



## **GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA**

Thursday, May 23, 2019 at 3:00 p.m.

55 Zina Street, Orangeville – Sutton Room (2<sup>nd</sup> Floor)

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Declarations of Pecuniary Interest by Members

### **PUBLIC QUESTION PERIOD**

Members of the public will be provided an opportunity to ask questions of the Committee during this time (limited to 10 minutes).

### **REPORTS**

1. GENERAL GOVERNMENT SERVICES – May 23, 2019 – ITEM #1  
Indexing Development Charge

A report from the Treasurer, dated May 23, 2019, to consider the annual indexing of Development Charge (DC) rates. Annual indexing is a requirement of DC Bylaw 2017-37.

#### **Recommendation:**

**THAT the Report, 2019 Development Charges Indexing, from the Treasurer, dated May 23, 2019, be received.**

**AND THAT current Development Charge rates be increased by 5.60% effective as of July 1, 2019.**

2. GENERAL GOVERNMENT SERVICES – May 23, 2019 – ITEM #2  
Allocating the 2018 Operations Surplus

A report from the Treasurer, dated May 23, 2019, to recommend actions in 2019 to allocate the 2018 Operations Surplus to specific purposes.

#### **Recommendation:**

**THAT the Report, *Allocating the 2018 Operations Surplus*, from the Treasurer, dated May 23, 2019, be received;**

**AND THAT the 2018 Surplus of \$1,494,787 be added to the Rate Stabilization Reserve.**

3. GENERAL GOVERNMENT SERVICES – May 23, 2019 – ITEM #3  
2020 Budget Timetable

A report from the Treasurer, dated May 23, 2019, to propose a timetable for future meetings devoted to the 2020 County Budget.

**Recommendation:**

**THAT the Report, 2019 Budget Timetable, from the Treasurer, dated May 23, 2019, be received;**

**AND THAT the following Budget Timetable for 2020 be approved:**

Call to Managers (early August) for Operating and Capital Budgets to be returned to Treasury by	Fri. Aug. 30, 2019
Data reviews, checking, compilation + Assembly (1) by Treasury staff	Sep 3 <sup>rd</sup> to 27 <sup>th</sup>
Departmental Budget Reviews with CAO and Dep't. Heads (over 4 days)	Oct. 8 <sup>th</sup> to 11 <sup>th</sup>
Make revisions as necessary, arising from the Budget Reviews, and Assembly (2) of Draft Budget	Oct. 14 <sup>th</sup> to 31 <sup>st</sup>
<b><u>Council discussions:</u></b>	@ Council on
Initial “big-picture” Presentation of <u>Opening Position</u> to Council (at regular meeting date)	Thu. Nov. 14 <sup>th</sup>
Detailed Reviews at Standing Committees	Thu. Nov. 28 <sup>th</sup>
Council Budget Discussion 2	@ Council Dec. 12, 2019
Council Budget Discussion 3, etc. ( <i>as necessary</i> )	@ Council Jan. 9, 2020 plus extra dates if needed
Regular Council Meeting - <b>Adopt the 2020 Budget and passage of 2020 Estimates Bylaw</b>	<b><u>Jan. or Feb. 2020</u></b> <b><u>Council meeting</u></b>

4. GENERAL GOVERNMENT SERVICES – May 23, 2019 – ITEM #4  
Final Closure of Housing Project

A report from the Treasurer, dated May 23, 2019, to finalize the financing of a completed capital project.

**Recommendation:**

**THAT the Report, Final Closure of Housing Project, from the Treasurer, dated May 23, 2019, be received;**

**AND THAT the project loan, authorized by Bylaw 2017-45, have a term of ten years;**

**AND THAT staff be directed to finalize the debenture with Infrastructure Ontario in the amount of \$1,200,000.**

**AND THAT the necessary by-law be presented to Council.**

5. **GENERAL GOVERNMENT SERVICES – May 23, 2019 – ITEM #5**  
**2018 Health and Safety Review**

A report from the Director of Human Resources, dated May 23, 2019, to provide an update of the health and safety activities for 2018 as well as an overview of initiatives for the current year.

**Recommendation:**

**THAT the report of the Director of Human Resources, dated May 23, 2019, regarding the 2018 Health and Safety Review, be received.**

6. **GENERAL GOVERNMENT SERVICES – May 23, 2019 – ITEM #6**  
**Community Grant Assessment Report**

A report from Headwaters Communities In Action, dated May 23, 2019, to recommend allocation of the Dufferin County Community Grant funds.

**Recommendation:**

**For consideration of the Committee.**

**Next Meeting**

Thursday, June 27, 2019 at 3:00 p.m.

55 Zina Street, Orangeville – Sutton Room (2<sup>nd</sup> Floor)



## REPORT TO COMMITTEE

**To:** Chair Creelman and Members of General Government Services Committee

**From:** Alan Selby, Treasurer

**Meeting Date:** May 23, 2019

**Subject:** Indexing Development Charge

**In Support of Strategic Plan Priorities and Objectives:**

Good Governance: 3.2 Increase transparency

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### Purpose

The purpose of this report is to consider the annual indexing of Development Charge (DC) rates. Annual indexing is a requirement of DC Bylaw 2017-37.

### Background and Discussion

In accordance with By-law 2017-37 paragraph 18 development charges shall be indexed annually as of January 1<sup>st</sup> in accordance with most recent change in the Construction Price Statistics. However, the rates are normally indexed in the spring each year, after the annual Statistics Canada Residential Construction Price Index (RCPI) numbers are released.

	Resid DC rate Per unit	
August 24, 2017 By-Law 2017-37	\$ 3,220.00	New rate as set by the DC Background Study and Bylaw 2017-37
Annual indexing for 2018	\$ 3,313.00	June 2018 Increased by 2.9%

The RCPI shows an increase for the full year 2018, for the full country (eleven census metropolitan areas) equal to 5.1%. For the Toronto area, for 2018 the increase was 5.6%, which is the indexing that would normally take place at this time. The County DC rate would then become **\$3,498**. The 5.6% increase represents price changes over the full calendar year 2018.

The non-residential DC rates would increase from \$7.85 per sq. m. of floor area to \$8.29 per sq. m.

The local school boards have recently put forward development charges increases. Education Development Charges are planned to be increased by the maximum amount allowed of \$300 per year, beginning in 2019.

- Current education DC rate is \$832 per residential unit
- Increasing May 20, 2019 to \$1,132 per unit
- Increasing May 20, 2020 to \$1,432 per unit
- Increasing May 20, 2021 to \$1,732 per unit
- Increasing May 20, 2022 to \$2,032 per unit
- Increasing May 20, 2023 to \$2,332 per unit

Major changes to DC calculation methods and rules are under discussion by the Province. Bill 108 the *More Homes, More Choice Act*, proposes major changes to how DCs will work in future. Bill 108 has passed First Reading. The Bill will make changes to the *Development Charges Act* and the *Planning Act*.

As details become clearer, further reports will come to this Committee. Some key points of the Province's proposed changes include

- A freeze on DC rates at an earlier stage in the development process
- Deferred instalment payments of DC for certain types of properties
- Exemption for the creation of one secondary suite in new residential buildings
- A new Community Benefits charge, under the *Planning Act*, replacing the DCs for discounted "soft services" (libraries, parks, recreation), all currently subject to a 10% reduction. In future, DCs would be restricted to these services only: roads, water, wastewater (sewer), storm-water, transit, waste diversion, police and fire protection.
- Exemption from DCs for the conversion of communal areas, in rental buildings, to residential units

It is not clear if the proposed changes to the legislation will impact the planned local education DC increases.

The current County residential DC of \$3,313 consists of \$848 for roads and bridges, plus \$2,465 for other "soft" services. From this breakdown, you can see the impact that a new system for "soft services" could have on the County. These legislative changes are extensive enough that every municipality with a DC Bylaw would likely need to have update the DC Bylaw. Another new Bylaw would likely be required for the new Community Benefits side of things.

External consultants that specialize in DC studies, including the consultants the County worked with during its 2017 study, are currently reviewing the draft legislation. They will be providing their municipal clients with ongoing updates on the Bill 108 changes. This will include information on how the transition to the new regime will be managed. This

point about transition will be especially important for those municipalities currently engaged in the process of a DC Background Study to update their DC Bylaws.

### **Financial, Staffing, Legal and IT Considerations**

An increased DC rate, as the result of indexing, will increase the amount of DC collections, applied to various eligible County capital projects, as itemized in the DC Bylaw 2017-37.

