

1. The Landlord and the Tenant entered into the lease (the "lease Agreement") dated December 1, 2022, for the premises located at Mel Lloyd Centre, 167 Centre Street, Shelburne, Ontario described as 463 square feet, highlighted on Schedule B of the original lease.
2. In consideration of the Landlord and Tenant agreeing to amend their existing Lease Agreement, both parties agree to the amendment below:

Amendment:

The tenant will be extending their lease from its expiry on November 30, 2023 to March 31, 2024. The rate per square foot will increase 3% to \$18.27 per square foot, resulting in a cost per month of \$704.92 + HST.

The tenant will be able to provide one (1) month early termination notice.

3. This is the first amendment to the Lease Agreement.

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-59

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 OPTRUST AMARANTH 6 INC. (Temporary Intersection Improvements Agreement)

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 OPTrust Amaranth 6 Inc., 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

TEMPORARY INTERSECTION IMPROVEMENTS AGREEMENT

THIS AGREEMENT (the “**Agreement**”) is entered into as of the 10th day of November, 2023 (the “**Effective Date**”)

BETWEEN:

THE CORPORATION OF THE COUNTY OF DUFFERIN
(the “**County**”)

AND

OPTRUST AMARANTH 6 INC.
(“**OPTrust**” and together with the County, the “**Parties**”)

WHEREAS:

- A. OPTrust is the owner of the lands described in Schedule “A” (the “**Lands**”) and seeks to develop a portion of the Lands by constructing a warehouse distribution and office center (the “**Development**”) in the Township of Amaranth (the “**Township**”).
- B. The Lands are currently zoned with a Holding “H” Provision (the “**Holding Provision**”), the lifting of which by the Township in whole or in part is conditional upon OPTrust satisfying certain requirements, including developing, securing and/or implementing any required transportation improvements for the Lands pursuant to Section 10 iv) h) of Township Zoning By-law No. 17-2014 (the “**Transportation Improvement Condition**”).
- C. The conditions of lifting the Holding Provision, including the Transportation Improvement Condition, engages the County’s interest. The site plan agreement under negotiation between the Township and OPTrust states that Township approval to lift the Holding Provision is in part conditional upon, among other matters, the Township securing the obligation of OPTrust to pay for the full cost of the “**Temporary Intersection Improvements**” required by the County to facilitate the Development and the development of the lands to the south of the Lands, which includes the construction of temporary traffic signals on Dufferin County Road 109 at the intersection of Dufferin County Road 109 and 2nd Line, as well as the Operation and Maintenance Costs (as defined below).
- D. The County issued an invitation to tender (“**ITT**”) to solicit bids on the construction contract for the Temporary Intersection Improvements in accordance with the construction plans and specifications attached hereto as Schedule “C”, has selected a successful bidder (the “**Awarded Contractor**”) and wishes to formally award the ITT and enter into a stipulated sum construction contract with the Awarded Contractor (the “**Construction Contract**”) forthwith upon receipt of 125% of the Construction Contract costs (defined in Section 1.3 below as the Temporary Improvement Funds).
- E. OPTrust has agreed with the Township and County that OPTrust shall pay the Temporary Improvement Funds and the Operation and Maintenance Costs to the County in accordance with the terms and conditions set out in this Agreement, and that such payments shall satisfy the condition noted in Recital C.

