



# **The Corporation of the County of Wellington**

## **Countywide Orientation**

### **Agenda**

Friday, December 14, 2018

9:00 am

Wellington County Museum and Archives

Aboyne Hall

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Pages

**1. 9:00 am Code of Conduct and Conflict of Interest**

Guy Giorno, Partner, Fasken

**2. 10:30 am Ministry of Municipal Affairs**

Charlotte Caza, Policy Advisor

Tyler Shantz, Planner

**3. 11:30 am Planning - Aldo Salis, Director of Planning**

3.1 Provincial Growth Plan

3.2 Local Planning Appeal Tribunal

**4. 12:00 pm Lunch**

**5. 12:30 pm Financial**

5.1 Asset Management - Dan Wilson, Managing Director of Corporate Services,  
Centre- Wellington

5.2 Development Charges - Dan Wilson

5.3 Tax Policies - Ken DeHart, County Treasurer

**6. 2:00 pm Wellington Source Water Protection - Kyle Davis, Risk Management Official**

**7. 2:30 pm Emergency Management - Linda Dickson, Emergency Manager, CEMC**

**8. 3:00 pm Fire Training - Officer Charles Hamilton**

**9. 3:30 pm Social Services - Eddie Alton, Social Services Administrator**

# Members' Responsibilities: *Municipal Conflict of Interest Act and* Council Codes of Conduct

Presentation to County Wide Orientation  
County of Wellington  
December 14, 2018

Guy Giorno, Integrity Commissioner

# Overview

1. *Municipal Conflict of Interest Act*
2. **County and Local Codes of Conduct**
3. **Gifts and benefits**
4. **Advice**

# *Municipal Conflict of Interest Act:*

## Pecuniary interest

- Concerned only with “pecuniary interest” (financial or economic interest)
- Pecuniary interest may be direct or indirect
- Direct: Member, spouse, parent or child has pecuniary interest in matter in which Council or local board is concerned
- Indirect: Any of the following has a pecuniary interest in matter in which Council or local board is concerned:
  - Employer of Member, spouse, parent or child
  - Partner of Member, spouse, parent or child
  - Body to which Member, spouse, parent or child belongs
  - Private corporation of which Member, spouse, parent or child is shareholder, director or senior officer
  - Publicly-traded company that Member, spouse, parent or child controls or of which is director or senior officer



# *Municipal Conflict of Interest Act:*

## What to do (pecuniary interest)

1. Disclose interest prior to consideration  
[recorded in minutes]
2. Do not take part in discussion or vote
3. Before, during and after, do not attempt to  
influence voting
4. If meeting is closed, leave meeting [effective  
March 1, 2019, may remain in closed meeting]

# *Municipal Conflict of Interest Act:*

## Additional steps

5. File written statement with municipal Clerk, or secretary of committee or local board
6. Do not attempt in any way to influence decision or recommendation of an officer or employee of municipality
7. If absent from meeting, disclose conflict at first meeting when present

# *Municipal Conflict of Interest Act:*

## Sample written statement

**Clarington**

**Council / Committee Member  
Declaration of Interest Form**

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

This form shall be completed by the Member for each matter for which the Member is declaring an interest in accordance with the *Municipal Conflict of Interest Act*. The completed form shall be provided to the Municipal Clerk, or designate, at the conclusion of the meeting. Note, the details of the declaration shall be recorded in the Declaration of Interest Registry and a copy of the completed form shall be posted on the Municipal Website in addition to the Registry.


I, Councillor Joe Neal, declare a potential

( ☐ deemed<sup>1</sup> / ☐ direct / ☒ indirect<sup>2</sup>) pecuniary interest on

**Agenda:** ☐ General Government Committee  
☐ Planning and Development Committee  
☒ Council

**Details:** Agenda Item / Subject matter: 10.4 Item 13  
Report number: PSD-078-18  
Date of meeting: 9/17/2018

for the following **reason**: as it relates to my law Practice

Councillor Signature 	Date <i>September 17, 2018</i>
Date Received by the Clerk (or Designate)	

**Notes:** <sup>1</sup>For a "deemed" direct or indirect pecuniary interest see Section 3 of the *Municipal Conflict of Interest Act*.

<sup>2</sup>For an "indirect pecuniary interest" see Section 2 of the *Municipal Conflict of Interest Act*.

# *Municipal Conflict of Interest Act:*

## Exceptions include:

- Member is user of public utility service, or is entitled to receive municipal service or benefit, on terms and conditions common to others
- Interest in property affected by a work under the *Drainage Act* or by a work under a regulation relating to local improvements
- Member filling vacancy, office or position on council or local board
- Member is director or senior officer of corporation incorporated to carry on business for municipality, or is appointed by council to a board, commission, or other body

# *Municipal Conflict of Interest Act:*

## Exceptions include:

- Allowance, remuneration or benefit to which member is entitled by reason of being council member or volunteer fire fighter
- Member has pecuniary interest in common with electors generally
- Member's interest so remote or insignificant that it cannot reasonably be regarded as likely to influence the member
- Plus three other exceptions

# *Municipal Conflict of Interest Act:* Enforcement

In event of a contravention, a judge may:

- Reprimand member or former member
- Suspend remuneration for up to 90 days
- Declare seat vacant
- Disqualify member or former member from office for up to seven years
- If the contravention resulted in personal financial gain, require member or former member to make restitution to party suffering the loss, or, if party's identity is not readily ascertainable, to municipality or local board

# *Municipal Conflict of Interest Act:*

## Reasons for discretion

In determining penalty, a judge may consider whether the member:

- took reasonable measures to prevent the contravention
- disclosed the pecuniary interest and all known facts to the Integrity Commissioner in a request for advice and acted in accordance with the advice, if any, provided by the Commissioner
- committed the contravention through inadvertence or by reason of an error in judgment made in good faith

# *Municipal Conflict of Interest Act:*

## Examples

- *Cooper v. Wiancko* (2018)
  - Three Township of Georgian Bay councillors were members of chamber of commerce that received municipal grant
  - This constituted indirect pecuniary interest
  - In two cases interest so remote or insignificant it could not reasonably be regarded as likely to influence the members
  - In third case, interest was reasonably regarded as likely to influence



# *Municipal Conflict of Interest Act:*

## Examples

- *Rivett v. Braid* (2018)
  - Township of Georgian Bay Council voted on whether to audit township's lease with chamber of commerce
  - Several council members belonged to chamber of commerce; spouse of one council member was CEO of chamber of commerce
  - Audit of the lease did not affect the finances of the chamber of commerce and therefore was not a pecuniary interest

# *Municipal Conflict of Interest Act:*

## Examples

- *Davidson v. Christopher* (2017)
  - Belleville Mayor co-owned company that owned vacant land in area of road improvement
    - Municipality needed to purchase this land to complete the project
  - On several occasions Mayor declared conflict on project and did not vote
  - Mayor did, however, vote on one occasion, on issue of replacing roundabout with traffic signals
  - While land acquisition was not specifically discussed, implication of switch to traffic signals was:
    - Less land needed for project
    - Municipality would therefore not need to buy land owned by Mayor's company
  - Mayor had a pecuniary interest in vote on switching to traffic signal from roundabout; should have declared conflict

# *Municipal Conflict of Interest Act:* Examples

- *Adamiak v Callaghan* (2014)
  - Spouse of Town of Erin council member was fire chief
  - Council member contravened Act by voting on across-the-board pay increases for municipal employees (including fire chief)
  - Council member did not contravene Act by voting on operational review of town services
- *Aurora (Town) v. Ontario* (2013)
  - Town councillor was appointed by Council to sit on board of a cultural centre
  - This fell under the exemption in the Act: “the [council] member being a member of a board, commission, or other body as an appointee of a council or local board”

# *Municipal Conflict of Interest Act:*

## Examples

- *Craig v. Ontario* (2013)
  - Son of Waterloo regional council member owned condominium within 600 m of proposed transit station
  - An expert report suggested owners within 600 m of a station would experience one-time increase in property value
  - Pecuniary interest so remote or insignificant that it could not reasonably be regarded as likely to influence regional council member

# New Integrity Commissioner Role under *Municipal Conflict of Interest Act*

- Allegations of MCIA contravention can be made to Integrity Commissioner within six weeks by applying for an inquiry
- Integrity Commissioner may conduct an inquiry and complete it within 180 days
  - Integrity Commissioner may hold public meeting on MCIA inquiry
  - Integrity Commissioner may invoke *Public Inquiries Act* powers for MCIA inquiry
- At end of inquiry, Integrity Commissioner may apply to a judge for determination that Member contravened MCIA
- Integrity Commissioner's costs of court application paid by municipality or local board
- If Integrity Commissioner does not apply to a judge, the original applicant for an inquiry retains the right to apply to judge for a determination

# County's Code of Conduct

<u>Sec.</u>	<u>Content</u>
-------------	----------------

- |    |  |
|----|--|
| 1. | Deposit non-perishable gifts with Museum   |
| 2. | No hospitality outside functions related to discharge of duties as County Councillor |
| 3. | Treat others in respectful manner  |
| 4. | Confidentiality of closed meetings   |
| 5. | Use County property only in natural course of duties                                 |

# Typical Code Provisions (Local Municipalities)

- Principles
- Confidentiality
- Communications and media relations
- Use of municipal property
- Conduct at meetings
- Discrimination and harassment

# Gift, Benefit, Hospitality:

## Centre Wellington, Erin, Mapleton, Minto

	Covered
<b>Gift to spouse</b>	Deemed to be gift to Member if provided with Member's knowledge and connected directly or indirectly to performance of Member's duties
<b>Gift to parent</b>	Deemed to be gift to Member if connected directly or indirectly to performance of Member's duties
<b>Gift to child</b>	Deemed to be gift to Member if connected directly or indirectly to performance of Member's duties
<b>Gift to staff member</b>	Deemed to be gift to Member if connected directly or indirectly to performance of Member's duties



# Gift, Benefit, Hospitality:

## Puslinch, Wellington North

	Covers gifts given
<b>Puslinch</b>	To a child, parent or spouse or Member, or to any other individual for benefit of Member
<b>Wellington North</b>	Personally or through a family member of business acquaintance connected directly or indirectly with performance of duties or could reasonably be construed as being given in anticipation or future or recognition of past special consideration

# Gift, Benefit, Hospitality: Disclosure

	Threshold
<b>Centre Wellington</b>	> \$300
<b>Erin</b>	n.a.
<b>Mapleton</b>	n.a.
<b>Minto</b>	n.a.
<b>Puslinch</b>	n.a.
<b>Wellington North</b>	n.a.

# Gift, Benefit, Hospitality:

## Maximum value

	Maximum
Centre Wellington	n.a.
Erin	\$ 100 (incident of protocol or social obligation)
Mapleton	\$ 500 in total
Minto	n.a.
Puslinch	n.a.
Wellington North	n.a.

# Gift, Benefit, Hospitality: From lobbyist

**Restriction on gifts from lobbyists**

Puslinch

# Advice from Integrity Commissioner

- Integrity Commissioner handles:
  - Requests from members of council and local boards for advice respecting **their** obligations under codes of conduct.
  - Requests from members of council and local boards for advice respecting their obligations under a procedure, rule or policy of municipality or local board, governing ethical behaviour of members
  - Requests from members of council and local boards for advice respecting their obligations under *Municipal Conflict of Interest Act*
- Request for advice must be in writing
- Advice must be given in writing

# Written advice (more)

- Integrity Commissioner may release written advice with member's written consent.
- If member releases only part of Integrity Commissioner's written advice, Commissioner may release part or all of the advice without member's consent.
- Integrity Commissioner may disclose such information as in his opinion is necessary:
  - for purposes of a public meeting about MCIA complaint
  - in application to a judge under MCIA
  - in written reasons on decision whether or not to make MCIA application to a judge



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# **Council Orientation**

**Wellington County Museum and Archives  
December 14, 2018**

**Ministry of Municipal Affairs and Housing  
Municipal Services Office - West**

# Disclaimer

- These slides are provided by the Ministry of Municipal Affairs and Housing for convenience only.
- The slides should not be relied on for legal or official purposes and are not meant to replace provincial legislation.
- As local facts and circumstances are variable, users may wish to consider obtaining their own legal advice when particular legal issues arise.
- For more specific information, please refer to the relevant legislation and regulations which can be found online at: [www.ontario.ca/laws](http://www.ontario.ca/laws)



# Minister of Municipal Affairs and Housing

The Honourable Steve Clark

MPP for Leeds – Grenville –  
Thousand Islands and  
Rideau Lakes



# Ministry Legislation

- MMAH administers approximately 50 statutes including:
  - Municipal Act, 2001
  - Planning Act
  - Housing Services Act, 2011
  - Building Code Act, 1992
  - Residential Tenancies Act, 2006
  - Line Fences Act
  - Municipal Elections Act, 1996
  - Municipal Conflict of Interest Act

# Municipal Services Office – Western London

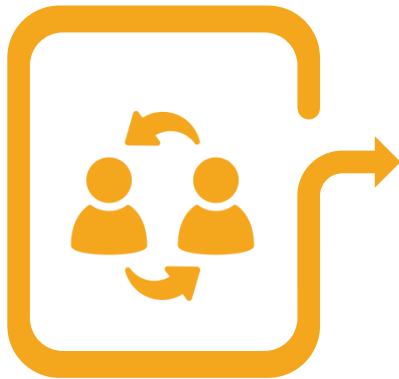
## 117 Municipalities

- 12 Upper Tiers
- 12 Single Tiers
- 93 Lower Tiers



# Municipal Services Office: Our Role

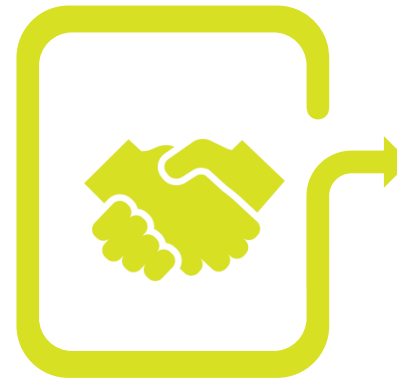
- Your primary point of contact with the Ministry
- Build municipal capacity by:



Provide information  
and facilitate  
connections regarding  
government initiatives



Identify and  
disseminate best  
practices



Partner with  
municipalities and  
others for common  
goals



Build effective  
relationships

# Focus of the Presentation

1. Role of Council, Councillor and Staff
2. Accountability and Transparency
3. Meetings
4. Municipal Government
5. Municipal Organization
6. Changes to Council Composition
7. Councillors as Law Makers
8. Exercising Municipal Powers
9. The Fiscal Context
10. Land Use Planning
11. Building Regulation
12. Emergency Management and Disaster Financial Assistance
13. Affordable and Social Housing
14. Resources

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# **Section 1: Role of Council, Councillor and Staff**

# Council and Staff Roles

## Council

Represent the public and to consider the well-being and interests of the municipality



## Councillor

Play several roles including representative, policymaking and managerial role in the municipality



## Head of Council

Act as the Chief Executive Officer of the municipality and provide leadership to council



## Staff

Implement council's decisions and establish administrative practices and procedures



# Council and Staff Roles:

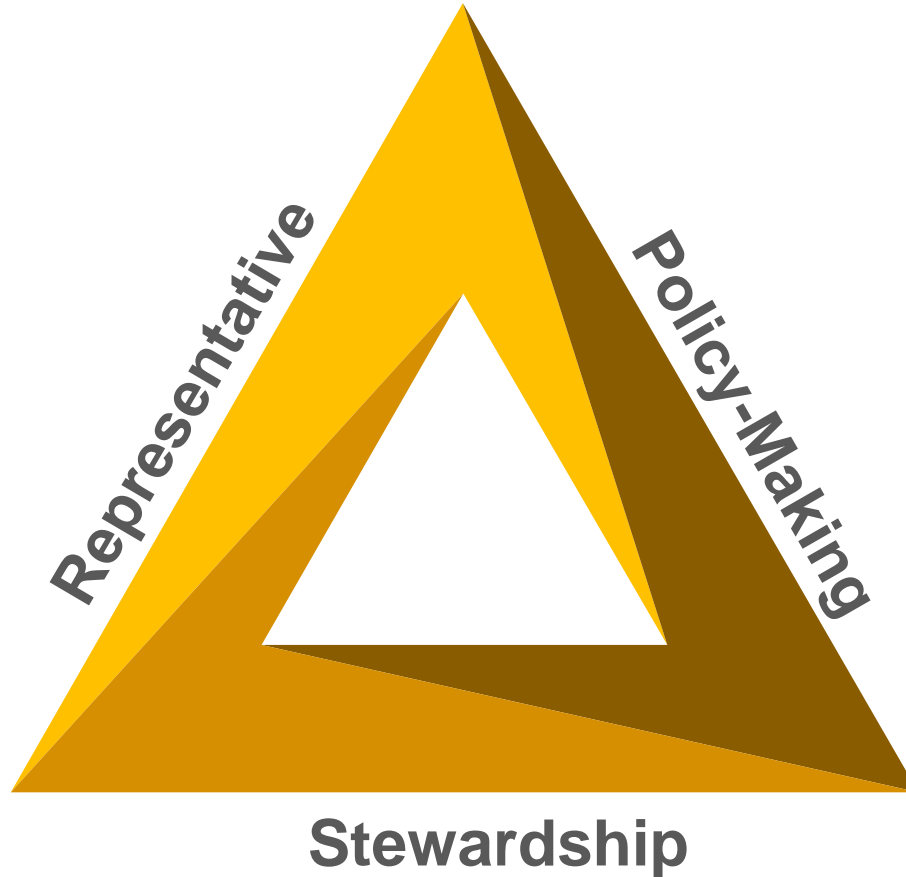
## Council

- The *Municipal Act, 2001*, sets out the role of council as follows:
  - represent the public and to consider the well-being and interests of the municipality
  - develop and evaluate the policies and programs of the municipality
  - determine services the municipality provides
  - ensure administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council
  - ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
  - maintain the financial integrity of the municipality
  - carry out the duties of council under this or any other Act

# Council and Staff Roles: Head of Council

- The Municipal Act, 2001, sets out the role of the head of council as follows:
  - provide leadership to the council
  - preside over council meetings so that its business can be carried out efficiently and effectively
  - act as the chief executive officer
  - provide information and recommendations to the council with respect to the role of council:
    - ensuring both administrative and controllership policies, practices, and procedures are in place to implement the decisions of council
    - ensuring the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
  - represent the municipality at official functions
  - carry out duties of the head of council under this or any other Act

# Council and Staff Roles: Councillor



# Representative Role

- Elected by your constituents to represent their views
  - many views/opinions
  - cannot represent all of them all of the time
- Election to office requires a broad understanding of the issues
  - You may have to consider:
    - opposing interests
    - making decisions that may not be popular with everyone
- You should make decisions in the best interests of the municipality as a whole

# Policy-Making Role

- Policies provide direction for municipal operations by establishing general principles to help guide actions



# Stewardship Role

- Council's objectives are to ensure financial and administrative resources are used efficiently
  - council monitors implementation of approved policies and programs
  - practical aspects of implementation and administration rests with staff
- Council may wish to develop processes to help ensure:
  - policies adopted by council are being implemented
  - staff are administering services and programs as council intended
  - rules and regulations are being applied correctly and consistently
  - funds are being spent only as authorized, and the municipality's resources (financial and otherwise) are being used appropriately and as efficiently as possible

# Stewardship Role (continued)

- Council monitors and measures municipality's administrative effectiveness and efficiency
- Working with staff, council can determine if policies are functioning well or if changes are necessary. To do this, council may wish to:
  - define corporate objectives and set goals and priorities
  - establish clear administrative practices
  - provide specific guidelines and directions to staff on the applications of those policies
  - delegate appropriate responsibilities to staff (subject to legal authority)
  - establish a personnel management policy
  - ensure that policies with respect to most operations of the municipality are in place
  - develop communication protocols; and
  - consider establishing a protocol for working with other local governments and Indigenous communities that share a common interest in community health, culture and economy. Relationship building early with Indigenous communities is the key to effective partnerships down the road.

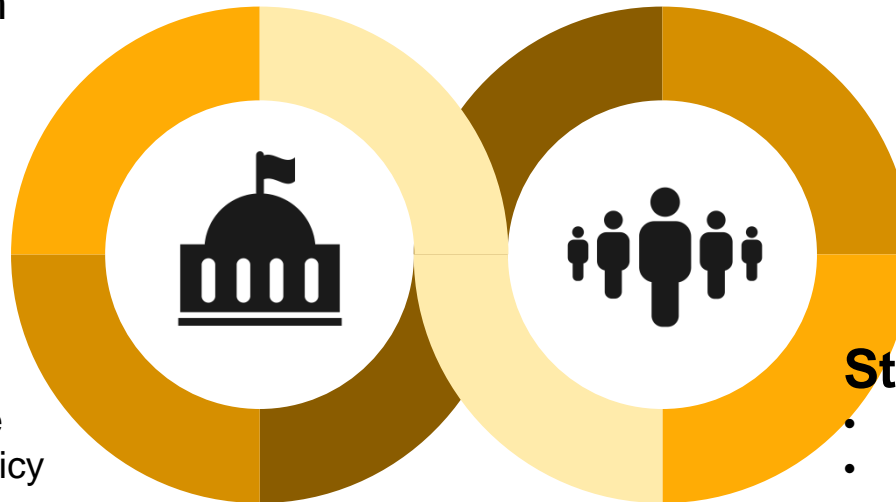
# Role of Staff

- The Municipal Act, 2001, sets out the role of the officers and employees of the municipality as follows:
  - implement council's decisions and establish administrative practices and procedures to carry out council's decisions
  - undertake research and provide advice to council on the policies and programs of the municipality
  - carry out other duties required under this or any Act and other duties assigned by the municipality
- Some officers of the municipality have statutory obligations
  - Clerk
  - Treasurer
  - Chief Building Official
  - Fire Chief



# Council - Staff Relationship and Roles

- All municipalities should recognize the importance of council-staff relations
- Some councils have established programs that require employee input into operational policies and procedures
- This practice recognizes staff experience and expertise and encourages communication



## Council

- Representative
- Direction & Policy
- Decisions
- Political Leadership

## Staff

- Manage people & resources
- Research & Advice
- Implementation
- Organizational Leadership

# Strategic Planning

- Strategic planning:
  - Is a process an organization uses to define a strategy or direction, and make decisions about allocating its resources (financial and staff resources)
  - Helps council develop strategies, goals, objectives and action plans to achieve the future it desires
  - Is forward-thinking and proactive
  - Can be a guide to decision making, project planning and budgeting
- The first step to develop a strategic plan is to identify the current state of the community through a SWOT analysis – **STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS**
- Once adopted, the success of the plan should be measured over time and reviewed periodically to ensure that it aligns with current issues, challenges and realities.

# Succession Planning

- Process of identifying an organization's current and long-term staffing needs and developing internal talent to help meet those needs.
- Allows a municipality to predict where critical staffing requirements will be
- Provides time to adjust programs, training and recruitment to meet staffing requirements as efficiently and effectively as possible
- Can offer challenging and rewarding career possibilities and empower employees
- It can be linked to the municipality's strategic plan and be consistent with organizational objectives.

# Helpful Considerations – Section 1



- Familiarize yourself with:
  - the policies/protocols that are in place in your municipality for handling issues such as public inquiries and complaints
  - the reporting relationship between staff members and members of council
  - your responsibilities for matters relating to personal privacy and other confidentiality issues, including relevant legislation and policies
- Remember that the relationship between staff and council is intertwined; it is important for council members and staff to respect one another's roles
- A municipal strategic plan can be an important part of municipal governance
- All municipalities are encouraged to create an employee succession plan that is aligned with their strategic plan

## **Section 2: Accountability and Transparency**

# Accountability and Transparency

- The *Municipal Act, 2001* requires municipalities to have policies related to:
  - sale and other disposition of land
  - hiring of employees
  - *the relationship between council and municipal officers and employees\**
  - procurement of goods and services
  - the circumstances in which the municipality shall provide notice to the public and, the form, manner and times notice shall be given
  - delegation of its powers and duties
  - *protection of the tree canopy and natural vegetation in the municipality\**
  - *pregnancy leaves and parental leaves of members of council \**



\* *The requirement for council to develop these policies comes into effect on March 1, 2019.*

# Codes of Conduct

- Effective March 1, 2019 municipalities will be required to adopt a code of conduct for members of council and certain local boards
  - Mandatory subject matters that must be included: gifts, benefits and hospitality; respectful conduct; dealing with confidential information; and use of municipal or local board property/equipment
- Considerations when developing and reviewing codes of conduct:
  - working with local boards when developing local board codes of conduct
  - reviewing and updating existing codes of conduct, including consulting with the Integrity Commissioner
  - establishing standards of respectful conduct – what is considered to be harassment or bullying?
  - establishing a local process for handling complaints about a councillor's conduct
  - work with the Integrity Commissioner to establish an accessible and open complaints process for codes of conduct
  - review how the code fits with the other aspects of the local accountability regime (e.g. an existing council-staff relations policy)

# Accountability Officers

- To help ensure integrity and accountability in public office, the *Municipal Act, 2001* allows municipalities to pass by-laws to establish:



**A municipal  
Ombudsman**



**An Auditor  
General**



**A lobbyist registry  
and registrar**



**A code of conduct  
for council and  
local board  
members**

- Effective March 1, 2019 municipalities will be required to ensure that the public has access to an Integrity Commissioner



# Municipal Conflict of Interest



## **The *Municipal Conflict of Interest Act***

sets out what may be regarded as a primary set of ethical rules for council and local board members

- These rules apply, with some exceptions, to council and local board members if they have a pecuniary (financial) interest in a matter that is before a council (or a local board) at a meeting

# Municipal Conflict of Interest

- The legislation requires a member with this kind of interest – again with certain exceptions – to, among other things:
  - **disclose the interest** and its general nature before the matter is considered at the meeting
  - **not take part** in the discussion or voting on any question in respect of the matter
  - **not attempt to influence** the voting before, during, or after the meeting; and
  - **immediately leave** the meeting, if the meeting is closed to the public
- Potential penalties for contravention of the Act include removal from office. The courts decide whether or not a contravention of the Act has taken place



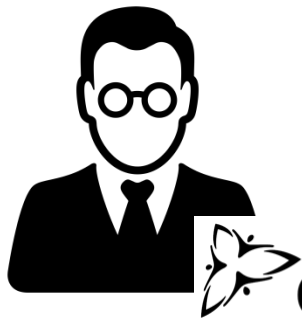
# Municipal Conflict of Interest (Continued)

- As of March 1, 2019, the MCIA will:
  - generally prohibit members of council or of a local board from using their office to attempt to influence decisions or recommendations being considered by municipal or local board employees if the member has a pecuniary interest in the matter
  - require a member who discloses a pecuniary interest at a meeting to file a of their interest
  - require municipalities and local boards to establish and maintain a registry of statements and declarations of interests of members; must be available to the public
  - include a broader range of penalties for contraventions

# Municipal Conflict of Interest (Continued)

- As of March 19, 2019, under the *Municipal Act, 2001*, Integrity Commissioners will have a new responsibility:
  - could investigate a complaint concerning an alleged contravention of MCIA rules
- After completing an investigation, the Integrity Commissioner could decide to apply to a judge for a determination as to whether the member contravened the MCIA
  - person who made the complaint may apply to a judge (as long as certain conditions are met) if the Integrity Commissioner does not

# Ontario Ombudsman



Ontario

Since **January 1, 2016**, the Ontario Ombudsman has a role with respect to municipalities.

- may investigate municipalities on complaints or on own initiative
- they cannot compel municipalities to take action
- may make recommendations to council and the municipality as part of their report
- municipality determines whether and how to address any recommendations made by Ombudsman
- Ontario Ombudsman does not replace and locally established complaint mechanism or act as Integrity Commissioner for municipalities

# Privacy and Confidentiality

- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is the primary statute for privacy and confidentiality
  - Sets out rules for collection, use and disclosure of personal information
  - Regulates confidential information of other kinds (in addition to personal information)
- Other statutes and laws including local by-laws also regulate personal and other kinds of confidential information
- Councillors may have responsibilities if receiving confidential information in the course of their duties (e.g. protecting and safeguarding the information)
  - check with municipal staff about appropriate measures and the municipality's practices (e.g. providing for physical security)

# Helpful Considerations – Section 2

- Familiarize yourself with:
  - municipal policy manuals
  - municipality's code of conduct for council members
  - changes to local accountability and frameworks, starting March 1, 2019
  - Municipal Conflict of Interest Act
  - role of the Ontario Ombudsman
  - protection of personal privacy and other confidentiality issues



# **Section 4 : Municipal Government**

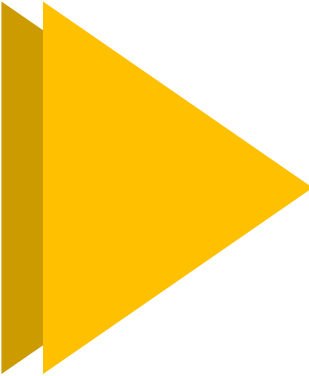


# Municipal Government



- The Municipal Act, 2001 provides that municipalities are:
  - a geographic area whose inhabitants are incorporated
  - created by the Province of Ontario
  - responsible and accountable governments within their jurisdiction
  - given powers and duties under the Act and many other Acts for the purpose of providing good government with respect to those matters

# Municipal Roles and Responsibilities

- 
- The Municipal Act, 2001, establishes the basic framework for municipal government
  - Authority for important municipal activities can also be found in other statutes:
    - Examples include: Planning Act, Building Code Act, 1992, Police Services Act, Fire Protection and Prevention Act, 1997, Safe Drinking Water Act, 2002, Ontario Works Act, 1997

# Service Managers

- Municipalities can be designated as service delivery agents for Ontario Works, childcare, and affordable and social housing
- Municipalities may also have special responsibilities in connection with land ambulance and other matters
- There are 37 municipal Service Managers and 10 District Social Services Administration Board Service Managers delivering certain social services.
  - In southern Ontario, Service Managers are upper-tier or single-tier municipalities.
  - In northern Ontario (other than the City of Greater Sudbury), Service Managers are District Social Services Administration Boards.

# Municipal Restructuring

- The restructuring process is set out in sections 171-173 of the Municipal Act, 2001 and Ontario Regulations 204/03 and 216/96
- Principal forms of restructuring include:
  - annexation; and
  - amalgamation
- Most restructuring proposals are locally developed
- Restructuring can be implemented by a Minister's order or special legislation
- You may wish to contact your municipal advisor early in the development stage for assistance when considering a restructuring proposal.

# Committees, Local Boards and Other Special Purpose Bodies

- Considerable variety of committees, local boards and special purpose bodies, which can be provincially and municipally established

## Committees

(may be part of local governance structure)

- May include standing committees or advisory committees
- Municipalities decide on composition
- Can draw on members' areas of expertise, perspectives, or experiences

## Local Boards

(may carry special legal status)

- Particular rules/rights and responsibilities
- Not all special bodies are local boards
- Each needs to be looked at individually

## Municipal Services Boards

- May be used by one or more municipalities to help manage a broad range of municipal services such as utilities, waste management, transportation, parking
- Can be established by an individual municipality or by two or more municipalities

# Committees, Local Boards and Other Special Purpose Bodies

- Examples include:

municipal service boards  
school boards  
police services boards  
boards of health  
hospital boards  
transit commissions

library boards  
conservation authorities  
children's aid societies  
planning boards  
land division committees

# Council-Committee Relations

- Municipalities may have standing committees of council, or other committees that focus on particular areas of community interest
- Generally councils decide on the make-up of committees and members often include members of council, municipal staff and citizens.
- Usual role of municipal committees is to provide advice and guidance to council on matters related to the committee's mandate and provide opportunities for volunteers to bring views and ideas from a range of perspectives
- Provides opportunity for collaborative decision making and/or integrated municipal service delivery

# Helpful Considerations – Section 4



- Consider deepening your knowledge of municipal functions and becoming familiar with the programs and services that your municipality does or does not provide
- If part of a two-tier structure, familiarize yourself with the responsibilities of the upper-tier and lower-tier municipalities in your area
- Consider local circumstances when creating municipal committees and boards
- Increase your knowledge of Indigenous communities and peoples in and near your municipality, and consider how their interests may be represented in the various bodies that make recommendations to council
- Become familiar with the scope and nature of the work done by local boards, and other local bodies in your municipality. If appointed as a member of a local body, familiarize yourself with the responsibilities of the position
- Rely on municipal staff to provide guidance and expertise on possible governance structures for program and service delivery



# **Section 7 : Councillors as Law Makers**

# Councillors as Law Makers



- Municipal by-laws have a significant impact on residents in the municipality
- Municipal policies will shape the long-term health and well-being of your community.
- There are various legal limitations on your municipal powers.