### **Strategic Direction and County of Dufferin Principles**

By annually indexing the County DC, the County meets the requirements of its own DC Bylaw. This action adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively indexing the level of the Development Charge, to keep up with inflationary increases
2. We Deliver Quality Service – by responding to the needs of the customer and the community
3. We Communicate – by reporting to Council on indexing updates, sharing the information on the amount of the Development Charge
4. We Make Good Decisions – by updating the DC annually, and by periodically conducting a review of the overall DC, through a DC Background Study, when the County's Capital Program has been substantially changed, so the DC continues to match-up with current plans

### **Recommendation**

**THAT the Report, *2019 Development Charges Indexing*, from the Treasurer, dated May 23, 2019, be received.**

**AND THAT current Development Charge rates be increased by 5.60% effective as of July 1, 2019.**

Respectfully Submitted by:

Alan Selby, CPA CGA  
County Treasurer



## **REPORT TO COMMITTEE**

**To:** Chair Creelman and Members of General Government Services Committee

**From:** Alan Selby, Treasurer

**Meeting Date:** May 23, 2019

**Subject:** **Allocating the 2018 Operations Surplus**

**In Support of Strategic Plan Priorities and Objectives:**

Good Governance: 3.2 Increase transparency

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### **Purpose**

The purpose of this report is to recommend actions in 2019 to allocate the 2018 Operations Surplus (the "Surplus") to specific purposes.

### **Background and Discussion**

As identified by the County Auditors at the Council meeting in May, Dufferin County had net surplus in 2018 of \$1,494,787.

Standard County financial practice is to place any surplus into the Rate Stabilization Reserve (RSR). The RSR currently has a balance of about \$2.1 million. This balance comes from prior year Surplus amounts, minus specific uses of the RSR, as approved from time to time by Council.

The RSR exists to

1. finance any authorized one-time costs, which can be either built into the annual budget, or that may come up during the year, after the budget is adopted, and
2. enable the avoidance, or the minimization, of unusually large increases in future County budgets (often called budget smoothing).

The adopted 2019 County Budget committed \$300,000 from the RSR to the Courthouse chimney project. Other smaller commitments of RSR funds have also been made, up to this point in time.

**Financial, Staffing, Legal and IT Considerations**

In previous years, whenever there was a Surplus of more than \$1.0 million, portions of the Surplus were approved by Council to go towards other, more specific purposes.

However, unlike previous years, currently there is a high level of uncertainty around Provincial Government funding which may impact multiple areas of the County operations. There have been several announcements to date but the specific amounts have not yet been made clear. Therefore, it is recommended that the entire 2018 surplus amount be put into the County RSR.

This will provide added flexibility to deal with the reality of reduced Provincial funding. Reports will come to this Committee later in 2019, as specific information such as the amount, and the permanence, of funding reductions become finalized. The best response to reduced funding will involve a mix of cost/service reductions, reserve usage and revenue increases. However, that mix will be different in each case and may require a transition period.

**Strategic Direction and County of Dufferin Principles**

Consideration of the best usage of Surplus is an identified action in support of the strategic objective to review and update current policies and procedures. It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively addressing the need to respond to funding changes, while maintaining future County plans and projects;
2. We Deliver Quality Service – by re-assessing County reserve positions and making amendments, to be better aligned with future plans;
3. We Communicate – by sharing data about operations results, and County reserves, with all departments and with Council;
4. We Make Good Decisions – by anticipating the future needs of the County, and preparing for those needs, as financial resources permit.

**Recommendation**

**THAT the Report, *Allocating the 2018 Operations Surplus*, from the Treasurer, dated May 23, 2019, be received;**

**AND THAT the 2018 Surplus of \$1,494,787 be added to the Rate Stabilization Reserve.**

Respectfully Submitted by:

Alan Selby, CPA CGA  
County Treasurer





## REPORT TO COMMITTEE

**To:** Chair Creelman and Members of General Government Services Committee

**From:** Alan Selby, Treasurer

**Meeting Date:** May 23, 2019

**Subject:** 2020 Budget Timetable

**In Support of Strategic Plan Priorities and Objectives:** Communications, through conveying business requirements with all staff, and clearly defining corporate strategic priorities and objectives (2.4.3)

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### Purpose

The purpose of this report is to propose a timetable for future meetings devoted to the 2020 County Budget.

### Background and Discussion

Dates should be established for the various meetings required to develop and adopt the 2020 Budget. This will enable the Treasury Department to have clear deadlines, for inclusion in the internal communications to be sent to other County departments, regarding the assembly of their financial data.

### Financial, Staffing, Legal and IT Considerations

The year 2018 was an Election Year, and as a result the portion of the 2019 Budget process that involved members of Council was delayed. The County normally tries to finalize its annual budget at a meeting held before the start of the Budget Year. This provides clarity for County staff, regarding 2020 projects, and enables the preparation and release of tender and RFP documents at an earlier point.

Although it is still desirable to complete the 2020 Budget at an earlier point-in-time than 2019, consideration should also be given to the ongoing municipal funding changes coming from the Province. Announcements could still be coming out in the latter stages of 2019, disrupting the County budget process.

Therefore, a compromise Timetable is recommended, that is between the usual County budget timing and the timing experienced for the 2019 budget. Here are the dates proposed for the 2020 County Budget development:

Call to Managers (early August) for Operating and Capital Budgets to be returned to Treasury by	Fri. Aug. 30, 2019
Data reviews, checking, compilation + Assembly (1) by Treasury staff	Sep 3 <sup>rd</sup> to 27 <sup>th</sup>
Departmental Budget Reviews with CAO and Dep't. Heads (over 4 days)	Oct. 8 <sup>th</sup> to 11 <sup>th</sup>
Make revisions as necessary, arising from the Budget Reviews, and Assembly (2) of Draft Budget	Oct. 14 <sup>th</sup> to 31 <sup>st</sup>
<b><u>Council discussions:</u></b> Initial "big-picture" Presentation of <u>Opening Position</u> to Council (at regular meeting date)	@ Council on Thu. Nov. 14 <sup>th</sup>
Detailed Reviews at Standing Committees	Thu. Nov. 28 <sup>th</sup>
Council Budget Discussion 2	@ Council Dec. 12, 2019
Council Budget Discussion 3, etc. ( <i>as necessary</i> )	@ Council Jan. 9, 2020 plus extra dates if needed
Regular Council Meeting - <b>Adopt the 2020 Budget and passage of 2020 Estimates Bylaw</b>	<b><u>Jan. or Feb. 2020</u></b> <b><u>Council meeting</u></b>

A brief presentation would take place at County Council November 14<sup>th</sup>, to outline the contents of the 2020 budget package, and highlight specific points of interest. This presentation will take a high-level overview of the 2020 starting position. Copies of the Presentation would be provided to Council.

A complete budget package, with detailed schedules and commentary, would then be provided to Council members following the November 14<sup>th</sup> Presentation and Overview. Councillors would have this information package for review prior to the Nov. 28 Standing Committees.

It is expected that the final Tax Levy figure for 2020 will be determined by the December 2019 County Council meeting, and that the 2020 Estimates Bylaw would then be placed on the Council Agenda for January 9, 2020 (or possibly one month later, if necessary). The proposed Budget Timetable will provide more flexibility to incorporate any additional provincial policy changes that may impact County services.

If it becomes necessary, there could be amendments made to the 2020 County Budget, in response to decisions arising from the next Provincial Budget, in March 2020. Amendments would be subject to time pressure, however, as we would be into the second quarter of 2020. Further 2020 budget changes, caused by the next Ontario Budget that would result in an amended County 2020 Tax Levy, and Tax Rates, could

disrupt the tax billing processes of the local municipalities, if those County changes should come any later than May 2020.

### Strategic Direction and County of Dufferin Principles

Early adoption of a timetable for budget development is an identified action in support of the strategic objective to promote communication among County departments, the Council, and the public. It adheres to the County of Dufferin Principles:

1. We Manage Change - by proactively addressing expectations for time required for preparation work, while maintaining awareness of external influences;
2. We Deliver Quality Service – by providing an organized process for budget development, and by enforcing deadlines;
3. We Communicate – by openly sharing budget planning with staff, Council, and the community;
4. We Make Good Decisions – by working with stakeholders to ensure financial data is accurate, timely, and clearly presented, so that stakeholders can be kept well-informed, as they work towards their decisions

### Recommendation

**THAT the Report, 2019 Budget Timetable, from the Treasurer, dated May 23, 2019, be received;**

**AND THAT the Budget Timetable for 2020 be approved:**

Call to Managers (early August) for Operating and Capital Budgets to be returned to Treasury by	Fri. Aug. 30, 2019
Data reviews, checking, compilation + Assembly (1) by Treasury staff	Sep 3 <sup>rd</sup> to 27 <sup>th</sup>
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Regular Council Meeting - <b>Adopt the 2020 Budget and passage of 2020 Estimates Bylaw</b>	<b><u>Jan. or Feb. 2020 Council meeting</u></b>

Respectfully Submitted by,

Alan Selby, B. Math, CPA, CGA  
County Treasurer



## **REPORT TO COMMITTEE**

**To:** Chair Creelman and Members of General Government Services Committee

**From:** Alan Selby, Treasurer

**Meeting Date:** May 23, 2019

**Subject:** Final Closure of Housing Project

**In Support of Strategic Plan Priorities and Objectives:**  
Service Excellence 4.3 Enhance value for money

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### **Purpose**

The purpose of this report is to finalize the financing of a completed capital project.