NOW THEREFORE in consideration of the mutual covenants and agreements of the Parties hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the Parties, the Parties covenant and agree as follows:

- 1.1 The Recitals form an integral part of this Agreement and are incorporated by reference.
- 1.2 Forthwith following the execution of this Agreement and the delivery of the funds described in Section 1.3, the County shall enter into the Construction Contract substantially in the form included in the ITT. The Construction Contract shall include a stipulated price of \$553,687.88 inclusive of applicable taxes (the “**Contract Price**”) and shall require that the intent of the Construction Contract be that all work be substantially performed by **June 28, 2024** (the “**Substantial Completion Date**”). The County shall deliver a fully executed copy of the Construction Contract to OPTrust within two (2) business days following the execution thereof, subject to the redaction of such confidential business information the County deems appropriate.
- 1.3 OPTrust agrees to pay to the County the “**Temporary Improvement Funds**” being the aggregate amount of \$692,109.86, which collectively includes the Contract Price plus a contingency amount equal to 25% of the Contract Price (the “**Contingency Amount**”). In addition to the Temporary Improvement Funds, OPTrust agrees to pay the County the amount of \$32,000.00 (inclusive of taxes) to cover the anticipated operation and maintenance costs of the constructed Temporary Intersection Improvements (the “**Operation and Maintenance Costs**”). The County hereby directs OPTrust to pay the Temporary Improvement Funds and the Operation and Maintenance Costs by wire transfer of immediately available funds to the County in accordance with the payment instructions attached hereto as Schedule “B” in satisfaction of the County’s condition described in Recital C, and this shall be OPTrust’s good and sufficient authority to do so. Immediately upon receipt of the Temporary Improvement Funds and the Operation and Maintenance Costs, the County shall deliver written notice to OPTrust confirming the same.
- 1.4 The County shall be solely responsible for administering, managing and enforcing the Construction Contract and shall be permitted to use the Temporary Improvement Funds as required to pay the Awarded Contractor for work performed under the Construction Contract. The County shall use commercial reasonable efforts to ensure the Awarded Contractor diligently performs and completes the work under the Construction Contract (a) in a good and workmanlike manner; (b) in accordance with the Contract Price; (c) in accordance with all design and construction documents incorporated into the Construction Contract, including those attached hereto as Schedule “C”; and (d) in accordance with all applicable laws. The County shall use reasonable efforts to ensure the Awarded Contractor performs the works by the intended Substantial Completion Date, subject to permissible construction season conditions and availability of materials. The County warrants to OPTrust that the Awarded Contractor is a qualified and reputable entity, duly licensed to practice its profession in the jurisdiction where the Temporary Intersection Improvements are located (if required by applicable law). The County shall exercise commercially reasonable efforts to cause the Awarded Contractor to perform the work under the Construction Contract with the degree of skill, diligence, prudence, and foresight which would reasonably be expected to be observed by a skilled, qualified contractor engaged in carrying out activities the same as or similar to the Temporary Intersection Improvements under the same or similar circumstances.
- 1.5 Subject to Section 1.7, OPTrust agrees that in the event that the County is required to make payments to the Awarded Contractor under to the Construction Contract (including any change orders related thereto) which results in the remaining Temporary Improvement Funds held by the County being equal to or less than \$173,027.46, OPTrust shall, within five (5) business days following receipt of notice and reasonable supporting evidence from the County that the Temporary

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-60

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 AUTOMOTIVE MATERIALS STEWARDSHIP INC. (Municipal and First Nations Automotive Materials Services Amending Agreement)

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 Automotive Materials Stewardship Inc., 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

MUNICIPAL & FIRST NATIONS AUTOMOTIVE MATERIALS SERVICES AMENDING AGREEMENT

THIS AMENDING AGREEMENT is made as of the 1st day of January, 2024 (the "Effective Date").

BETWEEN:

AUTOMOTIVE MATERIALS STEWARDSHIP INC. ("AMS")

- and -

THE CORPORATION OF THE COUNTY OF DUFFERIN ("COLLECTOR")

(collectively, the "Parties")

WHEREAS AMS and the Collector entered into a Municipal & First Nations Automotive Materials Services Agreement effective October 1, 2021 (the "**Agreement**"); and

AND WHEREAS AMS and the Collector are mutually desirous of making changes to the Agreement.

