



GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA

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

55 Zina Street, Orangeville – Sutton Room (2nd Floor)

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 – June 27, 2019 – ITEM #1
Vacancy Rebates and Vacant Land Discounts

A report from the Treasurer, dated June 27, 2019, to review existing tax policies for vacancies on commercial and/or industrial properties in Dufferin County.

Recommendation:

For consideration of Committee.

2. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #2
New Cannabis Funding

A report from the Treasurer, dated June 27, 2019, to deal with the Cannabis funding received in 2019.

Recommendation:

THAT the Report, New Cannabis Funding, from the Treasurer, dated June 27, 2019, be received;

AND THAT \$58,963 in cannabis funding be transferred to a Reserve for Ontario Cannabis Legalization Fund.

3. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #3
Conference Attendance – Corporate Services Staff

A report from the Clerk/Director of Corporate Services, dated June 27, 2019, to provide information about Corporate Services staffs' attendance at recent conferences.

Recommendation:

THAT the report, dated June 27, 2019, from the Clerk/Director of Corporate Services regarding Conference Attendance, be received.

4. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #4
Pregnancy & Parental Leave for Members of Council

A report from the Clerk/Director of Corporate Services and the Director of Human Resources, dated June 27, 2019, to seek approval of a Council Maternity and Parental Leave Policy for Members of Council.

Recommendation:

THAT the report from the Clerk/Director of Corporate Services and Director of Human Resources, dated June 27, 2019, with respect to a Council Pregnancy and Paternal Leave for Members of Council, be received;

AND THAT the draft Policy, Pregnancy and Paternal Leave for Members of Council Policy, as attached, be adopted.

5. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #5
Employee and Family Assistance Program

A report from the Director of Human Resources, dated June 27, 2019, to recommend implementation of an Employee and Family Assistance Program (EFAP) for all County employees.

Recommendation:

THAT the report of the Director of Human Resources, dated June 27, 2019, regarding the Employee and Family Assistance Program be received;

AND THAT implementation of an Employee and Family Assistance Program for County employees be approved;

AND THAT all costs related to providing an Employee and Family Assistance Program in 2019 be financed from the Reserve for Rate Stabilization.

6. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #6
Rural Water Quality Program

A verbal report from Councillor Gardhouse to address Committee regarding the Rural Water Quality Program.

7. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #7
May 2019 Financial Report

A report from the Treasurer, dated June 27, 2019, to provide Committee with a monthly financial summary.

Recommendation:

THAT the May 2019 Financial Report from the Treasurer, dated June 27, 2019, be received.

CORRESPONDENCE

8. GENERAL GOVERNMENT SERVICES – June 27, 2019 – ITEM #8
Association of Municipalities of Ontario (AMO)

Correspondence from the Ministry of Municipal Affairs and Housing, dated June 7, 2019, regarding Association of Municipalities of Ontario (AMO) delegation requests for the 2019 Annual Conference.

Recommendation:

For consideration of the Committee.

Next Meeting

Thursday, August 22, 2019 at 3:00 p.m.
55 Zina Street, Orangeville – Sutton Room (2nd Floor)



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services Committee

From: Alan Selby, Treasurer

Meeting Date: June 27, 2019

Subject: **Vacancy Rebates and Vacant Land Discounts**

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.3.2 Review and update current policies and procedures

Purpose

The purpose of this report is to review existing tax policies for vacancies on commercial and/or industrial properties in Dufferin County.

Background and Discussion

The Town of Orangeville has asked the County, through a Town Council motion passed in May, to “consider opting out of the Vacancy Tax Rebate Program”.

Vacant Unit Rebates (called VU-Rebates in this report) apply to commercial and industrial buildings that were entirely vacant, or where the building was partially vacant, was unused and was clearly delineated or physically separated from the used portions of the buildings. The VU-Rebate program is governed by Section 364 of the Municipal Act, and by Ontario Regulation 325/01.

The cost of VU-Rebates are treated as tax write-offs, and are shared between the local municipality, the County and the School Boards. Property owners must apply to the local municipality for a rebate. This requires administrative time for the municipality to process rebate applications.

VU-Rebates were intended to assist property owners in times of economic downturn, to reduce full tax liability whether or not their property was tenanted. In some cases, the program has led to speculative holding of property, and absentee landlords, with no interest to improve the standards of their buildings. Incentives to revitalize core business sectors, and promote employment growth at the local level, were needed. The Province responded with Ont. Reg. 581/17 to give municipalities flexibility to tailor the rebates program to meet community needs, effective with the 2017 tax year.

The Town of Orangeville has indicated in its motion that it has multiple properties that have applied for VU-Rebates for two or more consecutive years.

The rebate program is a tax policy, and all tax policies are established by the County. County Council must approve any changes to policy. Changes to the vacancy rebate policy can be limited to specific local municipalities, but not others. The County must submit details of proposed changes to the Minister of Finance, along with a Council resolution. The Ministry will notify affected municipalities when the regulation implementing the requested changes is enacted.

Finally, by way of background, there is also a program for undeveloped raw land. There are property sub-classes for such properties, and they receive Discounts (as opposed to Rebates) on their taxes, under Municipal Act section 313(1). These Discounts do not require an application process, and they are not a part of the Town's request. Vacant Land Discount policy could also be amended by the County. However, that would lead to a tax shift away from those sub-classes, and mostly to the Residential class of property. Changes to the Discount policy for vacant land is not recommended.

Financial, Staffing, Legal and IT Considerations

There is a multi-step process to be undertaken in order to respond to the Town's request. The County must decide upon its intention to alter the VU-Rebate policy for 2020, and if so, would the rebates be phased-out, or fully eliminated. The County should also consider if the changes are to be part of a multi-year strategy (that is, to remain eliminated beyond 2020).

Many municipalities have either immediately discontinued their VU-Rebates (Vaughan, Markham, Richmond Hill, Newmarket), while many others have chosen to phase-out theirs. Other jurisdictions have done a 30%, 20%, 10%, Zero phase-out (Caledon, Mississauga) or a 30% to 15% to Zero phase-out (London, Oakville, Ottawa, Toronto). These examples all began their phase-outs with the 2017 or 2018 year, with rebates discontinued in all cases by the 2020 year.