# Legal Considerations on Exercising Power



**The *Constitution Act, 1982*** (formerly the *British North America Act, 1867*)



**The Canadian Charter of Rights and Freedoms**



**The Ontario Human Rights Code**



**Other key federal and provincial legislation that affect municipalities**  
Municipal Act, 2001; Planning Act

# Sources of Law

- As a councillor it is important to consider the statutory authority for your actions
  - Statute law
    - *Municipal Act, 2001*
    - other general acts: e.g. *Planning Act, Building Code Act*
    - acts specific to municipalities: e.g. *City of Hamilton Act, 1999*
    - private acts
    - regulations
    - federal statutes: e.g. *Canada Mortgage and Housing Act*
  - Administrative law
    - decisions made by boards and tribunals
  - Boards and tribunals
    - examples include: Local Planning Appeal Tribunal (LPAT), Ontario Labour Relations Board, Workplace Safety and Insurance Board, Assessment Review Board
  - Case law
    - court decisions

# Municipal Powers

- *Municipal Act, 2001* and other provincial legislation gives municipalities a variety of powers
- Powers under the Municipal Act, 2001 fall into various categories:

**Natural persons  
powers**

**Broad permissive  
powers**

**Spheres of  
jurisdiction in a  
two-tiered system**

**Specific powers**

- Given the complexity of municipal powers, seek advice from municipal staff and/or municipal solicitor

# Municipal Powers

- Natural person powers gives municipalities similar flexibility to that of individuals and corporations in managing their organizational and administrative affairs without the need for more specific legislative authority.
- Powers may include:
  - the hiring of staff
  - entering into agreements
  - acquiring land and equipment

# Municipal Powers (continued)

- Broad Permissive Powers include, subject to certain limits:
  - governance structure of the municipality and its local boards
  - accountability and transparency of the municipality and its operations and of its local boards and their operations
  - financial management of the municipality and its local boards
  - public assets of the municipality acquired for the purpose of exercising its authority under this or any other act
  - economic, social and environmental well-being of the municipality
  - health, safety and well-being of persons
  - services and things that the municipality is authorized to provide
  - protection of persons and property, including consumer protection
  - Animals\*
  - structures, including fences and signs\*
  - business licensing\*

\*For two-tier municipalities these powers are spheres of jurisdiction and not broad permissive powers

# Municipal Powers (continued)

- Spheres of jurisdiction in two-tiered systems:
  - Municipalities are also provided with spheres of jurisdiction (areas where municipalities have authority) to address the division of powers between upper-tier and lower-tier municipalities
  - Spheres include rules about whether the upper-tier or lower-tier municipality (or both) may pass bylaws within all or part of each sphere
    - highways, including parking and traffic on highways
    - transportation systems, other than highways
    - waste management
    - public utilities
    - culture, parks, recreation and heritage
    - drainage and flood control, except storm sewers
    - structures, including fences and signs
    - parking, except on highways
    - Animals\*
    - economic development services\*
    - business licencing\*

*\*For two-tier municipalities these powers are spheres of jurisdiction and not broad permissive powers*



# Municipal Powers (continued)

- Licensing
  - Municipalities have authority to license and regulate many businesses
  - Examples include:
    - taxicabs
    - tow trucks
    - adult entertainment establishments
    - trailer camps, etc.
- Municipalities may:
  - impose conditions on a license
  - suspend a license

# Municipal Powers (continued)

- Specific Powers:
  - Are powers given to municipalities under any act other than the broad permissive powers and the spheres of jurisdiction
  - could include specific powers under the *Municipal Act, 2001* or many other statutes
- Some limits are placed on municipal powers. Generally,
  - bylaws cannot conflict with federal or provincial statutes or regulations
  - broad permissive powers and the spheres of jurisdiction are subject to procedural requirements and other limitations existing in specific powers
  - except where expressly authorized, a municipality can only exercise its powers within its municipal boundaries
  - and the province may, by regulation, further limit the powers of a municipality

# Helpful Considerations – Section 7



- Familiarize yourself with
  - *Constitution Act, 1982, Canadian Charter of Rights and Freedoms*, Human Rights Code
  - *Municipal Act, 2001* and accompanying regulations
  - any municipal specific private acts
- Remember: municipal powers may be complex
- Understand the spheres of jurisdiction in a two-tier system and the implications for upper-tier and lower-tier municipalities

# Section 10: Land Use Planning

# The Land Use Planning Framework

- The responsibility for long-term planning in Ontario is shared between the province and municipalities



The province sets the ground rules and directions for land use planning through the *Planning Act* and Provincial Policy Statement (PPS)



In certain parts of the province, provincial plans provide more detailed and geographically-specific policies to meet certain objectives, such as managing growth, or protecting agricultural lands and the natural environment.



Municipalities and planning boards implement the province's land use planning policy framework by preparing official plans and making land use planning decisions to achieve their communities' economic, social and environmental objectives

# The Planning Act

- The *Planning Act* is the basis of Ontario's land use planning system. It defines the approach to planning, and assigns or provides the roles of key participants.
- All decisions under the *Planning Act* must follow provincial policy direction as set out in the PPS and provincial plans
- The *Planning Act* is the legal foundation for key planning processes:
  - local planning administration; preparation of planning policies; development control; land division; management of provincial interests; the public's right to participate in the planning process

# The Planning Act

- The *Planning Act* also sets out processes and tools for planning and controlling development or redevelopment. These tools include:

**Official  
Plans**

**Zoning By-  
laws** (including  
minor variances)

**Community  
Planning  
Permit  
Systems**

**Land  
Division** (e.g.  
plans of  
subdivision or  
consents)

**Site Plan  
Control**

**Community  
Improvement  
Plan**

# The Provincial Policy Statement

- PPS is issued under section 3 of the *Planning Act*
- Provides policy direction on matters related to land use planning that are of provincial interest (including those as set out in section 2 of the *Planning Act*)
- The PPS includes direction on matters such as:
  - managing growth and new development
  - housing
  - economic development
  - natural heritage
  - agriculture
  - mineral aggregates
  - water
  - natural and human-made hazards
- Decisions made by councils exercising any authority that affects planning matters “shall be consistent with” the PPS



# Provincial Plans

- Provincial plans apply to particular areas in the province
- They provide policy direction to address specific needs or objectives in the geographies where they
- Municipal official plans and zoning by-laws are the primary vehicle for implementing provincial plans
- Decisions under the Planning Act must conform or not conflict with the applicable provincial plan in place
- Provincial plans include:
  - Growth Plans under *Places to Grow Act, 2005*
  - The Greenbelt Plan under the *Greenbelt Act, 2005*

# The Local Planning Appeal Tribunal (LPAT)

- LPAT is an independent tribunal to hear appeals and make decisions on municipal land use planning matters
  - Generally, a person or public body can appeal a planning decision with reasons to the LPAT
  - Participation in the municipal planning process is an important criterion if the public wishes to make an appeal
  - Failure of a planning authority to make a decision on most planning applications within specified time periods can also be appealed to the LPAT
  - Some planning decisions cannot be appealed

# One Window Planning Service and Municipal Plan Review

- Land use planning decisions are made at either a local or provincial level
- Either way, the land use planning process is designed to:
  - be a one-stop portal between the decision-maker and applicant for land use matters
  - co-ordinate provincial or municipal positions back to an applicant
  - maximize the effectiveness of early consultation
  - ensure consistent decision-making
  - improve planning service delivery and efficiently use resources

# One Window Planning Service and Municipal Plan Review

One Window Planning Service	Municipal Plan Review
<ul style="list-style-type: none"><li>• MMAH provides an integrated provincial decision on applications</li><li>• Partner ministries collaborate to provide advice and technical support to MMAH (guided by an internal memorandum of understanding known as the “One Window Protocol”)</li><li>• Province prepares guidance and support materials and may provide education and training</li></ul>	<ul style="list-style-type: none"><li>• Municipalities review and make decisions on local planning applications</li><li>• Municipalities are responsible for obtaining technical expertise through external experts, peer review, background studies</li><li>• Municipalities access provincial ministries for technical (not policy) support and data sharing</li></ul>

# Municipal Planning Tools



- There are several key planning tools available to municipalities to plan and control development and achieve priorities important to Ontarians and the community including:
  - official plans
  - zoning by-laws
    - minor variances
  - subdivision plans/consents
  - site plan control
  - community improvement plans
  - community planning permit system
  - affordable housing (second units)
- Up-to-date planning documents allow municipalities to be investment-ready in order to seek and respond to economic opportunities
- The province has been providing municipalities with additional authority to make these land use planning decisions

# Affordable Housing

- There are a number of tools under the Planning Act, the Municipal Act, 2001 and the Development Charges Act, 1997 that can be used to help create affordable housing
- Second Units
  - The *Planning Act* requires all municipalities to establish official plan policies and amend their zoning by-laws to allow second units in detached, semi-detached, row houses and ancillary structures
  - The *Planning Act* restricts appeals of both second unit official plan policies and zoning by-laws to the Local Planning Appeal Tribunal except by the Minister
- Garden Suites
  - Garden suites are temporary one-unit, detached residences containing housekeeping facilities that are ancillary to existing houses and that are designed to be portable
  - Can be permitted on a temporary basis for up to 20 years

# Economic Development through Land Use Planning

Community  
Improvement Plans  
(CIPs) (section 28)

Brownfields  
Community  
Improvement  
Planning

Community  
Planning Permit  
System  
(section 70.2)

Protection of  
Employment Lands  
(sections 22 and  
34)

Bonusing  
(section 37)

Reduction or  
waiving of  
application fees  
(section 69)

Conveyance of  
Parkland or Cash in  
Lieu (sections 42  
and 51.1)

Alternative parkland  
dedication rate for  
cash-in-lieu  
dedications  
(section 42)

Parks plans  
(section 42)

Reduction of cash  
in lieu of parkland  
when sustainability  
criteria met  
(section 42)

Reduction or  
exemption from  
parking  
requirements  
(section 40)

# Participants in Land Use Planning

## The role of the public

- Planning decisions made by council directly affect the people living in your community
- Planning process is designed to give citizens the opportunity to share views on your community's planning policies

## Engaging with Indigenous communities

- As you do with your neighbouring municipalities, it makes good sense to improve upon or build strong positive relationships with Indigenous communities
  - economic development
  - planning and development or community services
  - environmental sustainability and climate change adaptation and mitigation; and
  - affordable housing and related services
- Land use planning decisions
  - municipalities should engage with Indigenous communities as part of the land use planning process



# Helpful Considerations – Section 10



- Land use planning decisions form a large part of an elected official's responsibilities
- Council is responsible for making decisions on land use matters according to level of authority in the municipality
- Decisions need to balance technical advice, public consultation and environmental, social and financial considerations
- The Provincial Policy Statement and any applicable provincial plans must be followed when making land use planning decisions and in developing planning documents, such as official plans and zoning by-laws
- The public and Indigenous communities play key roles in the planning process
- Most land use planning decisions can be appealed to the Local Planning Appeal Tribunal
- Consider new and evolving planning tools that may benefit the community

# Questions????

## Ministry of Municipal Affairs and Housing Municipal Services Office - West

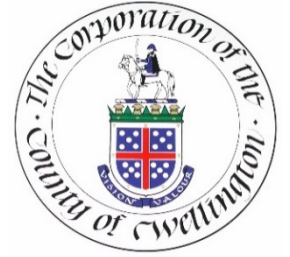
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# County Wide Orientation

Friday, December 14, 2018

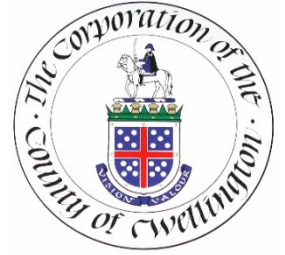
Aldo L. Salis  
Director of Planning & Development  
County of Wellington

# Growth Plan for the Greater Golden Horseshoe

- What and Why?
- What is MCR?
- A “pause”?

## Local Planning Appeal Tribunal

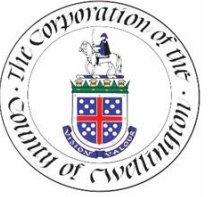
- What is LPAT?



# About LPAT



**ELTO**  
Environment & Land Tribunals Ontario



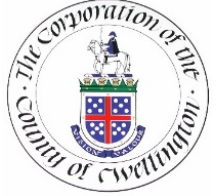
# Growth Plan for the Greater Golden Horseshoe (GGH)

## Growth Plan 2017

- The **Places to Grow Act**, 2005 received Royal Assent on June 13, 2005.
- The **Growth Plan** for the Greater Golden Horseshoe (Places to Grow) released by the Province in June 2006.
- First Provincial growth plan – “smart growth” initiative.
- July 1, 2017 - Growth Plan is updated.

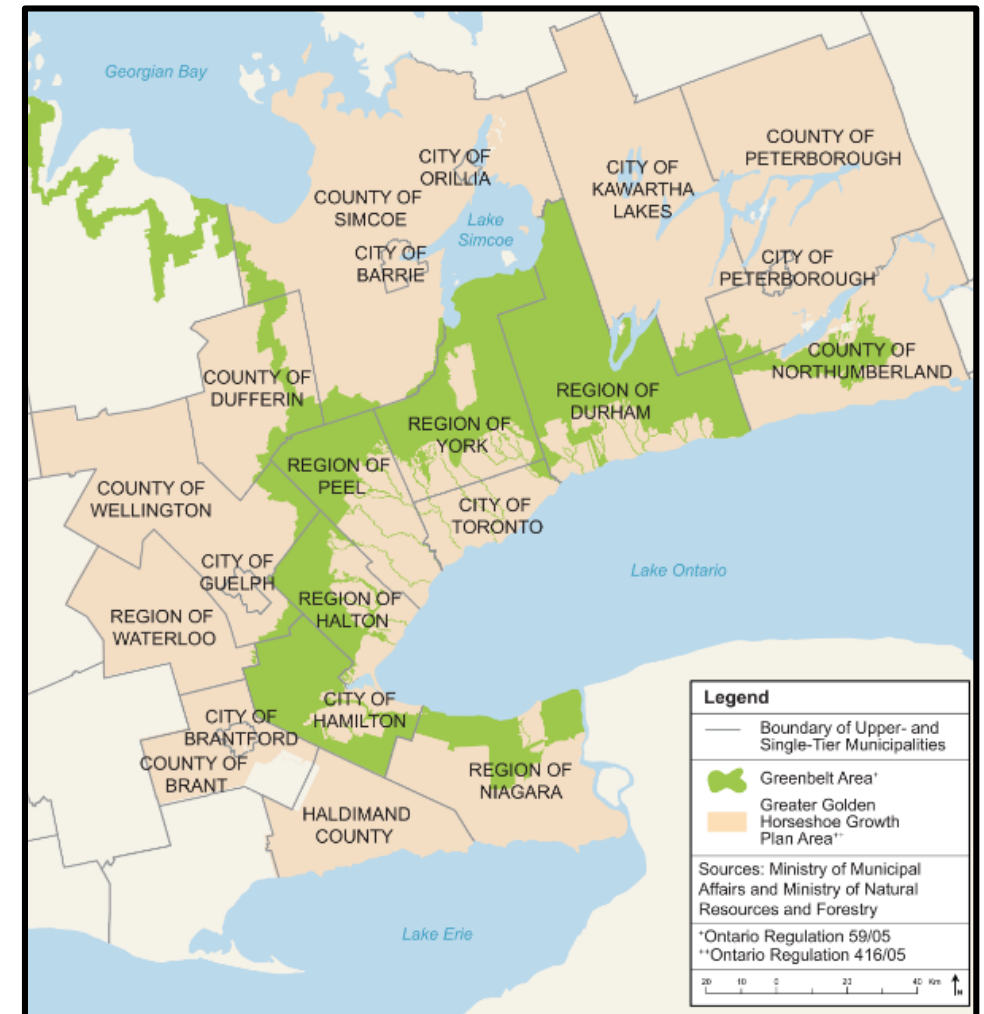


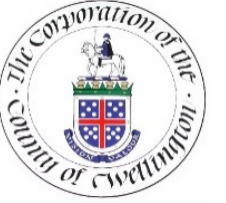




## Growth Plan 2017 – Policy Objectives

- Growth Plan is the Province's long-term plan for where and how the GGH will grow to 2041.
- “to provide a framework for implementing a vision for building stronger, prosperous communities by better managing growth in this region”.
- “to achieve growth and development that supports economic prosperity, protects the environment, and helps communities achieve a high quality of life”.





# Growth Plan 2017 – Policy Objectives

The Growth Plan demands that we build better communities and:

- Requires **compact forms** of development and **intensification** of existing built-up areas;
- recognizes the need to ensure proper development to **minimize sprawl**, better utilize costly infrastructure, better roads to improve movement of people and goods;
- ensures the protection of our important natural areas, unique landforms, clean water, air, lakes, rivers, wetlands, woodlands, and our cultural heritage resources; and
- makes our communities less dependent on the automobile and promote greater physical activity in daily life.





# Growth Plan 2017 – Policy Objectives

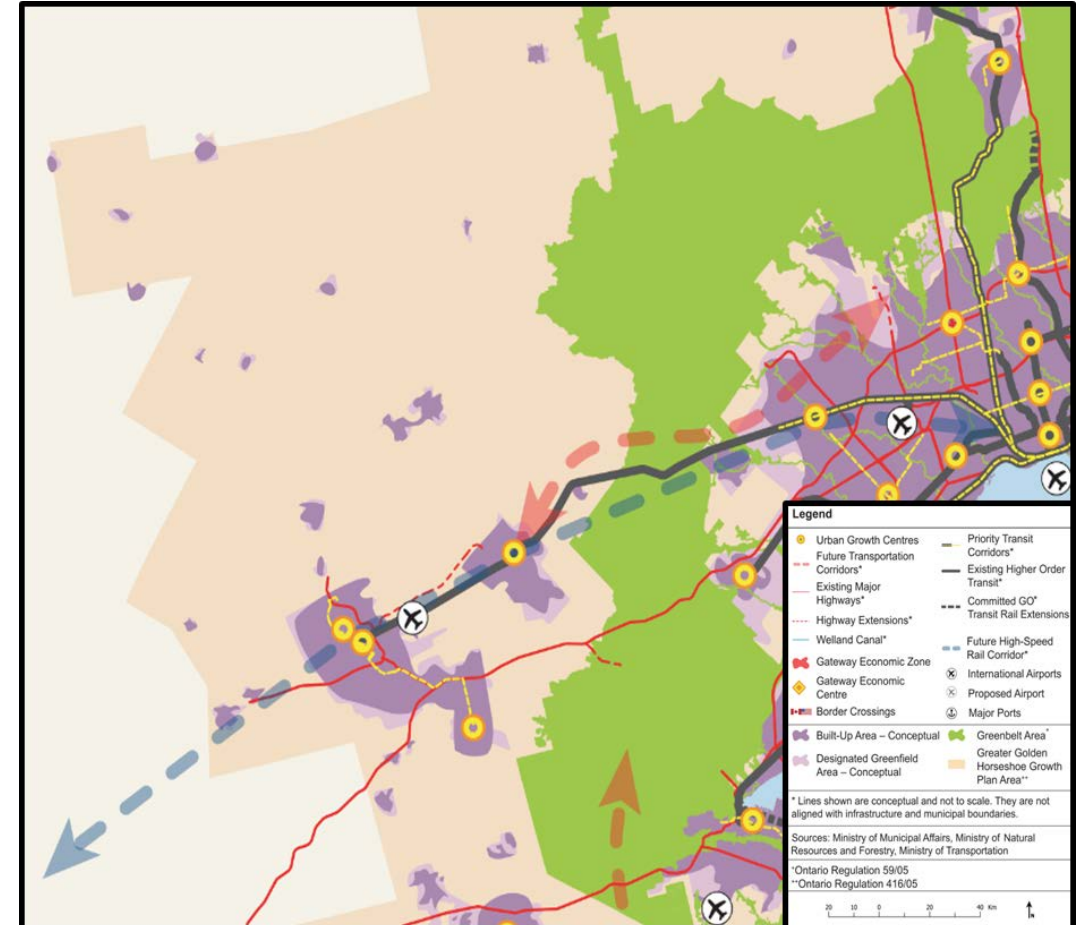
Further, the Growth Plan requires that municipalities:

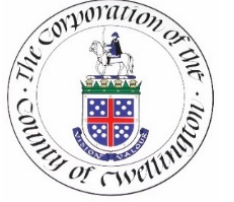
- provide:
  - greater range and mix of housing;
  - easier access to health care and other amenities; and
  - more walkable built environments.
- maintain a vibrant and productive agricultural economy and secure food supply;
- be more resilient to extreme weather events, and reduce greenhouse gas emissions across all sectors of the economy.



# Growth Plan 2017 – Growth Management

- GGH is to grow to 13.5 million people and 6.3 million jobs by 2041.
- Growth Plan directs development to designated Urban Growth Centres.
- Growth Plan also recognizes and promotes “the important role of rural towns and villages as a focus of economic, cultural and social activities that support surrounding rural and agricultural areas across the GGH”.
- Growth Plan objectives are implemented through **minimum intensification** and **greenfield density targets** applied to new development in settlement areas and employment areas.





## Growth Plan 2017 – Growth Management for Wellington

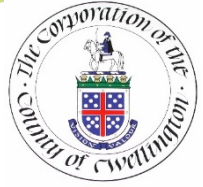
- The Growth Plan's forecast for population and job growth in the County of Wellington is 140,000 people and 61,000 jobs by 2041.
- For Wellington County and our local municipalities, growth is directed to serviced settlement areas and employment areas.
- For the 2006 Growth Plan, the County received approval from the Province to use alternative intensification and designated greenfield density targets.
- The following tables illustrate the required targets in the 2017 Growth Plan.



# Growth Plan 2017 - Targets

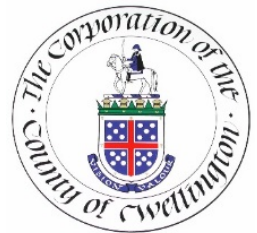
Designated Greenfield Area (DGA) Density Target*			
Geography	Until MCR	Existing DGA after MCR	New DGA after MCR
Inner Ring	Existing Targets in Official Plan	60 residents and jobs combined per hectare or alternative	80 residents and jobs combined per hectare
Outer Ring		80 residents and jobs combined per hectare or alternative	
* County currently has an alternative DGA density target of 40 residents and jobs per hectare.			

Intensification Target*			
Geography	Until MCR	MCR to 2031	2031 to 2041
Inner Ring	Existing Targets in Official Plan	50 % or alternative	60 %
Outer Ring			60 % or alternative
* County currently has an alternative Intensification target of 20%.			



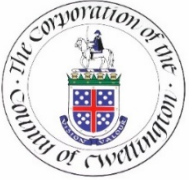
# Growth Plan – Conformity and Implementation

- The Growth Plan states that “decisions made on or after July 1, 2017 in respect of the exercise of any authority that affects a planning matter will **conform** with this Plan...”.
- Council and approval authority decisions must conform to the Growth Plan and official plans are to be updated to reflect the policies and approaches of the Growth Plan.
- Upper and single-tier municipalities will undertake integrated planning to manage forecasted growth to the horizon of this Plan which will, among other things:
  - provide direction for an urban form that will optimize infrastructure... to support the achievement of **complete communities**...;
  - support the environmental and agricultural protection and conservation objectives of this Plan; and
  - be implemented through a **municipal comprehensive review** ....”.

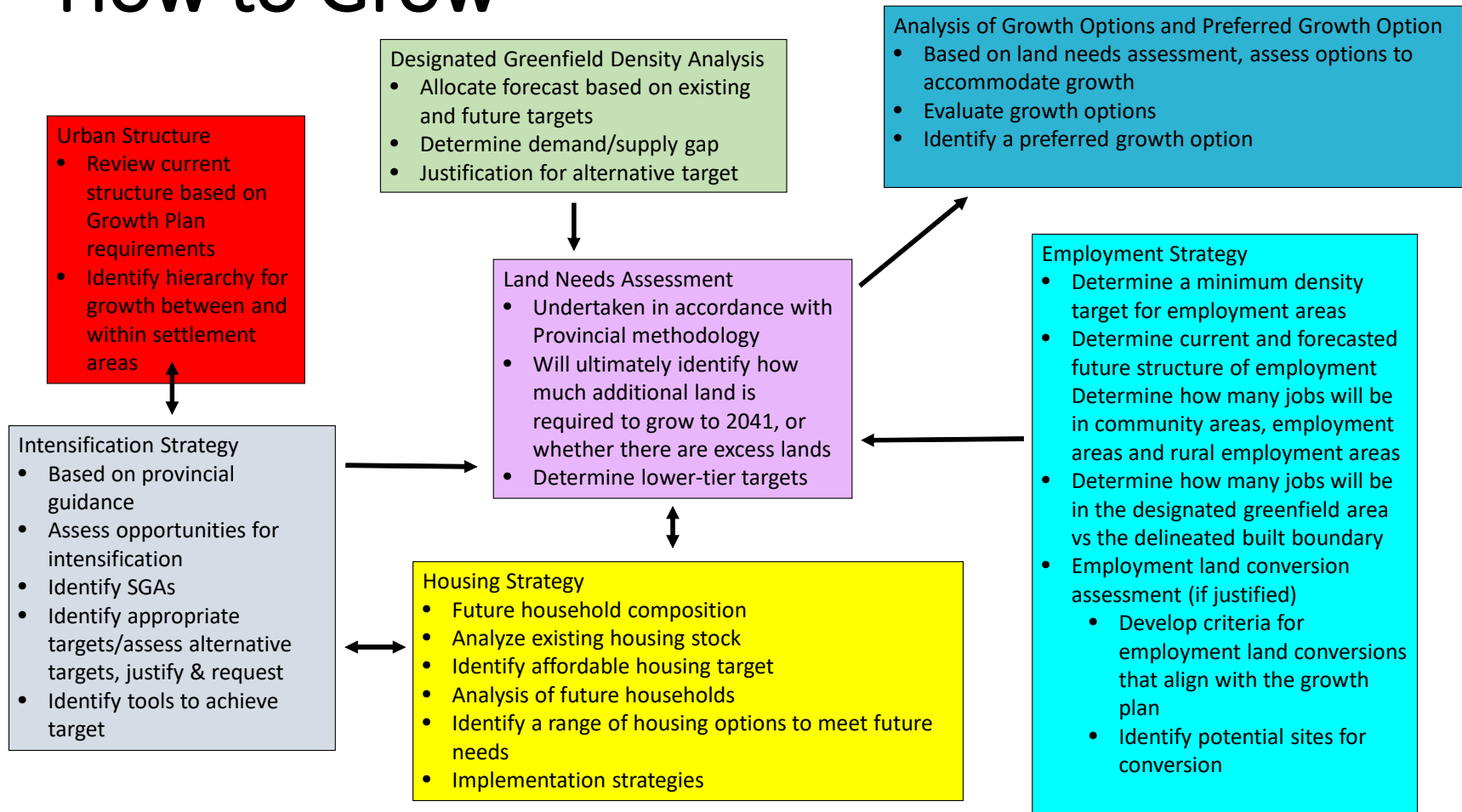


# Growth Plan 2017 – Implementation for Wellington

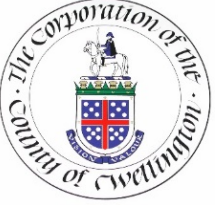
- The County Official Plan must be amended to conform with the policies of the Growth Plan 2017.
- This **conformity exercise** must be carried out by a Municipal Comprehensive Review (MCR) and completed by 2022.
- The MCR process is considered a Section 26 amendment under the Planning Act and means the Province is the Approval Authority.
- At this time, the MCR for Wellington County is to include.....



# Components of the MCR: Where and How to Grow



A Municipal Comprehensive Review (MCR) must be carried out in accordance with the provisions of Section 26 of the Planning Act.



# Growth Plan 2017 – Agricultural and Natural Heritage Systems

- When released in May 2017, the Growth Plan included a set of policies related to an Agricultural System and a Natural Heritage System for the Greater Golden Horseshoe. The systems included:
  - **Agricultural System** - Prime Agricultural lands; and
  - **Natural Heritage System** - sensitive ecological features and areas, linkages, and related areas.
- The Growth Plan states that the natural heritage and prime agricultural areas identified in approved official plans as July 1, 2017 will continue to be in effect “until provincial mapping has been issued”.
- On **February 9, 2018**, the Ministry ‘issued’ the Provincial systems mapping which took effect immediately. No transition provisions related to the Systems mapping was provided.
- The new mapping generated considerable concerns from municipalities, the agricultural community, and general public.

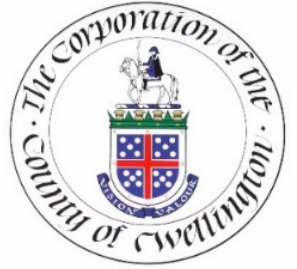




## Growth Plan – Government’s “Pause” on Implementation

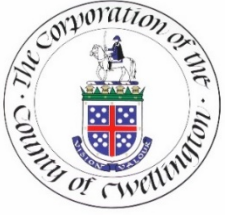
- 2017/18 - municipalities and other stakeholders raised concerns with the Government on various aspects of the Growth Plan. The later release of the systems mapping created additional comments and criticisms.
- August 2018 - MMA&H advised the 21 upper-tier and single-tier municipalities within the Growth Plan that the new Government has “paused implementation and related activities”.
- September 2018 - Ministry announced a series of meetings with interested municipalities and others as a means of addressing the “implementation challenges of the 2017 Growth Plan for the Greater Golden Horseshoe”.
- Ministry held working group sessions in Toronto – and solicited input on 5 key areas of the Growth Plan.
- At the conclusions of the sessions, municipalities and stakeholders were advised that the Ministry would provide a report from the working group sessions in the new year.



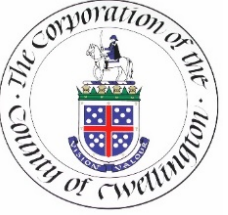


# Growth Plan 2017 - Summary

- Growth Plan for the Greater Golden Horseshoe established by statute.
- Province's 'official plan' for the growth and management of the GGH.
- Planning **decisions must conform** to the policies of the Growth Plan.
- Official Plans **must be updated** to conform to the Growth Plan.
- Municipal Comprehensive Review (MCR) is the conformity exercise (2022).
- MCR, as currently proposed, is all-encompassing (costly) endeavor.
- At this time, there is some uncertainty related to the conformity exercise and implementation of the Growth Plan.



LPAT.



## LPAT - Local Planning Appeal Tribunal

- Bill 139 - *Building Better Communities and Conserving Watershed Act, 2017* received Royal Assent on Dec. 12, 2017, and;
- The *Local Planning Appeal Tribunal Act, 2017* repealed the *Ontario Municipal Board Act*.
- came into force on **April 3, 2018** as proclaimed by the Lieutenant Governor.
- LPAT is now the adjudicative tribunal responsible for reviewing appeals of land use planning matters in Ontario.
- The Act introduced significant reform to the land use planning appeal system in Ontario.



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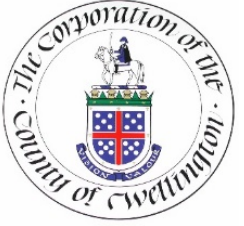
A graphic with a dark background featuring green fern leaves. The text "About LPAT" is written in a large, white, serif font.

About LPAT



## LPAT - Major Changes Introduced

- The LPAT has established a new '**standard of review**' for appeals related to Official Plans, Official Plan Amendments, Zoning By-Laws and Zoning By-law Amendments.
- Limitation of public and municipal appeal rights on OPs and OPAs, where the Province or Minister is the approval Authority.
- Case Management Conferences (CMC) are required for appeals related to OPA's and ZBA's. CMC will include discussions related to mediation and settlement.
- Legislated time lines on appeals have been established and extensions to municipal decision timelines are provided.
- The 'de-novo' hearings have been effectively eliminated on most appeals.



## LPAT - New 'Standard of Review'

- Municipal decisions related to an OPs, OPAs, ZBs and ZBAs can only be appealed if it is determined that the decision was:
  1. Inconsistent with Provincial Policy Statement, or
  2. Did not conform with Provincial Plans, or
  3. Did not conform to applicable Official Plan policies.
- If LPAT has determined that a municipal decision did not meet the conformity/ consistency criteria above, the Tribunal will send the matter back to the municipality and request that a new decision be made within 90 days.
- If the new municipal decision is deemed to meet the conformity/consistency test, the new municipal decision will stand.

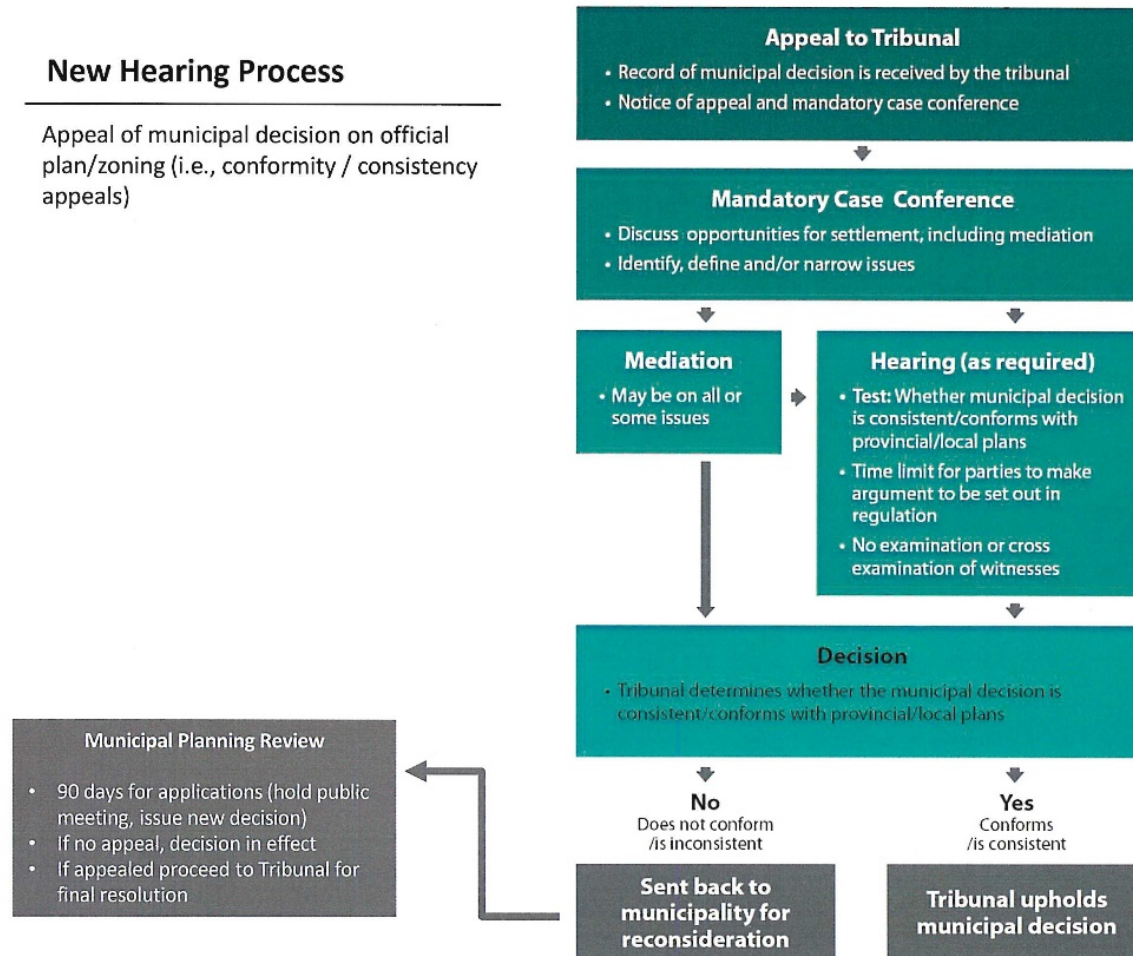
## LPAT - New 'Standard of Review' (Cont'd)

- If the Tribunal determines that the second municipal decision still fails the conformity/consistency test, the Tribunal will proceed with a hearing and will make the final determination on the matter.
- Scoping the grounds of appeals for OP and ZB matters, is intended to give municipal decisions more weight in the appeal process.
- Municipal decisions which are clearly contrary to Provincial and local planning policy can be appealed.