### **Background and Discussion**

The Orangeville housing project at 54 Lawrence Ave. started in late 2016 and reached completion in 2018. Temporary construction loans were secured, to cover costs until other revenue sources were received, and until final long-term borrowing arrangements were put in place. The County is now in position to finalize those arrangements.

### **Financial, Staffing, Legal and IT Considerations**

The County does its long-term borrowing through Infrastructure Ontario (I-O). Temporary loans of \$2.0 million were issued over the construction period. Interest on temporary loans is part of the project costs. Other financing sources were Development Charges (DC), subsidies (IAH funding) and the proceeds from the sale of other County housing properties.

Those financing sources yielded more revenue than expected. When deducted from the project costs, a balance of \$1.20 million remains to be permanently funded. Temporary funding was \$2.0 million, and so \$800,000 of loan proceeds can be returned to I-O.

The long-term borrowing amount was expected to be closer to \$3.0 million in the initial project budget, and in the Authorizing Bylaw 2017-45, but will need to be only \$1.2 million. The County has a substantial borrowing capacity available as demonstrated in the report to committee entitled Long Term Debt Capacity dated March 28, 2019. It is recommended that a shorter borrowing period be enacted, because the amount to be borrowed will be less than expected. Bylaw 2017-45 authorized a 15-year term, but because of the lower borrowing amount, it is recommended to go with a 10-year term. The shorter term will reduce the interest cost paid over the time. There will also be a benefit to future County Operating Budgets. The annual loan payments will be smaller than previously forecasted, even with a shorter term.

This project was DC-eligible, and it appeared in the 2012 and 2017 DC Bylaws. DC's started to be collected in the year the project was authorized, and throughout the construction period. DC's collected were applied to the project in 2018 as per the 2017 Bylaw. More DC's will continue to be collected, during the term of the loan, and will partially finance the ongoing principal payments of the 10-year loan. It is unclear whether or not the proposed changes to Development Charges will still allow for this type of collection. The annual DC contribution to this long term debt payment is expected to be approximately \$70,000 annually. There are also a number of other County facilities that have long term debt that payments that could also be impacted totalling roughly \$400,000 annually. These amounts would have to be covered by property taxes once the current DC balances are exhausted in a year or two.

The I-O loan arrangements will be structured so that semi-annual debt repayments are scheduled for July and January each year. This is because of cash-flow reasons. The County receives property taxes from local municipalities at the end of each quarter, and is in a stronger cash position in January and July (and also April and October) than in other months.

Once the long-term loan details are finalized with I-O, the related Borrowing Bylaw will come to Council for adoption. Any minor project residual balance will be transferred to another ongoing Housing capital project code.

### **Strategic Direction and County of Dufferin Principles**

Reducing interest costs by shortening the term of borrowing enhances the value for money. It adheres to the County of Dufferin Principles:

1. We Manage Change – by closing-out capital projects once they have been completed;
2. We Deliver Quality Service – by repairing, replacing, and building new capital assets that will provide services;
3. We Communicate – by disclosing the details of long-term financing of capital projects with Council;
4. We Make Good Decisions – by considering the longer term, and reducing the cost of borrowing when the opportunity exists to do so.

### **Recommendation**

**THAT the Report, *Final Closure of Housing Project*, from the Treasurer, dated May 23, 2019, be received;**

**AND THAT the project loan, authorized by Bylaw 2017-45, have a term of ten years;**

**AND THAT staff be directed to finalize the debenture with Infrastructure Ontario in the amount of \$1,200,000.**

**AND THAT the necessary by-law be presented to Council.**

Respectfully Submitted by:

Alan Selby, CPA CGA County  
Treasurer



## **REPORT TO COMMITTEE**

**To:** Chair Creelman and Members of General Government Services Committee

**From:** Cheri French, Director of Human Resources

**Meeting Date:** May 23, 2019

**Subject:** **2018 Health and Safety Review**

**In Support of Strategic Plan Priorities and Objectives:**

Communication and Connections: 2.2 Foster two way communication with lower tiers and neighbouring municipalities, 2.4 Promote internal communications  
Service Excellence: 4.4 Promote organizational excellence and innovation and celebrate success.

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### **Purpose**

The purpose of this report is to provide an update of the health and safety activities for 2018 as well as an overview of initiatives for the current year.

### **Background & Discussion**

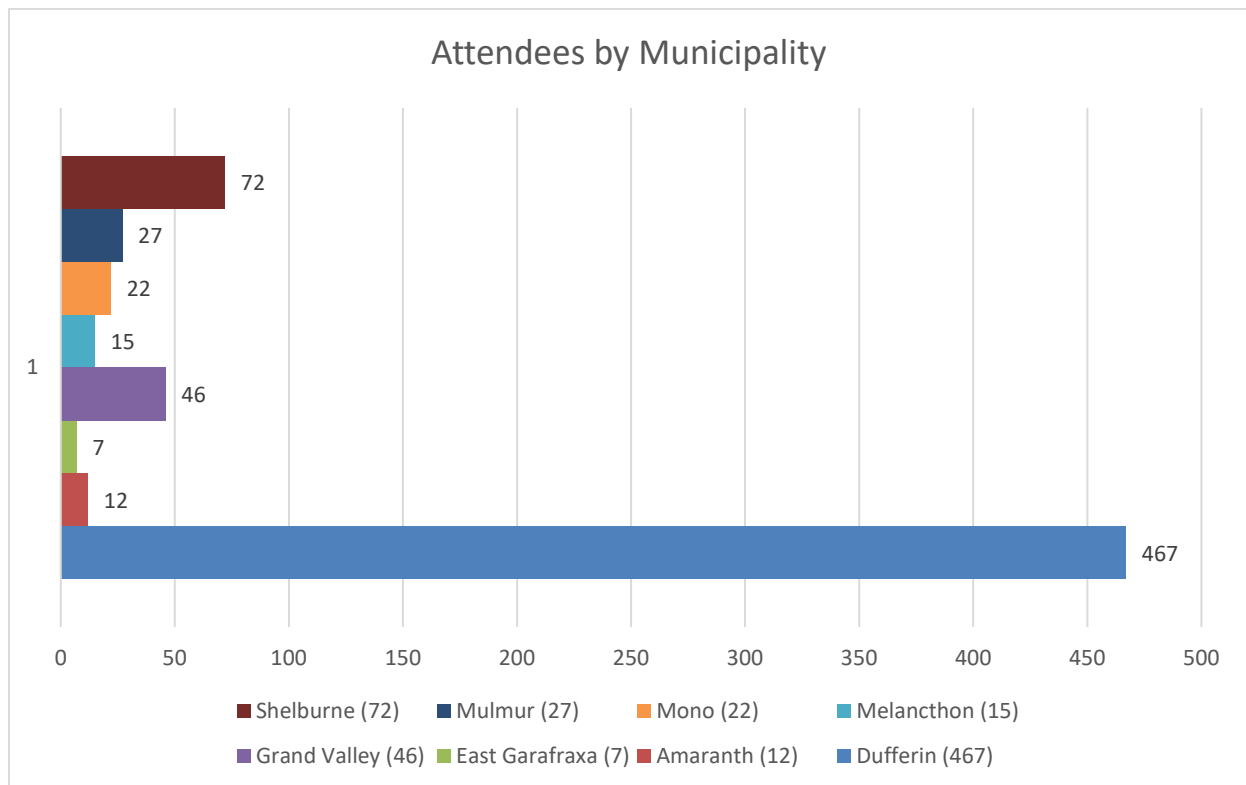
In an effort to keep Council aware of the initiatives being taken by the County in relation to health and safety, this report will summarize training, Joint Health and Safety Committee activities, incidents and injuries, and special projects that took place in 2018. In addition, it will outline objectives for 2019.

#### Training

In 2018, 668 County and Municipal staff received training related to workplace safety through the Health and Safety office. As a comparator, there were 465 staff who received training in 2017, and 770 in 2016. Individual municipal training records are available on the Health and Safety site.