Orangeville advises that the County's share of rebate-driven tax write-offs in 2017 was \$35,426. Financial impact to the Town, for the Town share, was \$78,774 and \$76,492 to the School Boards. (on 31 properties)

Next, each member municipality should be consulted to determine whether or not the VU-Rebate ought to apply to their municipality. The County of Wellington, for example, has altered or eliminated the VU-Rebate program for four of its local municipalities.

The Province provides a Checklist to follow. The municipal Checklist steps were covered above, but there is also some mandatory Business Community Engagement required.

The Province requires that the County includes, as part of the application to the Province for a change in policy, the answers to these questions:

- Have you engaged the local business community?
- Can you provide details on how, and when, you have engaged the local business community?
- Have you considered the potential impacts the proposed changes may have on local businesses?
- Have you communicated potential impacts of proposed changes to the business community?
- Has Council been made aware of the potential impacts on businesses?

Methods for doing this community engagement include:

- Meeting with Dufferin Board of Trade
- Advertising in local newspapers to notify property owners
- Posting details of County proposals on the County website
- Circulating a Notice to local municipalities, with a request to place the Notice as correspondence on their Council Agendas

Notices should explain the intended changes, the reasons for the changes, and what the changes mean for the taxation of certain properties. There could also be a method put in place for property owners to, if they so desire, express their concerns, and provide their comments to local Councillors.

Once all local Council responses come back, and business community input reviewed, County Council would pass the necessary resolution to specify the proposed changes. Then the County would send its application to the Province.

All these steps would be necessary prior to the annual setting of tax policies.

Strategic Direction and County of Dufferin Principles

Responding to local municipality requests for specific changes to Tax Policies 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 responding to requests to consider amending tax policies;
2. We Deliver Quality Service – by being open to making changes to the status quo, after examining the impacts of policy changes;
3. We Communicate – by informing all affected entities of any proposed changes, after they have come through discussions with Council;
4. We Make Good Decisions – by recognizing changing circumstances that indicate the need to improve existing policies.

Recommendation:

For consideration of Committee.

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: June 27, 2019

Subject: New Cannabis Funding

In Support of Strategic Plan Priorities and Objectives:

Good Governance: 3.3.1 Ensure compliance with Ministerial standards

Purpose

The purpose of this report is to deal with the Cannabis funding received in 2019.

Background and Discussion

Following the legalization of recreational cannabis, the Province recognized there would be impacts to municipalities, such as:

- Policing and bylaw enforcement, litigation, court administration
- Public health, bylaw and policy development
- Response to public inquiries (e.g. 311 calls)
- Paramedics increased services

The Province allocated \$40 million over a two-year period, under the Ontario Cannabis Legalization Implementation Fund (OCLIF), to assist municipalities with the impacts of legalized cannabis in the community. The County's allocation, based on a 50/50 split with lower-tier municipalities, and using 2018 MPAC Household numbers, is \$58,963, and the funds have been received. The amount was reduced slightly as a direct result of three local municipalities (Mono, Amaranth, Melancthon) opting-out of permitting cannabis retail stores within their municipal boundaries. All municipalities in Ontario have received some OCLIF funds.

Financial, Staffing, Legal and IT Considerations

There are restrictions on the OCLIF funds. The funds may be used solely for the purpose of paying for implementation costs directly related to the legalization of cannabis. The funds cannot be used for costs that have been, or will be, funded or reimbursed by any other government body or third party.

There is no time restriction for spending the Cannabis funding.

Transfers of OCLIF funds are permitted between upper-tier and lower-tier municipalities.

The Province is working with AMO, to follow a sample group of municipalities, for tracking information on their use of OCLIF funds. Municipalities must keep records on their OCLIF funds, as there may be either future audits or future reporting required, regarding the use of OCLIF funds.

Staff will endeavor to determine some of the cost impact on County funded services as a result of cannabis legalization and report back on how best use the funds received. Until then, it is recommended that the OCLIF funding be transferred into a new County Reserve for OCLIF.

Strategic Direction and County of Dufferin Principles

Proper handling of subsidies received is an identified action in support of the strategic objective to comply with Ministerial standards. It adheres to the County of Dufferin Principles:

1. We Manage Change – by responding to new programs that arise;
2. We Deliver Quality Service – by handling subsidies in a manner that conforms to provincial guidelines;
3. We Communicate – by explaining how new funding is to be managed;
4. We Make Good Decisions – by initially considering multiple options, before choosing a course of action.

Recommendation

THAT the Report, New Cannabis Funding, from the Treasurer, dated June 27, 2019, be received;

AND THAT \$58,963 in cannabis funding be transferred to a Reserve for Ontario Cannabis Legalization Fund.

Respectfully Submitted by:

Alan Selby, CPA CGA
County Treasurer



REPORT TO COMMITTEE

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

From: Pam Hillock, Clerk/Director of Corporate Services

Meeting Date: June 27, 2019

Subject: Conference Attendance – Corporate Services Staff

In Support of Strategic Plan Priorities and Objectives:

Good Governance 3.2 Increase Transparency

Good Governance 3.3 Improve policies, practices and procedures

Purpose

The purpose of this report is to provide information about Corporate Services staff members' attendance at recent conferences.

Background & Discussion

ESRI Toronto User Conference

The 2018 ESRI Toronto User Conference was held October 11-12, 2018 at the Congress Centre in Toronto. Dufferin County was represented by the GIS Technician and the Manager of Information Technology & GIS.

The conference consisted of a Plenary Session to showcase new software capabilities and uses as well as what is coming in the near future. It also consisted of sessions that had various User Presentations and Technical Presentations on many different types of software applications. The conference also provided very useful networking opportunities.

County Staff had the opportunity to attend:

- Technical Presentations
- Plenary Sessions
- User Presentations
- Trade-show displays

MISA Ontario InfoSec

The MISA Ontario annual Information Security conference and trade show was held on October 29 to October 31, 2018 in Stratford, Ontario. This conference focuses on all aspects of Information Security targeted toward municipal IT professionals who are front line staff, managers and directors. The County of Dufferin was represented by the Manager of Information Technology & GIS and the Network Analyst.