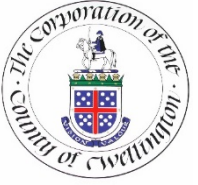
# Planning and Appeal Process With Bill 139 Changes

## New Hearing Process

Appeal of municipal decision on official plan/zoning (i.e., conformity / consistency appeals)



NEW  
'Standard  
of  
Review'  
process



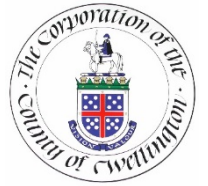
## LPAT- Limitation on Appeal Rights and Other Matters

- No appeal on Minister's decisions related to OPs and OPAs
  - Decisions made under section 17 (34) and Section 26 of the Planning Act are not subject to appeal.
- Types of Official Plan amendments which are subject to Provincial approval include:
  - County's upcoming Municipal Comprehensive Review to implement the Growth Plan.
- Limiting appeal rights on these matters is intended to allow for the implementation of Provincial matters into local planning documents in a timely manner.
- The appeal process for other Planning Act applications (e.g. consents, minor variances, plans of subdivision) remains relatively unchanged under LPAT.
- "Legacy Appeals": Cases filed with the Ontario Municipal Board.



## LPAT- Case Management Conference (CMC)

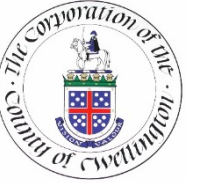
- Mandatory Case Management Conferences are now required for appeals related to OPs, OPAs, ZBs, and ZBAs.
- Main objectives of the CMC process is to determine appeal merit (validity), review and hopefully scope planning issues, and to discuss opportunities for mediation and settlement.
- Establishing the CMC process was the Government's attempt at reducing the number of appeals that would be brought to the Tribunal.
- Mediation/settlement is an option for all appeal types before the Tribunal (including 'legacy appeals').



## LPAT - Legislated Timelines on Appeals

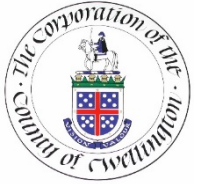
- In an effort to decrease the waiting periods for applications that have been appealed, the *Local Planning Appeal Tribunal Act, 2017* established legislated time lines for hearings.

Nature of Appeal	Timeline to Resolve*	Oral submission time limitations**
Official Plan or zoning by-law (decision or non-decision)	10 months	75 minutes/party
New decision on an Official Plan or zoning by-law, where the Tribunal determined the original decision was inconsistent or not in conformity with provincial policy or Official Plan(s)	6 months	Not specified
Failure to make a decision in respect of an official plan amendment or plan of subdivision	12 months	75 mins/party 25 mins/participant
Any other Planning Act related proceeding before the Tribunal	6 months	Not specified



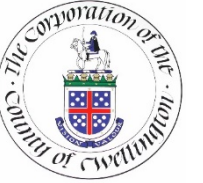
## LPAT- Extension to Municipal Decision Making Timelines

- Bill 139 made changes to the Planning Act which extended the timelines by 30 days for municipalities and approval authorities to make a decision:
  - Official Plans and Official Plan Amendments - now 210 days
  - Zoning By-law Amendments extended – now 150 days
  - Removal of a holding provision – now 150 days



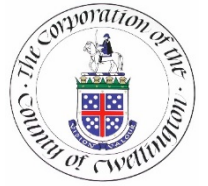
## LPAT - Enhanced Municipal Record

- Changes through Bill 139 introduced revised appeal obligations for municipal staff including content and timing requirements for the processing of appeals.
- New rules require municipalities to file an **Enhanced Municipal Record** on appeals of applications under Section 17, 22, 34, and 51.
- The Tribunal will rely on this Municipal Record as it assesses appeals filed – so, complete submissions are essential...
  - especially the planning report for those matters subject to the 'Standard of Review'.



## Local Planning Appeal Support Centre (LPASC)

- LPASC was established in April 2018 as an independent agency of the Province, accountable to a Board of Directors.
- Provides free information, advice and representation for the public that want to participate on planning matters before LPAT.
- Support could include professional planning and/or legal services.
- Professional support is determined on a case-by-case basis.
- LPASC eligibility criteria and service agreement requirements found at:  
[www.lpasc.ca/consultation](http://www.lpasc.ca/consultation)



## LPAT - Summary

- LPAT replaces the OMB - with new rules and procedures.
- The Tribunal's authority regarding appeals are significantly scoped:
  - limitations on what matters can be appealed.
  - many subject to new 'Standard of Review'.
  - no appeals of new OP's or OPA's that require Ministerial approval.
- Changes to the practices and procedures of LPAT hearings:
  - LPAT has effectively eliminated 'de novo' hearing related to planning appeals (to avoid long, complicated and costly hearings).
- More emphasis on mediation and settlement of certain matters.
- Local Planning Appeal Support Centre established to assist the public.
- LPAT is to be a faster, more fair, more affordable planning appeals system.



# Thank you

Aldo L. Salis  
Director of Planning & Development  
County of Wellington

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# Joint Council Orientation

## Asset Management Planning & Development Charges

**Dan Wilson, Managing Director of Corporate Services/Treasurer**

**December 14, 2018**





Centre Wellington

# ASSET MANAGEMENT PLANNING

# Asset Management Planning Timeline



Year	Asset Management Reference
<b>2000</b>	Province communicates the need to start planning for assets
<b>2002</b>	Walkerton Inquiry outlines the need to have full cost pricing (water)
<b>2009</b>	Public Sector Accounting Board (PSAB) approves section 3150
<b>2012</b>	Province publishes asset management “Building Together” guide
<b>2014</b>	Province starts linking grant applications to asset management plans
<b>2016</b>	Infrastructure for Jobs and Prosperity Act (IJPA) is passed
<b>2017</b>	Ontario Regulation 588/17 is passed, making asset management a requirement for Ontario Municipalities

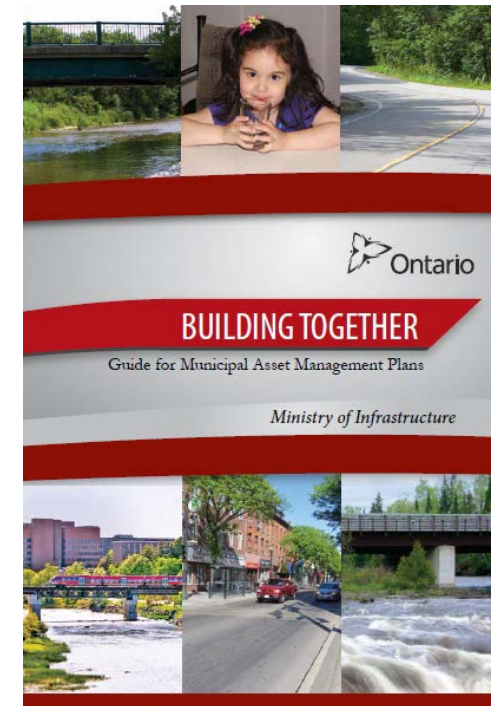
# What is Asset Management?

## ISO 55000 Series

- involves the balancing of costs, opportunities and risks against the desired performance of assets, to achieve organizational objectives.

## Ontario Building Together Guide

- the process of making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. The objective is to maximize benefits, manage risk, and provide satisfactory levels of service to the public in a sustainable manner.



# Why are we Managing Assets?

Its really about providing services at the “desired” levels in a cost effective manner.

What services  
will we offer?

What level of  
service do we  
provide now?

What level of  
service do we  
provide in the  
future?

What does it  
cost to move  
to this future  
level of serve?

Lifecycle Costs  
Operations &  
Maintenance  
Rehab & Replace  
New Assets

# Asset Management Benefits



- **Provincial Grant Application Based Funding:**
  - Requires submission of an asset management plan
- **Federal Gas Tax Funding:**
  - Requires an asset management plan for all assets
- **Development Charges Act:**
  - Requires an asset management plan
    - Capital costs proposed to be funded under the DC bylaw
    - Ensure assets are “financially sustainable over their full lifecycle”

# Asset Management Benefits

- **Internal Benefits:**
  - Knowledge of assets owned
    - Replacement value, condition, etc.
  - Great planning tool
    - Linkage to budget process and strategic plan
  - Identification of priorities
    - Required for grant applications and gas tax allocations
  - Long-term identification of gaps in both asset spending and investing
    - Infrastructure Gap
    - Funding Gap

# Infrastructure for Jobs and Prosperity Act



- Proclaimed on May 1, 2016
- Authority for the Province to regulate municipal asset management planning
- Purpose:
  - Implement best practices
  - Provide a degree of consistency and flexibility
  - Support collaboration between municipalities and with the Province
- Principles:
  - Long-term view, priority based, economic competitiveness, take into account applicable budgets, .....

# Ontario Regulation 588/17



## **Must have an approved “Strategic Asset Management Policy” (July 1/2019)**

- Which municipal goals the AM Plan would support (i.e. strategic plan, official plan, master plans).
- How the AM Plan is to be considered in developing the annual budget and any long-term financial plans.
- Approach to continuous improvement and adoption of best practices.
- Principles that would guide AM Planning in the municipality.
- Commitment to consider climate change.
- Align AM Planning with water/wastewater financial plans (Safe Drinking Water Act).



# Ontario Regulation 588/17



Centre Wellington

## **Must have an approved “Strategic Asset Management Policy” (July 1/2019)**

- Align AM Planning with Ontario's land-use planning framework.
- Commit to coordinate AM Planning between interrelated infrastructure with separate ownership.
- Identify who is responsible for AM Planning, including an Executive Lead.
- Explain Council's involvement in AM Planning.
- Commit to provide opportunities for residents and other interested parties to provide input in AM Planning.

# Ontario Regulation 588/17

## Asset Management Plan Requirements

### Core Infrastructure by July 1, 2021

- Roads, bridges/culverts, water, wastewater, stormwater

### All Assets by July 1, 2023

- Include all other assets, such as buildings, vehicles, equipment, etc.

### Expand AM Plan to include further details by July 1, 2014

# Ontario Regulation 588/17

## **Asset Management Plan (Core Assets by 2021, All Assets by 2023)**

- Current levels of service and asset performance measures
- Asset inventory, including age, replacement cost, and condition.
- Lifecycle costs to maintain current levels of service.
- Assumptions regarding growth, including population/employment forecasts (municipalities > 25,000).

# Ontario Regulation 588/17



## **Asset Management Plan (Expanded by 2024)**

- Proposed levels of service for the next 10 years, with performance measures.
- Lifecycle management strategy to achieve proposed levels of service.
- Financial strategy.
- Document and address available funding and any funding shortfalls.
- Include impacts of growth in the lifecycle management strategy
  - Municipalities under 25,000 – discussion only.
  - Municipalities > 25,000 – lifecycle costs, funding, and risks of growth

# Ontario Regulation 588/17

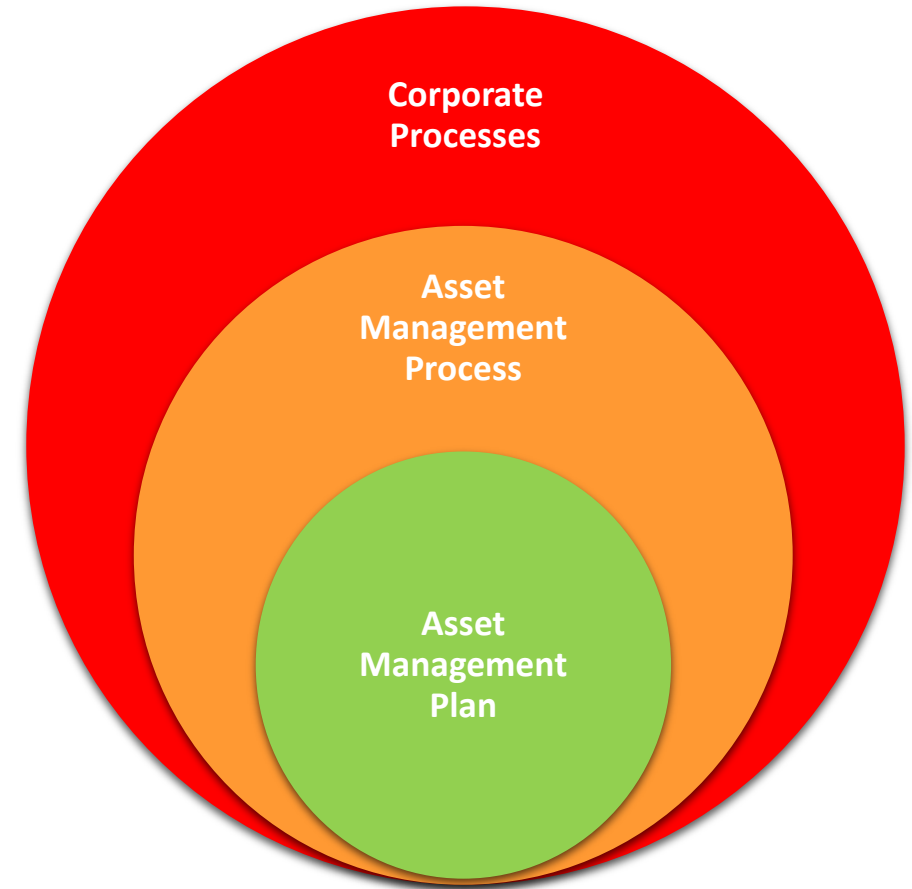


## **Updates, Approvals, Public Availability**

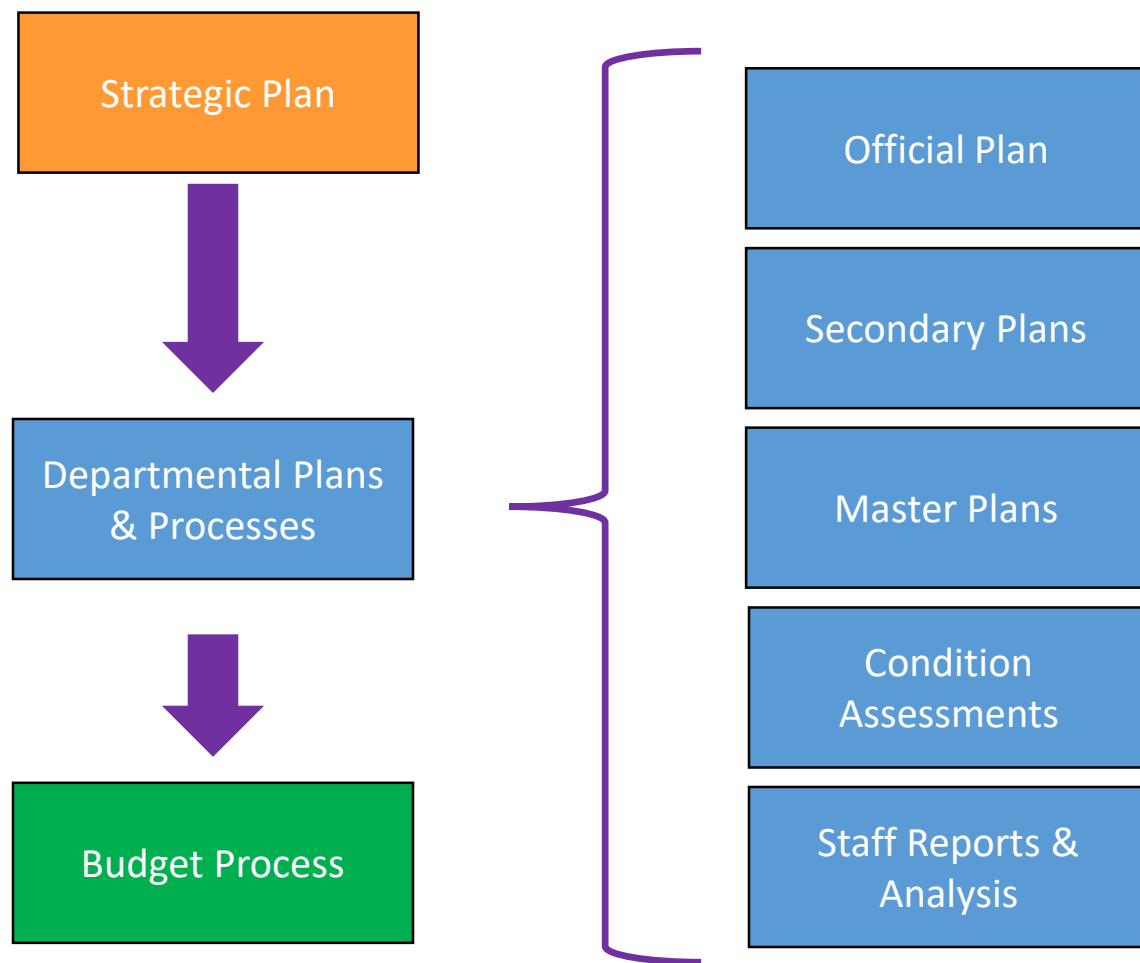
- Review/update the Strategic AM Policy and AM Plan at least every 5 years.
- AM Plan to be endorsed by the executive lead and approved by Council.
- Staff to provide an annual update to Council on “asset management progress” by July 1<sup>st</sup> each year.
- Post Strategic AM Policy and AM Plan on municipal website and make available to the public, if requested.

# Asset Management Process

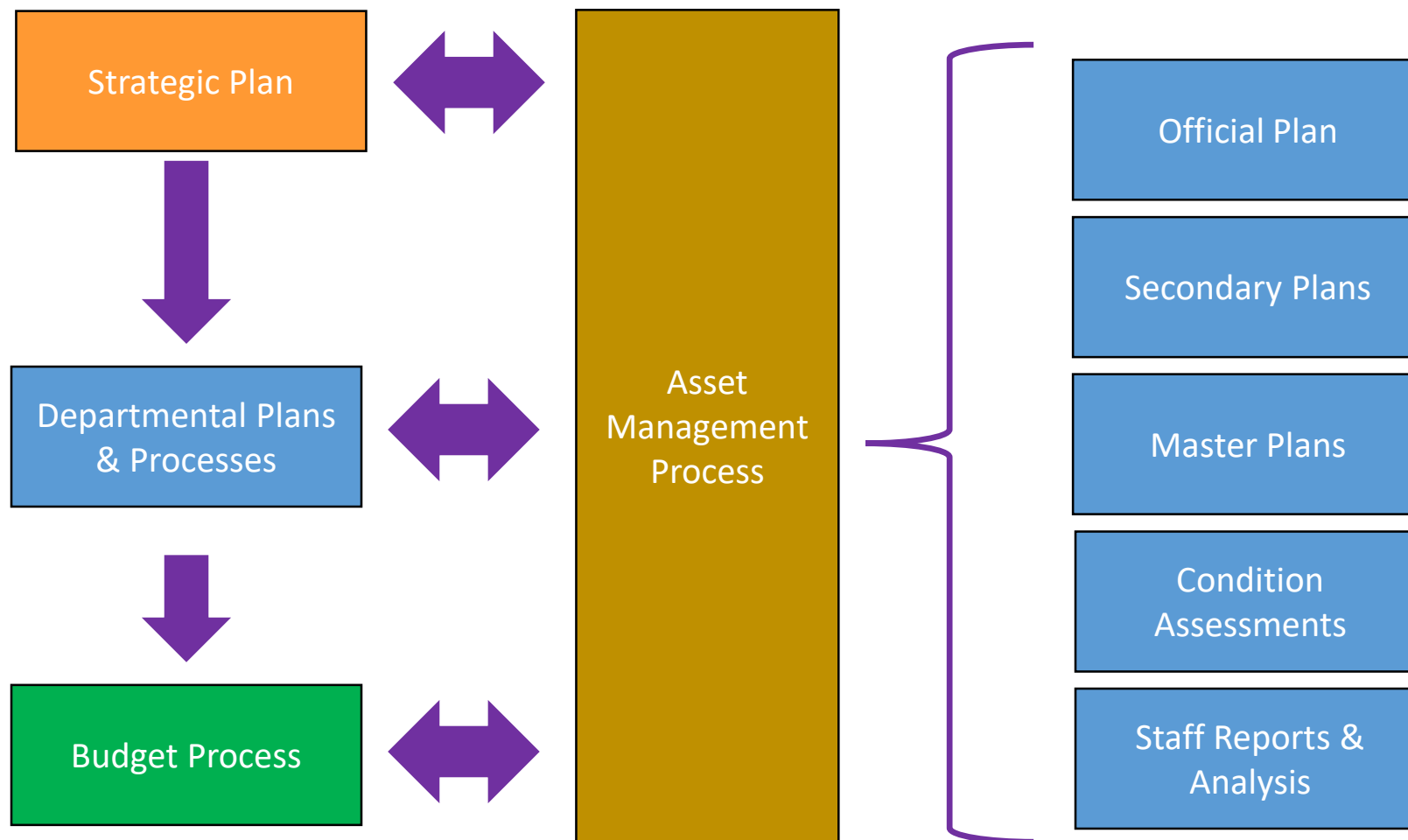
- ✓ Policies and Strategies
- ✓ Integration with Operations
- ✓ Continuous Improvements, Updates & Monitoring
- ✓ Tools (i.e. Software)
- ✓ Internal Governance and Ownership
- ✓ Council Approval and Support
- ✓ Public Engagement and Communication



# Asset Management Integration



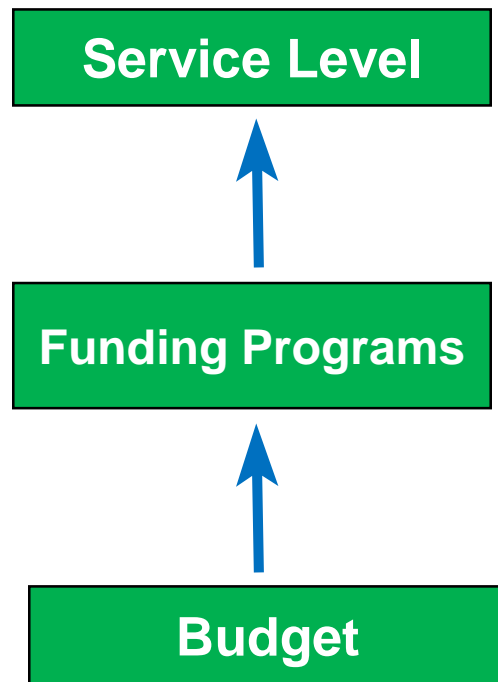
# Asset Management Integration



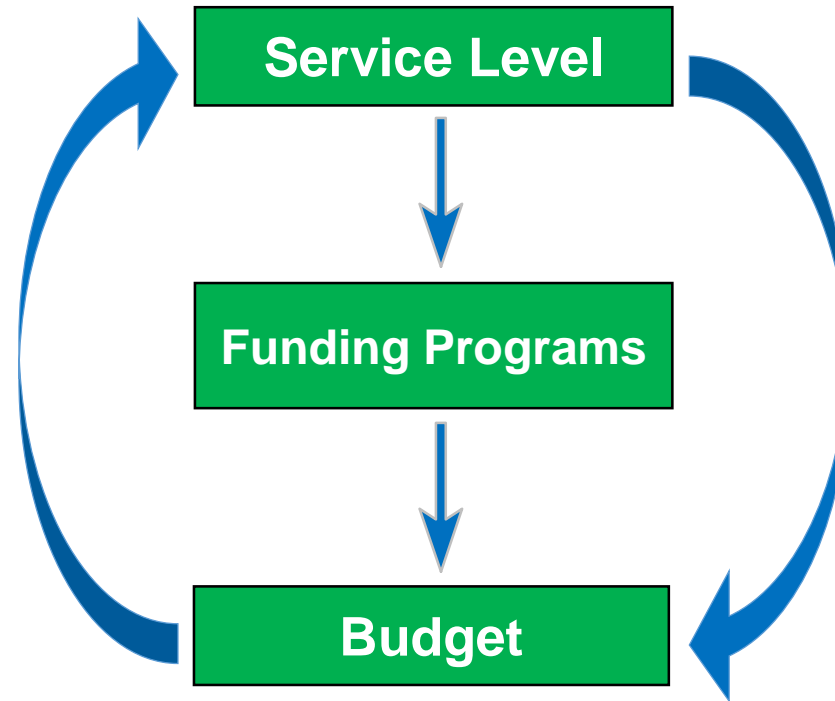


# Focus on Levels of Service

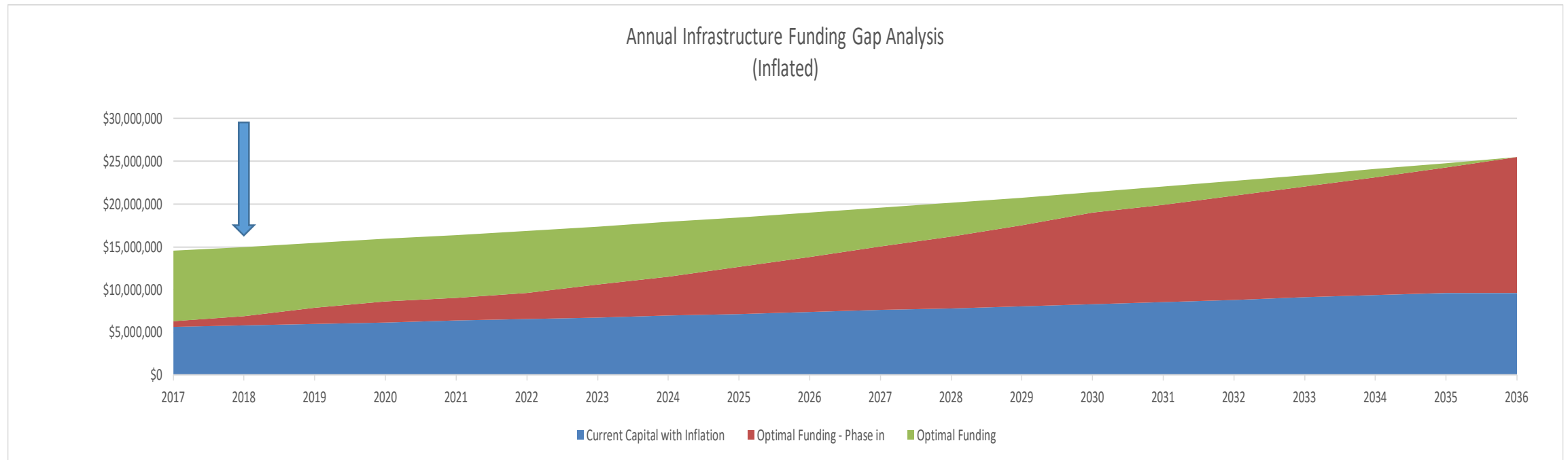
Budget Driven Framework



Service Driven Framework



# Reporting to Council



# DEVELOPMENT CHARGES

# What are Development Charges (DCs)?

- Fees collected from developers, usually at the time of first building permit issuance\*
- Assist in paying for the cost of infrastructure to provide municipal services to new development (i.e. growth)
- Municipalities are empowered to impose DCs through the Development Charges Act

*\*timing of payment can be determined to be earlier or later than building permit issuance*

# What are Development Charges (DCs)?

- In Wellington County:
  - Lower Tier DCs
  - Upper Tier (County) DCs
  - School Board DCs
- Combined DCs owing by developers is paid to the lower tier municipality, who then remits to the County and School Boards.

# How are they Calculated?

- Determine anticipated development (i.e. growth forecast)
  - Determine the need to increase services
  - Determine DC needs by service area
  - Deduct:
    - Uncommitted excess capacity
    - Benefit to existing development
    - Grants, subsidies & other contributions
    - Any statutory deductions
  - Net DC Capital Costs / Growth
- = DC Charge by Type of Development

# Will Growth Paying for Growth?

- A question that Councils must decide on:

## Growth Paying for Growth

- PRO: Existing residents/businesses don't have to pay for it
- CON: Some growth (i.e. non-residential) may develop elsewhere

## Subsidized Growth

- PRO: Promote development within the community
- CON: Existing residents/businesses have to pay for it through taxation, water/wastewater rates, etc.

# Will Growth Paying for Growth?

- Legislation does not allow municipalities to have 100% of growth pay for growth
  - Service Limitations
  - Service Standard Restrictions
  - Mandatory Reductions
  - Mandatory Exemptions



# Service Limitations

## **Certain services cannot be funded by DCs:**

- General Administration of the Municipality
- Hospitals
- Parkland Acquisition
- Waste Management (landfill and incineration not allowed – recycle and composting allowed)
- Culture & Arts Facilities (including Museums)

## **Certain capital costs cannot be funded by DCs:**

- Computer Equipment
- Vehicles & Equipment with a life < 7 years

# What Costs can you Include?

- Acquire land (other than parkland).
- Improvements to land.
- Acquire, lease, construct or improve buildings (includes furniture and equipment) and structures.
- Equipment and rolling stock ( $\geq 7$  year life).
- Circulation materials for Libraries.
- Lease capital costs.
- Studies relating to growth (including the DC Background Study).
- Interest on money borrowed to pay for growth related capital.

# Mandatory Reduction

- 10% Statutory Deduction on soft services
  - Everything except:
    - Roads
    - Water/Wastewater/Storm
    - Fire
    - Police
    - Transit
  - Examples of soft services:
    - Parks & Recreation
    - Libraries
    - Many studies

# Service Standards

- Service standards determine the maximum DC charge that can be imposed

## **DC Act, 1989:**

- DC imposed can be no higher than the **highest** service standard attained over the previous 10 years

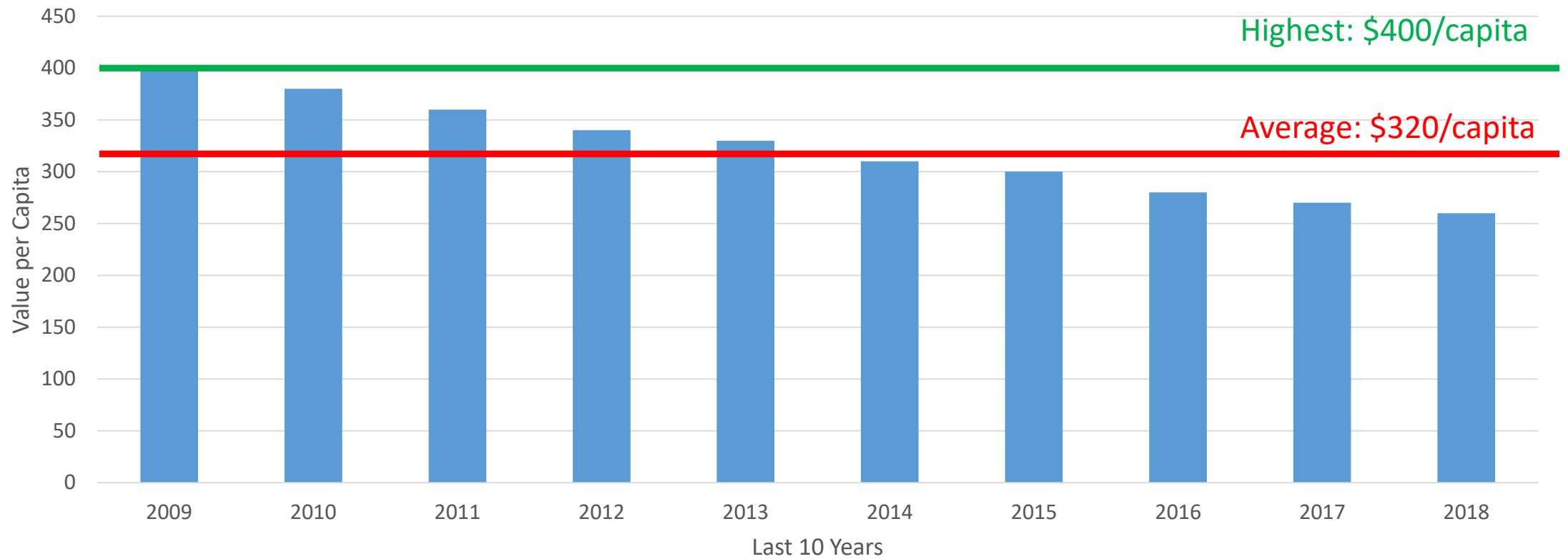
## **DC Act, 1997:**

- DC imposed can be no higher than the **average** service standard attained over the previous 10 years
- *Exception: Transit Services: forward looking service standard based on ridership forecast and capacity.*

# Service Standards



Service Standard Calculation – Service Value per Capita



*\*\$10 million in assets, 2009 population of 25,000 but growing at 5%*

# Mandatory Exemptions

- The DC Act requires that a municipality provide the following exemptions:
  - Industrial buildings can expand up to 50% without paying DCs
  - Can add up to 2 apartments in a single detached building as long as the home doesn't double in size
  - Can add 1 additional unit in high density buildings
  - Can't charge DCs to upper/lower tier governments or School Boards
- A Municipality can add "discretionary exemptions"
  - Usually used to promote certain types of growth
  - A form of subsidization – someone has to pay for it
- A Municipality cannot cross-subsidize between development types

# No Additional Levies

- A municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the DC Act or another Act.
- The Minister of Municipal Affairs and Housing may investigate whether a municipality has complied.