NOW, THEREFORE in consideration of the promises and the mutual obligations and covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, AMS and the Collector hereby agree as follows:

1. Amendment

- a. Schedule "B" to the Agreement is hereby replaced with the new Schedule "B" attached hereto this Amending Agreement as Appendix A.
- b. Except for this change, all other terms of the Agreement remain the same.
- c. The Agreement is modified only by the express provisions of this Amending Agreement, and, except as so modified, the Agreement shall remain unchanged and in full force and effect.

2. Miscellaneous

- a. This Amending Agreement is governed by and will be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- b. If any provision of this Amending Agreement is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be severed from this Amending Agreement and the remaining provisions will continue in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either of the parties.

- c. This Amending Agreement will enure to the benefit of and be binding upon the respective successors and permitted assigns of the parties.
- d. In the event of any inconsistency between the terms of this Amending Agreement and the terms of the Agreement, the terms of this Amending Agreement shall prevail to the extent of any such inconsistency.
- e. This Amending Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any other understandings and agreements between the parties with respect thereto, whether written or oral, and whether made prior to the date first written above.
- f. This Amending Agreement may be executed in any number of counterparts, each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. Delivery of an executed signature page to this Amending Agreement by any party by electronic transmission will be as effective as delivery of a manually executed copy of this Amending Agreement by such party.

[the rest of this page is left intentionally blank]

IN WITNESS WHEREOF the parties hereto have executed this Amending Agreement as of the date first set out above.

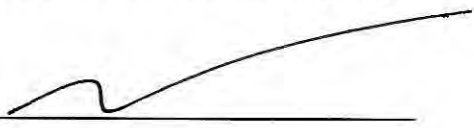
AUTOMOTIVE MATERIALS STEWARDSHIP

By:  _____

Name: David Pearce

Title: Executive Director

The Corporation of the County of Dufferin

By:  _____

Name: Wade Mills

Title: Warden

By:  _____

Name: Michelle Dunne

Title: Clerk

Note: Second signatory to be completed by Collector only if Collector requires two signatories (and by leaving the second signatory blank and returning the Amendment to AMS, Collector and the first signatory represent that no additional signatories are required).

APPENDIX A

SCHEDULE "B" – PAYMENT FOR COLLECTION SERVICES

1. AMS will pay the Collector for Automotive HSP Collection Services as follows:
 - (a) For Material Management Services – Depot, AMS will pay the Collector the rate of \$0.00 per hour plus applicable taxes for the Total Reimbursable Hours set out in Schedule "A", to be paid in 0 equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by 0 and multiplied by the Hourly Rate.
 - (b) For Material Management Services – Event, AMS will pay the Collector a rate of \$1275.00 per tonne of Automotive HSP plus applicable taxes.
 - (c) For Material Management Services – Event (and transportation to Depot), AMS will pay the Collector a rate of \$0.00 per tonne of Automotive HSP plus applicable taxes.
2. Notwithstanding Section 16.1, AMS may increase a payment rate, as identified above, without requiring an amendment. Collector will be notified of any increase to a payment rate a minimum of thirty (30) days in advance through written notice, as per Section 9.0.

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-61

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 CORPORATION OF THE COUNTY OF GREY. (Winter Maintenance Agreement Renewal)

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 the County of Grey, 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

**WINTER MAINTENANCE AGREEMENT
2023/2024 – 2033/34**

THIS AGREEMENT is made this _____ day of _____, 20__.

BETWEEN:

THE CORPORATION OF THE COUNTY OF DUFFERIN

Herein after referred to as "Dufferin County"

- and -

THE CORPORATION OF THE COUNTY OF GREY

Herein after referred to as "Grey County"

WHEREAS Dufferin County has jurisdiction over Dufferin Roads 2 and 9, both of which are located within Dufferin County;

WHEREAS Grey County currently has jurisdiction over the boundary road between Grey and Simcoe, known as Grey Road 124, through a boundary road agreement between Simcoe County and Grey County;

AND WHEREAS Grey County and Dufferin County wish to enter into an Agreement to allow an exchange of winter maintenance activities and obligations on the aforementioned County roads;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH THAT, in consideration of the mutual covenants set out below together with other good and valuable consideration (the receipt of which is acknowledged), the parties agree as follows:

1.0 Definitions

- 1.1. "Agreement" means this Agreement and all of its appending schedules.
- 1.2. "Winter Maintenance Season" means the continuous period of time between the 1st day of October and the 30th day of April.