County staff had the opportunity to attend:

- Training sessions
- Keynote speeches
- Presentations
- Trade-show displays

Aptean

The Aptean conference replaces Worktech and Diamond conference and was held on October 30 to November 1, 2018 in Toronto, Ontario. This conference focuses on all aspects of Worktech and Dynamics GP such as asset management, GIS integrations, new features and product roadmaps and has multiple paths for IT professionals, HR, and Treasury. Dufferin was represented by the Application Analyst.

County staff had the opportunity to attend:

- Training sessions
- Keynote speeches
- Presentations
- Trade-show displays

PHIPA (Personal Health Information Protection Act) Connections Summit

The PHIPA (Personal Health Information Protection Act) Connections Summit was held on December 3 – 4, 2018 in Markham, Ontario. The Summit covered access, privacy, security, and records management issues that health care providers are facing. The County of Dufferin was represented by the Information Management Coordinator who attended sessions on the following:

- Substitute Decision Makers: Challenges Accessing Personal Health Information
- Supporting Innovation: Practical Ways Information Managers can Partner with Innovation Offices
- Ethics and Electronic Communications in Health Care
- PHIPA Basics
- Privacy Training Trends

Real Transformation

The Dell Technologies World annual conference was held on April 29 to May 2, 2019 in Las Vegas, Nevada. The County of Dufferin was represented by the Acting Manager of Information Technology & GIS and an IT Technician.

County staff had the opportunity to:

- Get hands-on with the latest technologies in workshops, walkthrough demos, self-paced labs and expert sessions
- Network with over 15 thousand technologists

City View

The CityView conference is a user based conference for the new Building and permitting software the County purchased earlier this year. It was held on May 2nd to May 3rd in Vaughan, Ontario. This conference focuses on all aspects the building permitting and planning software we are currently implementing. Some new features, improved processes and roadmaps were presented. Dufferin was represented by the Application Analyst.

County staff had the opportunity to attend:

- Keynote speeches
- Presentations

GoData Open Data 2019 Conference

The GoData Open Data Conference was held on Friday May 3rd, 2019 at the Toronto Reference Library. The conference focuses on various aspects of Open Data and is targeted to Municipal and Non-Governmental GIS and IT Staff as well as students. The conference also provided very useful networking opportunities. Dufferin County was represented by the GIS Technician.

County Staff had the opportunity to attend:

- Speaker Presentations
- Interactive Panels
- User Presentations

Magic City – Where the Past and the Present Become Lessons for the Future

The International Institute of Municipal Clerks annual conference was held on May 19 to 22, 2019 in Birmingham, Alabama. The County of Dufferin was represented by the Deputy Clerk and Information Management Coordinator.

County staff attended the following workshops:

- Ethics in Public Service
- Modernizing Vital Election Processes in the Digital Age
- Finding Funny in Change
- Making Diversity Work for You
- Rethinking Records & Information Management in an Electronic World
- Municipal Problem Solving: We are Stronger When We Share
- Creating Connections Beyond the Screen
- Is there Quorum on the Forum: A Case Study of Austin's Implementation of an Online Message Board
- You Don't have to Like Them – Just Learn to Work with Them: Collaborative Team Building and Performance Improvement

MISA Ontario Annual

The MISA Ontario 40th annual conference and trade show was held on June 2 to June 5, 2019 in Niagara Falls, Ontario. This conference is an annual milestone of progress for municipal IT professionals and managers, and the companies that work with them. The County of Dufferin was represented by two of our IT Technicians.

County staff had the opportunity to meet:

- Representatives from 102 municipalities in Ontario
- Senior management and operational staff in municipal IT departments
- Industry technology experts
- Current IT trend/subject matter experts

Association of Municipal Clerks and Treasurers of Ontario

The AMCTO AGM and Professional Development Institute was held June 9 to 12, 2019 at Huntsville, Ontario. The County of Dufferin was represented by the Clerk/Director of Corporate Services, Deputy Clerk, Deputy Treasurer, and Treasurer.

The convention theme was “Riding the Waves of Change” This conference is provided for professional development of municipal professionals. The variety of workshops varied to suit all types of members ranging from CAO’s, HR Managers, Treasurers and Clerks.

County staff attended the following workshops:

- Power of Conversation
- Procurement and Contract Fraud
- Human resource Law Update
- Even Better Customer Service in a Municipal Environment
- Be Forward Focused! The Power of Positive Leadership
- Developing a Community Safety and Well-Being Plan – Bill 175, Safer Ontario Act
- Implementing Asset Management Policy and Regulation
- Question Box – Ask the Experts Panel
- How to Engage Non-Financial People “Letters and Pictures Not Numbers”
- As we Forgive Those who Trespass Against Us: A Framework for Public Behaviour in Local Government
- Ten Things You Don’t Know about the Municipal Conflict of Interest Act
- Municipal Case Law Update

Financial, Staffing, Legal, or IT Considerations

All conference costs were included in the 2019 Budget. The ESRI Toronto User Conference, Aptean, GoData Open Data 2019 Conference and Real Transformation, were free registration.

Strategic Direction and County of Dufferin Principles

Providing a report of attendance at a conference is in line with Good Governance/Increase Transparency, Communications and Connections.

The following principles have been adhered to:

1. *We Manage Change – by proactively seek learning and network opportunities.*
2. *We Deliver Quality Service – by keeping abreast of new developments in technology, legislation and best practices enables us to provide quality service*
3. *We Communicate – by sharing information with Council, the local media, posting information on the website, social media posts, electronic newsletters and newspaper advertising*
4. *We Make Good Decisions - by attending learning session that help in researching legislation and best practices and procedures*

Recommendation

THAT the report, dated June 27, 2019, from the Clerk/Director of Corporate Services regarding Conference Attendance, be received.

Respectfully Submitted,

Pam Hillock
County Clerk/Director of Corporate Services

Prepared by Michelle Dunne, Deputy Clerk



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services

From: Pam Hillock, Clerk/Director of Corporate Services
Cheri French, Director of Human Resources

Meeting Date: June 27, 2019

Subject: **Pregnancy and Parental Leave for Members of Council**

In Support of Strategic Plan Priorities and Objectives:

Good Governance, 3.2 Increase Transparency, 3.3: Improve policies, practices and procedure. 3.3.1 Ensure compliance with Ministerial Standards and Requirements

Purpose

The purpose of this report is to seek approval of a Maternity and Parental Leave Policy for Members of Council.