# The Importance of a Local Service Policy

- Clearly identify:
  - What is a cost to the Municipality?
  - What is a cost to the Developer?
  - What is a cost that can be funded by DCs?
- Subdivision Agreement Conditions
- DC Act: “local services related to a plan of subdivision or within the area to which the plan relates”
  - Not just local services within a plan of subdivision.
  - May be work outside of the subdivision that is only occurring to benefit that subdivision.



# DCs and Asset Management

- DC Background Study must include an asset management plan related to new infrastructure.
- For all services except transit, the DC Background Study shall demonstrate that the assets proposed in the study are financially feasible over their full life cycle.
- Transit services has prescribed asset management requirements (i.e. more detailed).

# Other Items

- A DC Background Study is required, and it must consider “area rating”.
- A DC By-law has a maximum life of 5 years.
- DC rates can be indexed annually (Stats Can construction index).
- A DC By-law can be amended at any time, as long as the correct public process is followed.
- A municipalities Treasurer must report to Council on DCs annually.
- A DC By-law is appealable to the Local Planning Appeal Tribunal (former OMB).

# DC Public Process

Steps	Timing
1. Make Background Study Available	
2. Public Meeting Advertisement	20 days before public meeting
3. Public Meeting	
4. By-law Passage	60 days from Background Study being available.
5. Notice of By-law Passage	20 days after passage
6. Appeal Period (LPAT)	40 days after passage
7. Make DC Pamphlet Available	Within 60 days of By-law effective date



Centre Wellington

# Thank-you!

# COUNTY OF WELLINGTON

## Member Municipality Orientation Property Tax Policy

Presentation to County and Local Councillors

December 14, 2018

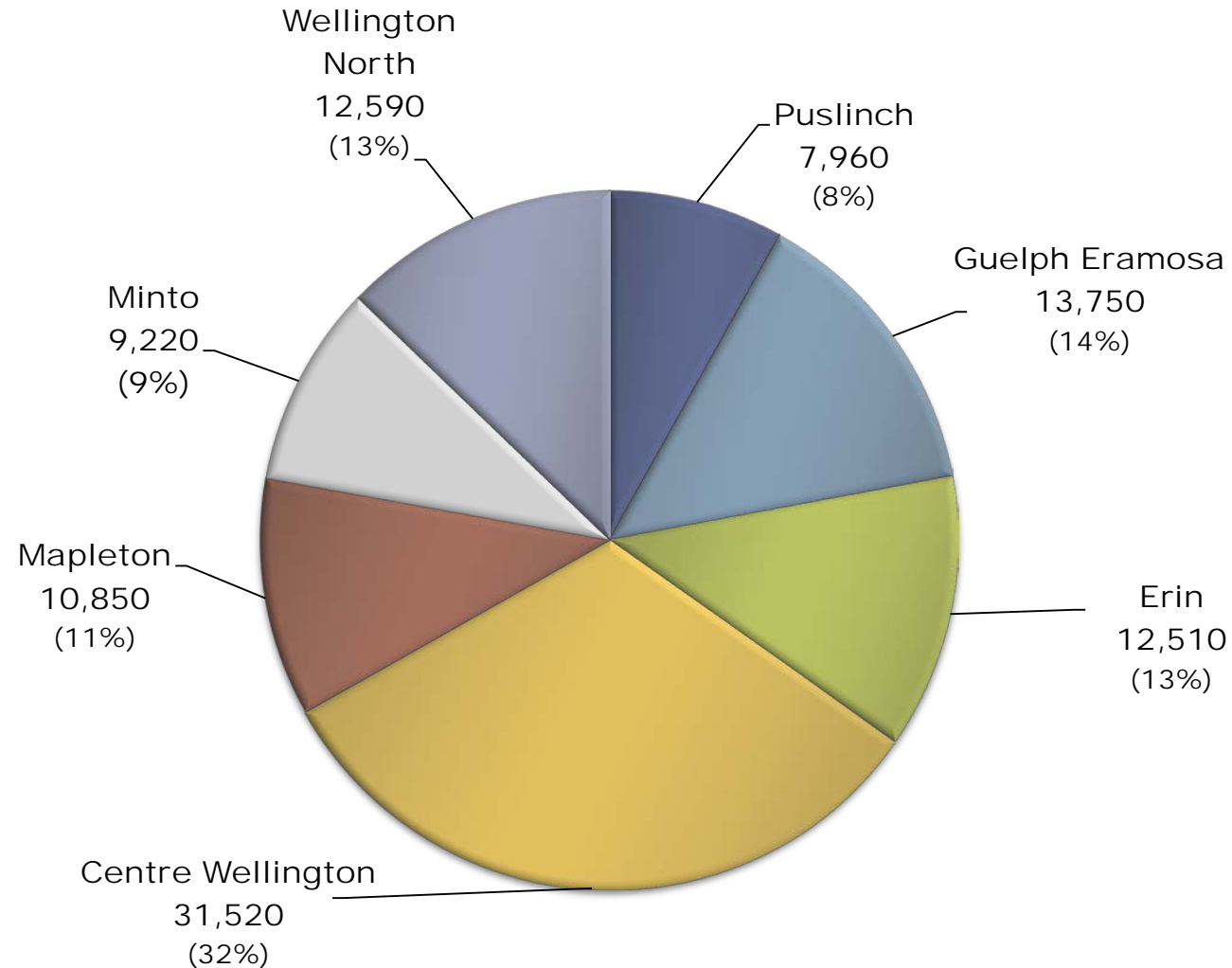


# Agenda

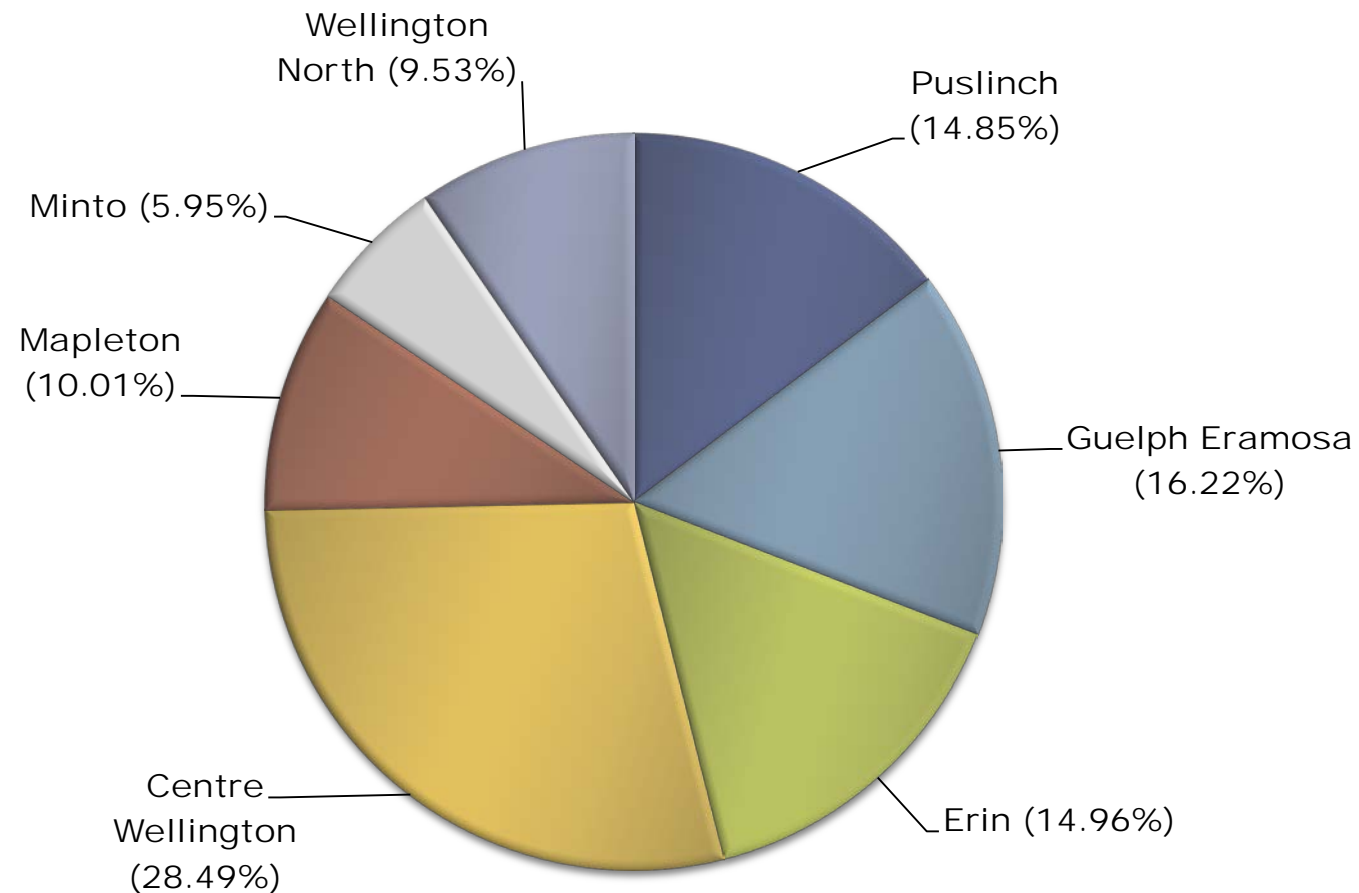
- ▶ Member Municipal Populations and Shares of County Tax Levy
- ▶ Challenges for Rural Municipalities
- ▶ Property Tax and Assessment Basics
- ▶ Tax Policy Options
- ▶ Assessment Base Management Programme



# Share of County Population by Member Municipality: 2018



# Weighted assessment by Member Municipality: 2018 (Share of County levy)





# Property Tax Comparisons

MUNICIPALITY	TOTAL TAX RATE	2017 AVG SFD	2016 HHLD AVG INCOME	TAXES FULL AVG CVA	TAXES AS A % OF INCOME	TAXES PER \$100,000
PUSLINCH	0.00985246	616,135	\$153,836	\$6,070	3.9%	\$985
GUELPH/ERAMOSA	0.01095031	479,192	\$134,036	\$5,247	3.9%	\$1,095
ERIN	0.01110087	512,194	\$141,183	\$5,686	4.0%	\$1,110
CENTRE WELLINGTON	0.01124781	368,890	\$111,686	\$4,149	3.7%	\$1,125
MAPLETON	0.01288850	335,038	\$96,544	\$4,318	4.5%	\$1,289
MINTO	0.01364083	215,535	\$80,905	\$2,940	3.6%	\$1,364
WELLINGTON NORTH	0.01331363	236,726	\$82,446	\$3,152	3.8%	\$1,331
<b>WELLINGTON COUNTY AVERAGE</b>	<b>0.01185634</b>	<b>395,879</b>	<b>\$114,377</b>	<b>\$4,694</b>	<b>4.1%</b>	<b>\$1,186</b>
GUELPH CITY (Single Tier)	0.01201948	334,043	\$97,772	\$4,015	4.1%	\$1,202
GREY COUNTY (Owen Sound)	0.01662807	207,236	\$74,131	\$3,446	4.6%	\$1,663
DUFFERIN (Orangeville)	0.01409891	324,962	\$98,952	\$4,582	4.6%	\$1,410
PEEL REGION (Caledon)	0.00861882	572,089	\$138,577	\$4,931	3.6%	\$862
PEEL REGION (Brampton)	0.01067852	441,770	\$98,650	\$4,717	4.8%	\$1,068
PEEL REGION (Mississauga)	0.00849372	506,005	\$105,268	\$4,298	4.1%	\$849
HALTON (Milton)	0.00722042	475,466	\$126,186	\$3,433	2.7%	\$722
HALTON (Halton Hills)	0.00856851	485,780	\$130,460	\$4,162	3.2%	\$857
HAMILTON (Urban) (Single Tier)	0.01312168	317,753	\$92,089	\$4,169	4.5%	\$1,312
WATERLOO REGION (Cambridge)	0.01217902	298,253	\$92,801	\$3,632	3.9%	\$1,218
WATERLOO REGION (City of Waterloo)	0.01129078	328,888	\$113,182	\$3,713	3.3%	\$1,129
WATERLOO REGION (Kitchener)	0.01152588	300,009	\$89,437	\$3,458	3.9%	\$1,153
PERTH (NORTH - Listowel)	0.01232741	229,968	\$88,419	\$2,835	3.2%	\$1,233
BRUCE COUNTY (Kincardine)	0.01229792	270,291	\$123,852	\$3,324	2.7%	\$1,230

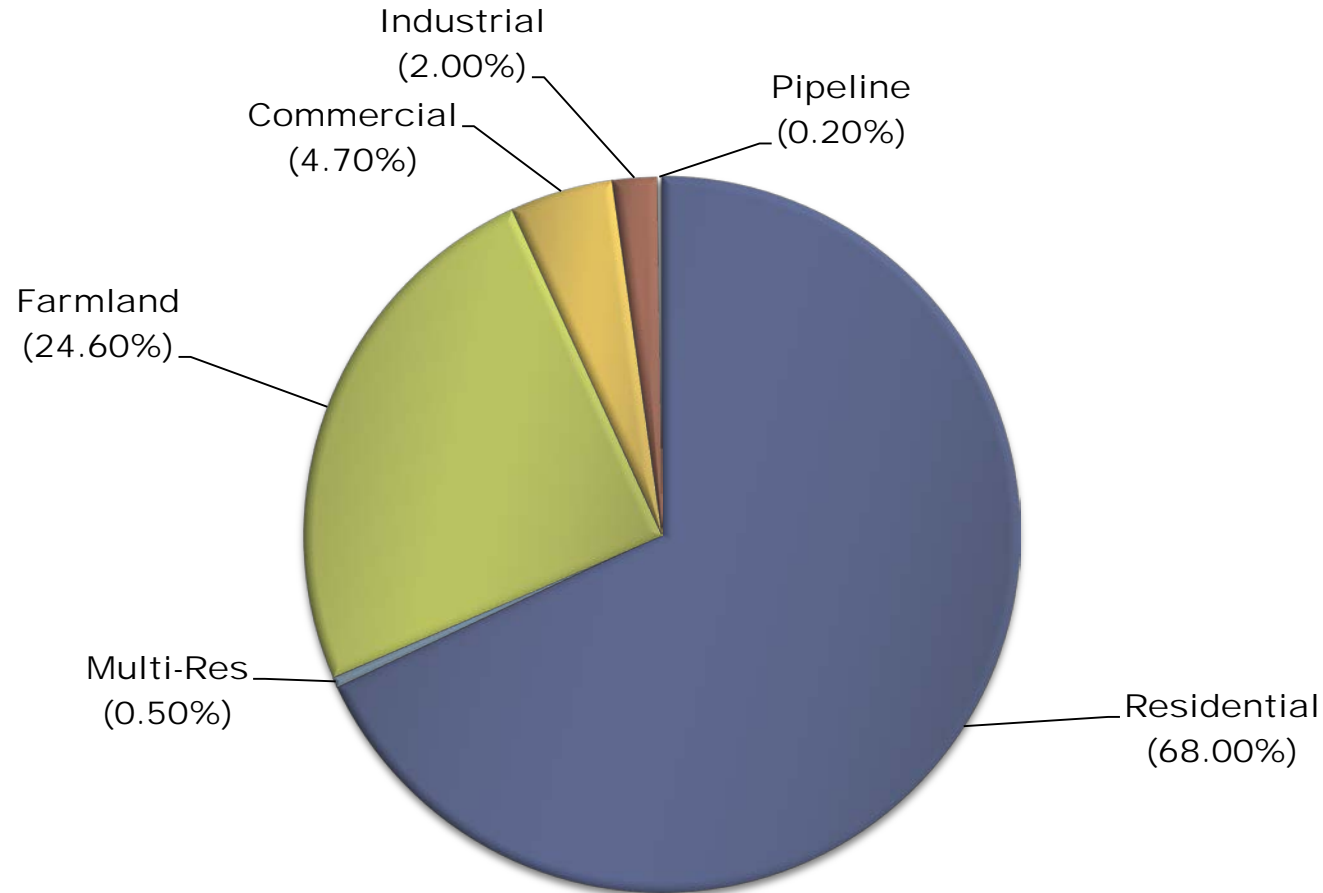


# Challenges for Rural Municipalities

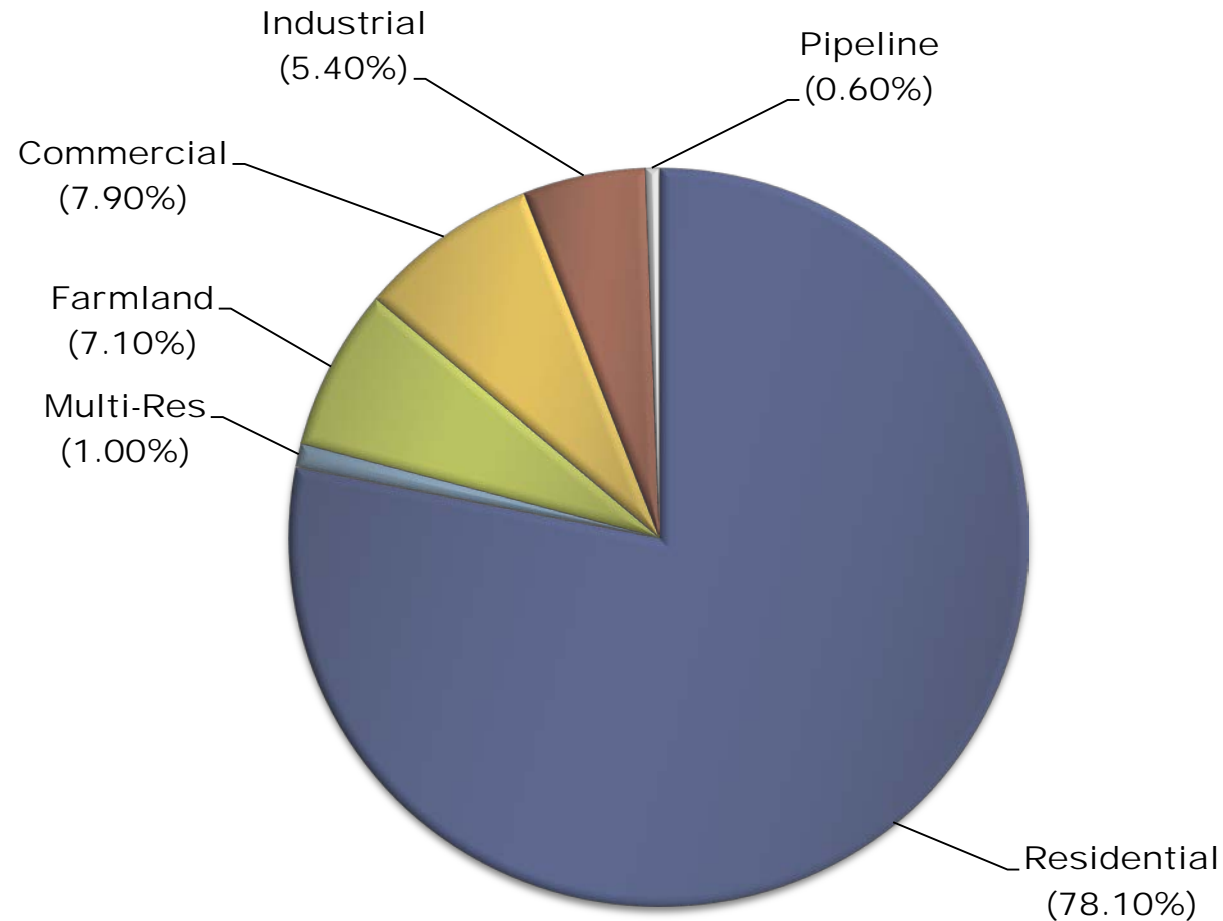
- ▶ Large geographic area with lower population density than urban municipalities
  - ▶ More infrastructure funded by less people
  - ▶ Private investment in infrastructure is not always possible as return on investment is lower (ie: fibre optics)
- ▶ Typically have a lower commercial and industrial assessment base
  - ▶ Fewer people to employ and sell goods and services to
- ▶ Provincial property tax policy does not treat us equally with urban regions
  - ▶ Farm Tax Rebate
  - ▶ Conservation Land Exemption



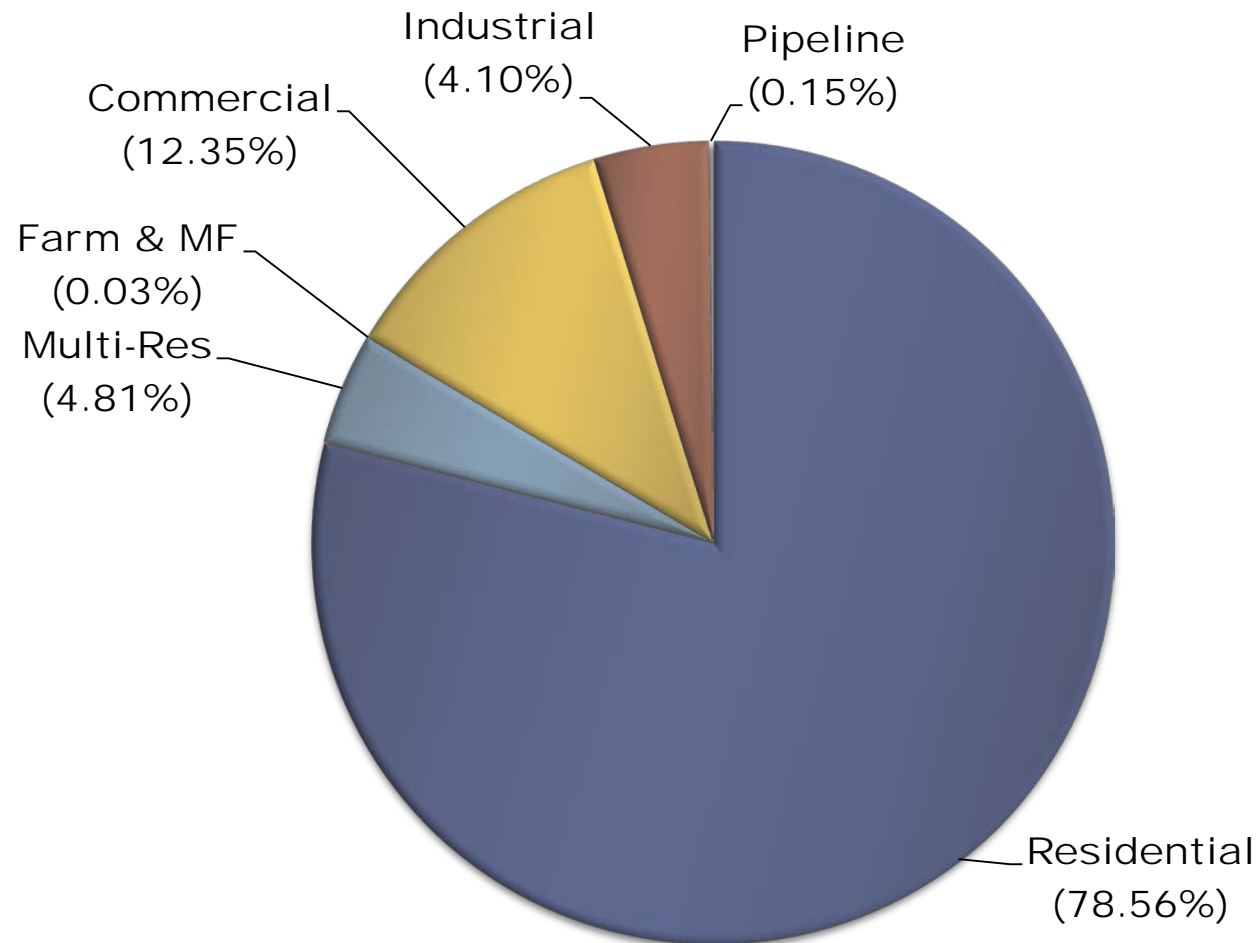
# Unweighted assessment by property tax class (2018) (Share of property values in Wellington)



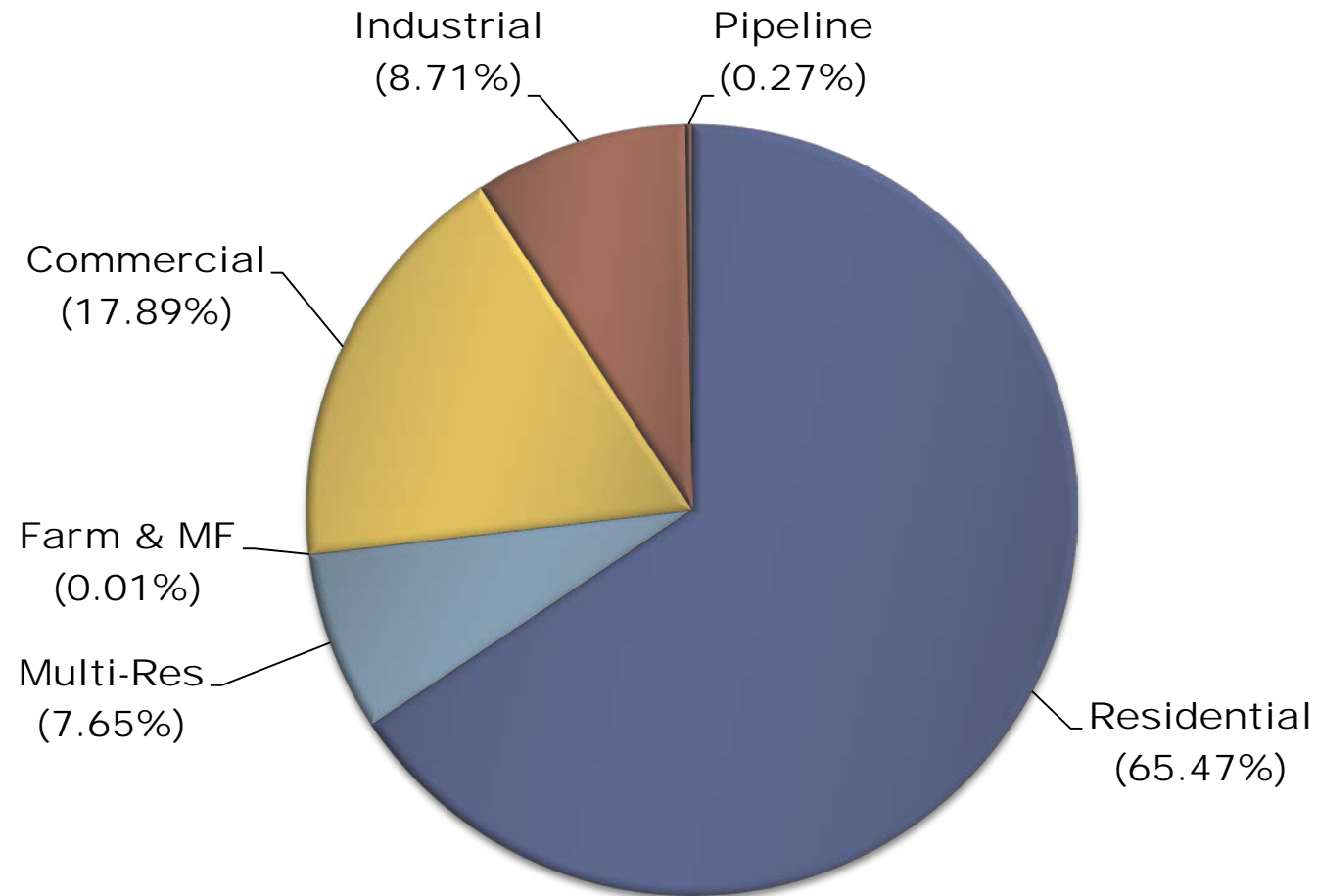
# Weighted assessment by property tax class (Share of property taxes in Wellington)



# Unweighted assessment by property tax class (2018) (Share of property values in an urban municipality)



# Weighted assessment by property tax class (Share of property taxes in an urban municipality)



# Farm Tax Rebate

- ▶ What is it?
  - ▶ Prior to 1998, properties assessed as farmland paid 100% of their assessed property tax and then filed an application with the province to receive a 75% rebate of their property taxes paid directly by the province
  - ▶ Since 1998, farmland has a tax ratio of 0.25 – meaning that farm owners pay property taxes on only 25% of the assessed value of their property
- ▶ This means that all other property tax classes in the County are sharing in the cost of the farm tax rebate
- ▶ Under the old system, this cost would have been shared province-wide through income taxes
- ▶ Shift in cost onto residential taxpayers is just over \$1,100 per hhld





# Farm Tax Rebate

## WELLINGTON COUNTY - 2019 FARMLAND AND MANAGED FOREST PROPERTIES COST OF TAX INCENTIVE PROGRAMME SUBSIDY (2019 values with 2018 tax rates)

	# Properties	Farm & MF CVA	Total Taxes Farmland 0.25	Total Taxes Residential 1.0	Tax Reduction
Puslinch	449	199,610,805	\$ 481,288	\$ 1,925,146	\$ 1,443,858
Guelph/Eramosa	790	572,362,111	\$ 1,519,066	\$ 6,076,265	\$ 4,557,199
Erin	852	418,967,719	\$ 1,141,792	\$ 4,567,159	\$ 3,425,367
Centre Well	1,072	730,453,023	\$ 2,033,552	\$ 8,134,186	\$ 6,100,634
Mapleton	1,407	1,473,374,160	\$ 4,694,538	\$ 18,778,154	\$ 14,083,616
Minto	845	354,907,467	\$ 1,191,896	\$ 4,767,586	\$ 3,575,689
Well North	1,267	806,146,800	\$ 2,601,081	\$ 10,404,316	\$ 7,803,235
<b>COUNTY</b>	<b>6,682</b>	<b>4,555,822,085</b>	<b>\$ 13,663,213</b>	<b>\$ 54,652,812</b>	<b>\$ 40,989,598</b>
<b>Subsidy Required</b>	<b>\$40,989,598</b>		County \$ 21,453,230		
			Local Mun \$ 13,727,695		
			Education \$ 5,808,673		
<b>Total Properties *</b>	36,859		Cost per property	\$ 1,112	
<b>Less Farm/MF</b>	6,682				
	30,177		Excluding farms	\$ 1,358	
<b>Population</b>	<b>96,440</b>		<b>Cost per resident</b>	<b>\$ 425</b>	

\* excludes special/exempt properties





# Farm Tax Rebate

**WELLINGTON COUNTY - 2019 FARMLAND & MANAGED FOREST PROPERTIES  
OMPF FUNDING TO MITIGATE COST OF TAX INCENTIVE  
(2019 assessment values with 2018 tax rates and 2018 OMPF funding)**

MUNICIPALITY	SUBSIDY REQUIRED	OMPF FUNDING	TAXPAYER SUBSIDY
Puslinch	\$ 249,394	\$ 413,600	\$ (164,206)
Guelph/Eramosa	\$ 1,132,201	\$ 490,200	\$ 642,001
Erin	\$ 918,277	\$ 593,400	\$ 324,877
Centre Wellington	\$ 1,729,625	\$ 375,900	\$ 1,353,725
Mapleton	\$ 5,266,988	\$ 835,500	\$ 4,431,488
Minto	\$ 1,451,934	\$ 1,630,700	\$ (178,766)
Wellington North	\$ 2,979,277	\$ 1,317,000	\$ 1,662,277
Wellington County	\$ 21,453,230	\$ 1,774,200	\$ 19,679,030
Education	\$ 5,808,673	\$ -	\$ 5,808,673
<b>Total</b>	<b>\$ 40,989,599</b>	<b>\$ 7,430,500</b>	<b>\$ 33,559,099</b>
<b>Cost to subsidize after OMPF grant</b>			
<b>Total Properties *</b>	36,859	<b>Cost per property</b>	\$ 910
<b>Less Farm/MF</b>	6,682		
	30,177	<b>Excluding farms</b>	\$ 1,112
<b>Population</b>	<b>96,440</b>	<b>Cost per resident</b>	<b>\$ 348</b>

\* excludes special/exempt properties



# Conservation Land Tax Incentive Programme (CLTIP)

- ▶ Provincially mandated 100% property tax exemption for land that has important “natural heritage type features”
  - ▶ Identified by Ministry of Natural Resources and Forestry as being a “provincially important” feature
  - ▶ At least 1/2 acre in size
- ▶ Wellington County holds a high concentration of designated conservation lands
- ▶ Each year the residential tax rate increases more than it otherwise would in order to fund the CLTIP programme
  - ▶ Taxation shifts out of residential to exempt class
  - ▶ Exemption is funded by other residential tax payers



