



## **GENERAL GOVERNMENT SERVICES COMMITTEE AGENDA**

**Thursday, June 24, 2021 at 11:00 a.m.**

**By video conference** – The meeting will be live streamed on YouTube at the following link:  
<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

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### Land Acknowledgement Statement

*We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.*

*We also acknowledge that various municipalities within the County of Dufferin reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.*

*These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.*

### Roll Call

### Declarations of Pecuniary Interest by Members

### **PUBLIC QUESTION PERIOD**

Questions can be submitted to [info@dufferincounty.ca](mailto:info@dufferincounty.ca) or 519-941-2816 x2500 prior to 4:30 p.m. on June 23, 2021.

### **REPORTS**

1. GENERAL GOVERNMENT SERVICES – June 24, 2021 – ITEM #1  
Insurance Extension

A report from the Manager of Finance/Treasurer, dated June 24, 2021, to seek Council approval to extend the current insurance contract for one additional year.

**Recommendations:**

**THAT the report of the Manager of Corporate Finance/Treasurer, dated June 24, 2021, regarding Insurance Extension, be received;**

**AND THAT that Intact Public Entities be engaged to provide Insurance Services for the 2022 fiscal year.**

2. GENERAL GOVERNMENT SERVICES – June 24, 2021 – ITEM #2  
Updated Policy for Integrity Commissioner Inquiry Protocol

A report from the Clerk, dated June 24, 2021, to to seek authorization to approve an update to Policy 1-2-12 - Integrity Commissioner –Advice/ Inquiries Procedures.

**Recommendations:**

**THAT the report of the Clerk dated June 24, 2021 regarding Policy # 1-2-12 for Integrity Commissioner Inquiry Protocol, be received;**

**AND THAT the attached policy be approved.**

3. GENERAL GOVERNMENT SERVICES – June 24, 2021 – ITEM #3  
School Bus Stop-Arm Camera Program Report 3

A report from the Clerk, dated June 24, 2021, to provide an update to council regarding implementing a school bus stop-arm camera program.

**Recommendations:**

**THAT the report of the Clerk, dated June 24, 2021 regarding School Bus Stop-Arm Camera Program – Report 3, be received;**

**AND THAT a letter be sent to the Province to request implementation of a mandatory School Bus Stop-Arm Camera program.**

4. GENERAL GOVERNMENT SERVICES – June 24, 2021 – ITEM #4  
Compensation for Public Members on Committees/Advisory Groups

A report from the Chief Administrative Officer, dated June 24, 2021, to recommend Council compensate public members of committees and advisory groups with honorariums on a per meeting basis.

**Recommendations:**

**THAT the report of the Chief Administrative Officer, dated June 24, 2021 regarding Compensation for Public Members on Committees/Advisory Groups, be received;**

**AND THAT Council approve honorariums of \$100 per meeting for Public Members of Committees and Advisory groups;**

**AND THAT, the cost for the remainder of 2021 be covered with funds from the rate stabilization reserve and that the ongoing expense be added to the budget for 2022 and beyond;**

**AND THAT the necessary policy be updated.**

**Next Meeting**

Thursday, August 26, 2021 at 11:00 a.m.

Video Conference

## **REPORT TO COUNCIL/ COMMITTEE**

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

**From:** Aimee Raves, Manager of Corporate Finance/Treasurer

**Meeting Date:** June 24, 2021

**Subject:** **Insurance Extension**

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

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

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### **Purpose**

The purpose of this report is to seek Council approval to extend the current insurance contract for one additional year.

### **Background & Discussion**

In 2019 the insurance industry moved into what is known as a hard market, which is a period of time when there is a high demand for insurance but a lower supply of coverage available. Hard markets are driven by an increase in claims as well as lower investment returns for insurers. This leads to higher rates and more restrictive terms for those seeking insurance. Hard markets are typically short in nature (two to three years) with the current one anticipated to last into 2022.

As part of prudent financial management, it is important that municipalities attempt to retain an insurance company that provides the best value for the services provided. Over the past several years, partly as a result of the hard market municipalities have struggled with how best to achieve such value for service especially as the rates continue to climb. How often should municipalities go to market? How much weight to put on the relationship with the existing insurance company or broker? Is it more beneficial to go to market for insurance brokers versus insurance companies and then allow the broker to shop around on our behalf? Will the broker have access to sufficient markets to keep our costs down? These are just a few of the questions that are top of mind when examining

how to achieve the best value for the services provided, not to mention the time and resources required to go to market.