Background & Discussion

Bill 68 - Modernizing Ontario's Municipal Legislation Act, 2016 was introduced in the provincial legislature on November 16, 2016, and received Royal Assent on May 30, 2017. It amended the Municipal Act, 2001 to require that by March 1, 2019 "a municipality shall adopt and maintain policies with respect to Pregnancy and Parental Leave for Members of Council.

Section 259 (1) speaks to vacancies and disqualifying Members of Council if they are absent from meetings of council for three successive months without approval from the Council; however recent changes to the legislation permit Members of Council to be absent to 20 consecutive weeks without requiring a leave approved by Council.

Section 270 (1) 8 requires municipalities to adopt and maintain a policy with respect to Pregnancy and Parental Leaves of Members of Council.

Financial, Staffing, Legal, or IT Considerations

There is no financial, staffing, legal or IT considerations resulting from this report.

Strategic Direction and County of Dufferin Principles

Compliance with the Provincial Legislation adheres to the Strategic Priority: Ensure compliance with Ministerial Standards.

It also adheres to the County of Dufferin Principles:

1. We Manage Change – by researching legislation, best practices and procedures
2. We Deliver Quality Service – by having knowledge of the Provincial Legislation ensuring compliance
3. We Communicate – by reporting to Committee, Council and the public in a transparent manner
4. We Make Good Decisions – by keeping our policies current and in compliance with legislation.

Recommendation

THAT the report from the Clerk/Director of Corporate Services and Director of Human Resources, dated June 27, 2019, with respect to a Council Pregnancy and Paternal Leave for Members of Council, be received;

AND THAT the draft Policy, Pregnancy and Paternal Leave for Members of Council Policy, as attached, be adopted.

Respectfully Submitted By:

Pam Hillock
Clerk/Director of Corporate Services

Cheri French
Director of Human Resources

Attachments: Draft Policy



SECTION	Council	POLICY NUMBER	1-2-11
SUB-SECTION	General Corporate Provisions	EFFECTIVE DATE	
SUBJECT	Pregnancy and Parental Leave for Members of Council		
AUTHORITY	General Government Services Council		

STATEMENT

The County of Dufferin recognizes that a Member of Council may need to be absent from meetings due to the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member. The Municipal Act, 2001, Section 259 (1) speaks to vacancies and disqualifying Members of Council if they are absent from meetings of council for three successive months without approval from the Council; however, Section 259 (1.1) permits Members of Council to be absent to 20 consecutive weeks without requiring a leave approved by Council.

Section 270 (1) 8 requires municipalities to adopt and maintain a policy with respect to Pregnancy and Parental Leaves of Members of Council.

PURPOSE

This policy provides guidance on how the County of Dufferin addresses a Member of Council's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

APPLICATION

This policy applies to all Members of Council.

DEFINITIONS

Member: refers to a Member of Dufferin County Council.

Pregnancy and/or Parental Leave: means an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

PROCEDURES

1. A member is eligible for 20 consecutive weeks or less of Pregnancy or Parental Leave, not to extend beyond the Member's term of office.
2. A Member must notify the Director of Corporate Services/Clerk in writing of their intention to take leave two weeks before the start of the leave, where practicable. It is understood that under emergent circumstances, a Member may not be able to submit the appropriate notice before the Leave commences. Each member shall nonetheless endeavour to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and/or Parental Leave. The notice shall include:
 - The start date of the leave and expected return date;
 - Information about which duties, if any, will continue to be undertaken by the Member during the leave.
3. The Member shall provide written notice to the Director of Corporate Services/Clerk of any changes to their return date.
4. A Member's absence from a meeting while on Pregnancy Leave or Parental Leave is a right established by the *Municipal Act, 2001*; therefore, Council will not be required to excuse the Councillor's absence by Council resolution during the period of the Leave. The absence, provided that the Leave does not exceed the 20 weeks, does not count towards the time period for which unexcused absences result in a forfeiture of office as set out in Section 259 (1) of the *Municipal Act, 2001*.
5. If a Member is absent from a meeting due to Pregnancy Leave or Parental Leave, the Director of Corporate Services/Clerk will record the reason for the absence in the meeting minutes.
6. The Member is entitled to continue to receive communication from the County (Council packages, emails, and meeting invitations) as if the Member were not on Leave, in accordance with the wishes of the Member.
7. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
8. A Member on Pregnancy Leave or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with the Council Expense Policy.

POLICY MANAGEMENT

The Director of Corporate Services/Clerk, or Director of Human Resources will review the policy from time to time and forward any amendments, including those related to legislative changes, to Council for approval. The Director of Corporate Services/Clerk is responsible for monitoring the application of this Policy.



REPORT TO COMMITTEE

To: Chair Creelman and Members of General Government Services Committee

From: Cheri French, Director of Human Resources

Meeting Date: June 27, 2019

Subject: Employee and Family Assistance Program

In Support of Strategic Plan Priorities and Objectives:

Communication and Connections: 2.4.2 Promote an inclusive workplace

Purpose

The purpose of this report is to recommend implementation of an Employee and Family Assistance Program (EFAP) for all County employees.

Background & Discussion

In any given week, at least 500,000 employed Canadians are unable to work due to mental health problems ([Homewood Health Website](#)). Stress related to work or personal circumstances can lead directly to incrementally higher incidences of workplace injuries, mental health issues, conflicts, substance abuse and other physical, social and emotional problems.

An Employee and Family Assistance Program (EFAP) is an employer paid benefit that provides employees and their family members with a wide-range of confidential counselling and wellness support resources. The program helps to connect employees and their families to resources needed to build and maintain resilience and well-being, leading to a decrease in absenteeism and an increase in productivity.

The recent compensation review included a high-level comparison of the benefits offered to employees by the 11 municipal comparators. Although most of the benefits were reasonably aligned, the review showed that the County of Dufferin was the only municipality that did not already offer EFAP to their employees.