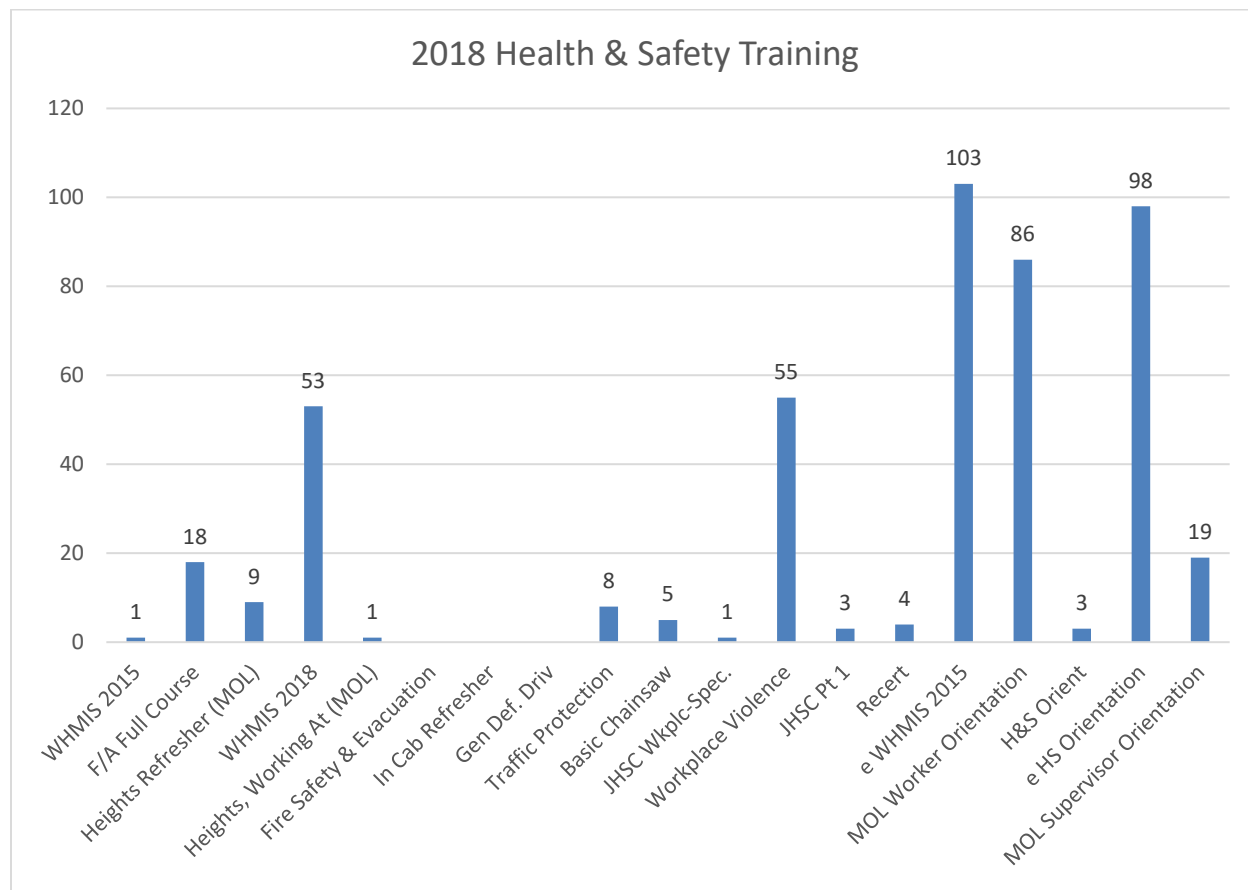


## Training Completed in 2018 by Municipality



## County of Dufferin Training by Course

Of the 668 staff that received training in 2018, 467 were County staff.



### Joint Health and Safety Committees

The Health and Safety Advisor attends all Joint Health and Safety Committee meetings. The County has two separate committees, one focusing on Dufferin Oaks, and the other, a multi-site committee, focusing on all remaining County workplaces. Both committees have put an effort into maintaining the workplace inspection program for their respective workplaces.

### **County Multi-Site Committee**

In 2018, the multi-site committee completed 54 inspections, with 28 hazards noted. There are no outstanding hazards from 2018 and workplace inspections were conducted each month.

### **Dufferin Oaks**

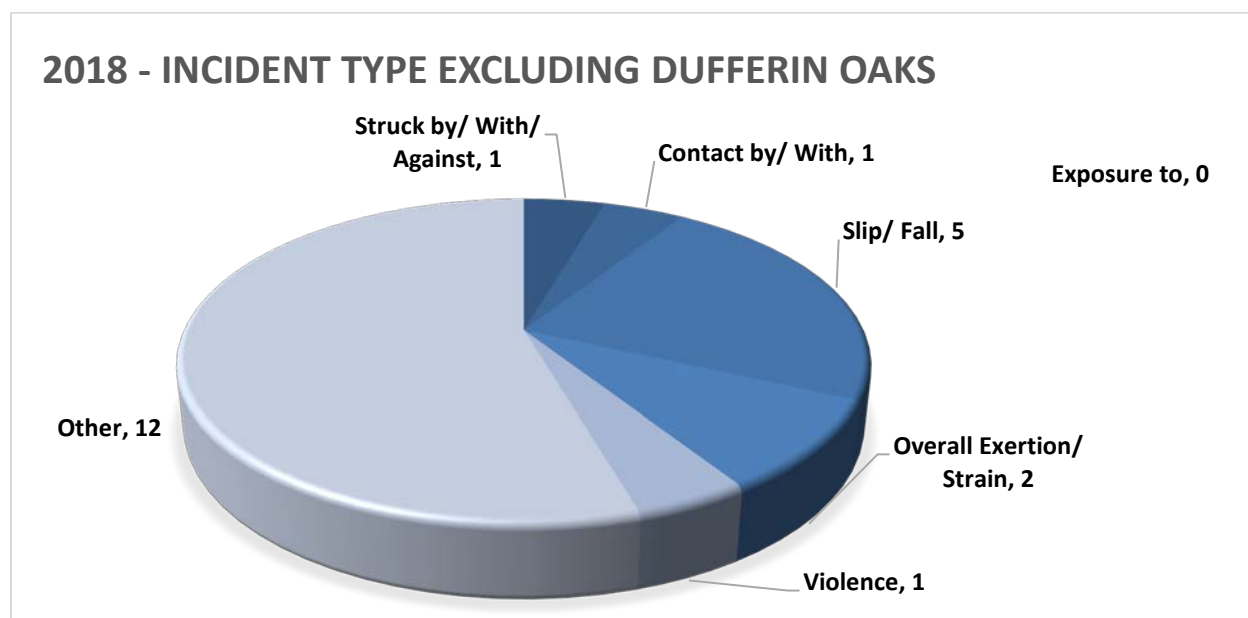
Dufferin Oaks Joint Health and Safety Committee (JHSC) completed 12 inspections, as scheduled for 2018. From those inspections, 80 concerns were noted with nine

outstanding at the end of 2018 related to capital budget. These items remain with senior management for future capital budget consideration.

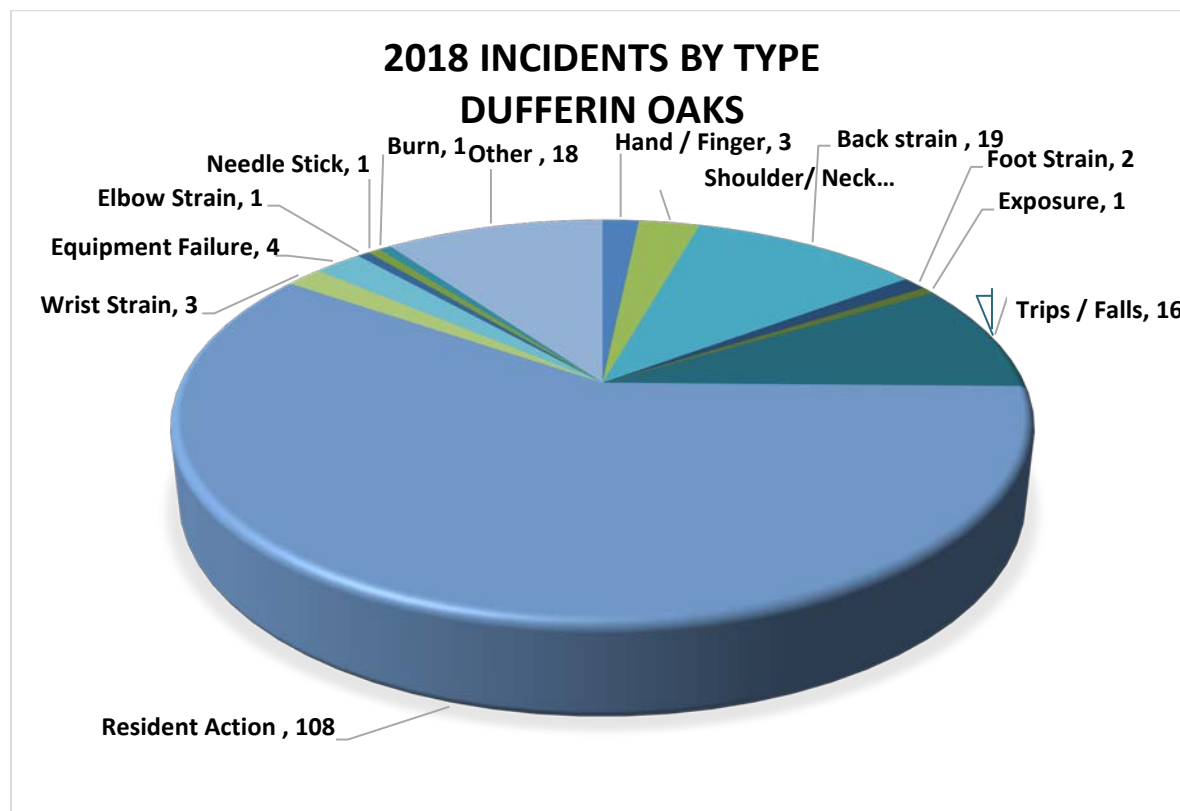
### Incidents and Injuries

County-wide, there were 204 incidents reported to the Health and Safety office in 2018 compared to 144 in 2017. Of those 204 incidents, 182 of them occurred in Long Term Care and 22 occurred in the remaining County departments. The charts below show a breakdown of the different types of incidents that were reported in 2018. It is important to show the separate trends identified in both Long Term Care and other municipal departments as they vary due to the nature of the work and the associated hazards.