Insurance can be viewed as a financial service and thus fall under Policy 11 – Non-competitive Procurements of our Procurement Policy. Under this policy, financial services are permitted to be awarded without going through a formal Request for Proposal (RFP) process. This combined with the hard market is why in 2020 a weighted Request for Quote process was undertaken.

In the fall of 2020 Council approved the appointment of Frank Cowan Company to be the County insurers for the 2021 year. Since that time Frank Cowan has officially changed their name to Intact Public Entities.

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

The current contract with Intact permits a one-year extension of the current terms and conditions. Staff are just beginning to build a working relationship with the organization. This combined with the fact that we are still within a hard market suggests it would not be beneficial to go to market for the 2022 fiscal year. As such staff recommend extending the existing contract with Intact Public Entities for an additional year. As per the normal renewal process, applications will need to be completed and evaluated by Intact and its insurance partners prior to their providing an estimated cost for the 2022 year.

### **Recommendations:**

**THAT the report of the Manager of Corporate Finance/Treasurer, dated June 24, 2021, regarding Insurance Extension, be received;**

**AND THAT that Intact Public Entities be engaged to provide Insurance Services for the 2022 fiscal year.**

Respectfully Submitted By:

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

Reviewed by: Sonya Pritchard, CPA.CMA  
Chief Administrative Officer



## **REPORT TO COMMITTEE**

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

**From:** Michelle Dunne, Clerk

**Date:** June 24, 2021

**Subject: Updated Policy for Integrity Commissioner Inquiry Protocol**

### **In support of Strategic Plan Priorities and Objectives**

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

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### **Purpose**

The purpose of this report is to seek authorization to approve an update to Policy 1-2-12 - Integrity Commissioner –Advice/ Inquiries Procedures.

### **Background and Discussion**

At the May 13, 2021 Council meeting, Council appointed Charles Harnick, ADR Chambers Inc., as its Integrity Commissioner. The services of the Integrity Commissioner include:

- To provide advice on the application of the Code of Conduct, Township policies, procedures and rules, the complaint protocol and section 5 of the Municipal Conflict of Interest Act;
- To conduct inquiries regarding whether a member has contravened the Code of Conduct or section 5 of the Municipal Conflict of Interest Act;
- To provide advice to a member, upon written request, respecting the member's obligations under the Code of Conduct, Township policies, procedures and rules, the complaint protocol and the Municipal Conflict of Interest Act;
- To provide opinions on policy matters and make other reports to council as requested on issues of ethics and integrity;

- To provide educational information and training to council, to members and to the public on matters related to the Code of Conduct and issues of ethics and integrity and to the Municipal Conflict of Interest Act;
- To provide general information to members of the public, on request, about the Code of Conduct, the complaint protocol and the availability of complaint resolution services or referrals as contemplated by the complaint protocol;
- To maintain custody and control of the integrity commissioner's complaint and inquiry files and, on completion of his or her term of appointment, to transfer open files relating to ongoing matters to the incoming Integrity Commissioner appointed by council; and
- To provide such other services respecting ethical and integrity matters as assigned by council or as may be required by the Municipal Act, 2001

A complaint protocol under the Council Member Code of Conduct was created in 2015 when the County first appointed an Integrity Commissioner. The protocol provides the procedures for request for advice as well as informal and formal complaint processes. In consultation with ADR Chambers, staff are recommending that it be revised to include a Consent and Confidentiality Agreement as part of the protocol. This agreement will get the complainant to acknowledge, accept and agree to the following terms:

- The dispute relates to the application of the Code of Conduct for Members of Council and/or the application of any procedures, rules and policies of the County governing ethical behavior of Members of Council and/or the provisions of the Municipal Conflict of Interest Act ("MCIA").
- Complainant agrees to keep confidential all communications and information from the Integrity Commissioner, including correspondence and draft and final investigation reports. A final investigation report will cease to be confidential once it is included on a Municipal Council open session agenda. The final investigation report may include the identity of the complainant as well as the identity of the Member the complaint was made against.
- Any information arising out of the investigation process that is not included in a final investigation report will continue to be held in confidence by the complainant.
- The Integrity Commissioner may disclose information received from the complainant to the Member(s) of Council whose conduct is complained of and other parties relevant to the investigation.