Further, the County asked employees for feedback through the completion of a confidential online engagement survey in December of 2018. The compiled results of the survey indicated that 78% of the employees who responded felt that an Employee and Family Assistance Program providing a range of confidential counselling and wellness support resources to employees and their families would be valuable.

Providing an environment where employees feel valued and supported not only increases employee engagement and satisfaction, but also assists in attracting and retaining employees. Offering a program such as EFAP can improve mental health in the workplace while providing resources and tools to leaders to better assist employees who may be struggling.

Financial, Staffing, Legal, or IT Considerations

The cost associated with providing an EFAP program to our employees is approximately \$5 per employee per month or \$25,800 annually before tax. As this cost was not included in the 2019 budget, it is recommended that the cost for providing the program in 2019 be funded from the Reserve for Rate Stabilization and that the cost for future years be incorporated into the employee benefits budget.

Strategic Direction and County of Dufferin Principles

Providing an EFAP would ensure our employees have access to confidential counselling and wellness support and resources when they need it. In addition, it adheres to the County of Dufferin Principles:

1. We Manage Change – by responding to the changing needs of our employees.
2. We Deliver Quality Service – by nourishing a supportive employee environment.
3. We Communicate – by seeking feedback from our employees and by providing information and recommendations on benefits and wellness programs.
4. We Make Good Decisions – by reviewing our employee benefits and wellness programs and recommending enhancements to respond to identified gaps.

Recommendation

THAT the report of the Director of Human Resources, dated June 27, 2019, regarding the Employee and Family Assistance Program be received;

AND THAT implementation of an Employee and Family Assistance Program for County employees be approved;

AND THAT all costs related to providing an Employee and Family Assistance Program in 2019 be financed from the Reserve for Rate Stabilization.

Respectfully Submitted By:

Cheri French
Director of Human Resources

General Government Services

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$750	-\$163	-\$593	-\$430	27.50%
Taxation	-\$954	\$1	-\$490	-\$491	-0.18%
Investment Income	-\$477	-\$353	-\$415	-\$62	85.05%
Rent Revenue	-\$10	-\$11	-\$11	\$0	100.03%
Government Transfers	-\$83	-\$808	-\$84	\$724	958.50%
Other Revenue	-\$582	-\$123	-\$279	-\$157	43.89%
Total Revenues	-\$2,857	-\$1,457	-\$1,873	-\$416	77.81%
Expenditures					
Salaries and Benefits	\$3,800	\$1,545	\$4,172	\$2,627	37.03%
Administrative and Office	\$871	\$346	\$922	\$576	37.50%
Debt Repayment	\$145	\$60	\$145	\$85	41.66%
Service Delivery	\$1,749	\$627	\$1,357	\$730	46.20%
IT and Communications	\$321	\$304	\$476	\$172	63.83%
Facilities	\$5	\$2	\$6	\$5	25.23%
Vehicles and Equipment	\$23	\$5	\$24	\$19	19.91%
Internal Services Used	\$84	\$45	\$108	\$63	41.67%
Internal Services Recovered	-\$175	-\$131	-\$322	-\$192	40.56%
Capital Contribution	\$280	\$116	\$278	\$162	41.67%
Total Expenditures	\$7,103	\$2,919	\$7,167	\$4,248	40.73%
Transfers					
Transfers from Reserves	-\$885	-\$515	-\$1,109	-\$593	46.48%
DC Contribution	\$0	\$0	\$0	\$0	#DIV/0!
Transfers to Reserves	\$134	\$744	\$65	-\$679	***** #
Total Transfers	-\$751	\$228	-\$1,044	-\$1,272	-21.87%
Total CAO, HR, HS	\$3,495	\$1,690	\$4,251	\$2,561	39.76%

General Government Services - Month over Month Changes

April 30 year to date	662,839
Revenues	
User Fees ¹	(53,501)
Investment Income	(30,180)
Government Transfers	(52,799)
Other Revenue	(24,602)
Total Change in Revenues	(161,082)
Expenditures	
Salaries and Benefits	303,679
Administrative and Office ²	103,713
Debt Repayment	12,082
Service Delivery ³	61,555
IT and Communications ⁴	110,809
Facilities	376
Vehicles and Equipment	1,202
Internal Services Used	8,991
Internal Services Recovered	(25,804)
Capital Contribution	23,193
Reserve Transfers	
Transfers from Reserves/Trust ⁵	(139,978)
DC Contributions	-
Transfers to Reserves ⁶	728,725
Total Change in Expenditures	1,188,543
Net Change	1,027,461
May 31 year to date	\$ 1,690,301

Notes:

1. Includes building permit revenues
2. Includes liability insurance, audit fees (\$15,000), consulting (\$24,000), courthouse security (\$11,000), training and conferences (\$19,700), office supplies
3. Includes rescue calls (\$40,900), education development charges collected (\$8,000) and IT related purchases made on behalf of other organizations (\$10,200)
4. Includes software annual fees (\$16,000), annual software maintenance contracts (\$25,000), annual software subscriptions (\$60,000), hardware maintenance (\$7,000)

5. Includes transfer from building reserve fund (\$83,300), WSIB reserve fund (\$9,800), rate stabilization reserve for software review (\$22,500), retro insurance reserve for building
6. Includes transfer of \$725,000 to efficiency reserve

Council & Grant Program

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Total Revenues	\$0	\$0	\$0	\$0	#DIV/0!
Expenditures					
Salaries and Benefits	\$272	\$139	\$341	\$202	40.67%
Administrative and Office	\$57	\$50	\$97	\$47	51.93%
Service Delivery (Grant Program)	\$210	\$5	\$119	\$114	4.22%
IT and Communications	\$3	\$1	\$4	\$3	16.72%
Total Expenditures	\$542	\$195	\$560	\$366	34.75%
Transfers					
Transfers from Reserves	-\$72	\$0	\$0	\$0	#DIV/0!
Total Transfers	-\$72	\$0	\$0	\$0	#DIV/0!
Total Council & Grant Programs	\$470	\$195	\$560	\$366	34.75%