Two critical incidents were reported and investigated by the County Joint Health and Safety Committee (JHSC) and the Ministry of Labour in 2018 with no orders issued. Due to the incident location, the County JHSC and Dufferin Oaks JHSC jointly investigated one of the critical incidents reported. Recommendations were made to management as a result of the joint investigation and corrective action was implemented.



In municipal departments, the most frequently reported incidents were slip and fall incidents followed by overall exertion/strain.



The most frequently reported type of incident in Long Term Care involved injuries due to 'resident action'. 'Resident action' incidents occur when a resident injures a worker by, for example, grabbing, pinching, punching, and/or scratching staff. 'Resident action' incidents have increased from 41 in 2016, to 60 in 2017, and to 108 in 2018, and pose the most significant challenge to mitigate.

### Ministry of Labour Updates

#### **Globally Harmonized System**

The final phase for all labels and safety data sheets in the workplace to be transitioned over to the Globally Harmonized System, and staff to be trained in the Globally Harmonized System under Workplace Hazardous Materials Information System (WHMIS) 2015 ended on December 1, 2018.

#### **Municipal Enforcement Initiative**

In March of 2018, the Ministry of Labour announced that they were launching a 2 year initiative focussing on ergonomics in municipalities having more than 50 workers, and more specifically in Public Works departments, with a secondary focus on 'struck by' hazards. The first phase of this initiative, March 2018 to March 2019, was an 'awareness' phase, where information was made available to municipalities through safety stakeholders to prepare for phase 2 of the initiative, referred to as the 'enforcement' phase. In the 'enforcement' phase, the Ministry of Labour Inspectors and Ergonomists will be conducting site visits to monitor for compliance.

In preparation for this initiative, a risk analysis process has been undertaken to identify hazards, including ergonomics, related to tasks completed in all departments starting with Public Works. In 2019, a policy supporting ergonomics has already been drafted and training in various departments will be delivered to take steps in the prevention of Musculoskeletal Disorders (MSDs).

### 2018 Achievements

In 2018, County and Municipal Supervisors took the reins in sourcing and delivering safety talks to departmental staff. There were 1,123 safety talk participants in 2018 across all County and Municipal departments. For comparison purposes, there were 1,867 participants in 2017. County participation in safety talks for 2018 came in at 580, compared to 640 in 2017. Although there was a decrease in participation from 2017 to 2018, the rate of supervisory staff sourcing and delivering safety talk sessions independently and without reminders increased, which is considered a success.

There were two creative workshop series sessions offered to County and Municipal Departments, with 14 sessions held (seven County and seven Municipal), and 79 participants in attendance. These sessions were offered in support of workplace wellness.

The following is a list of other notable achievements by the County and member municipalities with respect to the Health and Safety program in 2018:

- Updated Fire Safety Plans (4 County facility plans, and 2 Municipal plans)
- Updated Severe Weather Plans (7 County facility plans, and 1 Municipal plan)
- Ergonomic Assessments Completed ( 20 County assessments, 1 Municipal assessment)
- North American Occupational Safety and Health (NAOSH) Week activities and promotions – Daily tidbit!
- Electronic Safety Data Sheet (SDS) Management – Updated 414 SDS documents
- Risk Analysis – Dufferin Human Resources, Building, and Dufferin Oaks Housekeeping
- Policy approval – Reviewed and revised policies 1.02, 7.02 and removed 1.04

### 2019 Goals

The following is a list of some on-going and planned initiatives for the County and its member municipalities with respect to the Health and Safety program in 2019.

- Approval of Musculoskeletal Disorder Prevention policy
- Musculoskeletal Disorder Prevention training
- Continue with Risk Analysis process – Public Works and Dufferin Oaks (Housekeeping and Nursing complete)
- Seek Ministry of Labour Multiple Workplace Joint Health and Safety Committee approval
- Continue to offer low-org wellness initiatives that can be site-driven by a program site champion

- Update safety data sheets (SDS) in the summer of 2019 and investigate SDS service for updating SDS info
- Review and update health and safety policies

### **Financial, Staffing, Legal, or IT Considerations**

There are no financial, staffing, or legal impacts resulting from this report.

### **Strategic Direction and County of Dufferin Principles**

Reviewing and supporting health and safety and wellness initiatives ensures organizational obligations in meeting applicable legislation and promotes employee well-being. In addition, it adheres to the County of Dufferin Principles:

1. We Manage Change – by responding proactively to legislative updates and Ministry of Labour initiatives.
2. We Deliver Quality Service – by providing timely and relevant training initiatives and by communicating in an open and non-judgemental manner with all levels of staff and management.
3. We Communicate – by providing information about activities and ensuring onsite bi-monthly site visits.
4. We Make Good Decisions – by researching legislative requirements and industry standards while ensuring policies and programs incorporate legislative changes and best practices.

### **Recommendation**

**THAT the report of the Director of Human Resources, dated May 23, 2019, regarding the 2018 Health and Safety Review, be received.**

Respectfully Submitted By:

Cheri French  
Director of Human Resources

Prepared By:

Shara Bagnell  
Health and Safety Advisor

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## I. Executive Summary

### A. Introduction:

HCIA has been in existence for over 12 years and has a history of taking the lead in addressing priority issues that affect multiple sectors and providing backbone support to move those issues into action. For the second year, HCIA has supported Dufferin County in meeting shared strategic priorities by managing the Community Grant Program process. We perform this service on behalf of the General Government Services Committee. HCIA provides a comprehensive assessment of both the applications submitted, and the end to end process, working towards a smooth application experience for applicants as well as the optimum use of community funds. This second iteration of HCIA’s involvement was unique from the first in that invitations to apply were shared throughout the non-profit and charitable sector. This resulted in approximately double the applications from the previous year with a total ask of \$255K against the \$103K actually available. This gap required a closer scrutiny of the applications resulting in further recommendations to ensure more concise answers and further movement away from requests for sustainability funding.



B. Process that was undertaken:

1. **Team Selection:** A team of 4 HCIA Leadership Council (Board) members formed part of the assessment team and 2 citizens were invited to participate. Citizens were invited on the basis of having had experience in community issues (volunteering, municipal councils, managing community events), and/or experience in assessing grant applications. In cases where there was any possibility of conflict, the committee member declined to assess that application.
2. **Governance:** The Terms of Reference was reviewed to ensure everyone was clear on their obligations and to support transparency. Signed copies were obtained. Debbi Goss was elected as Assessment Committee Chair.
3. **Grant process refinement:** The team recognized that the granting process refinement required further work. Updates this year were an expanded intake communicated via the DC Moves and HCIA communications channels and the use of the application that was streamlined from the previous year.

**Step 1:** The team conducted a kickoff meeting confirming the scoring, weighting, and emphasis on net new initiatives or efforts vs sustainability funding.

**Step 2:** Each committee member assessed the applications to determine scores and allocate appropriate amounts within the provided guidelines (total grant dollars available, requests drafted with current guidelines). See attached Grant Allocations for 2018.

**Step 3:** An assessment meeting was held to compare scores, share feedback, and arrive at final recommendations. This meeting produced key feedback to enable further refinement to the application form and process.

See attached: **Community Grant application and process recommendations 2019.**

A. Assessment Team BIO's:

**Diana Morris** – is a Co-Chair of the HCIA Leadership Council. She is the current manager of the Dufferin Board of Trade.

**Trish Keachie** – is a Co-Chair of the HCIA Leadership Council. She is past Executive Director of Dufferin Child and Family Services, and currently works with a team of citizens to support a Syrian refugee family.

**Andrew James** - is a member of the HCIA Leadership Council. He is the co-founder and program director of Streams Community Hub in Shelburne.

**Lynn Codd** – is a member of the HCIA Leadership Council. She is a retired teacher as well as a regular volunteer at the Museum of Dufferin, working at the Reception Desk, the Archives and the Adult Day Program in Shelburne. As well she is the Director of the Ebenezer, Toronto Gore Historical Society.

**Debbi Goss (Assessment Committee Chair)** - semi-retired in 2008, moved to Mono and was Executive Director of the Orangeville Blues and Jazz Festival from 2012 to 2014. Debbi continues to be an active community volunteer and is currently on the Grant Review Team for the Ontario Trillium Foundation, Waterloo, Wellington, Dufferin.