# Conservation Land Tax Incentive Programme (CLTIP)

- ▶ MPAC apportions a percentage of the entire land valuation into the corresponding percentage of conservation lands in relation to parcel size
  - ▶ Means that remaining residential land component is a fraction of what rural acreage rates are or actually sell for
  - ▶ Creates an inequity between similar properties
- ▶ Tax shift from this programme is estimated to be \$3.9 million annually
- ▶ Cost to other residential owners averages just under \$115 per property in the County

# Conservation Land Tax Incentive Programme (CLTIP)

## Wellington County Property Taxes - Conservation Land Exemption (2019 assessment roll values with 2018 tax rates)

# Properties	Conservation Land CVA	2019 Tax Estimate	Tax Share
2,196	337,779,655	\$3,927,024	
<b>Local Tax Rate</b>	0.00364736	\$1,232,005	31.37%
<b>County Tax</b>	0.00627863	\$2,120,793	54.01%
<b>Education</b>	0.00170000	\$574,225	14.62%
	0.01162599	\$3,927,024	100.00%

**Average tax exemption per eligible CLTIP participant: \$1,788**

Total County properties excluding Special & Exempt

<b>34,663</b>	<b>Cost per property owner</b>	<b>\$113</b>
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# Wellington County 2019 Tax Policy Reference Manual





# Roles and Responsibilities

Legislation, Rules and Regulations

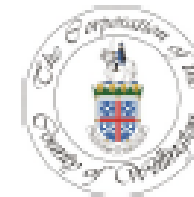


Fair and Accurate Assessment of Properties



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Municipal Tax Policies and Assessment Base Management



Tax Billing, Adjustments, Collections, Issuance of Rebates and Taxpayer Inquiries



# Current Value Assessment

- ▶ The amount of money a property would realize if sold at arm's length by a willing seller to a willing buyer
- ▶ In Ontario, property assessments are updated every four years
  - ▶ Current assessment reflects a valuation date of January 1, 2016
  - ▶ Assessment in effect for the 2017-2020 property tax years
- ▶ Three methods:
  - ▶ Selling price of a property (residential)
  - ▶ Income a property generates (commercial)
  - ▶ Cost to replace a property (industrial)



# Tax Rates

- ▶ The property tax rate consists of three components:
  - ▶ Local municipal portion
  - ▶ County portion
  - ▶ Education portion
- ▶ The local and County portions are determined by budgetary needs
- ▶ The education portion is based on provincial education requirements
  - ▶ Residential portion of education taxes has been declining (15% of tax bill)
  - ▶ Commercial / Industrial portions are still high (approx. 40% of tax bill)





# Calculating Property Taxes

Assessed Value x Local Tax Rate =  
Amount of Local Municipal Levy

+

Assessed Value x Upper Tier Tax Rate =  
Amount of Upper Tier Municipal Levy

+

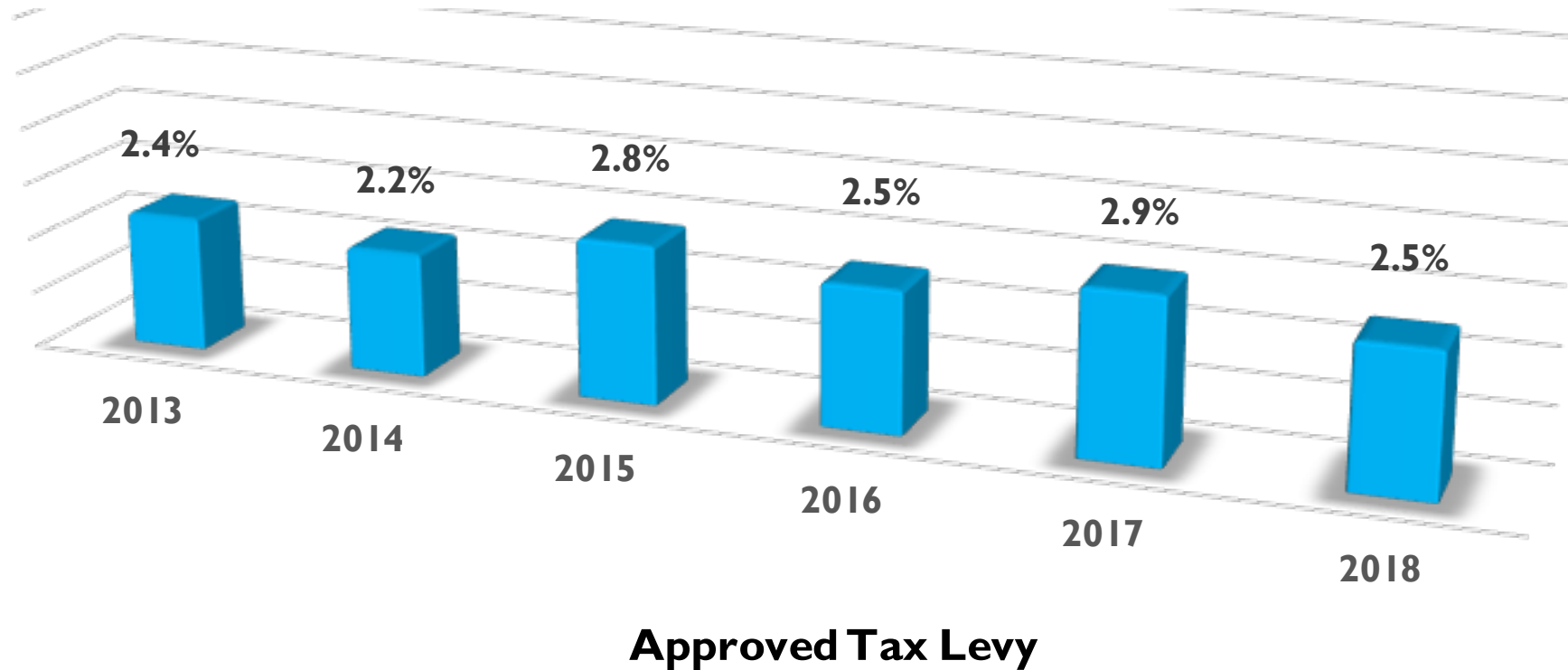
Assessed Value x Education Tax Rate =  
Amount of Provincial Education Levy

=

**Total Property Taxes**

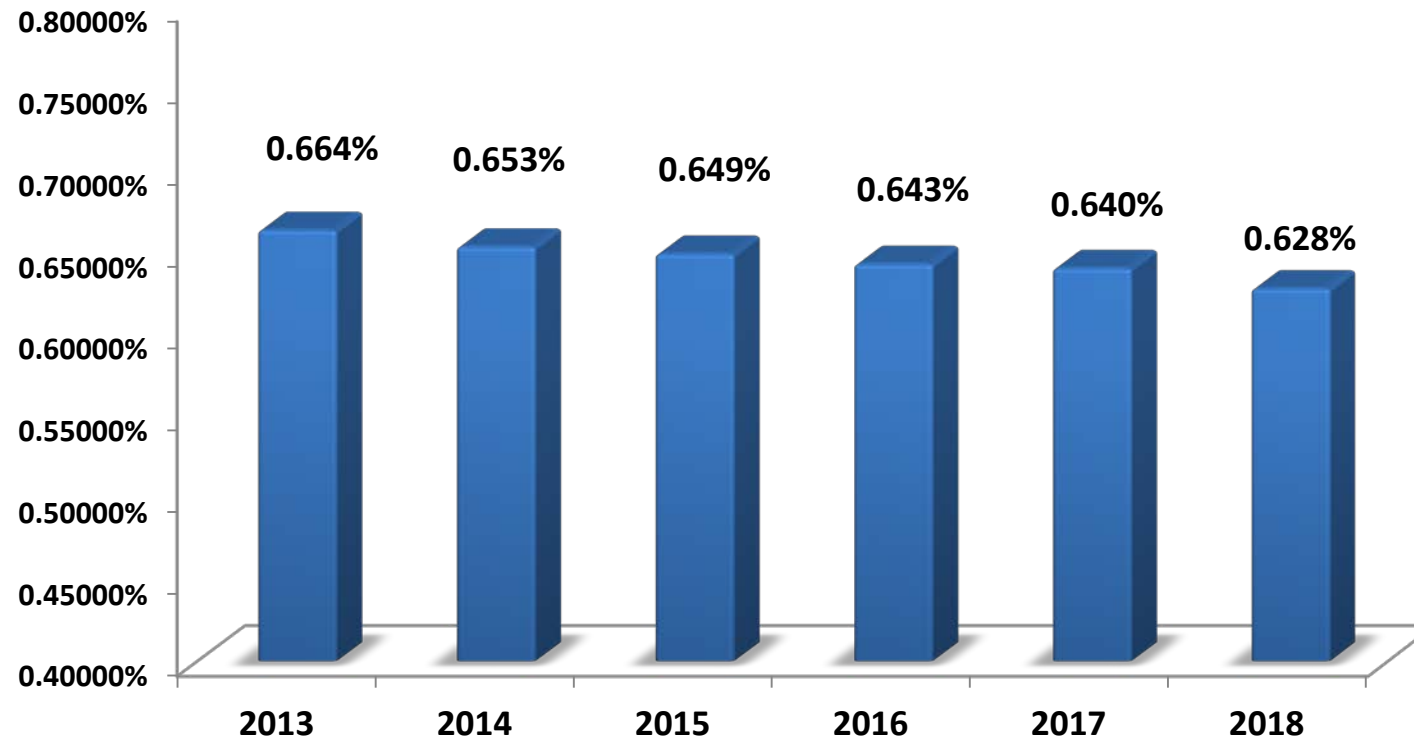


# County of Wellington County tax impact (2013-2018)



# Wellington County Property Rates – Residential (County Tax Rate)

## Historical Residential Tax Rates in Wellington County



# Property Tax Policy Options - Tax Ratios

- ▶ County has some ability to adjust the tax burden amongst property tax classes within a defined set of parameters established by the province
- ▶ Tax ratios show how a property class' tax rate compares to the residential rate (assigned a tax ratio of "1")
  - ▶ For example of a property class has a tax ratio of "2", then it is taxed at twice the rate of the residential class
- ▶ The province governs a strict set of rules from within the ratios that the County must operate
  - ▶ ie: farm class can only be a maximum ratio of 0.25
  - ▶ Established caps inhibit the ability of the County to increase a ratio above certain levels



# Tax Ratios by Class in Wellington County

Property Classes	Tax Ratios
Residential (RTC = R)	1.000000
Multi-Residential (RTC = M)	1.900000
New Multi-Residential (RTC = N)	1.100000
Commercial (RTC = C)	1.491000
Industrial (RTC = I)	2.400000
Pipe Line (RTC = P)	2.250000
Farm (RTC = F)	0.250000
Managed Forests (RTC = T)	0.250000
Landfill (RTC = H)	1.450000

# Tax Ratio Comparison to Neighbouring Municipalities

Municipality	Multi-Res	Commercial	Industrial	Farmland
Grey County (Normandy Township/ Southgate)	1.4412	1.3069	1.8582	0.2500
Dufferin (Grand Valley/ East Luther/Orangeville)	2.6802	1.2200	2.1984	0.2500
Town of Caledon (Peel)	1.7223	1.3273	1.5894	0.1668
Halton Region( Milton/Halton Hills)	2.0000	1.4565	2.3599	0.2000
City of Guelph	1.9287	1.8400	2.2048	0.2500
City of Hamilton	2.6913	1.9800	3.4414	0.1767
Waterloo Region(Cambrige/Woolwich/Wellesley)	1.9500	1.9500	1.9500	0.2500
Perth East & North Perth Twps (Perth)	1.9254	1.2469	1.9692	0.2500
Howick Township (Huron) *	1.1000	1.1000	1.1000	0.2500
<b>Neighbouring Average</b>	<b>1.9377</b>	<b>1.4920</b>	<b>2.0746</b>	<b>0.2271</b>
<b>Neighbouring Average (excluding Howick Twp) *</b>	<b>2.0424</b>	<b>1.5409</b>	<b>2.1964</b>	<b>0.2242</b>
<b>County of Wellington 2017 Ratio</b>	<b>1.9000</b>	<b>1.4910</b>	<b>2.4000</b>	<b>0.2500</b>
<b>2018 Wellington Proposed Ratios (no change)</b>	<b>1.9000</b>	<b>1.4910</b>	<b>2.4000</b>	<b>0.2500</b>

# Property Tax Relief Programmes

- ▶ County of Wellington provides three different property tax relief programmes:
  1. Low Income Seniors and Persons with Disabilities
  2. Charitable Tax Rebate Programme
    - All upper/single-tier municipalities must have a programme in place
    - Must be a registered charity in accordance with the Income Tax Act
    - Must be in the commercial or industrial classes
    - Rebate is 40% of taxes paid
  3. Provides a tax exemption for Legion Properties
    - All legion properties are exempt from municipal taxes (upper and lower-tier) in the County – represents 8 properties



# Property Tax Relief for Low-Income Seniors and Persons with Disabilities

- ▶ County of Wellington offers property tax relief to low-income seniors and persons with disabilities
  - ▶ Eligibility requirements:
    - ▶ Low-income senior (65+) must be in receipt of benefits under the Guaranteed Income Supplement programme (GIS)
    - ▶ Senior couple can earn up to \$42,576 and qualify for County programme
    - ▶ Low-income disabled person must be in receipt of benefits under the Ontario Disability Support Programme (ODSP)
- ▶ In 2017, County Council approved a change to this programme to provide for a minimum rebate of \$200 for eligible applicants
  - ▶ 89 applicants (83 seniors, 6 disabled) took advantage of this programme
  - ▶ Received an average rebate of \$227





# Property Tax Relief for Low-Income Seniors and Persons with Disabilities

- ▶ In addition, there are two provincial property tax relief programmes:
  1. Ontario Senior Homeowners' Property Tax Grant (OSHPTG)
  2. Ontario Energy and Property Tax Credit (OEPTC)
  
- ▶ When combined with the County rebate, the average impact to eligible applicants to County relief programme:
  - ▶ Avg property taxes paid: \$3,775
  - ▶ Potential property tax relief for combined programmes: \$1,630
  - ▶ Net amount paid: \$2,146



# Assessment Base Management Programme

- ▶ County experienced significant losses from assessment appeals by the aggregate industry
  - ▶ Approx. \$6 million in tax losses
  - ▶ About \$800K annual tax shift onto other classes
- ▶ Increasingly litigious society and solicitation by tax agents who work on commission to reduce our commercial and industrial assessments
- ▶ In late 2016 County Council approved an Assessment Base Management Policy and Programme to be implemented in 2017 budget



# Assessment Base Management Programme

- ▶ County invested resources into managing our assessment roll for stability, equity, fairness and transparency and to cooperate and work with MPAC
  - ▶ Local municipalities delegated authority to the County to participate in the appeals process
  - ▶ Hired an Assessment Base Management Coordinator in 2017
  - ▶ Additional resources allocated to lawyers, consultants and experts
- ▶ County filed 46 appeals for aggregate properties in Puslinch, Erin and Guelph/Eramosa
  - ▶ Process remains ongoing
  - ▶ Both legal and political streams seeking fair assessments
- ▶ County now participates in all commercial and industrial assessment appeals



# Assessment Base Management Programme

## ► Results:

### ► Assessment Growth:

- In 2016 (for 2017): 1.24% (prior to ABM)
- In 2017 (for 2018): 1.64% (ABM in place)
- In 2018 (for 2019): 2.23%

### ► Supplementary/Omitted Taxes:

- In 2015: \$1.5 million (prior to ABM)
- In 2016: \$1.9 million (concerted push to offset expected gravel losses)
- In 2017: \$2.1 million (ABM in place)
- In 2018: \$2.1 million

### ► Tax Write-Offs

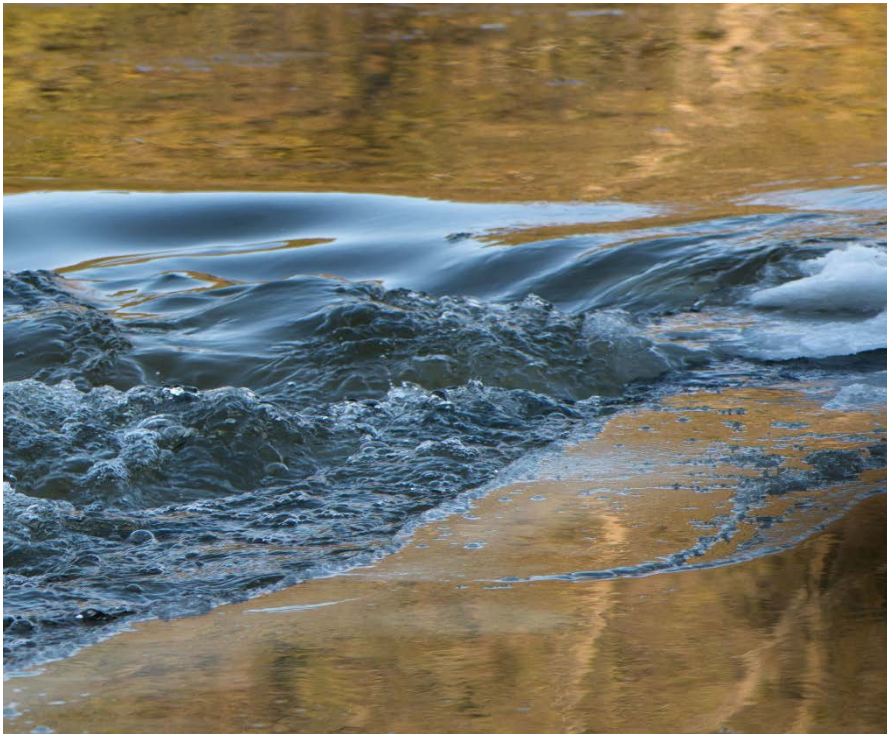
- In 2015: \$1.3 million
- In 2016: \$1.9 million (finalization of gravel appeals)
- In 2017: \$957K (ABM in place)
- In 2018: TBD



# Wrap-Up

- ▶ Questions??
- ▶ Contact Info:
  - ▶ Ken DeHart, County Treasurer
  - ▶ [kend@wellington.ca](mailto:kend@wellington.ca)
  - ▶ (519) 837-2600 x2920

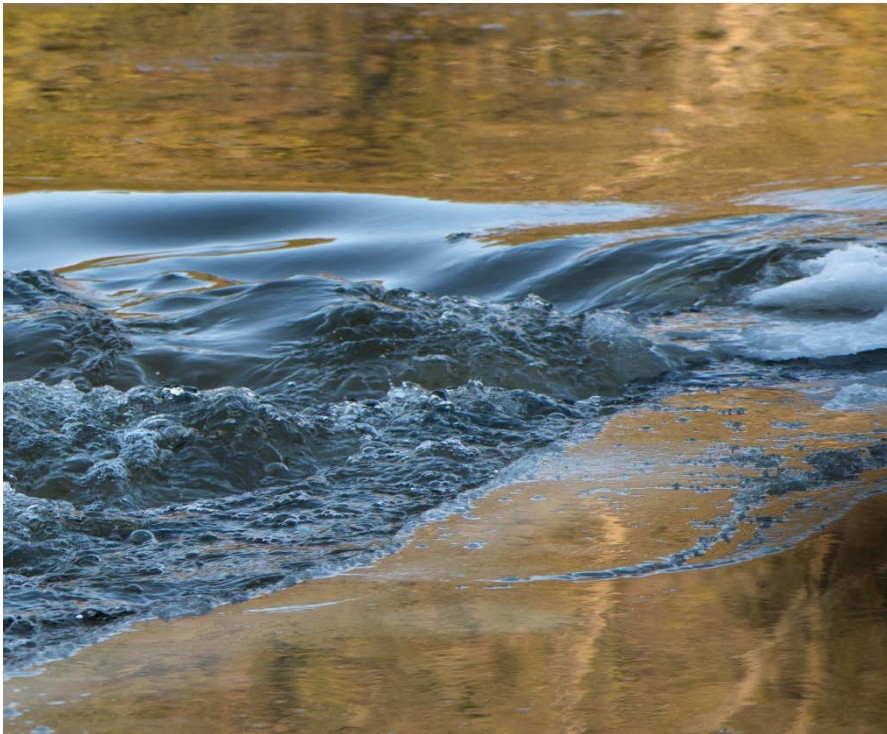




# Source Protection and Wellington County

Kyle Davis, Risk Management Official  
County Wide Orientation  
December 14, 2018





**What is  
source water  
protection?  
Prevention**

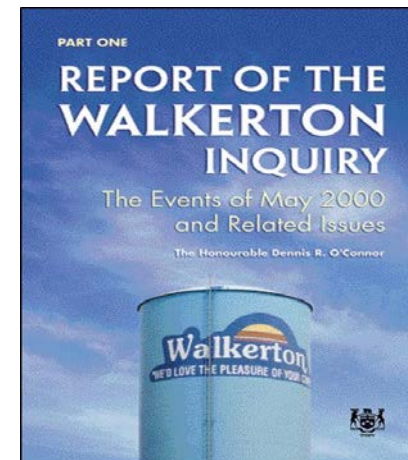
# Origin of Source Protection in Ontario



***“The first barrier to the contamination of drinking water involves protecting the sources of drinking water.”***

- Justice Dennis O'Connor, Walkerton Inquiry 2002

- Following the Walkerton tragedy in May 2000, the Justice O'Connor report identified a number of recommendations related to municipal source water protection
- The Clean Water Act was passed in 2006 to implement these recommendations
- One of five layers in a 'multi-barrier' approach





# A Multi-Barrier Approach to Protecting Drinking Water



3. Secure Distribution

1. Source Water Protection

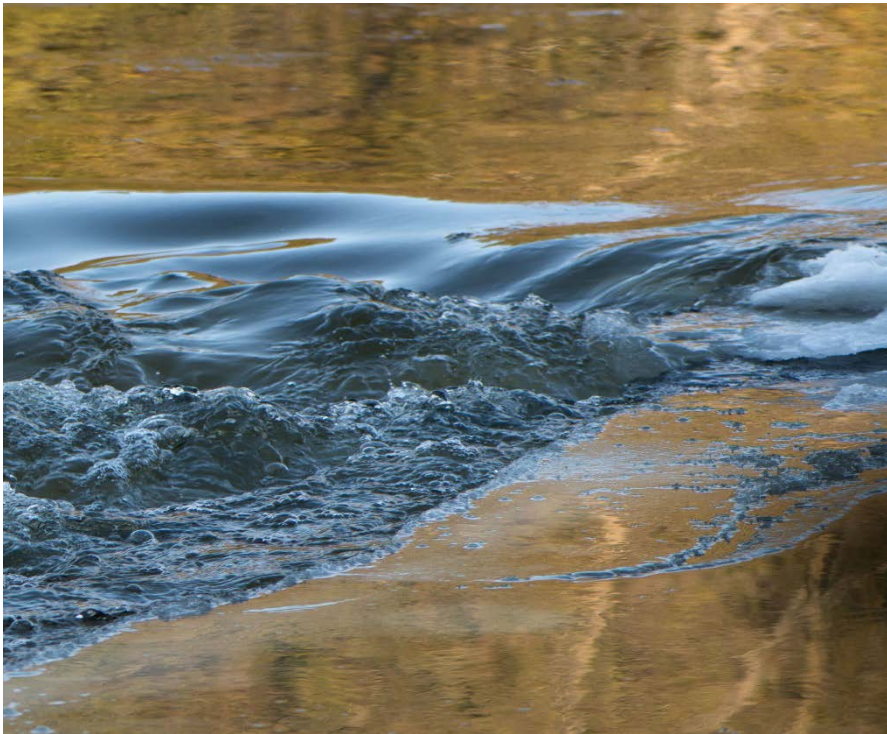
2. Effective Treatment

4. Effective Monitoring & Reporting

5. Competent Trained Staff



Source: Conservation Ontario, 2009



**What is the  
Clean Water Act  
and who is  
involved?**

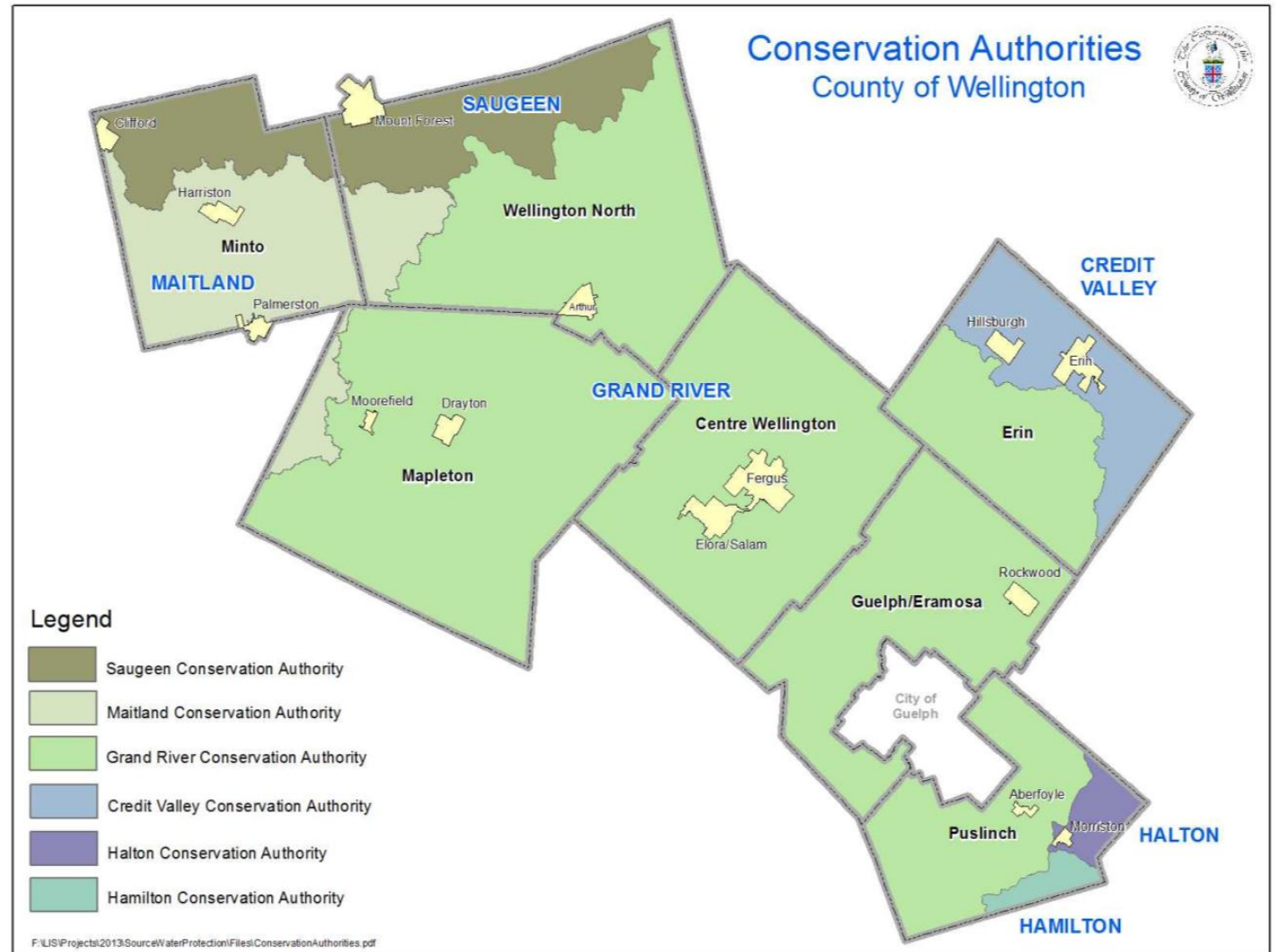
# Clean Water Act



- Purpose: To protect current and future municipal drinking water sources from contamination (quality) and depletion (quantity)
- Establishes Source Protection Committees and Source Protection Authorities (Conservation Authorities)
- Requires Assessment Reports and Source Protection Plans on a watershed basis and sets framework for implementation and enforcement
- There are **5 Source Protection Plans** applicable to Wellington County with up to 3 plans applicable to some local municipalities

# Watersheds within the County

- Source Protection Committee, Authority and Plan boundaries are based on watershed or Conservation Authority boundaries
- 5 Source Protection Committees and Plans applicable to the County and 6 Source Protection Authorities (Conservation Authorities)







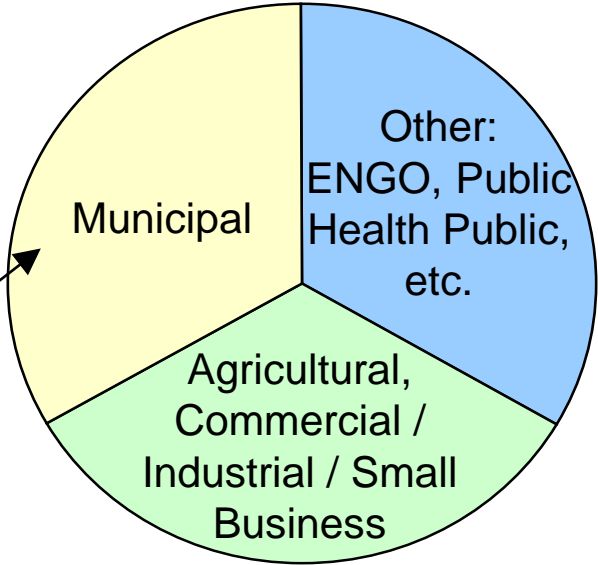
# Source Protection Committees



**Source Protection Committee (SPC)**

- Oversee source protection planning process
- Prepare Terms of Reference, Assessment Report, Source Protection Plan
- Responsible for ensuring public consultation
- Size varies but composition is divided in thirds plus First Nations representatives on some committees

**Multi-stakeholder and Local**





## Source Protection Committee Members

- Appointed to represent a group of municipalities (often not only Wellington County municipalities)
- Serve for a defined term and can be reappointed
- Appointed by the Source Protection Authority on recommendation by the municipalities

### Current County SPC Members

- Halton-Hamilton – Dave Rodgers
- Lake Erie - John Sepulis
- CTC (Credit) – Dave Kentner
- Saugeen – Les Nichols
- Maitland – Mark MacKenzie

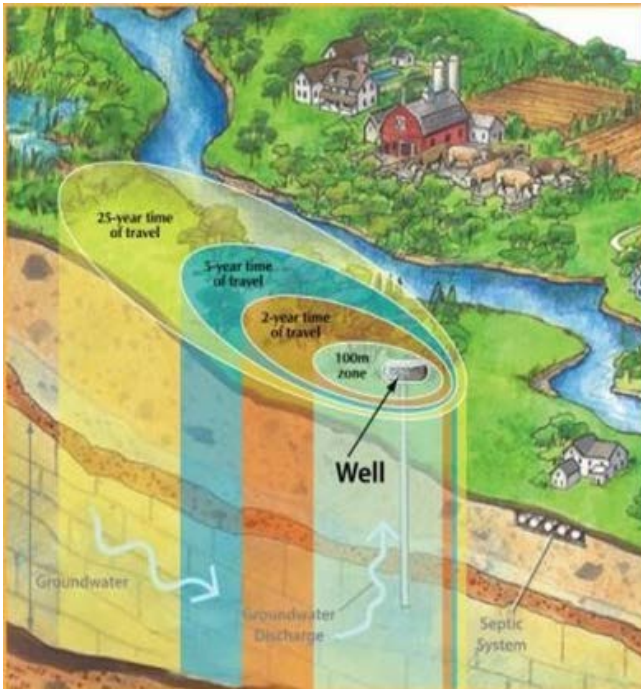


## Source Protection Authorities

- Responsible for watershed based Source Protection Plans and Assessment Reports including the update process and reporting
- Provide administrative and technical support to the SPC and a key coordination role between SPAs, municipalities and Province
- Lead and coordinate technical studies
- Provide technical support especially hydrogeology and surface water expertise
- There are many people at the six Source Protection Authorities that are key to our implementation

# Assessment Reports

- Science based report that describes watershed characteristics
- Identifies:
  - ***vulnerable areas*** related to drinking water sources
  - ***Wellhead Protection Areas – for quality and quantity***
  - ***Intake Protection Zones***
  - ***Significant Groundwater Recharge Areas***
  - ***Highly Vulnerable Aquifers***
- Identifies and categorizes drinking water threats to water quality and quantity:
  - ***low, moderate or significant***

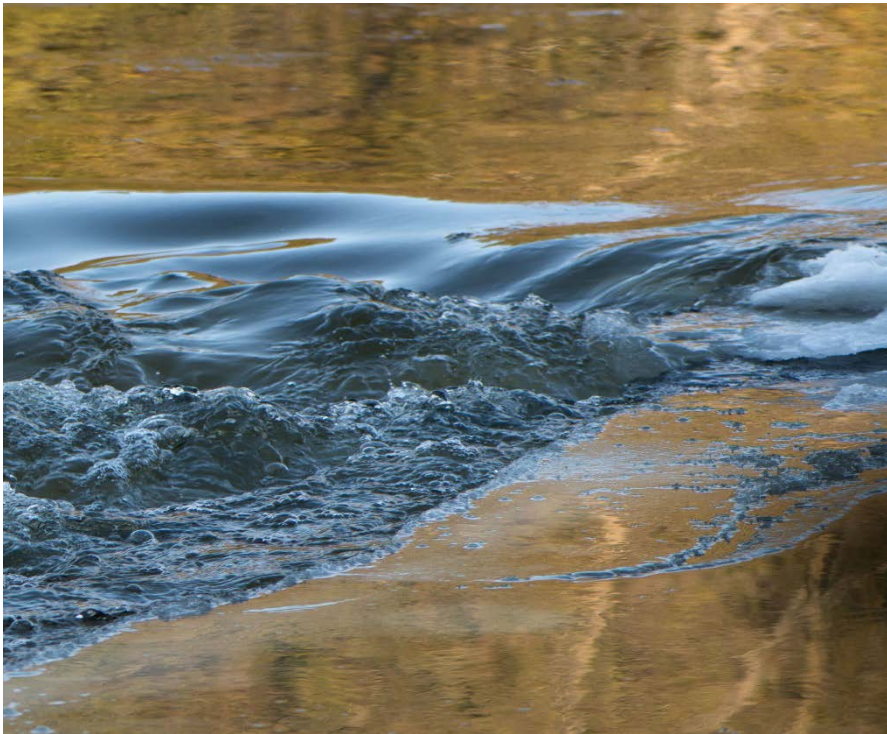




# Source Protection Plans



- Watershed Specific
- Manage existing significant drinking water threats so they are no longer significant
- Prevent new significant drinking water threats from being created in the future