2.0 Term and Termination

- 2.1 This Agreement shall be effective on the date that it is signed by both parties and shall continue until April 30, 2034 (hereinafter, the "Term").
- 2.2 The term of the Agreement shall be automatically renewed for successive periods of one year unless one party gives notice of termination as per 2.3.
- 2.3 Notwithstanding 2.1., this Agreement may be terminated by either party during the period of May 1st to August 31st in any year in which this Agreement is current, upon thirty (30) days' written notice.
- 2.4 If, within the Term, the current boundary road arrangement between Grey County and Simcoe County changes, resulting in Grey County no longer having responsibility for the maintenance of the boundary road (Grey Road 124), this Agreement will also be terminated. It will be the responsibility of Grey County to notify Dufferin County in writing immediately of such (pending) change.

3.0 Roads Subject to this Agreement

	Road Name	Location Description	Distance One Way
a.	Grey Road 124	From the Melancthon-Osprey Townline, northerly to Grey Road 4 *See Attached Map in Schedule "A"	Approximately 10 kilometres
b.	Dufferin Road 9	From the King's Highway No. 10, easterly to the Melancthon-Osprey Townline on the Grey/Dufferin boundary *See Attached Map in Schedule "B"	Approximately 8 kilometres

c.	Dufferin Road 2	From the Grey/Dufferin boundary at the southern-most tip of Grey Road 2, southerly to Dufferin Road 9 * See Attached Map in Schedule "B"	Approximately 3 kilometres
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4.0 Obligations of Dufferin County

- 4.1 With respect to the road identified within this Agreement as 3. a.:
- a. Dufferin County shall be responsible for all removal of snow beyond the width of this road and shoulders, as required.
 - b. Dufferin County shall be responsible to provide snow blowing services required within the right of way of this road, if it deems such services to be necessary.
 - c. Dufferin County shall undertake all winter maintenance activities, including but not limited to the patrolling, plowing, and spreading of materials for winter road conditions of the roads, during each Winter Maintenance Season throughout the Term of the Agreement.
 - d. Dufferin County shall attend to snow, freezing rain or icy conditions that occur outside of the Winter Maintenance Season throughout the Term of this Agreement. Both parties acknowledge that the level of service provided shall meet the maintenance standards set forth in regulations made by the Minister of Transportation pursuant to Section 44(4) of the Municipal Act, 2001, (the "Minimum Maintenance Standards for Municipal Highways") where such standards apply and in the event that there is no applicable Maintenance Standard it shall meet the standard of what is reasonable in the circumstances;
 - e. Dufferin County shall notify Grey County of any maintenance requirements not covered by this Agreement including, but not limited to, drainage maintenance, road surface maintenance, debris and removal of built-up snow from intersecting roads as soon as possible.
 - f. Dufferin County shall invoice Grey County for the cost associated with 50% of the winter maintenance on this section of road by no later than May 31st following each Winter Maintenance Season throughout the Term of this Agreement.
- 4.2 With respect to the roads identified within this Agreement as 3. b. and 3 c.:
- a. Dufferin County shall be responsible for patrolling on both roads for routine maintenance issues throughout the Term of this Agreement.
 - b. Dufferin County shall be responsible for the drainage maintenance of both roads including, but not limited to, the clearing of ditches, curbs, gutters, catch basins, and storm drains.
 - c. Dufferin County shall be responsible for the road surface maintenance of both roads, including the repair of potholes, cracks, and depressions.