Office of CAO

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	\$0	\$0	-\$1	-\$1	0.00%
Other Revenue	-\$68	-\$25	-\$89	-\$64	28.24%
Total Revenues	-\$68	-\$25	-\$90	-\$65	27.82%
Expenditures					
Salaries and Benefits	\$796	\$339	\$977	\$638	34.67%
Administrative and Office	\$203	\$56	\$292	\$236	19.13%
Service Delivery	\$11	\$3	\$19	\$16	13.72%
IT and Communications	\$12	\$2	\$13	\$10	18.08%
Vehicles and Equipment	\$0	\$0	\$1	\$1	0.00%
Internal Services Recovered	\$0	-\$46	-\$114	-\$68	40.37%
Total Expenditures	\$1,022	\$353	\$1,186	\$833	29.77%
Transfers					
Transfers from Reserves	-\$144	-\$44	-\$287	-\$242	15.48%
Transfers to Reserves	\$85	\$0	\$30	\$30	0.00%
Total Transfers	-\$59	-\$44	-\$257	-\$212	17.29%
Total CAO, HR, HS	\$895	\$284	\$839	\$555	33.81%

Corporate Finance

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Supplemental Taxation	-\$954	\$1	-\$490	-\$491	-0.18%
Investment Income	-\$477	-\$353	-\$415	-\$62	85.05%
Government Transfers	-\$83	-\$808	-\$83	\$725	974.09%
Other Revenue	-\$340	-\$15	-\$97	-\$82	15.75%
Total Revenues	-\$1,854	-\$1,176	-\$1,085	\$91	108.37%
Expenditures					
Salaries and Benefits	\$671	\$265	\$699	\$434	37.89%
Administrative and Office	\$285	\$131	\$304	\$173	43.14%
Debt Repayment	\$145	\$60	\$145	\$85	41.66%
Service Delivery	\$1,381	\$570	\$1,132	\$562	50.36%
IT and Communications	\$43	\$35	\$46	\$11	75.88%
Internal Services Recovered	-\$94	-\$45	-\$109	-\$63	41.67%
Total Expenditures	\$2,432	\$1,016	\$2,217	\$1,201	45.83%
Transfers					
Transfers from Reserves	-\$200	-\$47	-\$250	-\$204	18.71%
Transfers to Reserves	\$10	\$729	\$0	-\$729	0.00%
Total Transfers	-\$190	\$682	-\$250	-\$933	-272.42%
Corporate Finance	\$388	\$523	\$882	\$359	59.29%

Corporate Services

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$750	-\$163	-\$593	-\$430	27.50%
Rent Revenue	-\$10	-\$11	-\$11	\$0	100.03%
Other Revenue	-\$175	-\$82	-\$93	-\$11	88.08%
Total Revenues	-\$934	-\$256	-\$697	-\$441	36.72%
Expenditures					
Salaries and Benefits	\$2,334	\$942	\$2,497	\$1,555	37.71%
Administrative and Office	\$382	\$159	\$327	\$168	48.65%
Service Delivery	\$357	\$55	\$207	\$152	26.38%
IT and Communications	\$265	\$267	\$417	\$151	63.88%
Facilities	\$5	\$2	\$6	\$5	25.23%
Vehicles and Equipment	\$23	\$5	\$24	\$19	20.50%
Internal Services Used	\$84	\$45	\$108	\$63	41.67%
Internal Services Recovered	-\$81	-\$39	-\$100	-\$60	39.57%
Capital Contribution	\$280	\$116	\$278	\$162	41.67%
Total Expenditures	\$3,649	\$1,550	\$3,764	\$2,214	41.17%
Transfers					
Transfers from Reserves	-\$541	-\$424	-\$571	-\$147	74.23%
Transfers to Reserves	\$39	\$14	\$35	\$20	41.58%
Total Transfers	-\$502	-\$410	-\$537	-\$127	76.34%
Total Corporate Services	\$2,213	\$884	\$2,531	\$1,646	34.94%

Clerks

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$1	-\$1	-\$1	\$0	167.00%
Other Revenue	-\$9	-\$1	-\$9	-\$9	5.86%
Total Revenues	-\$9	-\$1	-\$10	-\$9	14.00%
Expenditures					
Salaries and Benefits	\$343	\$142	\$359	\$217	39.51%
Administrative and Office	\$79	\$19	\$61	\$42	30.90%
Service Delivery	\$1	\$0	\$1	\$0	16.60%
IT and Communications	\$16	\$3	\$27	\$24	10.72%
Internal Services Recovered	-\$15	-\$6	-\$20	-\$14	31.25%
Total Expenditures	\$423	\$157	\$428	\$270	36.81%
Transfers					
Transfers from Reserves	-\$47	\$0	\$0	\$0	#DIV/0!
Total Transfers	-\$47	\$0	\$0	\$0	#DIV/0!
Total Clerks	\$367	\$156	\$418	\$262	37.35%

Information Technology

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Rent Revenue	-\$10	-\$11	-\$11	\$0	100.03%
Other Revenue	-\$128	-\$81	-\$79	\$2	103.11%
Total Revenues	-\$137	-\$92	-\$90	\$2	102.74%
Expenditures					
Salaries and Benefits	\$786	\$299	\$838	\$539	35.68%
Administrative and Office	\$60	\$20	\$84	\$64	23.55%
Service Delivery	\$73	\$31	\$10	-\$21	313.37%
IT and Communications	\$223	\$198	\$323	\$125	61.23%
Facilities	\$5	\$2	\$6	\$5	25.23%
Vehicles and Equipment	\$2	\$1	\$4	\$3	16.89%
Internal Services Recovered	-\$66	-\$33	-\$80	-\$46	41.67%
Capital Contribution	\$198	\$102	\$246	\$143	41.67%
Total Expenditures	\$1,282	\$619	\$1,431	\$812	43.28%
Transfers					
Transfers from Reserves	-\$35	-\$60	-\$65	-\$5	92.61%
Transfers to Reserves	\$4	\$0	\$5	\$5	0.00%
Total Transfers	-\$30	-\$60	-\$60	\$0	99.68%
Total Information Technology	\$1,115	\$468	\$1,282	\$814	36.49%