**Adrian Bitz**: is an Accounting and Finance Professional (CPA, CGA), with over 20 years of experience in the field. He is also a Certified Fraud Examiner (CFE), and holds an Honours Bachelor of Commerce degree from Laurentian University. Since 2009, Adrian is the Accounting Manager with RJ Burnside & Associates in Orangeville. He is a member (and Past President of the Rotary Club of Orangeville Highlands, as well as a Paul Harris Fellow recipient), and a past member of the Board of Directors (and Chair of the Finance Committee) of Central West Local Health Integration Network (CW LHIN), a provincial appointment by Lieutenant Governor in Council. Adrian was also past Treasurer of Orangeville Blues & Jazz Festival, and a member of the Board of Directors of Community Living Dufferin.

## II. Grant Assessment

### A. Recommended Grant Recipients:

#### 1. **Active Lives After School Dufferin (ALAS)**

Mission, purpose and objectives: Active Lives After School (ALAS) Dufferin is a day program that serves adults with developmental disabilities after they have finished their high school programming at age 21. It is our mission to provide therapeutic, recreational and volunteer opportunities to enrich the lives of our participants so they can thrive. ALAS is a community-based program with a focus on creating an inclusive community for all members of our society.

Project Description: The main goal of the Physical Health for Mental Health program is to increase and sustain physical health initiatives for the young adults with developmental disabilities who are currently part of the ALAS Dufferin program. The program involves many physical activities, but for the purposes of this grant we highlight four:

1. Creative Movement – once a week 45-minute circuit and group fitness class with a local instructor
2. Accessible Karate – a once a week 45-minute adapted karate class at a local dojo
3. Dance Troupe – A 10-week course we run 3 times a year to encourage creative expression and fitness through dance with a local teacher
4. Swimming at both local recreation centers

Community Benefit Category: Human Services

Amount Requested: \$7,792

Grant recommendation: \$4,000

Though many components of this program are not new for this year, the grant assessment team recommends that the awarded funds be used for the two new programs, swimming & dance.

## **2. Big Brothers, Big Sisters of Dufferin and District**

Mission, purpose and objectives: Our mission is to provide children facing adversity with strong and enduring professionally supported relationships that will forever positively influence their lives. Our vision is that every child in Dufferin County who needs a mentor has a mentor.

Project Description: Funds granted will allow us to match more children in Dufferin County with a caring Big Brother or Big Sister.

Community Benefit Category: Youth Engagement

Amount Requested: \$14,000

Grant recommendation: \$8,000

## **3. Bravery Park**

Mission, purpose and objectives: 1. Create awareness of the roles and responsibilities of our Canadian military and its dedicated service men and women. 2. Provide an interactive and educational destination for citizens, tourists, and in particular, students and teachers. 3. Offer soldiers and their families as well as citizens an enhanced green space that encourages respite and reflection as well as active living.

Project Description: Bravery Park Orangeville is the founding park in an endeavour that has already spread across our great nation to educate local citizens on the realities of war and provide spaces of reflection for our Canadian military and their families.

The grant would go directly to funding a landscape architect to design the plans. To date we have made connections with several local landscaping companies who will provide in-kind donations by way of labour and/or material but they require a landscape architect's design to provide these services. Therefore, the grant is critical for the in-kind donations to become a reality.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$5,000

Grant recommendation: \$1,500

**4. Caledon Dufferin Victim Services**

Mission, purpose and objectives: Caledon/Dufferin Victim Services supports victims of crime, abuse & tragedy enabling a continuum of recovery. We do this through rapid response, referral and community partnerships.

Project Description:

- Community outreach media ads (print, social media, website)
- Community workshop/Seminar/Training multi-sectoral

Community Benefit Category: Human Services

Amount Requested: \$6,000

Grant recommendation: \$3,000

**5. Community TorchLight Inc. (TeleCheck-Dufferin)**

Mission, purpose and objectives: Build meaningful connections and to provide emotional support by listening to the needs of each individual and link quickly to community resources.

Project Description: Market our telephone reassurance service. Revise, print and distribute a revised Seniors and Persons Living With Disabilities Information Directory with Aging Well in Dufferin. (Community Partners)

Community Benefit Category: Senior Support

Amount Requested: \$14,700

Grant recommendation: \$5,000

The grant assessment team recommends that the awarded funds be used for the Senior Directory (first choice) or the website.

**6. Compass Run for Food**

Mission, purpose and objectives: We organize a running event for kids, adults and families with all participant fees and funds raised going to help feed families and kids through the food banks and school nutrition programs in Dufferin.

Project Description: The 6<sup>th</sup> Annual Compass Run for Food is a 5K run/walk and 10.5K run in Orangeville on Saturday, June 8, 2019.

Community Benefit Category: Human Services

Amount Requested: \$4,000

Grant recommendation: \$2,000

The Assessment team recommends that funds be used to expand promotion of the event.

## **7. Credit Valley Conservation Foundation**

Mission, purpose and objectives: To raise funds and awareness in support of the conservation projects carried out by Credit Valley Conservation that protect, connect and sustain the health and well-being of the watershed.

Project Description: Credit Valley Conservation has launched a unique and innovative natural playground project at Island Lake Conservation Area (ILCA) designed to help children connect to the local natural environment.

Community Benefit Category: Youth Engagement

Amount Requested: \$10,000

Grant recommendation: \$4,000

## **8. Dufferin County Cultural Resource Circle**

Mission, purpose and objectives: The Dufferin County Cultural Resource Circle is an emerging, not for profit organization. An Indigenous led community who's mandate is to create a safe space for the restoration and revival of traditional Indigenous Culture in the Dufferin County area. This is done through community building events, educational workshops and spiritual gatherings. We have the guidance of a traditional elder and cultural connectors to shine light along this important path.

Project Description: The DCCRC would like to complete planting and add interpretive signage to the medicine wheel garden that was constructed in 2018.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$6,000

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Grant recommendation: \$3,000

**9. Dufferin County Farm Tour**

Mission, purpose and objectives: Connecting the public with the farmers of Dufferin County's diverse agricultural community.

Project Description: For one day in the fall, families spend time touring local farms, talking with farmers, experiencing farm animals up close, asking questions and watching demonstrations.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$1,500

Grant recommendation: \$1,000

**10. Dufferin Hi-Land Bruce Trail Club**

Mission, purpose and objectives: To promote wellness through outdoor trail activities, to secure and maintain a conservation and hiking corridor along the Niagara Escarpment from Mono Centre to Lavender.

Project Description: Promote family oriented outdoor activities, showcase the Bruce Trail and explain what the Club does to newcomers through a special event on Bruce Trail Day, Oct. 7, 2019 at Splitrock Narrows in Mono.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$1,000

Grant recommendation: \$1,000

**11. Dufferin Parent Support Network**

Mission, purpose and objectives: DPSN's mission is to encourage, educate and support parents of school-aged children by providing opportunities to build positive parenting skills and healthy connections, which will help kids reach their full potential.

Project Description: Funds will be used toward the costs of running DPSN's parenting workshops and evening educational sessions. These costs include facilitator costs, facility costs and promotion of events.

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Community Benefit Category: Human Services

Amount Requested: \$15,000

Grant recommendation: \$7,500

## **12. Family Transition Place**

Mission, purpose and objectives: To be a leader in the work to eliminate women abuse by supporting women, children, men, their families and the community.

Project Description: Educating our youth to break the cycle of violence and create a healthier community.

Community Benefit Category: Youth Engagement

Amount Requested: \$10,000

Grant recommendation: \$6,000

## **13. Habitat for Humanity Wellington Dufferin Guelph**

Mission, purpose and objectives: Our mission is to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to breaking the cycle of poverty.

Project Description: In 2018, Habitat WDG purchased 3 homes (36 & 38 Caledonia Road & 37 South Park Drive) and will be renovating them into four homes in 2019/2020. This application refers to the ReBuild at 36 Caledonia.

Community Benefit Category: Economic Development

Amount Requested: \$10,000

Grant recommendation: \$7,000

## **14. Highlands Youth for Christ**

Mission, purpose and objectives: The Door offers alternatives of hope to youth and their families by providing developmental opportunities for the whole person (mental, social, physical & spiritual). Their programs are for youth ages 10-19.



Project Description: Youth centres offer a safe, supervised environment for teens, and programs designed to meet their needs and improve their quality of life.

Community Benefit Category: Youth Engagement

**Grand Valley Project**

Amount Requested: \$5,000

Grant recommendation: \$1,500

**Orangeville Project**

Amount Requested: \$7,500

Grant recommendation: \$3,000

**Shelburne Project**

Amount Requested: \$5,000

Grant recommendation: \$1,500

**15. Hockley Historic Community Hall and Church**

Mission, purpose and objectives: To preserve the historic essence of the community hall and church buildings in Hockley as vibrant gathering places in Dufferin County. We also organize community gatherings.