5.0 Obligations of Grey County

- 5.1 With respect to the roads identified within this Agreement as 3. b. and 3.c.:
- a. Grey County shall be responsible for all removal of snow from the traveled portion of the roads and shoulders, as required.
 - b. Grey County shall be responsible to provide snow blowing services required within the right of way of both roads, if it deems such services to be necessary.
 - c. Grey County shall undertake all winter maintenance activities, including but not limited to the patrolling, plowing, and spreading of materials for winter road conditions of the roads, during each Winter Maintenance Season throughout the Term of the Agreement.
 - d. Grey County shall attend to snow, freezing rain or icy conditions that occur outside of the Winter Maintenance Season throughout the Term of this Agreement. Both parties acknowledge that the level of service provided shall meet the maintenance standards set forth in regulations made by the Minister of Transportation pursuant to section 44(4) of the Municipal Act, 2001 (the

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-62

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 HEADWATERS COMMUNITIES IN ACTION. (Partnership Agreement)

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 Headwaters Communities In Action, 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk



Partnership Agreement January 1, 2024 – December 31, 2027 Schedule A

Headwaters Communities in Action (HCIA) brings people together to help shape their communities. We do this by sharing information with the local context and engaging citizens in conversations and actions on the things that matter most to them. HCIA supports collaborative projects that enhance community well-being. Project areas have been chosen from priorities identified in our Community Well-Being Report (2012), the follow up Community Well-Being Refresh project (2016) and the most recent Community Safety and Well-Being Plan (2020). This work is done in collaboration with community and government partners who share similar goals and aspirations.

HCIA is headed by a Leadership Council made up of community leaders who:

- Act as ambassadors for HCIA within the community
- Identify and engage citizens to join the organization
- Ensuring that all committees and projects are true to HCIA's vision and mandate
- Monitor the work of the Working Groups and project areas
- Select and monitor consultants and other resources to support the work of HCIA
- Keep an eye out for new initiatives, partnerships and connections
- Approve an annual budget and oversee financial management of HCIA

The Leadership Council currently supports the following projects:

- Volunteer Dufferin, including Boardward Bound and other initiatives
- Headwaters Food and Farming Alliance (HFFA), including Farm to School Programs, the Headwaters Farm Fresh Guide and the Headwaters Food Charter and Action Plan
- Community Well-being research, engagement, awareness, and education (as part of Community Safety and Well-Being Integration Table)
- County of Dufferin Community Grants program administration and consultation
- DC MOVES and supporting the not-for-profit sector, including Dufferin County Equity Collaborative and VOICES of Lived Experience
- GrandPals Program, intergenerational learning, storytelling and friendship
- Other activities in support of citizen priorities and community development

HCIA and the County of Dufferin have strong a relationship and work together on various projects. In the past the County of Dufferin has provided financial and technical support and HCIA has provided community leadership and project management. Many projects have been introduced by HCIA while others have started as County of Dufferin initiatives. This partnership agreement recognizes the strong relationship that has evolved over many years and formalizes the partnership.

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-63

A BY-LAW TO AMEND BY-LAW 2015-41, FEES AND CHARGES FOR SERVICES AND ACTIVITIES PROVIDED BY THE COUNTY OF DUFFERIN. (Amend Schedule "B" – Dufferin Oaks Long Term Care Home)

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, S. 391 provides that municipalities may pass by-laws imposing fees or charges on any class of persons,

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

1. That the following fees in Schedule "B" be removed and replaced with the following:

Service	Fee
Home Help (laundry, meal prep, cleaning, etc.)	\$20 per hour
Respite	\$20 per hour

2. This by-law shall come into full force and effect on January 1, 2024.

READ a first, second and third time and finally passed this 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2023-64

A BY-LAW TO AMEND BY-LAW 2020-14, BEING A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING PERMITS AND RELATED MATTERS. (Amend Schedule 'A' – Fees Payable for Building Permits)