Building

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	-\$750	-\$162	-\$593	-\$430	27.39%
Other Revenue	-\$35	\$0	-\$5	-\$5	0.50%
Total Revenues	-\$785	-\$162	-\$598	-\$435	27.16%
Expenditures					
Salaries and Benefits	\$800	\$313	\$811	\$498	38.61%
Administrative and Office	\$160	\$63	\$66	\$3	96.15%
Service Delivery	\$17	\$1	\$18	\$16	6.77%
IT and Communications	\$15	\$61	\$54	-\$7	112.93%
Vehicles and Equipment	\$20	\$4	\$20	\$16	21.05%
Internal Services Used	\$84	\$45	\$108	\$63	41.67%
Capital Contribution	\$82	\$14	\$33	\$19	41.67%
Total Expenditures	\$1,178	\$502	\$1,109	\$607	45.23%
Transfers					
Transfers from Reserves	-\$388	-\$364	-\$504	-\$139	72.32%
Transfers to Reserves	\$5	\$2	\$0	-\$2	#DIV/0!
Total Transfers	-\$383	-\$362	-\$504	-\$141	71.95%
Total Building and Bylaw	\$10	-\$23	\$8	\$31	-302.05%

Emergency Management

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Other Revenue	-\$3	\$0	\$0	\$0	#DIV/0!
Total Revenues	-\$3	\$0	\$0	\$0	#DIV/0!
Expenditures					
Salaries and Benefits	\$133	\$49	\$148	\$99	33.16%
Administrative and Office	\$25	\$7	\$19	\$12	35.90%
Service Delivery	\$55	\$17	\$60	\$43	28.10%
IT and Communications	\$9	\$4	\$9	\$5	41.66%
Vehicles and Equipment	\$1	\$0	\$0	\$0	70.00%
Total Expenditures	\$223	\$77	\$236	\$160	32.41%
Transfers					
Transfers from Reserves	\$0	\$0	-\$3	-\$3	0.00%
Transfers to Reserves	\$30	\$13	\$30	\$18	41.67%
Total Transfers	\$30	\$13	\$27	\$15	46.30%
Total Emergency Management	\$250	\$89	\$263	\$174	33.75%

Corporate Services - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$503	-\$405	-\$405
Contributions			
Government Transfers	\$0	\$0	\$0
Capital Levy	-\$171	-\$78	-\$188
Other Revenue	-\$8	-\$2	\$0
Transfers from Reserves	-\$109	-\$24	-\$90
Total Contributions	-\$288	-\$105	-\$278
Capital Work			
Equipment & Machinery	\$255	\$168	\$315
Vehicles	\$131	\$0	\$0
Total Capital Work	\$386	\$168	\$315
Ending Capital Asset Fund Balance	-\$405	-\$341	-\$368

Work Plan Summary

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Expenditures			
Cellular Booster Upgrades	\$0	\$0	\$30
Communication Systems Lifecycle	\$44	\$0	\$20
Communication Tower Lifecycle	\$0	\$0	\$0
Councillor Device Replacement	\$11	\$0	\$0
Courtroom AV Equipment	\$4	\$0	\$10
End User Device Lifecycle	\$103	\$64	\$81
IT Infrastructure Lifecycle	\$94	\$104	\$174
Equipment & Machinery	\$255	\$168	\$315
Vehicles	\$131	\$0	\$0
	\$386	\$168	\$315

Information Technology - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$424	-\$376	-\$376
Contributions			
Capital Levy	-\$171	-\$78	-\$188
Other Revenue	-\$8	-\$2	\$0
Transfers from Reserves	-\$27	-\$24	-\$57
Total Contributions	-\$206	-\$105	-\$246
Capital Work			
Equipment & Machinery	\$255	\$168	\$315
Total Capital Work	\$255	\$168	\$315
Ending Capital Asset Fund Balance	-\$376	-\$312	-\$306

Work Plan Summary

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Cellular Booster Upgrades	\$0	\$0	\$30
Communication Systems Lifecycle	\$44	\$0	\$20
Communication Tower Lifecycle	\$0	\$0	\$0
Councillor Device Replacement	\$11	\$0	\$0
Courtroom AV Equipment	\$4	\$0	\$10
End User Device Lifecycle	\$103	\$64	\$81
IT Infrastructure Lifecycle	\$94	\$104	\$174
Equipment & Machinery	\$255	\$168	\$315
	\$255	\$168	\$315

Building - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$78	-\$29	-\$29
Contributions			
Transfers from Reserves	-\$82	\$0	-\$33
Total Contributions	-\$82	\$0	-\$33
Capital Work			
Vehicles	\$131	\$0	\$0
Total Capital Work	\$131	\$0	\$0
Ending Capital Asset Fund Balance	-\$29	-\$29	-\$62

Work Plan Summary

	2018 ACTUAL *	2019 ACTUAL	2019 BUDGET
Expenditures			
Vehicles	\$131	\$0	\$0
Vehicles	\$131	\$0	\$0
Total Work Plan Summary	\$131	\$0	\$0

Health Services

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	-\$3,568	-\$1,435	-\$3,840	-\$2,406	37.35%
Other Revenue	-\$112	-\$37	-\$89	-\$52	41.33%
Total Revenues	-\$3,679	-\$1,471	-\$3,930	-\$2,458	37.44%
Expenditures					
Administrative and Office	\$9	\$3	\$8	\$5	38.67%
Debt Repayment	\$238	\$99	\$238	\$139	41.67%
Service Delivery	\$7,864	\$3,428	\$8,408	\$4,980	40.78%
IT and Communications	\$78	\$29	\$72	\$43	40.72%
Facilities	\$102	\$46	\$112	\$66	41.01%
Vehicles and Equipment	\$249	\$84	\$269	\$185	31.35%
Internal Services Used	\$170	\$73	\$180	\$107	40.51%
Capital Contribution	\$435	\$203	\$487	\$284	41.67%
Total Expenditures	\$9,145	\$3,966	\$9,774	\$5,808	40.58%
Transfers					
Transfers from Reserves	-\$100	\$0	\$0	\$0	#DIV/0!
DC Contribution	-\$100	-\$43	-\$66	-\$23	65.47%
Total Transfers	-\$200	-\$43	-\$66	-\$23	65.47%
Total Tr, Para, HU	\$5,266	\$2,452	\$5,779	\$3,327	42.43%