- The Integrity Commissioner may disclose to the complainant the information it receives from the Member(s) of Council whose conduct is complained of and other parties relevant to the investigation.
- The Integrity Commissioner reserves the right to terminate the investigation at any time if it determines that the complaint is frivolous, vexatious, or is made in bad faith.

A draft Policy for Integrity Commissioner Inquiry Protocol has been attached for Council's review.

### **Financial, Staffing, Legal and IT Consideration Impact**

There is no direct financial impact for the approval of this policy.

### **Recommendations:**

**THAT the report of the Clerk dated June 24, 2021 regarding Policy # 1-2-12 for Integrity Commissioner Inquiry Protocol, be received;**

**AND THAT the attached policy be approved.**

Respectfully submitted

Michelle Dunne, Clerk

Reviewed by: Sonya Pritchard, CPA, CMA  
Chief Administrative Officer



## **Complaint Protocol under the Council Member Code of Conduct**

### **A. DEFINITIONS**

1. In this Complaint Protocol:
  - 1.1 "Code" means the Council Member Code of Conduct.
  - 1.2 "Complainant" means the individual who makes a complaint.
  - 1.3 "Member" means a member of Dufferin County Council.
  - 1.4 "Respondent" means a Member who is the subject of the complaint.

### **B. INFORMAL COMPLAINT PROCEDURE**

2. Any individual who believes behaviour or activity by a Member contravenes the Code may address the behaviour or activity by doing one or more of the following:
  - 2.1 Inform the Member that the behaviour or activity appears to contravene the Code.
  - 2.2 Encourage the Member to acknowledge and to agree to stop the prohibited behaviour or activity and to avoid future occurrences of it.
  - 2.3 Document the incidents including dates, times, locations, other individuals present, and any other relevant information.
  - 2.4 Request the Integrity Commissioner to assist in informal discussion with the Member about the alleged behaviour or activity in an attempt to resolve the issue.
  - 2.5 If applicable, confirm to the Member the individual's satisfaction with the response of the Member, or, if applicable, inform the Member of the individual's dissatisfaction with the response.
  - 2.6 Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part C, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
3. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behaviour or an activity believed to violate the Code.
4. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The parties involved are encouraged to take advantage of the Integrity Commissioner's potential role as a mediator of issues relating to an informal complaint. However, the informal process is not a precondition to pursuing the formal complaint procedure outlined in Part C.

## **C. FORMAL COMPLAINT PROCEDURE**

5. Any individual who identifies or witnesses behaviour or an activity by a Member and believes it to be in contravention of the Code may file a formal complaint as follows:
  - 5.1 The complaint shall be made in writing and be dated and signed by an identifiable individual.
  - 5.2 Where possible, the complaint shall be made using the Complaint Form (Appendix A) which will be posted on the County of Dufferin Website. If the Complaint Form is not used then the complaint must contain all of the information required by the Complaint Form, in the same order.
  - 5.3 The complaint must state the section(s) of the Code that the Complainant believes has (have) been breached.
  - 5.4 The complaint must include background (including date(s), time(s) and location(s) of conduct, supporting documentation, details and names of all persons involved, and name(s) of any witness(es)) that contains reasonable grounds for the allegation that a Member has contravened the Code.
  - 5.5 The Complainant is encouraged to include relevant documents.
  - 5.6 The complaint shall be submitted directly to the Clerk or Integrity Commissioners Office by email, mail or delivery.
  - 5.7 In the event that a complaint is sent to or left at the County office, the envelope must be addressed to the County Clerk and identified as confidential in a sealed envelope.

### ***Integrity Commissioner's Classification and Decision to Investigate***

6. The Integrity Commissioner may not help anyone to draft the content of a complaint but the Commissioner may for any reason
  - (a) invite a Complainant to clarify, or
  - (b) permit a Complainant to amend or resubmit any complaint, including a complaint that does not meet the requirements of this Complaint Protocol.

The complaint is deemed to be received by the Commissioner when it is clarified, amended or resubmitted and henceforth the complaint consists of the amended complaint, the resubmitted complaint, or the original complaint plus amendments or plus clarifications, as the case may be.

7. Upon receiving the complaint, the Integrity Commissioner will open a file and forward a Consent and Confidentiality Agreement for the complainant to sign.