**Who is Wellington  
Source Water  
Protection?**



# Wellington Source Water Protection



- Wellington Source Water Protection is a municipal partnership between all the Wellington County municipalities to protect existing and future sources of municipal drinking water
- Source Protection or Risk Management staff are appointed by each of the Towns or Townships pursuant to the Clean Water Act
- Shared staff administratively are located at the Township of Centre Wellington and funded by the County Planning Department and / or contributions from participating local municipalities
- Report to and take direction from each municipality

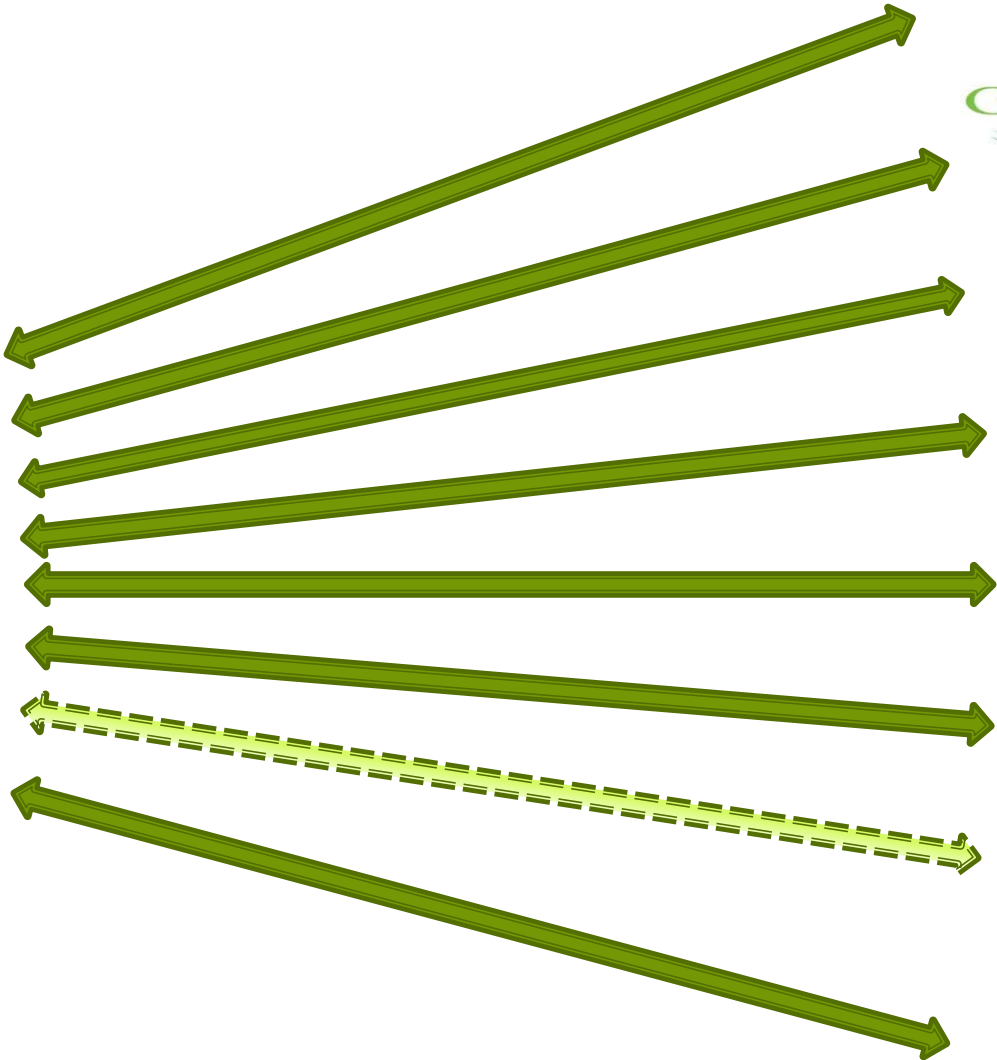


# Wellington Partnership Approach

WELLINGTON  
**Source Water**  
PROTECTION  
[wellingtonwater.ca](http://wellingtonwater.ca)  
a partnership of Wellington County municipalities

Wellington  
Working  
Group

Source  
Protection  
Staff





# Responsibility to Enforce the *Clean Water Act*



## *Clean Water Act*

### Enforcement by municipalities

**47. (1)** Except where otherwise provided,

(b) the council of an upper-tier municipality or lower-tier municipality that has authority to pass by-laws respecting water production, treatment and storage under the *Municipal Act*, 2001 is responsible for the enforcement of this Part in the municipality. 2006, c. 22, s. 47 (1).

**This is part of the statutory standard of care under the Safe Drinking Water Act for owners of drinking water systems.**





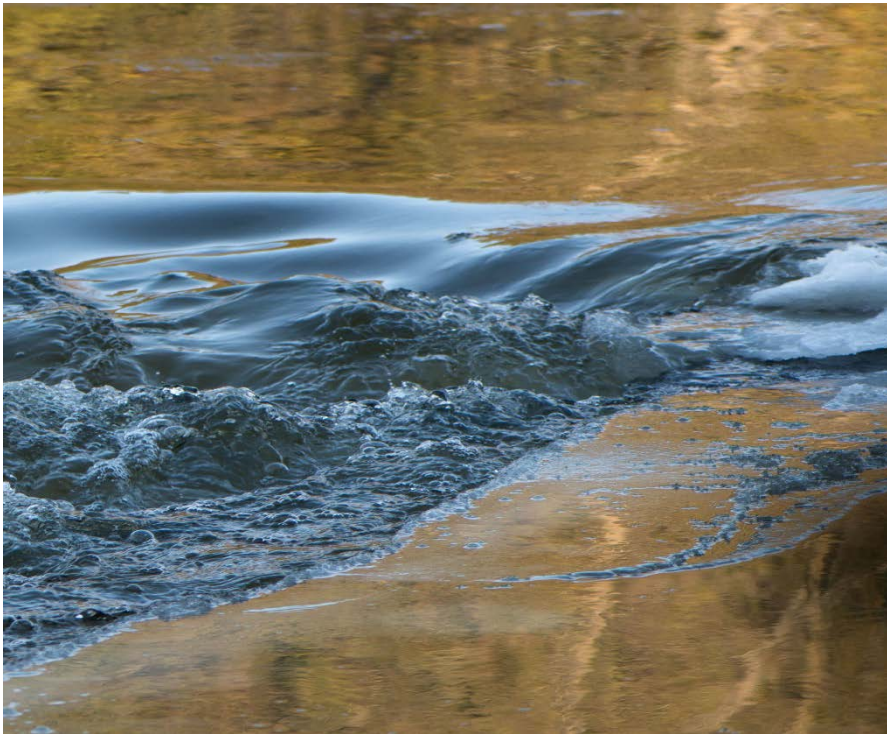
## Source Protection Staff

- Kyle Davis, Risk Management Official (entire County, full time source protection)
- Stacey Pennington, Risk Management Inspector (Minto – up to 1/3 source protection, Building Inspector)
- Emily Vandermeulen, Risk Management Inspector / Coordinator (all Townships except Minto, full time source protection)
- Terry Kuipers, Risk Management Inspector (Back-up inspector for Minto, Chief Building Official )



## Wellington Working Group

- Internal working group to help implement source protection (currently quarterly originally monthly)
- In place since 2014
- Chaired by RMO
- Membership changes but each Town / Township and County sends at least one member
- Members include Water, Building, Planning, Source Protection, Public Works, Clerks staff



**Where does  
source protection  
apply within the  
County?**

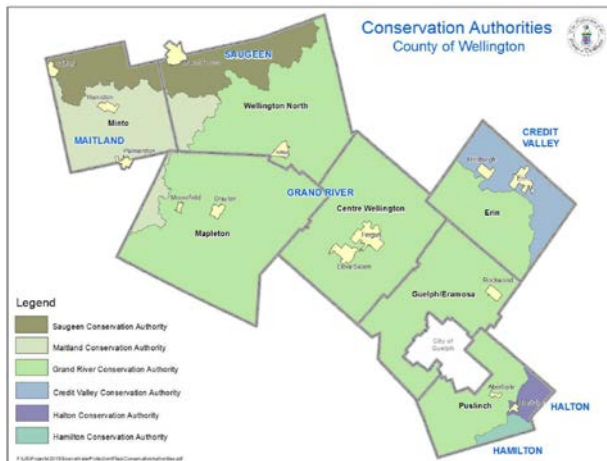


# Within Wellington County



## ■ There are 14 municipal drinking water systems within Wellington County :

- Erin, Bel-Erin and Hillsburgh (Erin);
- Clifford, Palmerston, Minto Pines, and Harriston (Minto);
- Arthur and Mount Forest (Wellington North);
- Rockwood, Hamilton Drive (Guelph-Eramosa);
- Drayton and Moorefield (Mapleton); and
- Elora/Fergus (Centre Wellington).

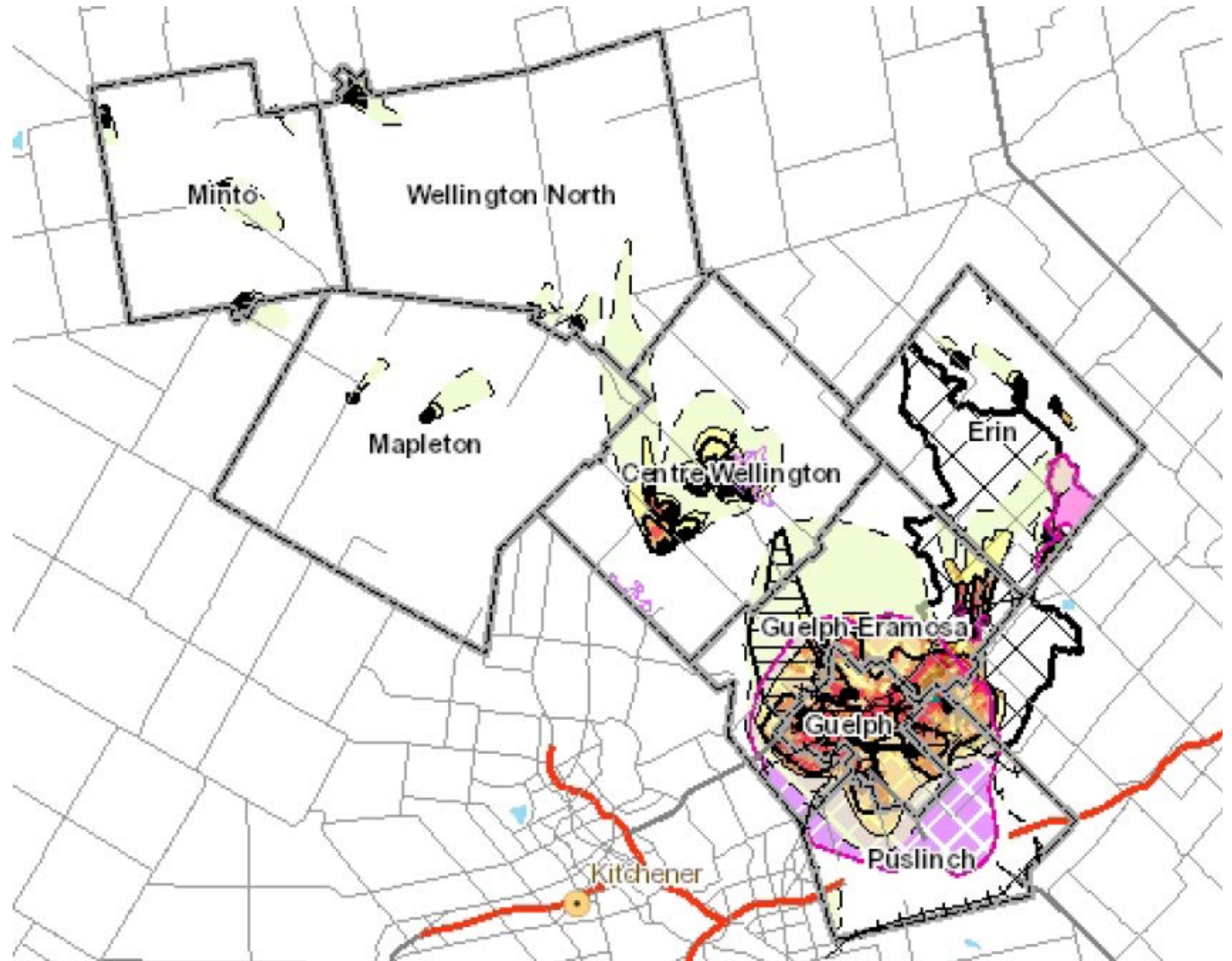


## ■ The Wellhead Protection Areas (WHPA) from adjoining municipalities also enter Wellington County

- City of Guelph
- Regional Municipality of Waterloo
- Halton Region
- City of Hamilton

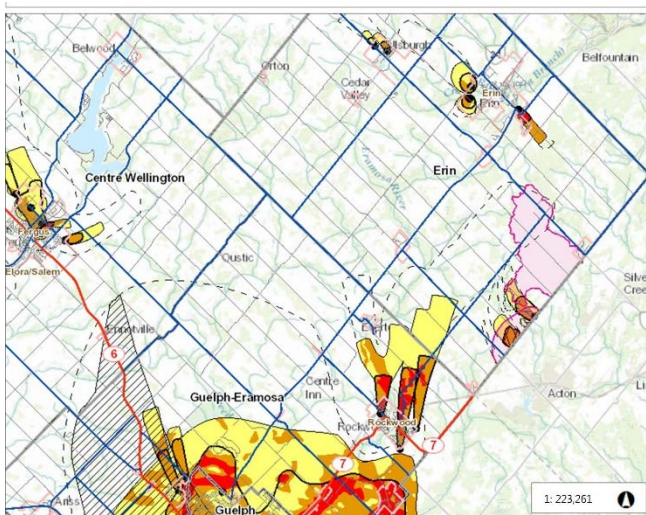


## Source Protection Vulnerable Areas within Wellington County

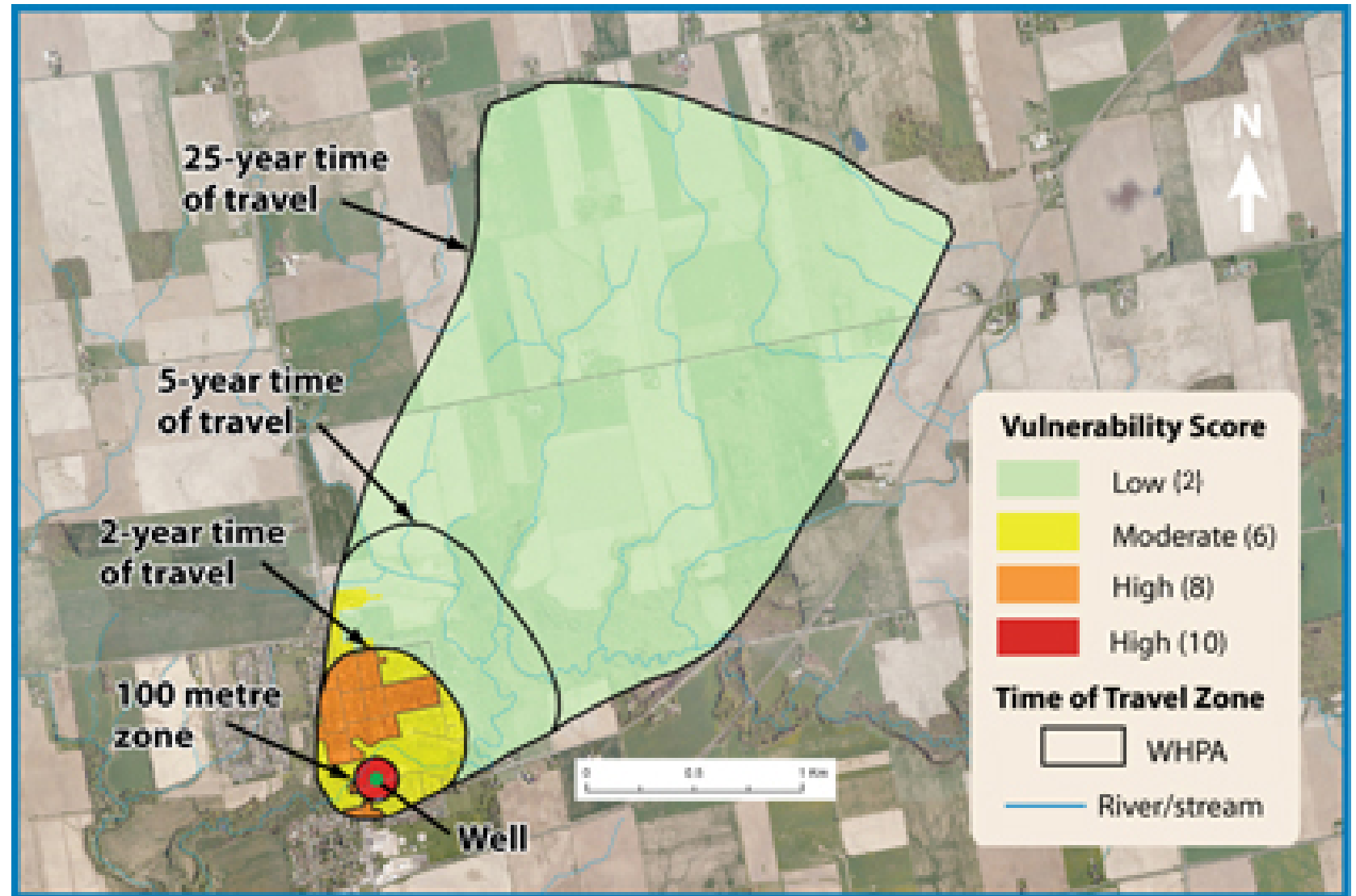


# Vulnerable Areas Within Wellington County

- There are the following **vulnerable areas** identified:
- **Wellhead Protection Areas (WHPA)** – The time-of-travel for water to reach a municipal well. For quality, split into A (100 metres), B (two-year), C (5-year), D (25-year) and E (GUDI)
- **Intake Protection Zones (IPZ)** – The time-of-travel for water to reach a surface water intake
- **Issues Contributing Areas** – WHPA or IPZ for a well or intake with a demonstrated quality concern or issue (ie exceedance of an Ontario Drinking Water Standard or increasing trend for a particular chemical)
- **Water Quantity WHPA** – Geographic area that provides water for a municipal well and can include overlapping areas that provide water for other permitted water takers



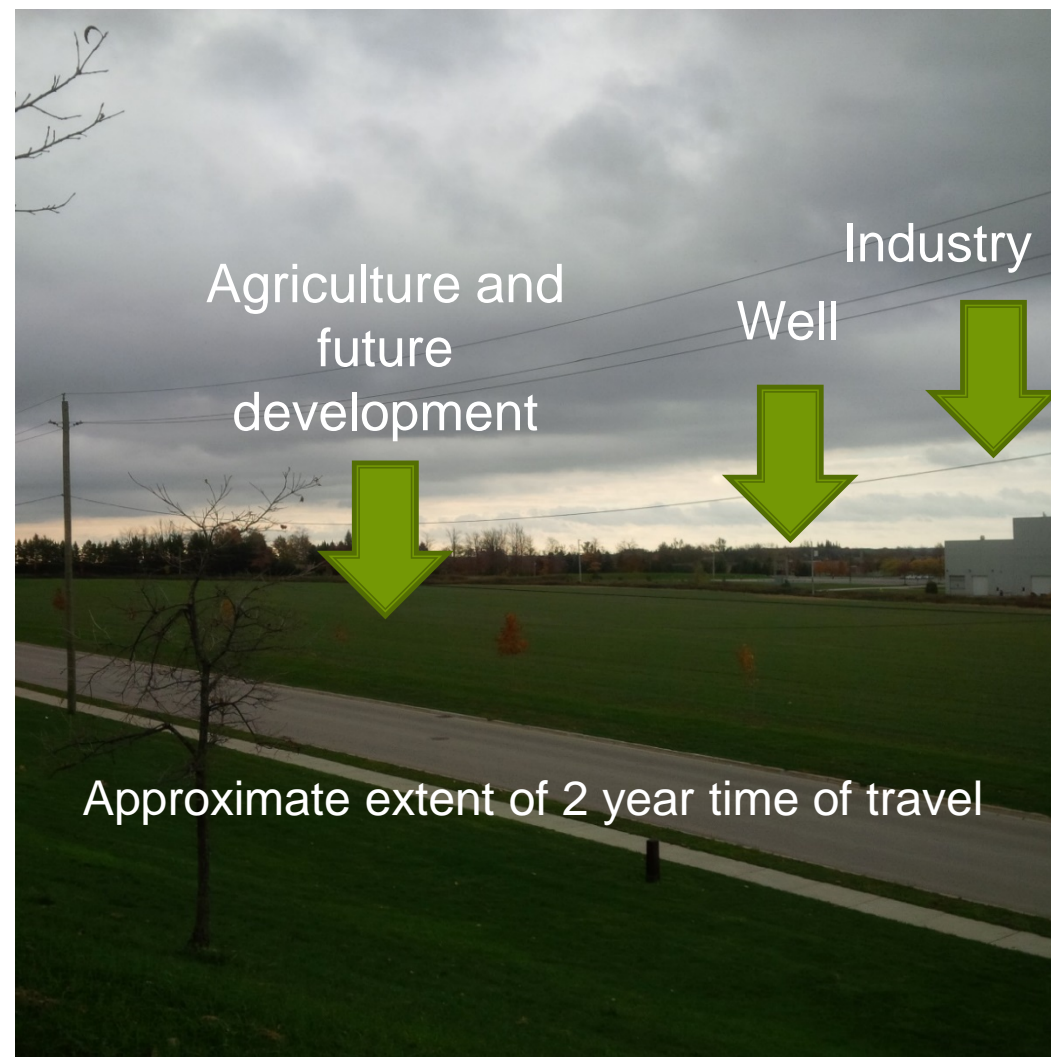
# Wellhead Protection Areas and Vulnerability Zones



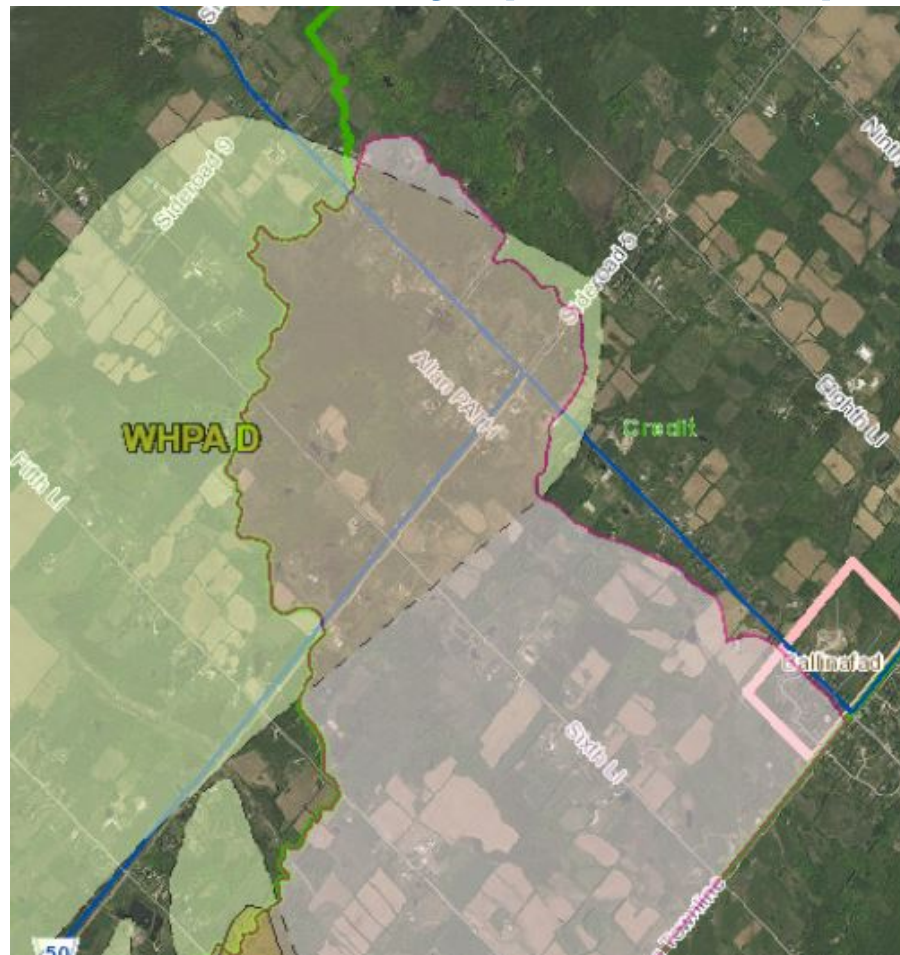




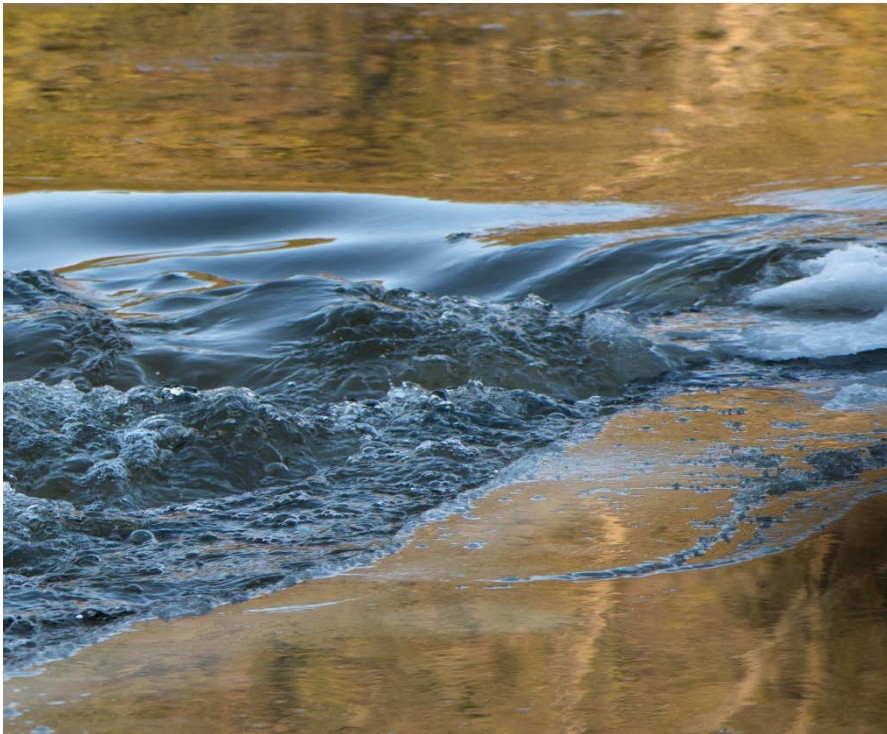
# Typical Wellhead Protection Area



## Water Quantity (WHPA-Q)





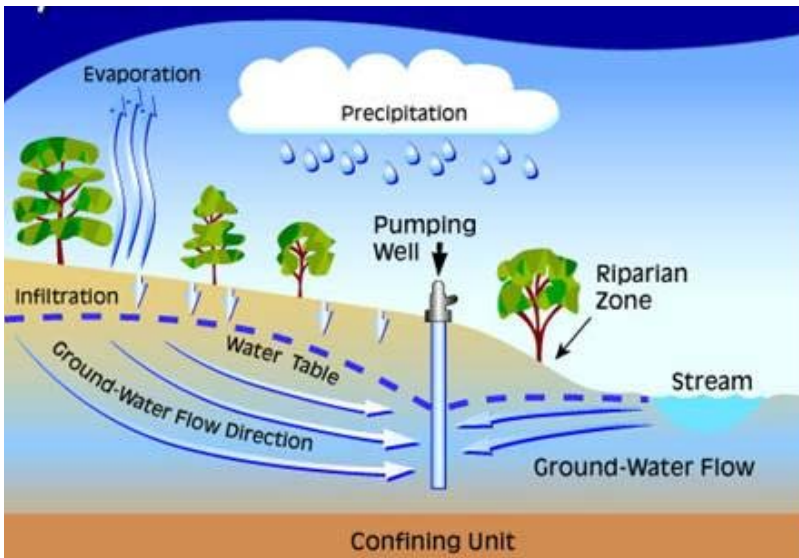


**What is a Tier 3?**

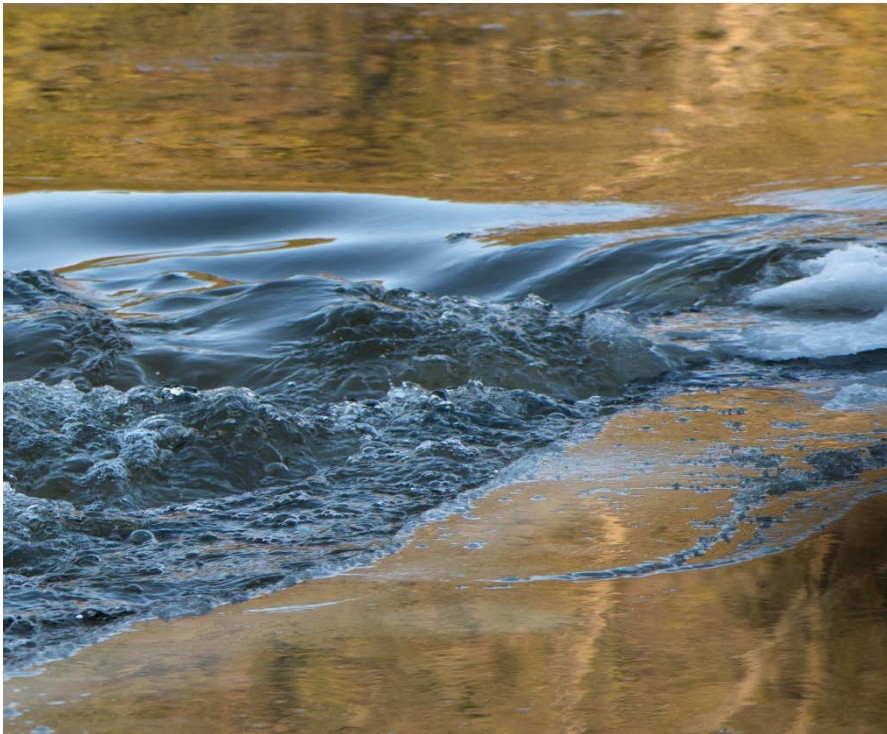
## Tier 3 Studies in the County



- Detailed scientific study and computer model to assess the water quantity risk to current and future sources of municipal drinking water. If needed, establishes WHPA-Q.
- Tier 1 and 2 studies are at the watershed and subwatershed scales
- There are two Tier 3 water budget studies currently ongoing in Wellington County:
  - Guelph / Guelph – Eramosa Tier 3
  - Centre Wellington Tier 3
- The Acton and Georgetown (Halton Region) Tier 3 is complete and the WHPA-Q is in legal effect
- Region of Waterloo Tier 3 is complete and waiting finalization







**How are our  
municipal wells  
protected?**

# Prescribed Threat Activities

- There are 22 prescribed threat activities that the Clean Water Act applies to.
- **Agricultural** (manure, fertilizer, pesticide and biosolids application and storage and livestock grazing)
- **Institutional / Commercial / Industrial** (hazardous waste, fuel and chemical handling or storage, pipelines, contaminated sites, road salt application and storage, snow storage, municipal and private sewage including septic systems, storm water management). Note fertilizer and pesticides could also be included here
- **Residential** (primarily septic systems and fuel oil heating however other threat activities may apply)
- **Water Quantity** (consumptive taking of water and reduction of groundwater recharge)
- Note there are different requirements if deemed low, moderate or significant risk and if existing or future. Quantity and location thresholds apply.