WHEREAS it is necessary to amend By-law 2020-14, being a by-law under the Building Code Act respecting permits and related matters;

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

1. That section 5 (12) be removed and replaced with the following:

The fee for a request for the use of an Alternative Solution as described in the Building Code as amended shall be as prescribed in Schedule A based on the number of hours spent by the Corporation to review and research the proposed Alternative Solution. When the Alternative Solution warrants review by a third party the applicant shall also be responsible for the cost of the third-party review and a deposit as determined by the Chief Building Official to cover the cost of the third party review and shall be provided to the Corporation by the Applicant prior to the review of the proposal by the third party. The determination of the requirement to involve a third party is solely at the discretion of the Chief Building Official.

2. That Schedule 'A' be removed and replaced with the attached.
3. This by-law shall come into full force and effect on January 1, 2024.

READ a first, second and third time and finally passed this 14th day of December, 2023.

Warden



Michelle Dunne, Clerk

SCHEDULE 'A' TO BY-LAW 2020-14
CLASSES OF PERMITS AND PERMIT FEES

1. Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, the fee per square meter of floor area set out in this Schedule shall be used by the Chief Building Official in determining the permit fee.
2. Permit fee increases are indexed based on the Consumer Price Index, Ontario Series, and are adjusted annually, beginning in 2025.
3. Unless a flat fee is specified this Schedule, a minimum fee of \$200 shall be applied to minor residential permits (sheds, detached garages etc.) and farm buildings. A minimum fee of \$600 shall be applied to dwelling units and non-residential permits.
4. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis;
 - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code and its appendices.
 - b) The floor area shall be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including attached garages, mezzanines, finished attics and enclosed balconies.
 - c) Calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in this Schedule.
 - d) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.

5. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
6. Where they serve single dwelling units, no additional fee applies fireplaces and unfinished basements proposed and constructed at the same time as the single dwelling they serve.
7. Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.
8. The appropriate finished fee for the proposed major occupancy applies to non-residential and multiple unit residential basements.
9. Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
10. For classes of permits not described in this Schedule, the Chief Building Official shall determine the fee to be \$10 per \$1,000 of estimated construction repair cost.
11. Administrative Fees
 - a) To offset additional investigation and administrative costs where any person has commenced construction, demolition, or changes to the use of a building prior to having submitted an application for a permit, or before having received a permit, in addition to any other penalty under the Act, Building Code, or this By-law, the permit fee shall be two times the regular permit fee. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code, or any applicable law.
 - b) To offset additional costs associated with the investigation, inspection, administration, and rectification of unsafe buildings pursuant to section 15.9 of the Act, the Chief Building Official may require a fee where any Unsafe Order is issued, and an additional fee where any Order respecting occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.

- c) With respect to phased permits, the fee shall be the normal fee for the proposed construction plus an additional administration fee as prescribed in this Schedule for each phase of construction applied for.
- d) With respect to conditional permits, the fee shall be the normal fee for the proposed construction plus an additional administration fee as prescribed in this Schedule for each conditional permit applied for.
- e) Where the County has contracted work to remedy any Building Code deficiency on any private property for failing to comply with a directive of the Chief Building Official, or Officers thereunder, the County shall be entitled to recover the full cost of the work, plus a \$250 administration fee.
- f) With respect to transferring a permit from one permit holder to another, the fee shall be as prescribed in this Schedule.
- g) With respect to minor revisions of plans already examined the fee shall be \$110 per hour, with a minimum fee of \$160.