8. The Integrity Commissioner will conduct an initial classification to determine whether the complaint is within the Commissioner's jurisdiction and whether the Commissioner should commence an investigation.
  - 8.1 The complaint, or part of it, lies outside the Commissioner's jurisdiction if the subject matter of the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure.
  - 8.2 The Commissioner shall only commence an investigation of a complaint, or part of it, that on its face contains allegations that if substantiated would constitute a breach of one or more provisions of the Code, and then only in relation to such provision(s).
  - 8.3 The Commissioner has the discretion to decline to commence an investigation if on its face the complaint appears to be frivolous, vexatious or not made in good faith, and subsequently the Commissioner may terminate an investigation if at any time the Commissioner forms the opinion that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith.
  - 8.4 If the Complainant is a Member, where the Integrity Commissioner declines to commence or terminates an investigation on the ground that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith, the Integrity Commissioner may report that fact to Council and name the Member.
9. If on its face the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure then the Integrity Commissioner shall respond to the Complainant in writing as follows:
  - 9.1 If the allegation might relate to an offence under the *Criminal Code* or another criminal statute then the Complainant shall be informed that such allegation, if the Complainant wishes to pursue it, should be brought to the attention of the police.
  - 9.2 If the allegation relates to compliance with the *Municipal Conflict of Interest Act* as opposed to compliance the Code then the Commissioner shall suggest that the Complainant review the matter with the Complainant's own legal counsel.
  - 9.3 If a complaint or part is more appropriately handled under the *Municipal Freedom of Information and Protection of Privacy Act* then the Complainant shall be informed that the matter falls under the responsibility of the Clerk, and shall be given the Clerk's phone number and email address.
  - 9.4 If the complaint or part seems to fall under another County policy then the complainant shall be informed how to pursue the matter under the other policy.
  - 9.5 If for any other reason the complaint or part is not within the jurisdiction of the Integrity Commissioner then the Complainant shall be so informed and given such additional

reasons and/or referred to such agencies or authorities as the Integrity Commissioner considers appropriate.

- 9.6 If the complaint or part relates to a matter that is already subject to another process, including but not limited to a court proceeding under the *Municipal Conflict of Interest Act*, a human rights complaint, an arbitration hearing, or another court or tribunal proceeding, then the Integrity Commissioner may, in the Integrity Commissioner's sole discretion, suspend any investigation pending the result of the other process.

### ***Settlement, Withdrawal and Other Opportunities for Resolution***

9. Following receipt of a formal complaint, or at any time during an investigation:

- 9.1 Where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without starting or continuing an investigation, and both the Complainant and the Respondent agree, the Commissioner may pause or delay the investigation and make efforts to achieve an informal resolution.
- 9.2 If a complaint is withdrawn, settled or informally resolved, the Commissioner shall not report to Council except as part of the annual report described in section 24.

### ***Investigation***

10. Within 10 days the Integrity Commissioner determines whether they have jurisdiction to review the complaint and/or whether further information is required in the Complaint Form.

11. Except where the Integrity Commissioner exercises powers under sections 33 and 34 of the *Public Inquiries Act*, the investigation process shall be as follows:

- 11.1 The Integrity Commissioner shall, the same day, give the Respondent notice of the complaint (including a copy of the complaint and all supporting documentation) and invite the Respondent to provide a written response within seven business days.
- (a) To protect the right of a full and fair opportunity to respond, the Respondent shall be given the entire complaint, including the Complainant's name but not the contact information of a Complainant who is not a Member.
- (b) In exceptional circumstances and only where the Integrity Commissioner is satisfied that a fear of intimidation or reprisal is well-founded, the Integrity Commissioner may redact information that would identify the Complainant or a witness, provided that the Respondent receives sufficient disclosure to understand the allegation(s) and to receive a full and fair opportunity to respond.
- (c) Despite paragraph (b), where the Complainant is a Member of Council the Complainant's identifying information will not be redacted.