# Implementing Source Protection

The 22 prescribed threat activities are managed using a combination of approaches / policies including:

- Prohibition
- Risk Management Plans
- Inspections (risk management and septic)
- Provincial instruments (ie Environmental Compliance Approvals etc)

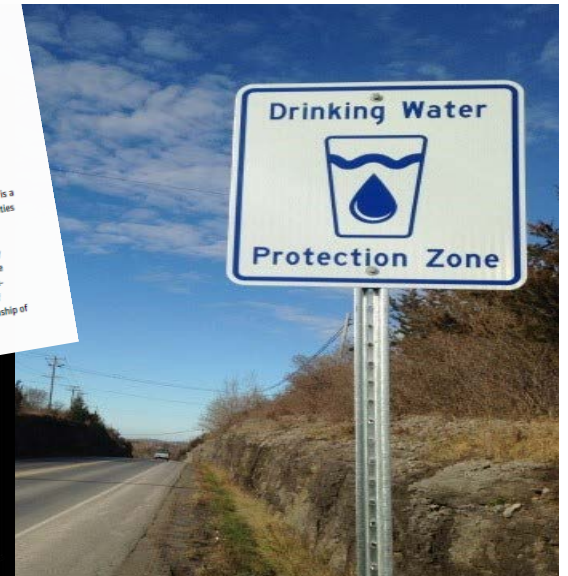
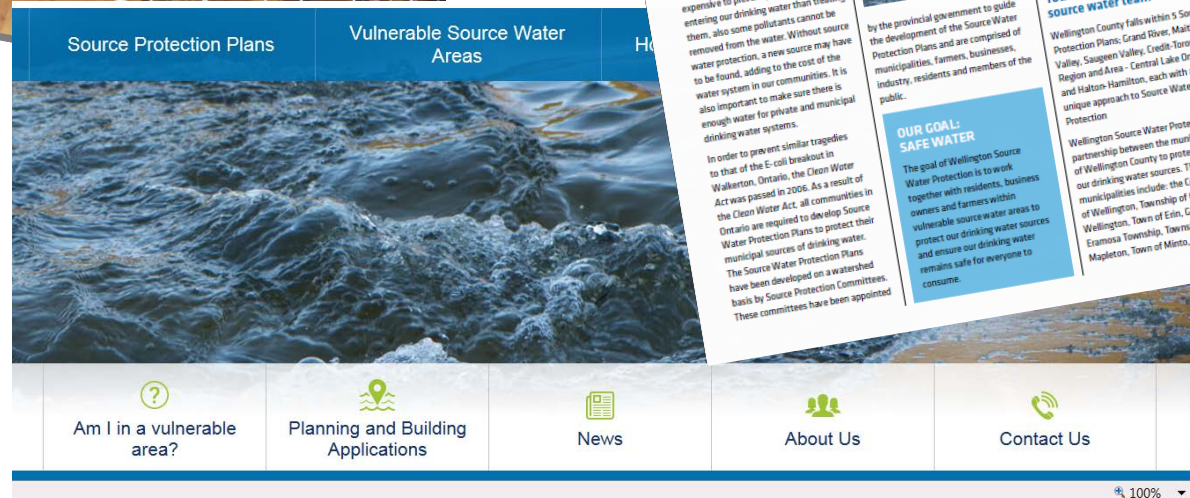




# Implementing Source Protection

The 22 prescribed threat activities are managed using a combination of approaches / policies including:

- Education and Outreach

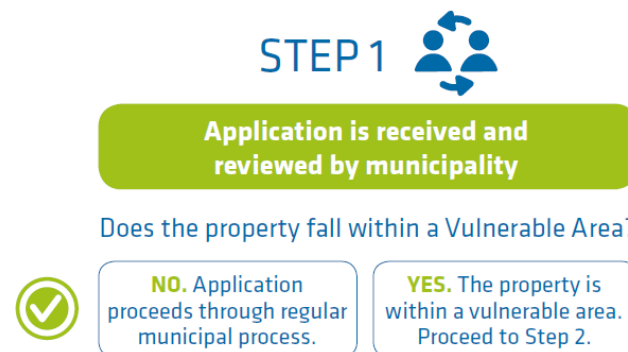




# Implementing Source Protection

The 22 prescribed threat activities are managed using a combination of approaches / policies including:

- Screening and review of development applications
- Incentives (existing County Rural Water Quality Programme)
- Planning policies including updates to County OP and ZBL
- Municipal by-laws
- Updates to the County Emergency Management Plan



There are different approaches and policies in each Source Protection Plan.





## Questions?

Kyle Davis, Risk Management Official

[kdavis@centrewellington.ca](mailto:kdavis@centrewellington.ca)

519-846-9691 ext 362

# Council Orientation

## December 14, 2018

Emergency Management





# MAJOR FUNCTIONS

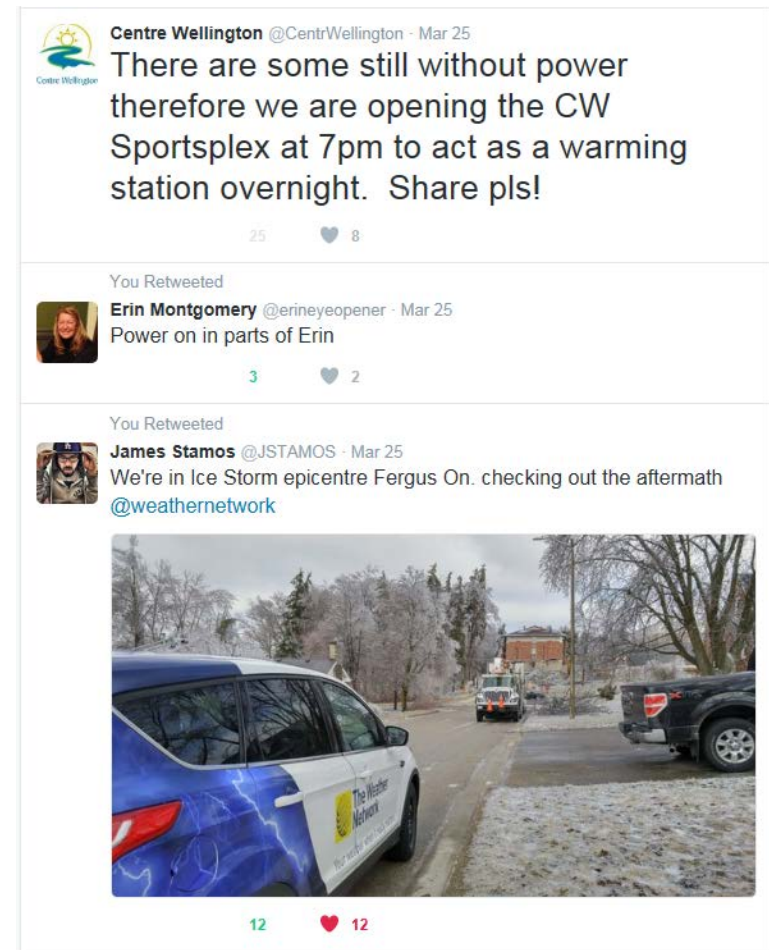
- Municipal Emergency Management Programmes
- Wellington Fire Paging System
- 9-1-1 Coordination
- Wellington County Service Continuity Programmes
- Fire Training Officer – budget oversight





# REQUIRED PROGRAMME ELEMENTS

- Appoint a CEMC
- Municipal Programme committee oversight
- Complete a Hazard Identification and Risk Assessment
- Control Groups appointed
- Emergency Operation Centres established
- Emergency information Officers appointed



# Role of CEMC

- Communities must designate a Community Emergency Management Coordinator
- Responsible and accountable for coordinating the development and implementing a municipality's emergency management programme
- Reports to CAO's and the EM Programme Committees
- Provide advice and assistance to Emergency Control Group during emergency; Liaison Officer



# REQUIRED PROGRAMME ELEMENTS

- Emergency Response Plan approved
- Training – conducted annually
- Exercises – conducted annually
- Public education
- Inventory of Critical Infrastructure
- Programme review



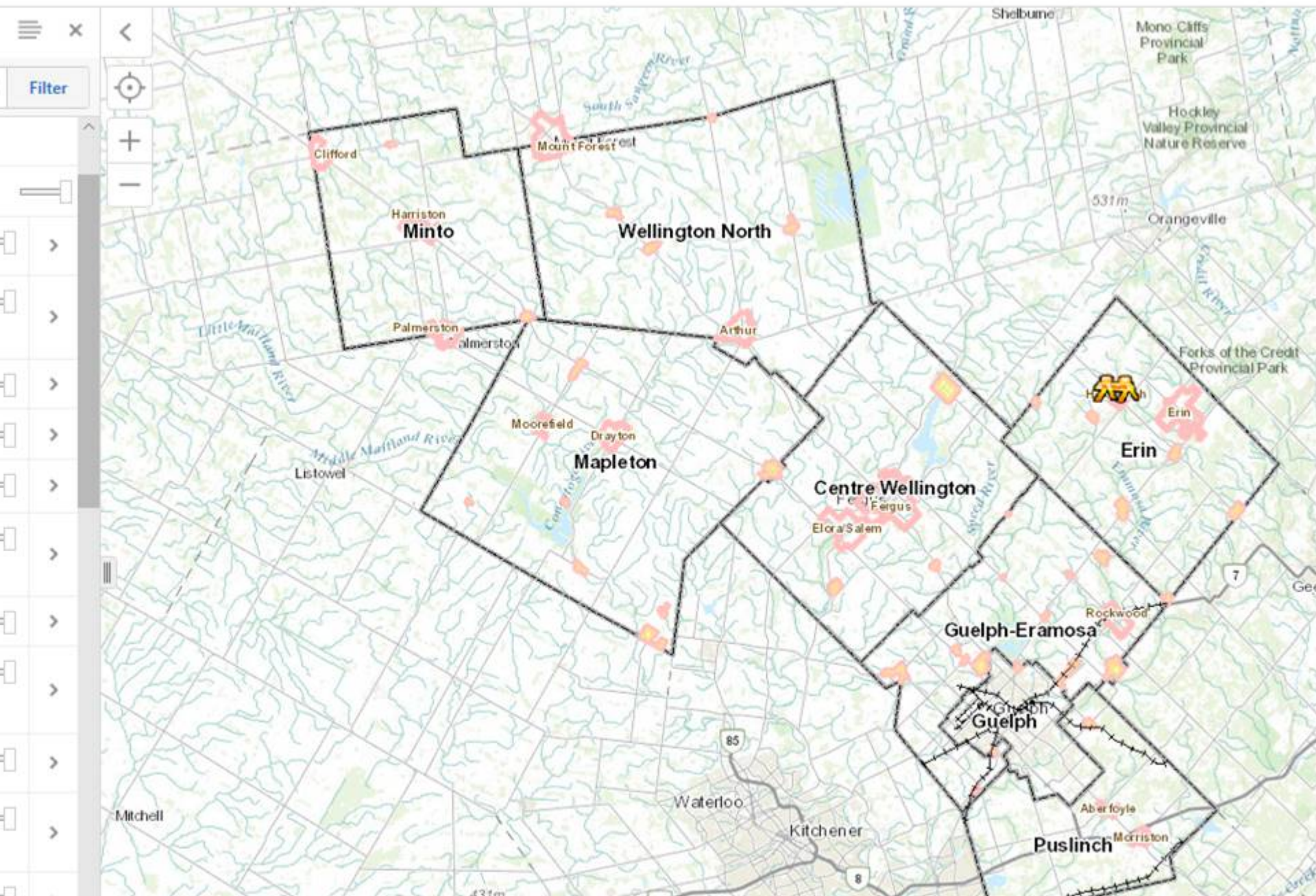
# PROGRAMME ENHANCEMENTS

- Hazard Risk Plans
- Municipal Mutual Assistance Agreements
- Agreements with NGOs and partner agencies
- Integrated Emergency Communication System
- Service Interoperability Groups
- Common Operating Tool using County GIS mapping system

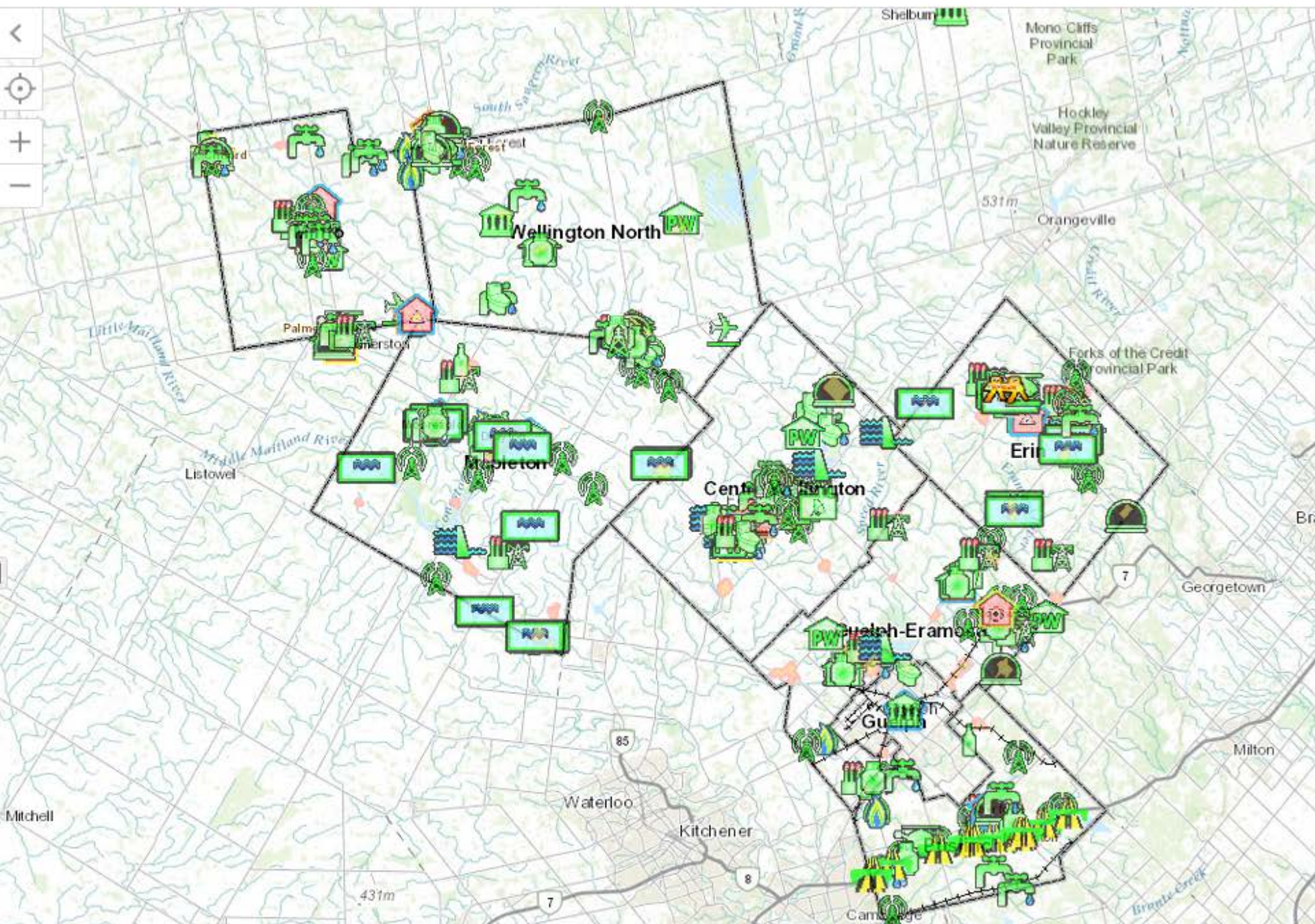
## 211 public inquiry role within the communications structure













# Training

- Basic Emergency Management Courses
- Scribe training
- Elected officials workshop
- Emergency Information
- Incident Management System 100 and 200
- Shelter Workshops/RC
- Interoperability Workshops



# Public Education

- Emergency Preparedness Week
- County Page
- Public presentations
- Website
- “Be Better Prepared” Brochure (revised in 2015)
- Emergency Management Vehicle
- Attend local events





# Emergency Declarations

- Head of Council or Premier may declare
- At least one Member of council should be appointed in the place of and assume all powers and duties of the Head of Council in absence
- **Declaration permits use of extra-ordinary measures**



# Fire Paging System

- **Late 1990's**
- Fire Chiefs approached the County to help them with their fire paging system.
- At that time each municipal department (this was just before amalgamation) had their own paging system.
- Roads was the initial keeper of the paging system until 2004 when it was put under the Emergency Management Division.



# Fire Paging System

- Eight sites funded and managed through the County
  - Fergus – Scotland Street Water Tower,
  - Puslinch, Watson Road,
  - Erin east of Brisbane on Wellington Rd 24,
  - Conn (just north of the intersection of Hwy 89 and Wellington Rd 14,
  - Arthur, Highway 6 (south of Arthur)
  - Clifford Water Tower,
  - Harriston Water Tower
  - Moorefield.
- The paging system components were replaced in 2016/17



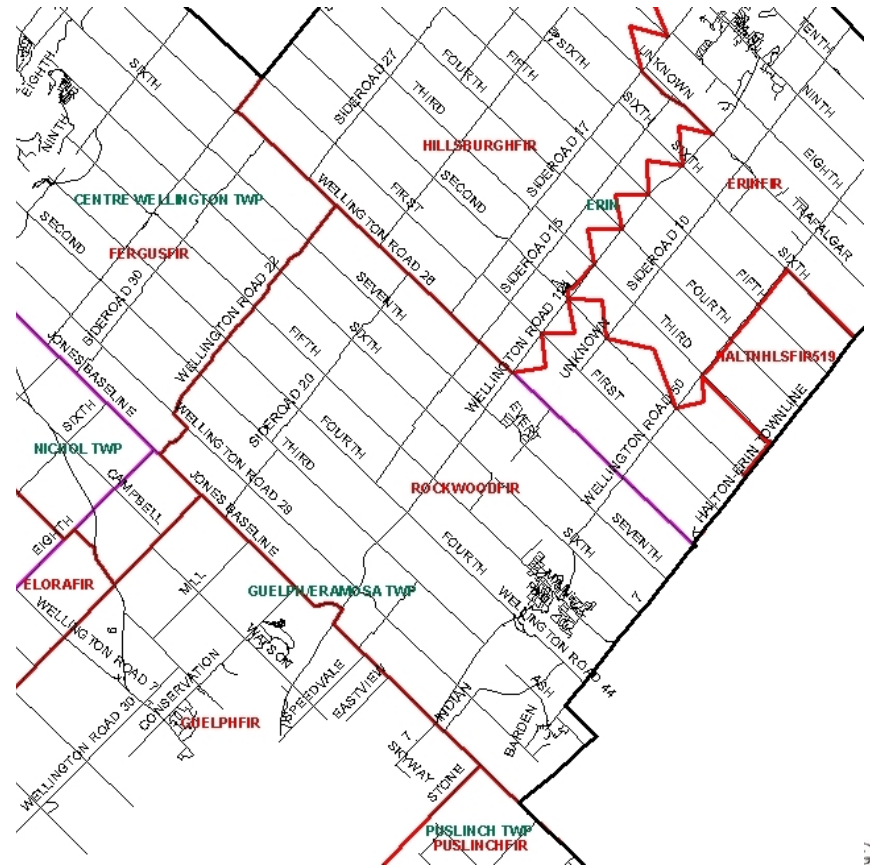
# Fire Paging System

- Four new sites
  - Mount Forest Water Tower approved in 2018
  - Palmerston 2019
  - Erin 2019
  - Rockwood 2019



# 9-1-1 Agreements and Civic Addressing

- Wellington is responsible for the Public Safety Answering Point contract with OPP
- Wellington maintains rural civic address mapping system
- Road naming and property numbering
- By-laws for civic addressing and street naming



# Service Continuity

- Started in 2014
- Established a Committee
- Each Department to have their own plan
- Includes staff training, exercises
- Annual review and updates



# Fire Training Officer

- Position established in 2011
- To support all of the Fire Departments in the County with the development and maintenance of a coordinated and effective county-wide training programme.
- Works directly with Chiefs and local Fire Training Officers
- County funds annual costs of salary, benefits, vehicle purchase and maintenance, and administrative and operational expenses
- FTO has permanent office space in Centre Wellington, supervised by the CW Fire Chief.



# Future Challenges

- Public Expectations
- Recommendations of the Elliot Lake Inquiry and their effects on the future direction of Emergency Management in Ontario today
- Maintaining a high emergency management profile during peace times





# Future Challenges

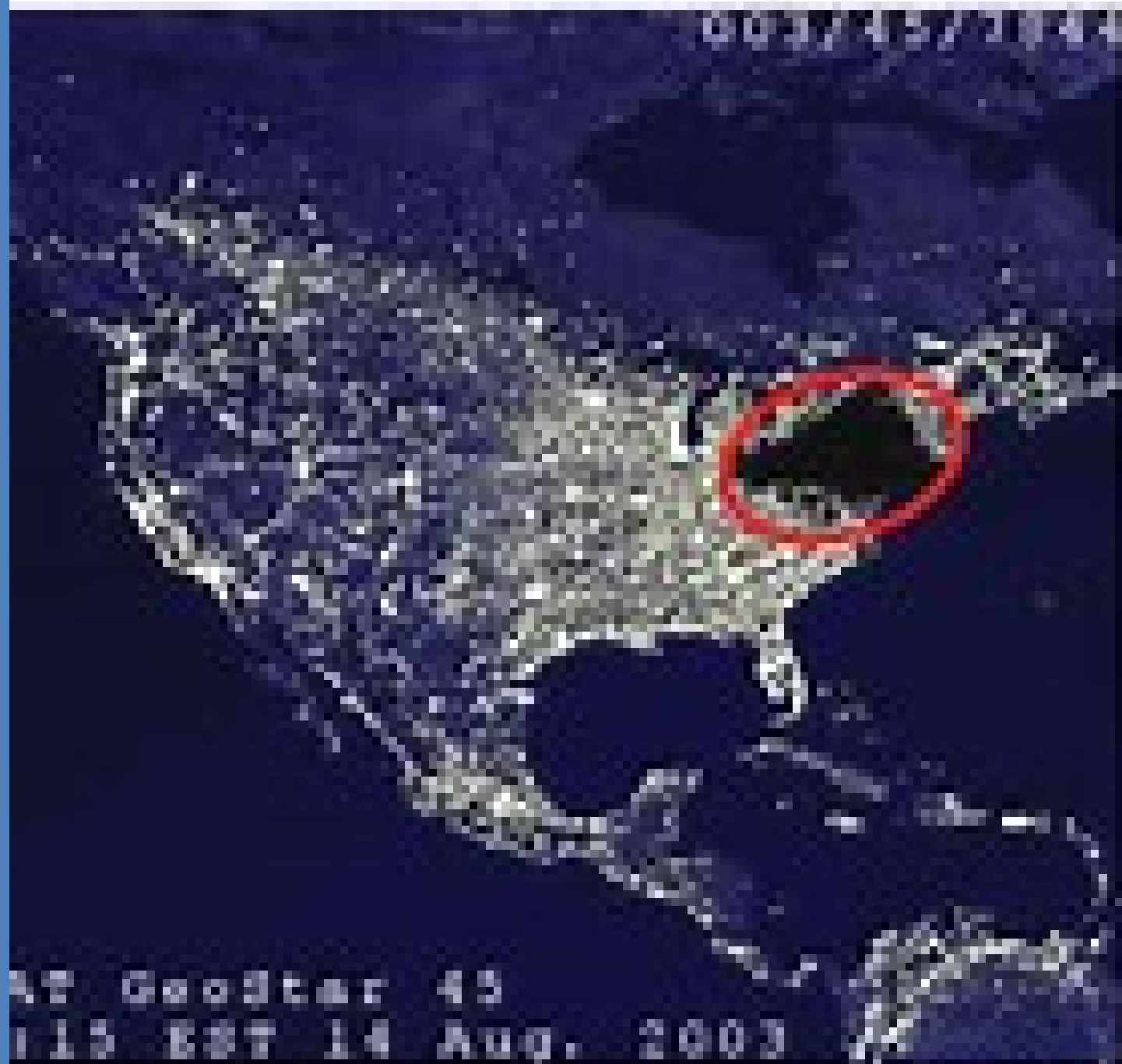
- Aging infrastructure and potential for municipal emergency situations
- Cyber risks and security – phishing, ransomware
- Funding opportunities
- Adaptation strategies to become more resilient to changing weather patterns and extreme weather events
- CRTC decision to implement NG 9-1-1



# Final thoughts

- Wellington County was one of the first to develop the unique CEMC structure
- Provides for County wide coordination – in training, public education, planning and response
- We have developed an effective, coordinated programme individually and collectively in Wellington.





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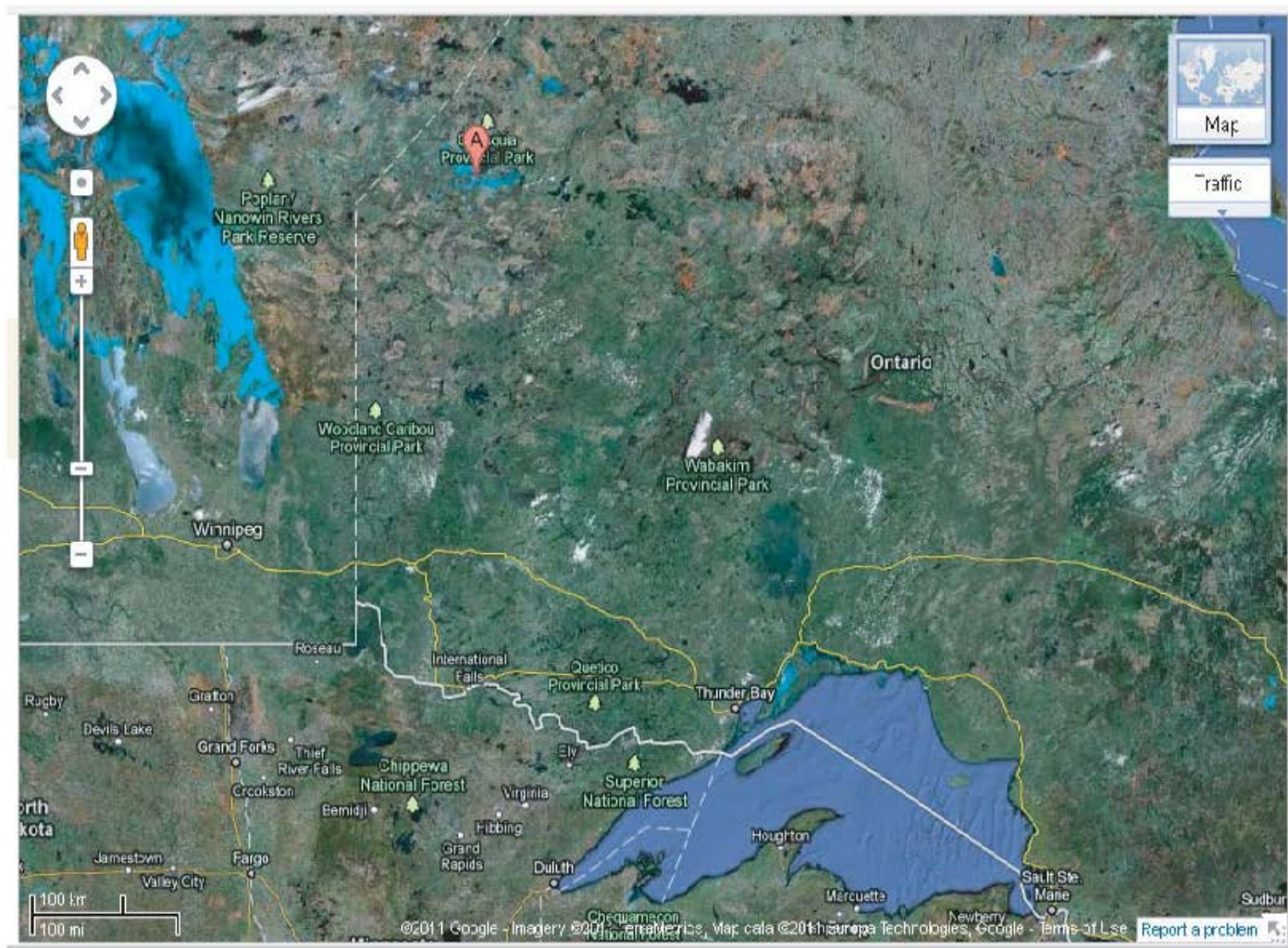












# Linda Dickson, Emergency Manager/CEMC

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# WELLINGTON COUNTY FIRE TRAINING PROGRAM OVERVIEW

By: Charles Hamilton

County Training Officer

Dec-14-18





- **Congratulations to all new and returning Mayors & Councillors.**
- **I look forward to working for you and your municipalities to ensure you have the best possible local fire service training available.**
- **Today I'll provide you with an overview of the County Fire Training program, how it works, what I do, some details of the current program, new directions for training and challenges for the future.**



- I have 14 years of Fire Service experience in progressively more responsible roles.
- Began with Erin Fire & Emergency Service as a recruit with no firefighting skills.
- Shortly after completing my 1<sup>st</sup> year, I was appointed to a Training Officer position, and still serve as a Chief Training Officer with Erin Fire in addition to the County Training position.
- By trade I'm a Mechanical Engineer, and prior to accepting the County Training Officer position I was a Product Engineer/Manager for a Tier 1 auto parts supplier.
- I've been involved with the County Fire Training Program since its inception and worked closely with the former County Training Officer.

**WHO AM I?**





- Back in 2011, the Wellington County Fire Chiefs & the County Emergency Manager met and determined that fire training in the County could use a structured, unified approach for:
  - The delivery of combined recruit training to reduce
  - Local exams and skills testing capabilities for Firefighter certifications
  - Standardized training curriculum & recordkeeping
  - A reduction of time spent by local Training Officers in general lesson preparation
  - A knowledgeable training, management & mentoring resource to all County Training Officers
  - Support during regular station training sessions
  - Support to during major incidents within the County

## REASONS FOR THE COUNTY PROGRAM



- 2018 was the 6th County recruit class, and since starting over 130 recruits have passed through the County Recruit Academy
- Several County recruits have successfully attained full-time, professional firefighting position based on the training foundation provided by this program and localized training at their respective departments.
- NFPA professional development courses for Company & Training Officers are provided yearly to prepare current/future Officers and Instructors for greater responsibilities, to enhance their job skills and value to their departments.
- Through the County Training Officers, this program reach out to over 350 County Firefighters indirectly through lesson plans & documentation, training activities at a station level or incident management support at major calls.
- Other Municipal regions are looking at our program as a model for their Fire Departments to follow.

## PROGRAM ACHIEVEMENTS







From auto extrication, to forcible entry, to ladder rescues, to Firefighter self-rescue.....these are only a few of the skills each Recruit gets to practice.

# 2018 RECRUIT TRAINING



- Once a recruit has signed on to join one of our fire departments, they have agreed to give up a significant amount of time away from their families, hobbies, sports and other activities to complete their initial training.
- There is approximately 120 hours of self study via reading and e-learning. A recruit is expected to complete a segment of this training prior to the corresponding practical training.
- This prepares them of another 120 hours of practical training in firefighting skills. The practical skills are based upon standardized NFPA/OFMEM requirements.
- On practical training weekends the recruits are expected to: show up on-time, be prepared to work hard at the skills, develop their team work abilities and to have positive learning attitude.
- Instructional support for the recruit training program is provided by Training Officers, Captains and seasoned Firefighters from County.
- The program works on a mutual understanding that each Wellington County Fire Department has a commitment to provide support staff, infrastructure and equipment to get the weekend training sessions accomplished.

## RECRUIT FIREFIGHTER TRAINING





- Recruit training begins in Feb at most departments with orientation programs in terms of: Fire Department Organization, PPE & SCBA familiarization, workplace health & safety and other department specific items.
- In late March the recruit school starts and run every other weekend on Sat & Sun until the end of June.
- At the end of June the recruits experience a live fire day at Waterloo's fire training centre.
- In early July, eligible recruits sit there NFPA 1001 FF I & 472 HazMat Awareness exams and complete 6 skills evaluation tests.
- Successful recruits are then qualified to begin responding to calls depending upon their departments wishes.
- In Nov. the recruits complete their final certification exams for NFPA 1001 FF II & HazMat Operations.
- So.... in about 9 months they're qualified Firefighters and are able to fully join the ranks at their departments.
- However, fire training is a career long commitment.....equipment, procedures and tactics are always evolving and training continues at their departments to maintain, enhance and practice the skills they've learned.

## RECRUIT TRAINING SCHEDULE



- PTSD is a real mental health risk to any 1<sup>st</sup> responder, be they EMS, Police or Fire.
- Building resilience early is a positive step that's been recently embraced throughout the 1<sup>st</sup> Responder culture.
- To prepare our new Firefighters, they each receive a introductory level seminar in Critical Incident Stress Management (CISM) to help them understand the signs & symptoms of PTSD, how it can affect them, & how they are able to reach out for help.
- In addition, each recruits "significant other" is invited to a Spousal CISM information seminar to help them understand PTSD in 1<sup>st</sup> responders.
- At the department level, CISM Peer Support Teams have been put in place to provide peer support after traumatic calls to help defuse groups or individuals and to also offer one-on-one contact should a Firefighter need more help in coping.
- There are also other outside agencies that offer direct response hotlines 24/7 that any 1<sup>st</sup> Responder can reach out to if they are not entirely at ease with the Peer Support team route.
- The critical push is to reduce the stigma associated with asking for help.

## PTSD RESILIENCE TRAINING



- As many of you have heard, there's much been said recently in the media about the state of Firefighter training in Ontario.
- Rest assured, Wellington County is well ahead of the curve in consistent and uniform training.
- All our Firefighter training follows the National Fire Prevention Associations (NFPA) requirements. This aligns our program with that of the Ontario Fire Marshal & Emergency Management (OFMEM) & the proposed FPPA amendment.
- By adopting the NFPA standards for fire training, we have uniform training expectations & certification recognized throughout North America.
- All testing & examination scoring is done under the authority of the OFMEM.

## STANDARDIZED CURRICULUM





- To reduce the burden on each departments Training Officers, centralized training records are maintained for each recruit class & current firefighters & officers that participate in any NFPA level training courses offered County-wide.
- Standard lesson plan & training signoff templates are used throughout the County for consistent local training records.
- These steps provide a uniform set of training records that can be clearly reviewed by an outside entity without delay.

## STANDARDIZED RECORDKEEPING



- Recruit training has become a more complex, time consuming undertaking due to provincial & international requirements. This requires that detailed planning, management and recordkeeping is implemented.
- Current Training Officers have a full plate with their full-time occupations and management of their general training sessions.
- To ease the time burden on local Training Officers, management, implementation and organization of the recruit training is provided by the County Training Officer.
- To save more time, master lesson plans and other training documents are created and stored in a digital library accessible to all Training Officers. In most cases they only need to create training scenarios or drills to suit their local training needs.