FEES PAYABLE FOR SPECIFIC CLASSES OF PERMITS

Building Permits

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Partial Building Permit	Flat Rate	\$523	\$547	\$572	\$598	\$625	-
Conditional Building Permit	Flat Rate	\$1,046	\$1,093	\$1,143	\$1,195	\$1,250	-

Demolition Permit

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential Outbuilding	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Residential Dwelling Unit	Flat Rate	\$213	\$284	\$378	\$503	\$670	-
Non-Residential	Flat Rate	\$521	\$566	\$615	\$668	\$725	-
Decommission Septic	Flat Rate	\$184	\$211	\$243	\$279	\$320	-

Change of Use

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Change of Use Permit (No Construction)	Flat Rate	\$177	\$196	\$217	\$240	\$265	-
Change of Use Permit (Construction)	\$/m2	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	-

Site Servicing

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential	Flat Rate	\$200	\$221	\$245	\$271	\$300	-
Non-Residential	Flat Rate	\$272	\$309	\$350	\$397	\$450	-
Site Plan Control Review	Flat Rate	\$544	\$617	\$700	\$794	\$900	-

Assembly Occupancies (Group A) School, Church, Community Hall, Restaurant

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Finished Building	\$/m2, Min	\$14.91	\$15.97	\$17.11	\$18.34	\$19.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2, Min	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600
Public Pool, Spa	-	\$603	\$757	\$951	\$1,194	\$1,500	-
School Portable	-	\$301	\$379	\$475	\$597	\$750	-

Institutional Occupancies (Groups B1, B2, B3) Hospital, Nursing Home, Police Station

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Finished Building	\$/m2	\$16.85	\$17.51	\$18.19	\$18.91	\$19.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

Residential Occupancies (Group C) House, Apartment, Motel

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Multiple Unit Residential – Three (3) separate units or greater	\$/m2	\$15.49	\$16.36	\$17.29	\$18.27	\$19.30	\$600
Detached, Semi-Detached and Townhouse Dwellings – Two (2) separate units or Ipcc	\$/m2	\$14.05	\$15.21	\$16.47	\$17.83	\$19.30	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$200
Finishing Basement	-	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$200
Additional Residential Unit	-	\$14.05	\$15.21	\$16.47	\$17.83	\$19.30	\$600

Business and Personal Service Occupancies (Group D) Office, Bank, Beauty Parlour

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Shell Building	\$/m2	\$10.02	\$10.02	\$10.02	\$10.02	\$10.02	\$600
Finished Building	\$/m2	\$13.58	\$14.50	\$15.48	\$16.53	\$17.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

Mercantile Occupancies (Group E) Store, Shop, Supermarket

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Shell Building	\$/m2	\$9.68	\$9.68	\$9.68	\$9.68	\$9.68	\$600
Finished Building	\$/m2	\$12.94	\$13.98	\$15.11	\$16.33	\$17.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

Industrial Occupancies (Groups F1, F2, F3) Warehouse, Repair Garage, Factory

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Shell Building	\$/m2	\$7.61	\$7.61	\$7.61	\$7.61	\$7.61	\$600
Finished Building	\$/m2	\$9.56	\$10.34	\$11.17	\$12.07	\$13.05	\$600
Parking Garage, Service Floors, Mezzanines	\$/m2	\$6.46	\$6.74	\$7.03	\$7.34	\$7.66	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$7.61	\$7.61	\$7.61	\$7.61	\$7.61	\$600

Agricultural Occupancies Hay Storage, Silo, Riding Arena, Livestock Barn

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Finished Building	\$/m2	\$2.57	\$2.71	\$2.86	\$3.02	\$3.18	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$1.92	\$2.02	\$2.13	\$2.25	\$2.37	\$200
Silo, Grain Bin	Flat Rate	\$251	\$262	\$274	\$287	\$300	-

On-Site Sewage System

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential (New)	Flat Rate	\$551	\$563	\$575	\$587	\$600	-
Residential (Replacement)	Flat Rate	\$551	\$563	\$575	\$587	\$600	-
Non-Residential (New)	Flat Rate	\$952	\$964	\$976	\$988	\$1,000	-
Non-Residential (Replacement)	Flat Rate	\$952	\$964	\$976	\$988	\$1,000	-
Replacement Tank	Flat Rate	\$230	\$235	\$240	\$245	\$250	-
Leaching Bed Repair, Minor Alteration	Flat Rate	\$392	\$394	\$396	\$398	\$400	-
Review or Assessment Lot Serviceability/Severance	Flat Rate	\$230	\$235	\$240	\$245	\$250	-