- 11.2 The Integrity Commissioner shall, the same day, give the Complainant notice that an investigation has commenced.
  - 11.3 Within three business days after receiving the Respondent's response, if any, the Integrity Commissioner shall send it to the Complainant with an invitation to reply within seven business days.
  - 11.4 Within three business days after receiving the Complainant's reply, if any, the Integrity Commissioner shall send it to the Respondent.
  - 11.5 After reviewing the complaint, the response and the reply, the Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any County work location relevant to the complaint for the purpose of investigation and potential resolution.
  - 11.6 Within 45 calendar days after the complainant is received, or such longer period as the Commissioner deems necessary, the Commissioner shall draft a report containing the findings of the investigation, including draft conclusions about whether the Respondent contravened the Code and, where applicable, a draft recommended penalty, and submit it to the Respondent for representations and comments within seven business days.
  - 11.7 Within five business days after receiving the representations and comments of the Respondent, and taking them into account, the Integrity Commissioner shall finalize the report and deliver it to the:
    - (a) Clerk, for delivery to Council.
    - (b) Complainant.
    - (c) Respondent.
12. The Commissioner has the discretion to extend any of the time frames and deadlines in this Protocol. If, however, a report will not be completed within 90 days of the receipt of a complaint, the Integrity Commissioner shall provide an interim report to Council (and the Respondent and Complainant). The interim report shall describe the complaint without identifying the Respondent and the Complainant, explain the delay and state when the final report is expected to be ready.

### ***Report to Council and Recommendation***

13. Upon receipt of a report, the Clerk shall place it on the next regular agenda of Council.
14. Where a report states the Integrity Commissioner's opinion that a Respondent has contravened the Code:

- 14.1 The Integrity Commissioner may include in the report a recommended penalty.
  - 14.2 If the Integrity Commissioner is of the opinion that the contravention was trivial or committed through inadvertence or an error of judgment made in good faith, or occurred despite the Respondent taking reasonable measures to prevent it, then the report shall so state.
  - 14.3 The Respondent shall have the right of reply when the report is considered by Council.
  - 14.4 Despite paragraph 14.3, a Respondent who has a pecuniary interest under the *Municipal Conflict of Interest Act* is prevented from taking part in the discussion, voting on any question in respect of the matter and attempting in any way before, during or after the meeting to influence the voting on any such question. If a Respondent declares a pecuniary interest in the report then, in that circumstance, the Integrity Commissioner shall invite the Respondent to deliver a reply to the Integrity Commissioner concerning the recommendation and the Integrity Commissioner shall submit that reply to the Clerk for delivery to Council.
15. If the Integrity Commissioner is of the opinion that a Respondent did not contravene the Code but the Respondent's conduct was blameworthy or otherwise deserving to be brought to Council's attention then the report shall so state.
16. If the Integrity Commissioner is of the opinion that the investigation has revealed the need for an amendment to the Code, this Protocol or County policy then the report shall so state.
17. The Integrity Commissioner may make interim reports to Council where necessary and as required, including to address any instances of interference, obstruction, delay, reprisal retaliation associated with the investigation.

### ***Confidentiality to Ensure a Fair Process***

18. To ensure that a complaint is investigated (or settled or informally resolved) in a fair manner that respects the rights of the Complainant, the Respondent and witnesses, until the final report is delivered to Council the parties shall maintain the confidentiality of the complaint process, including but not limited to the confidentiality of the complaint, responses, replies and other communications from the Complainant, the Respondent and the Integrity Commissioner.
19. If a Complainant (whether or not the Complainant is a Member) discloses information about a complaint or investigation then the Integrity Commissioner may take that fact into account in exercising discretion before declining to commence or terminating an investigation on the ground that the complaint is frivolous or vexatious or the Complainant is not acting in good faith.

20. The following paragraphs apply where a Member (whether or not the Member is a Complainant, a Respondent, a witness or uninvolved) discloses information about a complaint or an investigation:

20.1 Section 1.5 of the Code provides the Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so. The fact and the content of a complaint or investigation, including the identity of all parties and witnesses, are to be treated as confidential. Further, section 1.5 of the Code provides that Members must protect the confidentiality of the source of a complaint where the identity of the complainant was given in confidence. Where the Integrity Commissioner is of the opinion that the disclosure breached confidentiality, the Commissioner, after giving a Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.5 of the Code and may recommend a penalty.

20.2 Section 1.15 of the Code states that harassment of another member of Council, staff or any member of the public is misconduct. Where the Integrity Commissioner is of the opinion that the disclosure constituted harassment the Commissioner, after giving the Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.15 of the Code and may recommend a penalty.

20.3 Section 1.16 of the Code states that bullying another member of Council, staff or any member of the public is misconduct. Where the Integrity Commissioner is of the opinion that the disclosure constituted bullying the Commissioner, after giving the Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.16 of the Code and may recommend a penalty.