Health Services - Month over Month Changes

April 30 year to date			1,949,515
Revenues			
Government Transfers			(280,352)
Other Revenue			(8,618)
Total Change in Revenues			<u>(288,970)</u>
Expenditures			
Administrative and Office			435
Debt Repayment			19,866
Service Delivery ¹			682,467
IT and Communications			9,923
Facilities			12,424
Vehicles and Equipment			19,457
Internal Services Used			14,584
Capital Contribution			40,551
Reserve Transfers			
Transfers from Reserves/Trust	-		
DC Contributions	(8,598)		
Transfers to Reserves	-		(8,598)
Total Change in Expenditures			<u>791,109</u>
Net Change			<u>502,139</u>
May 31 year to date			<u>\$ 2,451,654</u>

Notes:

1. Includes monthly payments for public health and paramedic services

Paramedic Services

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	-\$3,568	-\$1,435	-\$3,840	-\$2,406	37.35%
Other Revenue	-\$26	-\$4	-\$10	-\$6	38.59%
Total Revenues	-\$3,593	-\$1,438	-\$3,850	-\$2,412	37.36%
Expenditures					
Administrative and Office	\$9	\$3	\$8	\$5	38.67%
Service Delivery	\$6,245	\$2,741	\$6,678	\$3,937	41.05%
IT and Communications	\$78	\$29	\$72	\$43	40.72%
Facilities	\$102	\$46	\$112	\$66	41.01%
Vehicles and Equipment	\$249	\$84	\$269	\$185	31.35%
Internal Services Used	\$170	\$73	\$180	\$107	40.51%
Capital Contribution	\$435	\$203	\$487	\$284	41.67%
Total Expenditures	\$7,288	\$3,180	\$7,806	\$4,626	40.73%
Transfers					
Transfers from Reserves	-\$20	\$0	\$0	\$0	#DIV/0!
Total Transfers	-\$20	\$0	\$0	\$0	#DIV/0!
Total Paramedic Services	\$3,674	\$1,741	\$3,956	\$2,215	44.02%

Public Health

	2018 ACTUAL	MAY 2019 ACTUAL	2019 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Other Revenue	-\$86	-\$33	-\$80	-\$46	41.67%
Total Revenues	-\$86	-\$33	-\$80	-\$46	41.67%
Expenditures					
Debt Repayment	\$238	\$99	\$238	\$139	41.67%
Service Delivery	\$1,619	\$687	\$1,730	\$1,043	39.72%
Total Expenditures	\$1,857	\$786	\$1,968	\$1,182	39.96%
Transfers					
Transfers from Reserves	-\$80	\$0	\$0	\$0	0.00%
DC Contribution	-\$100	-\$43	-\$66	-\$23	65.47%
Total Transfers	-\$180	-\$43	-\$66	-\$23	65.47%
Total WDG Health Unit	\$1,591	\$710	\$1,823	\$1,113	38.96%

Paramedics - Capital Asset Fund

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Opening Balance	-\$786	-\$1,067	-\$1,067
Contributions			
Government Transfers	-\$79	\$0	-\$120
Capital Levy	-\$321	-\$153	-\$367
Other Revenue	-\$15	\$0	\$0
Transfers from Reserves	-\$20	\$0	\$0
Total Contributions	-\$435	-\$153	-\$487
Capital Work			
Buildings	\$10	\$0	\$0
Equipment & Machinery	\$11	\$0	\$8
Vehicles	\$133	\$0	\$352
Total Capital Work	\$153	\$0	\$360
Ending Capital Asset Fund Balance	-\$1,067	-\$1,220	-\$1,194

Work Plan Summary

	2018 ACTUAL	2019 ACTUAL	2019 BUDGET
Expenditures			
HVAC	\$10	\$0	\$0
Exterior Doors	\$0	\$0	\$0
Buildings	<u>\$10</u>	<u>\$0</u>	<u>\$0</u>
In-vehicle Laptops	\$0	\$0	\$0
Defibrillators	\$2	\$0	\$0
Carrying Equipment	\$0	\$0	\$0
Patient Equipment	\$9	\$0	\$0
Appliance Replacement	\$0	\$0	\$8
Equipment & Machinery	<u>\$11</u>	<u>\$0</u>	<u>\$8</u>
Ambulances	\$133	\$0	\$272
Community Paramedic Vehicle	\$0	\$0	\$0
ERU	\$0	\$0	\$80
Vehicles	<u>\$133</u>	<u>\$0</u>	<u>\$352</u>
Total Work Plan Summary	\$153	\$0	\$360

Michelle Hargrave

Sent:
To:
Subject:

Regards,

Pam Hillock | County Clerk/Director of Corporate Services
County of Dufferin | Phone: 519-941-2816 Ext. 2503 |
phillock@dufferincounty.ca | 55 Zina Street, Orangeville, ON L9W 1E5

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From: Delegations (MMA) <Delegations@ontario.ca>
Sent: Friday, June 7, 2019 4:02 PM
To: Delegations (MMA) <Delegations@ontario.ca>
Cc: Partanen, Karen (MMAH) <Karen.Partanen@ontario.ca>; Scott, Nadine (MMA) <Nadine.Scott2@ontario.ca>; Agis, Jennifer (MMA) <Jennifer.Agis@ontario.ca>; Lee, Kate (MMA) <Kate.Lee@ontario.ca>
Subject: Association of Municipalities of Ontario (AMO) 2019 Delegation Form

Please be advised that the Municipal Delegation Request Form for the Association of Municipalities of Ontario (AMO) 2019 Annual Conference is available online. Information about delegations and a link to the form are available here: <https://www.ontario.ca/form/2019-association-municipalities-ontario-conference>. The deadline to submit requests is **Friday June 28, 2019**.

Le formulaire pour demander une rencontre avec le _____ pour le Congrès annuel 2019 de l'Association des Municipalités de l'Ontario (AMO) est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : <https://www.ontario.ca/fr/forme/conference-de-lassociation-des-municipalites-de-lontario-de-2019>.