Miscellaneous

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Deck, Porch	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Gazebo, Cabana	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$200
Fireplace, Woodstove	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Detached Garage, Carport	\$/m2	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$400
Storage Shed	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$200
Water and Sewer Connection	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Temporary Trailer	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Temporary Tent	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Sign	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Swimming Poll Enclosure	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Roof Mounted Solar Panel	Flat Rate	\$251	\$262	\$274	\$287	\$300	-

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Relocate Building	Flat Rate	\$502	\$525	\$549	\$574	\$600	-
Wind Turbines	Flat Rate	\$3,811	\$3,985	\$4,167	\$4,357	\$4,556	-
Fire Alarm	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Fire Sprinklers/Standpipe	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Smoke/Heat Detectors, Emergency Lighting, Magnetic Locking Devices	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Industrial Commercial Racking System	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Shelf and Rack Storage System 3.16	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$600
Commercial Cooking Exhaust, Spray Booth, Dust Collector	Flat Rate					\$300	-
Plumbing Fixtures (each) Residential	Per Fixture	\$15.68	\$16.40	\$17.15	\$17.93	\$18.75	\$200
Plumbing Fixtures (each) Non-Residential	Per Fixture	\$15.68	\$16.40	\$17.15	\$17.93	\$18.75	\$400
Plumbing System Multi-Residential	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Plumbing System Non-Residential	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Mechanical Unit Residential	Per Unit	\$200	\$200	\$200	\$200	\$200	-
Mechanical Unit Non-Residential	Per Unit	\$335	\$350	\$366	\$383	\$400	-
Mechanical System Residential	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Mechanical System Non-Residential	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Oil and Grease Interceptor	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Designated Structure (not already listed)	Flat Rate	\$334.60	\$349.88	\$365.84	\$382.54	\$400	-
Other Minor Residential Project	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$200
Other Minor Non-Residential Project	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$480

Administrative

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Inspection (Additional)	Per Inspection	\$174	\$188	\$204	\$221	\$240	-
Building Inspection Not Ready (Greater than 2) - Residential	Per Inspection	\$174	\$188	\$204	\$221	\$240	-
Building Inspection Not Ready (Greater than 2) – Non-Residential	Per Inspection	\$335	\$350	\$366	\$383	\$400	-
Plan Review Resubmission (Greater than 3) - Residential	Per Resubmission	\$174	\$188	\$204	\$221	\$240	-
Plan Review Resubmission (Greater than 3) – Non-Residential	Per Resubmission	\$335	\$350	\$366	\$383	\$400	-
Alternative Solution	Per Submission Per Hour	\$110	\$110	\$110	\$110	\$110	\$500
Notice of Change	Per Hour	\$110	\$110	\$110	\$110	\$110	\$160
Third Party Professional Review	-	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	-
Transfer of Ownership	Flat Rate	\$167.30	\$174.94	\$182.92	\$191.27	\$200	-
Fee for Permit Not Listed in Schedule A	Construction Value	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	-

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Building Without a Permit	-	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	-
Unsafe Order	Flat Rate	\$261	\$273	\$286	\$299	\$313	-
Prohibit Occupancy Order	Flat Rate	\$261	\$273	\$286	\$299	\$313	-
Minor Revisions of Plans Already Examined	Per Hour	\$110	\$110	\$110	\$110	\$110	\$160
Maintenance Fee for Files Not Closed Within 24 Months	Per Year	\$0	\$200	\$200	\$200	\$200	-

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 DECEMBER 14, 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 December 14, 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 14th day of December, 2023.

Warden



Michelle Dunne, Clerk