21. If the disclosure of information about a complaint or investigation makes it impossible, in the Integrity Commissioner's opinion, to conclude a fair and proper investigation that respects the rights of the parties then the Integrity Commissioner shall report that opinion to Council.

22. For greater certainty, a report under this section shall name the individual who disclosed or caused the disclosure of information about a complaint or investigation, and may name any Member who is involved as a Complainant, Respondent, witness or other involved individual.

### ***No Complaint Processing and No Report Prior to Municipal Election***

23. Despite anything to the contrary in this Protocol, after June 30 in the year of a regular municipal election:

23.1 If Integrity Commissioner receives a complaint then the Integrity Commissioner shall not take any steps to classify, to investigate or otherwise to process it until after election day.

- 23.2 If the Integrity Commissioner is in the middle of processing a complaint then the Integrity Commissioner may continue the investigation process but shall not deliver a report (including a draft report) to the Respondent, the Complainant or Council until after election day.
- 23.3 The Integrity Commissioner shall not deliver an interim report or an annual report until after election day.

### ***Annual Reports to Council***

24. The Integrity Commissioner shall report to Council annually. In the annual report, the Commissioner shall report on all complaints received and on their disposition (including complaints not falling within the jurisdiction of the Integrity Commissioner and other complaints that were not investigated). Unless otherwise provided in this Protocol, a complaint that has not been the subject of a public report to Council will be described in the annual report without identifying the Complainant or the Respondent.

### ***Confidentiality, Record Keeping and Public Disclosure***

25. The Integrity Commissioner and every person acting under the instructions of the Integrity Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under Part V.I of the *Municipal Act*, the Code and this Protocol. Nevertheless, information may be disclosed as required by law or otherwise in accordance with Part V.I of the Act, the Code and this Protocol. In a report on whether a Member has contravened the Code, the Integrity Commissioner may disclose such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.
26. The Integrity Commissioner shall retain all records related to the complaint and investigation.
27. For greater certainty, if the Integrity Commissioner is of the opinion that a Member has contravened the Code then the Member's identity is not confidential information and the Member shall be named in the Integrity Commissioner's report to Council.
28. All reports from the Integrity Commissioner to Council will be made available to the public on the County Website on a single Web page that is easily accessible.



**APPENDIX A**  
**Council Code of Conduct Complaint Form**

Name:

Address:

Telephone:

E-mail:

I, \_\_\_\_\_, hereby request the Integrity Commissioner for the County of Dufferin to conduct an inquiry pursuant to Part V.1 of the *Municipal Act, 2001* and section 1.19 of the Council Code of Conduct, about the following Council Member(s):

**Background:** (including date(s), time(s) and location(s) of conduct, supporting documentation, details and names of all persons involved, and name(s) of any witness(es); attach extra pages if necessary):

**Code of Conduct**

The *Council Member Code of Conduct* is available here. You may also request a copy by phone, e-mail, fax or in person.

Please state which section(s) of the Code of Conduct you believe have been breached:

I hereby request the Integrity Commissioner to conduct an inquiry pursuant to the provisions of section 223.4 of the *Municipal Act, 2001* with respect to the above conduct. This complaint is being filed under section 1.19 of the Code of Conduct for Members of Council.

Please mail, e-mail, or otherwise deliver this request to:

Michelle Dunne, Clerk County of Dufferin 30 Centre Street, Orangeville, Ontario, L9W 2X1 Tel: 519-941-2816, ext 2504 E-mail: mdunne@dufferincounty.ca	Office of the Integrity Commissioner ADR Chambers Inc. 180 Duncan Mill Road, 4th floor Toronto, ON M3B 1Z6 Email: <a href="mailto:integrity@adr.ca">integrity@adr.ca</a>
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Your name, address, comments, and any other personal information, is collected and maintained for the purpose of conducting an investigation under Section 223.4 of the *Municipal Act, 2001*.

This complaint is being filed under section 1.19 of the Council Code of Conduct. Questions about this collection should be directed to the Clerk (519)-941-2816 Ext. 2504.

## **APPENDIX B**

### **Integrity Commissioner ("IC") and Office of the Integrity Commissioner ("OIC") for Dufferin County**

#### **CONSENT AND CONFIDENTIALITY AGREEMENT ("Agreement") IC No. \_\_\_\_\_**

The Integrity Commissioner for Dufferin County acknowledges receipt of your complaint against one or more Member(s) of Council.