Project Description: 2019 marks the 150th anniversary of the church building and the 125th anniversary of the community hall and we would like to honour these milestones. We are a new organization and would like to begin an annual tradition of celebrating our volunteers, both past and present and their contribution to Dufferin County and the surrounding area.

We are planning a community event which will include a commemorative church service and gathering in the community hall. This will take place in the early fall, in harvest time. It will have a theme of giving thanks for those who settled and farmed the land, built the buildings, planned functions and gathered at them.

We will have the buildings open throughout the weekend. We will organize a walking tour of historic sights in the village. We will organize displays. A power point presentation of

historic photos of people, buildings and landmarks will play throughout the event. A local quilting group will display their crafts.

Our “project” is ongoing, as we carry on traditions that have previously been in the community and begin to create new ones.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$2,000

Grant recommendation: \$1,000

#### **16. Hospice Dufferin**

Mission, purpose and objectives: Our mission is empowering people with life-limiting illness, their caregivers and the bereaved to live fully in the face of challenge. Our purpose and objective is to support individuals and their families living with life-threatening illness.

Project Description: A Hospice Volunteer (often a senior themselves) will make a visit to a newly bereaved senior providing them with resources including a checklist of things to do after death and bereavement supports.

Community Benefit Category: Senior Support

Amount Requested: \$7,500

Grant recommendation: \$4,000

#### **17. Island Lake Rowing Club**

Mission, purpose and objectives: Island Lake Rowing Club is an inclusive volunteer organization that inspires health and fitness and builds community through the sport of rowing. We welcome experienced and aspiring rowers of all abilities from Orangeville and surrounding areas.

Project Description: To purchase and install signage to identify the club. To purchase portable signs and/or banners for use at regattas and at the water’s edge at the club boathouse.

Community Benefit Category: Youth Engagement

Amount Requested: \$2,500

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Grant recommendation: \$1,000

**18. Orangeville and District Animal Care**

Mission, purpose and objectives: To provide leadership and support in matters of the prevention of cruelty to animals and the advocacy of animal welfare throughout Dufferin County and across the province of Ontario.

Project Description: Creating a new volunteer and animal enrichment space within our centre.

Community Benefit Category: Youth Engagement

Amount Requested: \$5,000

Grant recommendation: \$1,000

**19. Orangeville and District Horticultural Society**

Mission, purpose and objectives: Holding meetings that promote the theory and practice of horticulture. Encouraging the planting of flowers, shrubs and trees in public and private grounds. Promoting the protection of the environment.

Project Description: Over the next twelve months, we will be celebrating the 50<sup>th</sup> anniversary of the society. There will be a celebration held at the Ag Centre in April 2020 that we are preparing for.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$250

Grant recommendation: \$250

**20. Orangeville Blues and Jazz Festival**

Mission, purpose and objectives: To promote an appreciation of the art of blues and jazz through an annual festival and related events.

Project Description: 17<sup>th</sup> annual OBJF May 31-June 2. Local, Canadian and international talent.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$4,000

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Grant recommendation: \$2,000

**21. Orangeville Community Band**

Mission, purpose and objectives: The mission and purpose of OCB is to education and increase the public's understanding and appreciation of the arts by providing concert band performances in public spaces in the community and educational institutions and by providing seminars on topics related to such performances. To advance the arts by educating and training individuals in concert band performance.

Project Description: Advertising in local print media, on local radio and on rented portable signs.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$2,000

Grant recommendation: \$1,250

**22. Orangeville Northmen Minor Lacrosse Association**

Mission, purpose and objectives: To give more kids within Dufferin County the opportunity to try lacrosse for free. Expand on our already existing/successful free Try-Lacrosse and In-school program.

Project Description: We would like to continue to send experienced lacrosse professionals out in the community and in the schools to help promote lacrosse for free and capping off the experience with a 1-day tournament.

Community Benefit Category: Youth Engagement

Amount Requested: \$8,000

Grant recommendation: \$3,000

**23. Orton Community Association**

Mission, purpose and objectives: The Orton Community Association provides social, recreational and cultural activities to members of the community.

Project Description: On August 24, 2019, OCA will celebrate the 150<sup>th</sup> anniversary of East Garafraxa with food, fireworks and music. This event will rely on a nominal entry fee to help offset any costs related to hosting.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$2,000

Grant recommendation: \$1,000

## **24. Rotary Club of Orangeville**

Mission, purpose and objectives: Rotarians are people from all walks of life, living in and around Orangeville, united in our commitment to serve our local community & the broader world community. More at [OrangevilleRotary.ca](http://OrangevilleRotary.ca)

### **GrandPals Project**

Project Description: Increasing the impact of the GrandPals Project ([grandpals.ca](http://grandpals.ca)) for youth in the Dufferin area, by developing resources and recruitment tools for seniors volunteering in the program.

Community Benefit Category: Youth Engagement & Senior Support

Amount Requested: \$11,865

Grant recommendation: \$8,000

The grant assessment team recommends the video portion of the project.

### **Ribfest**

Project Description: Ribfest is Orangeville Rotary's major fundraiser and is one of the largest summer events in Dufferin, attracting 20,000 attendees. Proceeds from Ribfest support several community building projects.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$5,000

Grant recommendation: \$1,500

## **25. Rotary Club of Shelburne**

Mission, purpose and objectives: Rotary brings together a global network of volunteer leaders who dedicate their time and talent to tackle the world's pressing humanitarian challenges. Their work impacts lives at both the local and international levels.

Project Description:

The Heritage Music Festival and 69th Canadian Open Fiddle Championship is a 5-day event in August that celebrates Shelburne's musical heritage. It celebrates our past as well as our future by offering many different genres of music to please a diverse and changing population. It is the Rotary Club of Shelburne's largest annual fundraiser in support of local charities.

Community Benefit Category: Cultural Enhancement

Amount Requested: \$2,500

Grant recommendation: \$1,500

## **26. Shelburne District Agricultural Society**

Mission, purpose and objectives: The purpose of the Shelburne District Agricultural Society is to promote the importance of agriculture through education displays and competitions at the annual fall fair and throughout the year.

Project Description: The funding will be used for activities primarily directed at youth, including prize ribbons for junior fair, entries, spelling bee and enhancing agricultural education day on the Wednesday prior to the fair.

Community Benefit Category: Youth Engagement

Amount Requested: \$2,000

Grant recommendation: \$1,000

## **27. Shelburne and District Horticultural Society**

Mission, purpose and objectives: To promote conservation and protection of the environment, encouraging planting of trees and flowers, arrange field trips and promote the circulation of horticultural information.

Project Description: The funds will be used to beautify Shelburne and area including keeping several town gardens and planting trees. We also participate in the Shelburne Fall Fair with a large display of plants and flowers.

Community Benefit Category: Economic Development

Amount Requested: \$600

Grant recommendation: \$600

## **28. SHIP – The Coffee Hub**

Mission, purpose and objectives: The Coffee Hub's objective as a community based social purpose enterprise is to support skills development for individuals experiencing significant barriers to successful vocational opportunities.

Project Description: To continue to grow our business and further develop efficiencies within The Hub, we require funds to support additional equipment and marketing/advertising resources.

Community Benefit Category: Economic Development

Amount Requested: \$6,000

Grant recommendation: \$3,000

## **29. Skate Canada Shelburne**

Mission, purpose and objectives: Our mission is to provide skating lessons to the youth of our community, following the Skate Canada Long Term Athlete Development principles. Our focus is on fun, participation and skill development.

Project Description: Increase the number of children that learn to skate in the community by raising awareness and increasing accessibility to SCS skating programs through advertising and supplementing program fees.

Community Benefit Category: Youth Engagement

Amount Requested: \$5,438

Grant recommendation: \$2,700

### **30. Spenser's Heart Children's Charity**

Mission, purpose and objectives: We help children 5-12 years that are dealing with trauma of any kind. With a mental health professional we instill life lessons so that the trauma does not affect them into adulthood.

Project Description: We support children through creative play. They can concentrate on building with Lego while they open up to their volunteer about the tough emotions they are dealing with.

Community Benefit Category: Human Services

Amount Requested: \$2,500

Grant recommendation: \$500

### **31. St. John Ambulance**

Mission, purpose and objectives: To improve the health, safety and quality of life in the community through training and community services.

Project Description: The Orangeville Medical Response team is in need of a new AED to replace an old model that cannot be updated. AED's are required equipment when providing first aid services at public events.

Community Benefit Category: Human Services

Amount Requested: \$2,920

Grant recommendation: \$2,900

### **32. Streams Community Hub**

Mission, purpose and objectives: We are a charity organization focused on resourcing youth through the arts. We create an engaging environment to educate, inspire and encourage youth development, community involvement and leadership.

Project Description: Currently, through seasonal camps each March Break and Summer, we provide professional level arts instruction and experiences for youth.

Community Benefit Category: Youth Engagement



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Amount Requested: \$2,000

Grant recommendation: \$1,800

### **33. Theatre Orangeville**

Mission, purpose and objectives: Enrich the community, Promote new Canadian works, Provide youth programming, Grow local community partnerships, Nurture diversity, Promote acceptance and Celebrate all abilities.