By signing this Agreement, you are acknowledging, accepting, and agreeing with the terms, as set out herein.

You agree that:

- Your dispute has been submitted to the County Clerk for forwarding to the OIC or submitted to the OIC directly; and,
- Your dispute relates to the application of the Code of Conduct for Members of Council and/or the application of any procedures, rules and policies of the County governing ethical behavior of Members of Council and/or the provisions of the *Municipal Conflict of Interest Act* ("MCIA").

You agree to keep confidential all communications and information from the IC and the OIC, including correspondence and draft and final investigation reports. A final investigation report will cease to be confidential once it is included on a Municipal Council open session agenda. The final investigation report may include your identity as the complainant as well as the identity of the Member the complaint was made against.

Any information arising out of the investigation process that is not included in a final investigation report will continue to be held in confidence by you.

The IC and/or the OIC may disclose information received from you to the Member(s) of Council whose conduct is complained of and other parties relevant to the investigation.

The IC and/or the OIC may disclose to you the information it receives from the Member(s) of Council whose conduct is complained of and other parties relevant to the investigation.

The IC reserves the right to terminate the investigation at any time if it determines that the complaint is frivolous, vexatious, or is made in bad faith.

For the purposes of this Agreement, "OIC" also includes ADR Chambers Inc.

Please indicate your understanding of and agreement to the content of this Agreement by signing it and returning a signed copy by:

- Email to [integrity@adr.ca](mailto:integrity@adr.ca);
- Fax to 1-877-862-8825 or 416-362-8825; or
- Mail to  
Office of the Integrity Commissioner  
ADR Chambers Inc.  
180 Duncan Mill Road, 4th floor  
Toronto, ON  
M3B 1Z6

If you do not understand any part of this Agreement, or you have any concerns about the content of this Agreement, you should obtain independent legal advice before signing it.

I, \_\_\_\_\_ [Print Name], understand and agree to the contents of this Agreement:

\_\_\_\_\_  
Complainant – Signature

\_\_\_\_\_  
Date

## **Supporting Documentation**

It is recommended that you provide supporting documentation that will help verify your complaint. Please attach any supporting documentation either in your e-mail (as an attachment), or attach physical copies in mailed and faxed forms.

## **Use of Your Information / What Happens Next**

The Integrity Commissioner will use the contact information you have provided to communicate with you about this complaint.

If the complaint falls under the Code of Conduct, a copy will be provided to the Council Member(s) you named. Your name but not your contact information will be included.

If the Commissioner conducts an investigation, you, the Council Member(s) and other persons may be asked for more information.

At the end of an investigation, the Commissioner will report to Council about whether the Council Member(s) contravened the Code of Conduct. The Commissioner may disclose in the report such matters as in the Commissioner's opinion are necessary for the purposes of the report. Reports to Council become public documents.



## **REPORT TO COMMITTEE**

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

**From:** Michelle Dunne, Clerk

**Meeting Date:** June 24, 2021

**Subject:** **School Bus Stop-Arm Camera Program – Report 3**

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

**Good Governance** - ensure transparency, clear communication, prudent financial management

**Inclusive and supportive community** – support efforts to address current and future needs for a livable community

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### **Purpose**

The purpose of this report is to provide an update to council regarding implementing a school bus stop-arm camera program.

### **Background & Discussion**

Since the writing of the last report of February 2021, staff have had conversations with various organizations and municipalities, including the Town of Caledon, who administers the Provincial Offences Administration for Dufferin County municipalities. Currently the County does not have a role in Provincial Offences as the local municipalities have an agreement with the Town of Caledon to provide that service on their behalf. In 2019 a consultant was hired and concluded that the local municipalities should continue their relationship with Caledon as the most efficient way to enforce POA.

The Region of Peel has been working on a development of options, scope and cost for implementing an Automated School Bus Stop Arm Camera program, which staff has been monitoring. Once the Peel Region is ready to implement such a program, the

County could follow their lead. As the Town of Caledon is located in Peel Region, the POA staff would be familiar with how the program could be administered.

#### *Procurement*

Staff met with Kinetic GPO, to discuss a procurement process. Dufferin County is a member of Kinetic GPO, which conducts procurement in a fair, open, and transparent manner compliant with the International and Regional Trade Agreements, as well as the Ontario Broader Public Sector ("BPS") Procurement Directive. There is an interest for Kinetic GPO to proceed with a procurement process, which would allow all municipalities nation-wide to benefit from their process.

As this program could be implemented by municipalities across Ontario, staff are recommending that a letter be sent to the Province to make this mandatory. A standardized program would ensure the safety of students across the province.

#### **Financial, Staffing, Legal and IT Consideration Impact**

Staff will continue to investigate implementing a school bus stop arm program and consult with the local municipal staff to determine the necessary coordination to move forward.

#### **Recommendations:**

**THAT the report of the Clerk, dated June 24, 2021 regarding School Bus Stop-Arm Camera Program – Report 3, be received;**

**AND THAT a letter be sent to the Province to request implementation of a mandatory School Bus Stop-Arm Camera program.**

Respectfully submitted by:

Michelle Dunne, Clerk

Reviewed by: Sonya Pritchard, CPA, CMA  
Chief Administrative Officer



## **REPORT TO COMMITTEE**

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

**From:** Sonya Pritchard, Chief Administrative Officer

**Meeting Date:** June 24, 2021

**Subject:** **Compensation for Public Members on Committees/Advisory Groups**

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

**Good Governance** - ensure transparency, clear communication, prudent financial management

**Inclusive and supportive community** – support efforts to address current and future needs for a livable community

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### **Purpose**

The purpose of this report is to recommend Council compensate public members of committees and advisory groups with honorariums on a per meeting basis.

### **Background & Discussion**

In 2015, Council discontinued the practice of paying honorariums to public members when the committee system was revised to identify standing committees (members of Council) and ad hoc committees (some public volunteers and some councillors). At the time, it was accepted that volunteering on County approved committees was part of a civic duty/community service and that those who chose to participate were doing so as a way to give back to the community.

Over the past several years there have been many residents who have graciously volunteered their time to help further various County objectives. Volunteering is a cornerstone of the community and giving back is strongly encouraged throughout our society. At the same time, it is important to recognize the contributions of volunteers

and show they are valued. Recognition can come in many forms; awards, appreciation events, payment of expenses incurred to participate (transportation and/or child care) and honorariums.

It is also important to view committee participation through an equity and inclusion lens. Committee work is enriched through the involvement of a cross-section of residents who bring a diversity of perspectives and experiences. However, for some citizens, there are multiple barriers to volunteerism that need to be acknowledged. Not all residents have the necessary supports that allow them to give back on an equal basis. An honorarium can support 'levelling the playing field', encouraging a diversity of volunteer involvement which is of benefit to all.

In addition, committee members are sometimes asked to share their lived experiences, other times their professional expertise. Members often invest a great deal of time and emotional energy in their committee work. This has great value for the committees which should be recognized.

In order to better recognize our Public members on committees and advisory groups; staff recommend an Annual Public Member Appreciation Night at the December Council meeting each year and the introduction of honorariums on a per meeting basis.

The following is a list of the current committees and advisory groups including the number of members and the number of meetings per year:

<b>Committee/Advisory Group</b>	<b>Public Members</b>	<b>Meetings per Year</b>
Agricultural Advisory Group	9	2
DEICAC	10	24 (1 committee and 1 sub-committee mtg per month)
Dufferin Forest Advisory Team	5	1
Joint Accessibility Advisory Committee	5	10
Tourism Advisory Group	7	8

There are also some additional groups that meet to discuss ongoing economic development issues in which they have a specific interest such as the Ag Round Table and Restaurant Round Table.



**Financial, Staffing, Legal and IT Consideration Impact**

Honorariums of \$100 per meeting for the number of meetings and members noted in the chart above would cost \$36,900 per year. Honorariums for additional groups or round tables would be an additional cost.

**Recommendations:**

**THAT the report of the Chief Administrative Officer, dated June 24, 2021 regarding Compensation for Public Members on Committees/Advisory Groups, be received;**

**AND THAT Council approve honorariums of \$100 per meeting for Public Members of Committees and Advisory groups;**

**AND THAT, the cost for the remainder of 2021 be covered with funds from the rate stabilization reserve and that the ongoing expense be added to the budget for 2022 and beyond;**

**AND THAT the necessary policy be updated.**

Respectfully submitted by:

Sonya Pritchard, CPA, CMA  
Chief Administrative Officer