Project Description: Under the patronage of our Youth Academy programming, Theatre for Young Audiences (TYA) is a touring program that brings live theatre directly to elementary students, ages 6 to 13 years, throughout Dufferin County. Productions address issues that children are constantly facing. These include a gamut of issues such as bullying, gender identity, conflict resolution and environmental consciousness (to name a few) and are presented in a bright and entertaining way that elementary students can easily understand and relate to.

The objective is to provide teachers the tools so they can learn how to cope with and address socially based issues that can influence their students at different stages in their development. Cast-led question and answer sessions and study guides given to teachers support continuing conversations about the presented themes in the classroom.

The TYA program also helps schools meet their need for more arts programming by bringing Theatrical performances to them, thus making it accessible. Every production caters to the Ontario curriculum and helps teaching staff approach material in an engaging and accessible way. The plays are developed in partnership with post-secondary theatre schools creating mentorship opportunities for students currently enrolled in their theatre performance programs.

Over the next year, Theatre Orangeville is looking to continue expanding the program throughout Dufferin County as well as to underserved communities outside the reach of the GTA and thus increasing the number of students reached.

Community Benefit Category: Youth Engagement

Amount Requested: \$10,000

Grant recommendation: \$6,000

D. Assessment Summary:

The assessment team suggests that in the future the County Warden attend the kickoff meeting of the assessment committee to speak to the spirit and intention of the funding.

All applications were assessed on their alignment to the stated Dufferin County strategic priorities. As well, applications were scrutinized for completeness, accurate answering of questions, and whether or not the request was for funding deemed to be for sustainability or capital funding. An organization was deemed to be ineligible if it already receives Dufferin County funding. On these points, the following applications were assessed as ineligible:

- Choices Youth Shelter
- Coalition for Persons with Disabilities
- Golden Hearts Circle
- Grand Valley Lions Club
- Mosaic Centre for the Arts

E. Project Summary Table:

## Dufferin County Grant Assessment Report

May 23, 2019

Applicant	Amount Requested for 2019	Community Benefit Category	Scoring					Total Score (Max 40 points)	Final Amount Recommended
			Overview (Max 5 points): Outline the mission, purpose and objectives	Question 1 (Max 10 points): How does Dufferin benefit from this project	Question 2 (Max 10 points): How would this project benefit from receiving a grant, including # of people affected, greater capacity, etc.	Question 3 (Max 5 points): Details of any additional fund-raising activities planned to support this project	Question 4 (Max 10 points): Plan for the implementation of this project, including time lines and key milestones.		
Active Lives After School Dufferin	\$ 7,792	Human Services	4.5	8.3	7.3	3.8	7.7	31.7	\$ 4,000
Big Brothers, Big Sisters of Dufferin and District	\$ 14,000	Youth Engagement	4.0	7.0	6.3	4.0	5.7	27.0	\$ 8,000
Bravery Park	\$ 5,000	Cultural Enhancement	4.2	6.5	6.5	3.3	5.5	26.0	\$ 1,500
Caledon Dufferin Victim Services	\$ 6,000	Human Services	4.5	7.0	7.2	1.8	7.8	28.3	\$ 3,000
Choices Youth Shelter	\$ 11,300	Youth Engagement	4.7	7.3	7.5	3.8	6.5	29.8	\$ -
Coalition for Persons with Disabilities	\$ 10,000	Human Services	4.3	7.0	5.8	1.2	5.5	23.8	\$ -
Community TorchLight Inc. (TeleCheck-Dufferin)	\$ 14,700	Senior Support	4.0	7.7	7.0	1.8	8.8	29.3	\$ 5,000
Compass Run for Food	\$ 4,000	Human Services	4.0	8.2	5.7	3.3	8.0	29.2	\$ 2,000
Credit Valley Conservation Foundation	\$ 10,000	Youth Engagement	4.2	6.8	5.0	3.8	7.5	27.3	\$ 4,000
Dufferin County Cultural Resource Circle	\$ 6,000	Cultural Enhancement	3.7	6.3	6.3	2.7	7.2	26.2	\$ 3,000
Dufferin County Farm Tour	\$ 1,500	Cultural Enhancement	3.8	8.2	7.0	4.0	8.8	31.8	\$ 1,000
Dufferin Hi-Land Bruce Trail Club	\$ 1,000	Cultural Enhancement	3.7	6.7	6.7	2.8	7.7	27.5	\$ 1,000
Dufferin Parent Support Network	\$ 15,000	Human Services	4.5	6.7	7.5	2.5	5.2	26.3	\$ 7,500
Family Transition Place	\$ 10,000	Youth Engagement	4.2	8.4	6.6	4.0	6.2	29.4	\$ 6,000
Golden Hearts Circle	\$ 6,800	Senior Support	2.5	3.0	3.0	1.7	3.5	13.7	\$ -
Grand Valley Lions Club	\$ 1,000	Cultural Enhancement	3.7	7.3	5.7	3.8	7.5	28.0	\$ -
Habitat for Humanity Wellington Dufferin Guelph	\$ 10,000	Economic Development	4.2	7.3	7.0	4.5	8.7	31.7	\$ 7,000
Highlands Youth for Christ – Grand Valley Project	\$ 5,000	Youth Engagement	3.8	6.0	6.3	3.3	5.3	24.8	\$ 1,500
Highlands Youth for Christ – Orangeville Project	\$ 7,500	Youth Engagement	3.0	4.7	4.5	2.7	4.2	24.3	\$ 3,000
Highlands Youth for Christ – Shelburne Project	\$ 5,000	Youth Engagement	3.0	4.7	4.5	2.7	4.2	24.3	\$ 1,500
Hockley Historic Community Hall and Church	\$ 2,000	Cultural Enhancement	3.7	6.0	7.2	3.0	5.0	24.8	\$ 1,000
Hospice Dufferin	\$ 7,500	Senior Support	0.7	5.8	6.8	2.3	6.7	22.3	\$ 4,000
Island Lake Rowing Club	\$ 2,500	Youth Engagement	4.3	4.3	5.0	3.8	4.0	21.5	\$ 1,000
Mosaic Centre for the Arts (Dufferin) Inc.	\$ 20,000	Cultural Enhancement	3.3	5.2	6.0	3.3	4.2	22.0	\$ -
Orangeville and District Animal Care	\$ 5,000	Youth Engagement	3.8	5.0	6.3	1.8	5.2	22.2	\$ 1,000
Orangeville and District Horticultural Society	\$ 250	Cultural Enhancement	4.0	4.5	5.0	3.0	4.5	21.0	\$ 250
Orangeville Blues and Jazz Festival	\$ 4,000	Cultural Enhancement	3.5	7.5	5.8	3.2	4.8	24.8	\$ 2,000
Orangeville Community Band	\$ 2,000	Cultural Enhancement	4.3	6.2	6.8	1.2	6.5	25.0	\$ 1,250
Orangeville Northmen Minor Lacrosse Association	\$ 8,000	Youth Engagement	4.0	6.3	6.2	3.5	6.7	26.7	\$ 3,000
Orton Community Association	\$ 2,000	Cultural Enhancement	3.5	3.7	3.7	3.2	3.0	17.0	\$ 1,000
Rotary Club of Orangeville – GrandPals Project	\$ 11,865	Youth Engagement & Senior Support	4.2	7.3	7.5	1.8	7.7	28.5	\$ 8,000
Rotary Club of Orangeville – Ribfest	\$ 5,000	Cultural Enhancement	3.2	7.3	4.8	3.8	6.5	25.7	\$ 1,500
Rotary Club of Shelburne	\$ 2,500	Cultural Enhancement	3.2	6.7	5.0	3.2	6.5	24.5	\$ 1,500
Shelburne District Agricultural Society	\$ 2,000	Youth Engagement	3.5	6.7	5.7	2.8	6.0	24.7	\$ 1,000
Shelburne and District Horticultural Society	\$ 600	Economic Development	3.3	5.0	4.3	3.0	4.5	20.2	\$ 600
SHIP – The Coffee Hub	\$ 6,000	Economic Development	4.5	6.2	6.2	0.2	7.8	24.8	\$ 3,000
Skate Canada Shelburne	\$ 5,438	Youth Engagement	3.8	6.2	7.0	4.8	8.2	30.0	\$ 2,700
Spenser's Heart Children's Charity	\$ 2,500	Human Services	3.8	5.2	5.3	3.8	4.5	22.7	\$ 500
St. John Ambulance	\$ 2,920	Human Services	4.0	7.8	8.0	2.8	7.5	30.2	\$ 2,900
Streams Community Hub	\$ 2,000	Youth Engagement	4.0	7.6	8.2	4.0	7.4	31.2	\$ 1,800
Theatre Orangeville	\$ 10,000	Youth Engagement	4.5	8.0	7.3	5.0	8.0	32.8	\$ 6,000
									\$ 103,000