## TIMING SAVING TO TRAINING STAFF



- ▶ We've all seen or heard of media reports of significant motor vehicle accidents involving trucks.
- ▶ The Provincial government is looking to tighten the requirements necessary to obtain a DZ license. Training will be longer in duration and will only be offered through recognized providers.
- ▶ Firefighters need to obtain and maintain DZ licenses in order to operate any fire apparatus with air brakes. The tighter restrictions are likely to mean that fewer recruits will be able to provide a valid DZ license when they are hired.
- ▶ To prepare for this, we are looking at setting up a Driver Certification Program through the Ministry of Transport (MOT).
- ▶ An NFPA 1041 MTO Driver Instructor course is in development to certify local training staff.
- ▶ When approved, this would allow Fire Departments in the County to provide driver training, written & road testing, licensing and license renewal of any Firefighter employed in the County.
- ▶ At this time, there's a group that includes CWFRS that's working with the MTO to finalize the training curriculum.
- ▶ Projected launch is hopefully in 2019 as the negotiations with the MTO are progressing well.

## NEW TRAINING VENTURES





- The County Training Officer assists the Fire Departments with regular training activities to fill in as an Instructor or function as their Safety Officer.
- It also provides a opportunity to meet their Firefighters and gather ideas for future training events or opportunities.

## DEPARTMENT TRAINING SUPPORT.....





## If you wish to reach me

- Charles Hamilton – County Training Officer
- 519 843 1950 x 397 office
- 226 820 4907 cell
- [Chamilton@centrewellington.ca](mailto:Chamilton@centrewellington.ca)
- Twitter:
- Charles Hamilton @charlesWCTO
- Office:

**CWFRS – Fergus Station**

250 Queen St. West, Fergus, ON N1M 1S8

# CONTACT DETAILS





➤ Do you have any questions?

# County of Wellington Social Services Department

Eddie Alton,  
Social Services Administrator





# County of Wellington

## Social Services Department

### Background:

- In the Province of Ontario, there are 47 designated Consolidated Municipal Service Managers (CMSM) responsible for the delivery of Social Assistance, Child Care Services and Housing Services on behalf of the Province.
- This responsibility was designated to the County from the Province of Ontario for a specific geographic area, which for the County includes the County of Wellington and the City of Guelph (a population of approximately 218,000).
- In accordance with the Acts and legislation, the County of Wellington has been given authority to exercise the powers and duties of a delivery agent in this geographic area.



# County of Wellington

## Social Services Department

- It is important to note that prior to the County being designated as the CMSM, there was an agreement between the County of Wellington and the City of Guelph for the County to deliver these programmes on behalf of the City. Once the County was designated as the CMSM by the Province this agreement was no longer required.
- As the County has been designated by the Province, the Social Services Department is accountable to the Province of Ontario for the delivery of services and ensuring they are delivered according to provincial Standards.
- This is done through business plans, submission of various reports, compliance reviews, and targets, etc..



# County of Wellington

## Social Services Department

- Social Services Department Staff are actively engaged in meetings with Community Agencies, provincial and regional groups and also has representation on provincial tables discussing provincial directions.
- Staff are members of various task forces and working groups and participate in various studies impacting the service area.
- In addition, the County and City also support and fund agencies and services that are not-mandated but play an important role in the health and well-being of the residents we serve.
- The Social Services Department reports to the Social Services Committee. The Social Services Committee is made up of five County Councillors, including the Warden as an ex-officio member. Final approval of motions is approved by County Council. The Social Services Department consists of three major programme areas, namely Ontario Works, Children's Early Years and Housing.



# County of Wellington

## Social Services Department

- The Social Services Department is unique from other County Departments in that we provide service to both the County of Wellington and the City of Guelph. Therefore we serve a population base of over 218,000 people.
- The Social Services Department budget in 2018 represented 42% of the County's gross operating expenditures. However, as we deliver these programmes on behalf of the province in the specified geographic area, Social Services after subsidies and the City of Guelph billings, only represents 8% of the 2018 County Property Tax Levy Requirement.
- The 2018 budget shows that the Social Services Department employs approximately 190 individuals that make up approximately 170.6 FTE's.
- The staff in the Social Services Department are represented by CUPE #973 with the current contract expiring December 31, 2019.



# County of Wellington

## Social Services Department

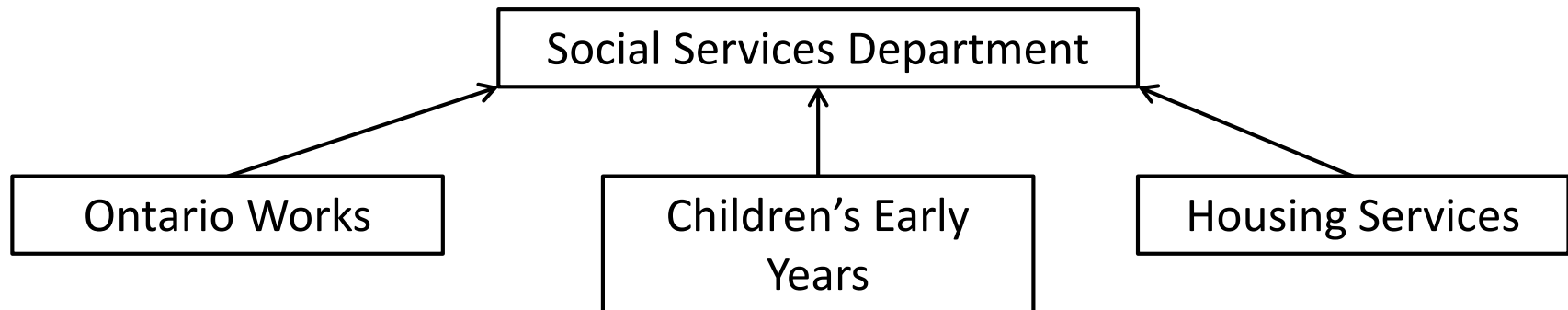
- Revenues received from other sources are to be spent on the specific programmes that the province has mandated the County to deliver under specific rules and legislation.
- Therefore, we are not in a position to use our revenues to fund other agencies for local programmes, no matter how essential the local municipality feels they are, unless it falls specifically under our mandates and programme guidelines. Funding for local agencies providing these local priorities is the responsibility of the local municipality.
- Please note that we do use local agencies to deliver some of our programmes as long as it fits into our mandates and the delivery method and reporting meets our provincial obligation and it makes more sense than us delivering them ourselves.



# County of Wellington

## Social Services Department

The Department consist of three divisions, namely Ontario Works, Children's Early Years and Housing Services. These divisions provide service to the most vulnerable and marginalized group of our society. Often our programmes are the last stop for assistance for individuals as there is nowhere else to go for government assistance



# County of Wellington

## Social Services Department

### **Social Services Integration Project Update:**

- We have attended seminars and workshops on the topic as well as learned about the implementation of integration by other CMSM, the successes and obstacles that they encounter.
- Integration is much more than having the receptionists be able to answer basic questions and direct individuals to the right programmes, it is the ongoing engagement and communication with each other and those providing service in trying to meet the needs of the individuals.
- Some of the key reasons for integration is to create an environment that is person centered and that there is no wrong door in trying to access our services. This helps individuals navigate the system and get service at the right time rather than have to go through several divisions and buildings to get the help they need.





# County of Wellington

## Social Services Department

### **Social Services Integration Project Update con't:**

- To be truly integrated requires improved information sharing across programmes and individuals must get away from the silo mentality that this is my area of responsibility and you must talk to me only if looking for service.
- Once successfully implemented this will result in a more efficient use of resources and our communication with individuals within social services will be improved. This requires us to be innovative and more responsive in finding ways to assist individuals in all three divisions.
- When an individual needs support, they are not as interested in who gave it to them as much as that they are receiving the support.
- By working together and with community agencies and partners, we can achieve better outcomes for people.



# County of Wellington

## Social Services Department

### Office Locations

Ontario Works:

129 Wyndham St. Guelph  
138 Wyndham St. Guelph  
321 St. Andrew St. W., Fergus

Children's Early years:

15 Douglas St. Guelph  
21 Douglas St. Guelph  
552 Wellington Rd 18, Fergus

Child Care & Learning Centres:

Willowdale, 95 Willow Road, Guelph  
1-311 Foster Street, Mount Forest  
540 Prospect Street, Palmerston

Housing Services:

138 Wyndham St. Guelph  
129 Wyndham St. Guelph  
Staff also work out of Housing Buildings  
throughout the service area



# Social Assistance In Ontario

Ontario has **two social assistance programmes** to help eligible residents of Ontario who are in financial need:

- **Ontario Works (OW)** helps people who are in temporary financial need. This programme offers both financial and employment assistance and is delivered by the County.
- **Ontario Disability Support Programme (ODSP)** helps people with disabilities who are in financial need pay for living expenses, like food and housing. Similar to OW, ODSP also offers employment supports and is delivered by the Province.



# Social Services Department

## Ontario Works

- This programme area is led by Stuart Beumer who is the Director of Ontario Works.
- Ontario works is to help people in temporary need of financial assistance find sustainable employment and achieve self reliance through the provision of employment services and financial assistance. Social assistance eligibility and rates are provincially determined. This means that individuals receiving social assistance all receive the same amount regardless of where they live in the Province.
- The Ontario Works programme has approximately 800 Provincial rules in determining eligibility and assistance levels.



# Social Services Department

## Ontario Works

- Once an individual is receiving social assistance, they are provided with employment supports to try and find employment. The appropriate mix of employment assistance activities provided depends on the experience, skills, circumstances and needs of individual participants and the realities of the local labour market. Delivery of Ontario Works is the main responsibility of this division of Social Services.

# Social Services Department

## Ontario Works

- Delivery of service to clients is divided between our Guelph offices and our Fergus office. Clients in the City of Guelph, Erin, Puslinch and Guelph-Eramosa access Ontario Works services from our Guelph location. Ontario Works clients in Centre Wellington, Mapleton, Minto and Wellington North access services from our Fergus location.
- The County of Wellington is part of the Ministry of Community and Social Services Central Region which includes Dufferin, Halton, Waterloo, Peel and Simcoe.



# Social Services Department

## Ontario Works

### **The Ontario Works Act**

- The Ontario Works Act provides the legislative framework for the provision of income and employment assistance to people in need.
- The programme is a mandatory benefit and the service levels are prescribed.
- The Ministry monitors compliance to the legislated requirements and Service Contracts hold the County of Wellington responsible for adhering to program standards.
- Annual Service Plans outline the direction of the organization in every given year.



# Social Services Department

## Ontario Works

### Ontario Works Eligibility

- The goal of Ontario Works is to assist people to become employed and be financially independent. Applicants must participate in employment related activities while in receipt of Ontario Works.
- Ontario Works is an income of last resort: obtainable when all other resources have been exhausted.
- Eligibility for Ontario Works is means tested.
- Applications can be completed online, by phone or in person.

# Social Services Department

## Ontario Works

### **Ontario Works Eligibility con't**

- Once determined eligible, a monthly benefit is provided to the family that consists of a shelter portion and a basic needs portion. The rates are determined by the province and vary according to family composition. Clients also receive some health benefits, including provincial drug coverage and some dental and vision coverage.
- The Ontario Works Cost recovery team ensures clients are eligible for assistance by performing eligibility investigations and reviews and following up on client overpayments.

# Social Services Department

## Ontario Works

### **Other programmes delivered through Ontario Works:**

#### **Employment Services and Other Supports**

- The County provides employment services to clients and the general public.
- Ontario Works clients work with their caseworker on an employment plan. Support can be provided for academic upgrading, English as Second Language, short-term training, employment workshops, job search assistance and funds to cover the costs of starting a new job (clothing, tools, transportation, etc...)

# Social Services Department

## Ontario Works

### **Other programmes delivered through Ontario Works:**

#### **Citizenship and Immigration Canada: Settlement Services**

- Through an agreement with Citizenship and Immigration Canada, settlement services to assist newcomers in settling and integrating into Canadian Society are provided. These include orientation, translation, interpretation, referral to community services, etc.

#### **Discretionary Programmes**

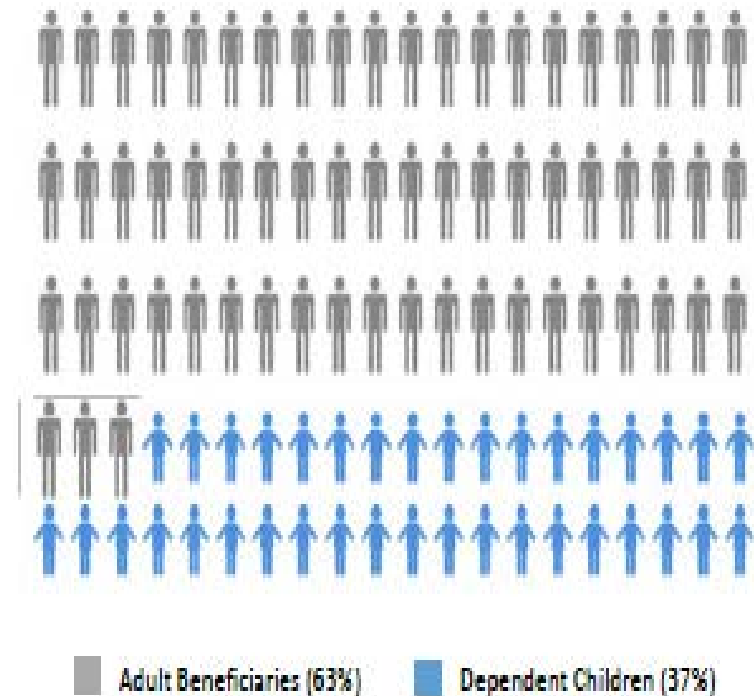
- Direct financial assistance to low income individuals and families that may not qualify for social assistance for health related items or to deal with an immediate crisis.



# Ontario Works at a Glance

## Caseload Profile 2017

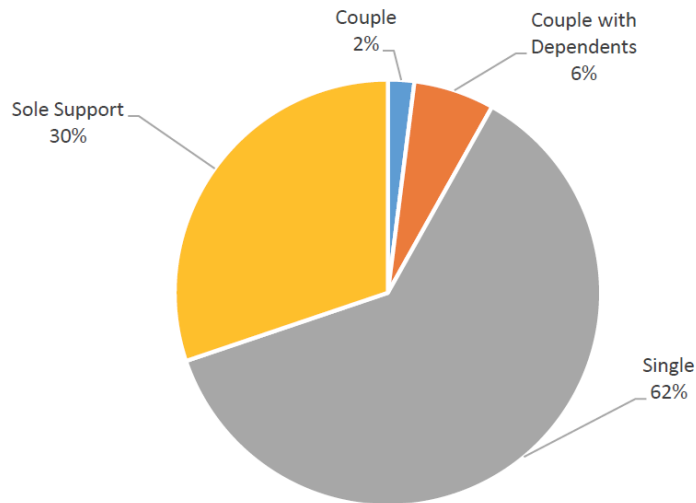
- The total number of cases on the Ontario Works caseload was 2,068
- The total number of people supported by OW 3,638 (beneficiaries)
- 63% of beneficiaries are adults and 37% are children (under 18)
- The percentage of population on OW in Guelph and Wellington is relatively low at 1.6% compared with the provincial average of 3.4%
- Since 2011 the caseload has increased by over 13%
- City of Guelph beneficiaries make up 82.2% of the caseload and County comprises 17.7%



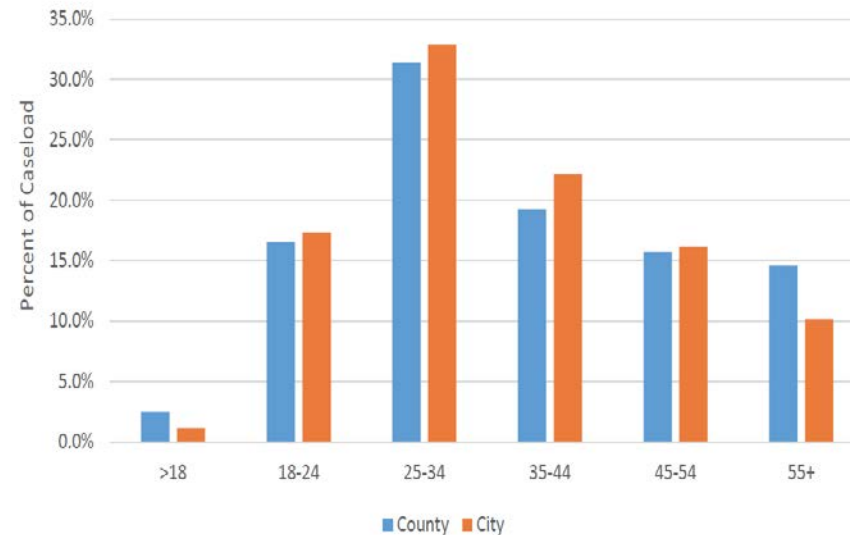
# Ontario Works at a Glance

## Additional Caseload Profile Information

Family Composition- Total Caseload

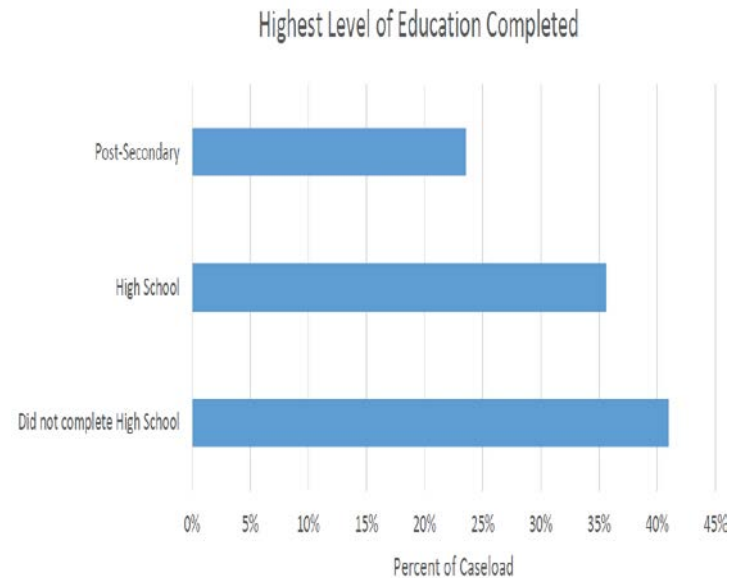
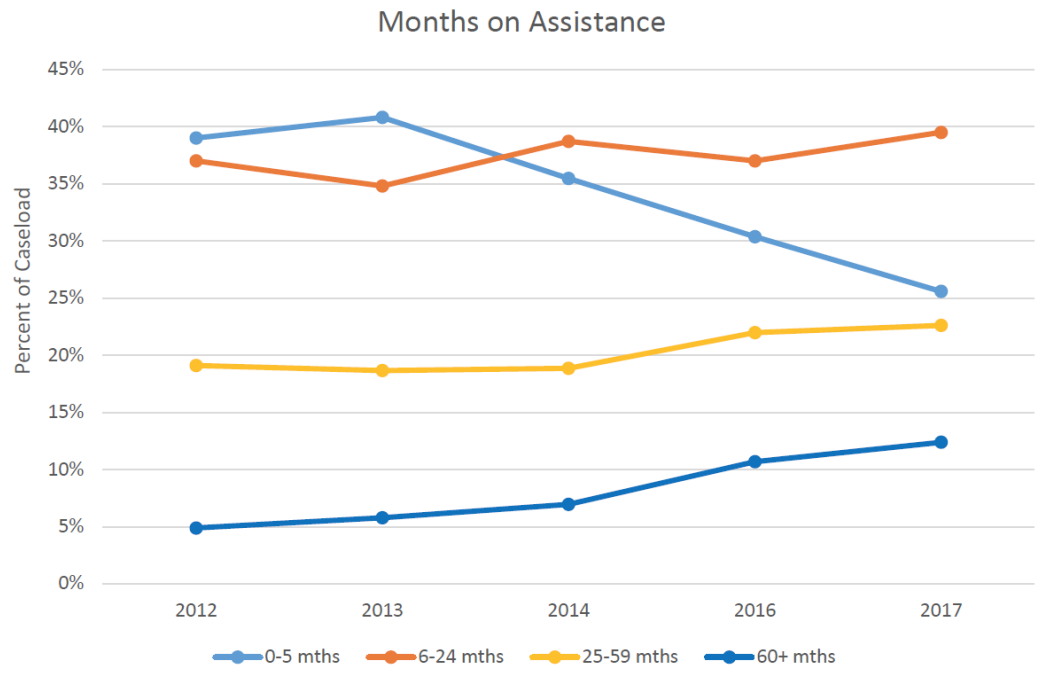


Age of Primary Applicant



# Ontario Works at a Glance

## Additional Caseload Profile Information





# Ontario Works Rates:

Family Type	Current			
Ontario Works	Basic Needs	Shelter	Max OCB	Total
Single	\$343	\$390	\$0	\$733
Single parent – 1 Child	\$360	\$642	\$117	\$1,119
Single parent – 2 children	\$360	\$697	\$234	\$1,291
Couple	\$494	\$642	\$0	\$1,136
Couple – 1 Child	\$494	\$697	\$117	\$1,306
Couple – 2 Children	\$494	\$756	\$234	\$1,484

**A single person would receive \$343 for basic needs (food, clothing, and personal items) in addition to \$390 for shelter, for a total of \$733 per month.**

**A family of four (couple and 2 children, aged 4 and 7) would receive \$494 for basic needs in addition to \$756 for shelter, for a total of \$1250 per month.**

# Ontario Disability Support Programme Rates

Family Type	Current			
ODSP	Basic Needs	Shelter	Max OCB	Total
Single	\$672	\$497	\$0	\$1,169
Single parent – 1 Child	\$815	\$781	\$117	\$1,713
Single parent – 2 children	\$815	\$846	\$234	\$1,895
Couple	\$969	\$781	\$0	\$1,750
Couple – 1 Child	\$969	\$846	\$117	\$1,932
Couple – 2 Children	\$969	\$918	\$234	\$2,121

**A single person would receive \$672 for basic needs (food, clothing, and personal items) in addition to \$497 for shelter, for a total of \$1169 per month.**

**A family of four (couple and 2 children, aged 4 and 7) would receive \$969 for basic needs in addition to \$918 for shelter, for a total of \$1887 per month.**

# Social Assistance Reform

## Provincial Update (November 2018)

The province released the following summary for Service Managers:

### What's happening?

We are planning changes to the social assistance system to make it simpler, more efficient and more effective for people who need support.

Changes to help people receiving Ontario Works and ODSP include:

- Encouraging and preparing people for employment faster
- Improving employment supports
- Connecting people better and faster to the supports they need to get ahead, such as childcare or mental health support

- Supporting people with severe disabilities through a simpler ODSP program with reduced reporting
- Cutting red tape, eliminating unnecessary rules and making it easier to get service.

Improvements are being made gradually over the next few years, with regular communication, so people can understand and prepare for changes.

For more information please visit **[Ontario.ca/community](https://ontario.ca/community)**

# Social Services Department

## Children's Early Years

- This programme area is led by Luisa Artuso who is the Director of Child Care Services.
- Children's Early Years is responsible for carrying out the Ministry's goal to support social and economic development in Ontario by investing in and supporting an affordable, accessible, and accountable child care system which benefits children, their parents and caregivers, and the broader community. As of 2018, responsibilities increased to include planning and managing child and family centres in order to consolidate family supports programmes into one systematically planned and implemented programme. This change continues the work of the Ontario Years Policy Framework to ensure all children from birth to 6 years of age have the best possible start in life.
- In our role as CMSM, we are responsible to lead planning for early learning and child development services and for managing the delivery of child care services in our geographic area which covers the County of Wellington and City of Guelph by implementing guidelines set by the Ministry of Education, setting local policies, providing advice to the province, developing local early years plans with community partners, and allocating resources through service agreements with service providers.



# Social Services Department

## Child Care Services

- This profoundly implies our responsibility to understand and analyze the unique characteristics and demographics of all local communities within our service delivery area in order to support and encourage child care spaces and family support programmes and services that meet the unique needs of families and children.
- Our Early Years Service Plans reflects an ecological systems theory<sup>1</sup> approach and guides our service planning for child care and family support systems in this community. What this means is we look at all aspects of child care and family supports systems - from interactions between children/families and Early Childhood Educators, to how child care and family supports has an impact on our society. As such, our consultations with the community take a multi-faceted approach. Our objective of obtaining a focused picture of child care and of the needs and expectations of families is critical to our service planning. Ultimately, our service planning strategies leads our work to bring service delivery and family expectations closer together. The intended outcomes are that families are able to access the high quality licensed child care and family support programming they seek – and that these programmes are evidence based and support the outcomes set by the Ministry.

# Social Services Department

## Child Care Services

- Services provided include family support services through child and family centres, operating grants to licensed child care operators, special needs resourcing to support the inclusion of children with special needs in licensed child care, child care subsidy for financially eligible families; and quality monitoring, training and support. Children's Early Years directly operates three child care centres and a private home child care programme, with an additional child care centre to open in 2019.

# Social Services Department

## Child Care Services

- **Child and Family Centres**
- The County enters into Service Agreements with community agencies to deliver mandatory core services to support parents, caregivers and children that are of high quality as well equitably available and accessible across the service delivery area.
- These services include drop-in programmes, play groups, pre- and post- natal services, parenting programmes as well as available community resources
- **General Operating Grants**
- The County enters into annualized Purchase of Service Agreements for General Operating Grants with licensed child care operators who meet Ministry and County requirements as well as minimum quality standards of the Wellington County Child Care Operating Criteria
- The General Operating Grant is used to support the costs of operating licensed child care programmes in order to reduce wait times, user fees for services, stabilize service levels, and improve access to high quality affordable early learning and child care services for children and families.
- The Wellington General Operating Grant Strategy focuses on increasing levels of quality of through stabilizing the child care work force through increased wages and professional development. The strategy also includes increasing utilization rates of child care spaces and reducing user fees.



# Social Services Department

## Child Care Services

- **Special Needs Resourcing**
- The County manages and evaluates service agreements and service descriptions with the Canadian Mental Health Association Waterloo- Wellington, Kidsability, and Wee Talk (Public Health) to provide inclusion support services for children with special needs in any licensed child care programme.
- These services include Resource Consultation, Inclusion Facilitation, Social Development Consultation, Physical and Occupational therapy as well Speech and Language therapy.

# Social Services Department

## Child Care Services

- **Fee Subsidy**
- Fee subsidy is to provide financial help for eligible families to pay for licensed child care for children newborn to age 12.
- A family's need for care can include: job searching, work, school, involvement in Ontario Works activity, a parent/Guardian Medical referral or a Child Care Referral based on developmental delays or "at risk" status.
- The County holds agreements with child care programmes and accredited camp programmes to pay for child care spaces for fully or partially subsidized families.
- Programmes must meet minimum quality standards to qualify for an agreement. This is established through the use of the Wellington County Child Care Operating Criteria.



# Child Care Centres at a Glance

## All Licensed Child Care Space (0-12)

ALL Licensed Child Care Spaces for Children birth to 12 years Wellington service delivery area			
	Population of children 0-12 years	Number of Spaces	Percentage of Child Care spaces for population of children
Wellington service delivery area	33,875	4,339	12.8%
Wellington County	14,130	906	6.7%
City of Guelph	19,745	3,433	17.4%
Sources: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016004; County of Wellington Licensed Child Care database, as of June 30 2018. (prepared August 2018)			

# Child Care Centres at a Glance

Children served by Subsidy Programme (June 2018) Wellington service delivery area	
	Number of children approved for Fee Subsidy who have a Licensed Child Care space
Wellington service delivery area	649
Wellington County	120
City of Guelph	529
Source: County of Wellington, Children's Early Years Division, for August 2018.	

# Child Care Centres at a Glance

Licensed Child Care Centres and Purchase of Service (POS) Status Wellington service delivery area			
	Centres with General Operating Grant POS	Centres with only Subsidy POS	Total Number of Centres
Wellington service delivery area	49	18	80
Wellington County	13	3	26
City of Guelph	36	15	54
Source: County of Wellington, Children's Early Years Division, as of June 30 2018. (prepared August 2018)			

# Child Care Centres at a Glance

Wellington service delivery area EarlyON Child and Family Centre Sites				
	Centre	Satellite	Mobile	TOTAL # of Sites
Wellington Service Delivery Area	3	5	15	23
Wellington County	1	4	14	19
City of Guelph	2	1	1	4
Source: County of Wellington, Children's Early Years Division, August 2018.				

# Child Care Centres at a Glance

EarlyON Child and Family Centre Participation Wellington service delivery area		
	Number of children served	Number of parents/caregivers served
Wellington Service Delivery Area	3514	2832
Wellington County	1261	779
City of Guelph	2253	2053
Source: County of Wellington, Children's Early Years Division, as of June 30 2018. (prepared August 2018)		



# Social Services Department

## Housing Services

- This programme area is led by Ryan Pettipiere who is the Director of Housing Services.
- Responsible for funding and administering approximately 3000 units through a range of social, affordable & market rent housing.
- The social housing services are prescribed under the Housing Services Act, 2011. In addition, the County has various discretionary agreements with the Province for affordable and related housing services.
- The Housing Division is also responsible for provision of a 10 year Housing and Homelessness plan. The ten-year plan contains an overview of the needs and gaps within the service area, and identifies eight goals to assist the County in allocating resources for housing and homelessness in Wellington and Guelph.



# Social Services Department

## Housing Services

### Centralized Waiting List

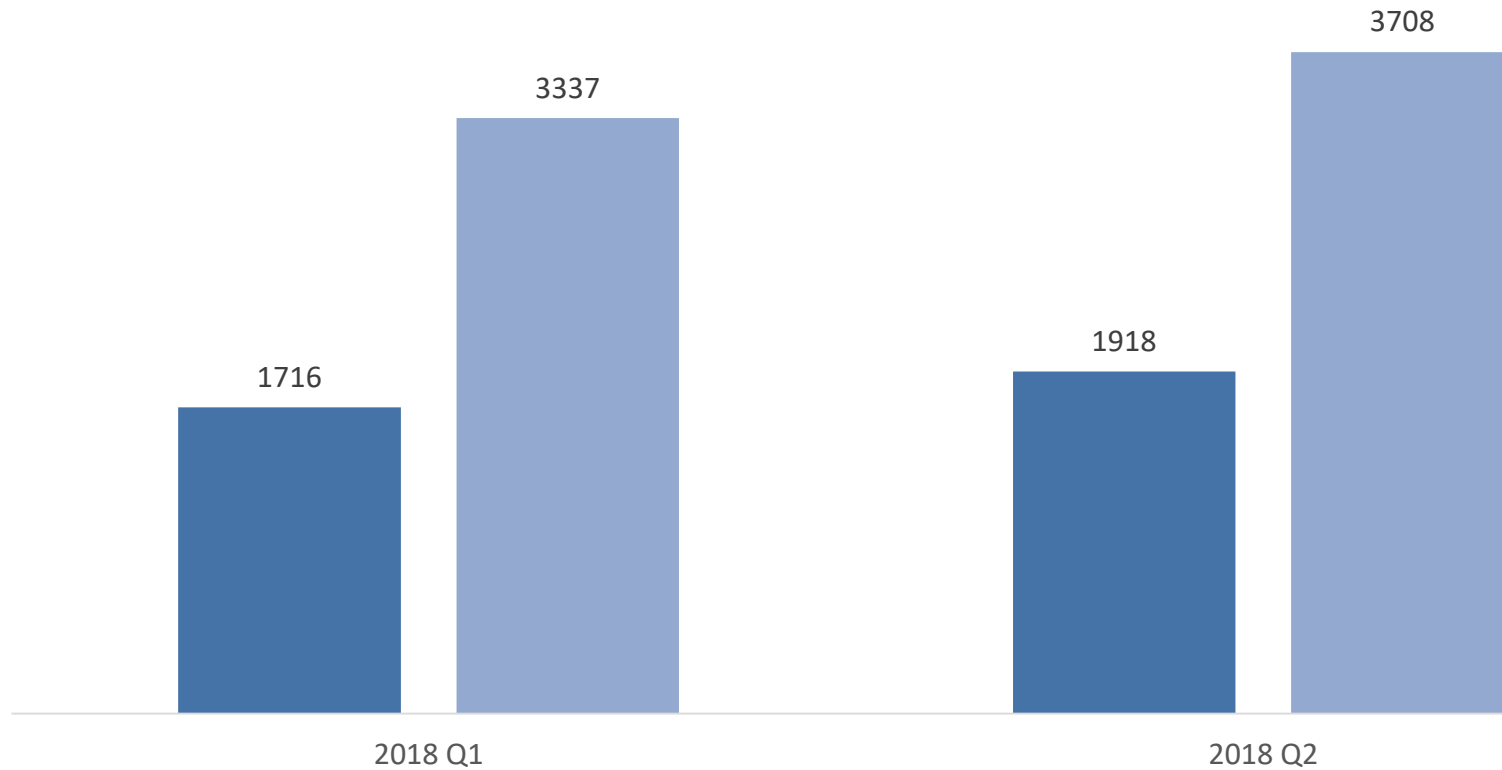
- Operate a Centralized Waiting List (CWL) for applicants to live in social housing units.
- Functions include - Eligibility testing, annual updates for address and household changes, managing the waiting lists for social housing providers in Wellington and Guelph.
- Intake is through receipt of application forms and in the near future through online applications via the county website.
- Waiting times are determined under the three priority rankings - Special Priority (for victims of violence), Local – Priority and Chronological (by date of application).



# Social Services Department Housing Services

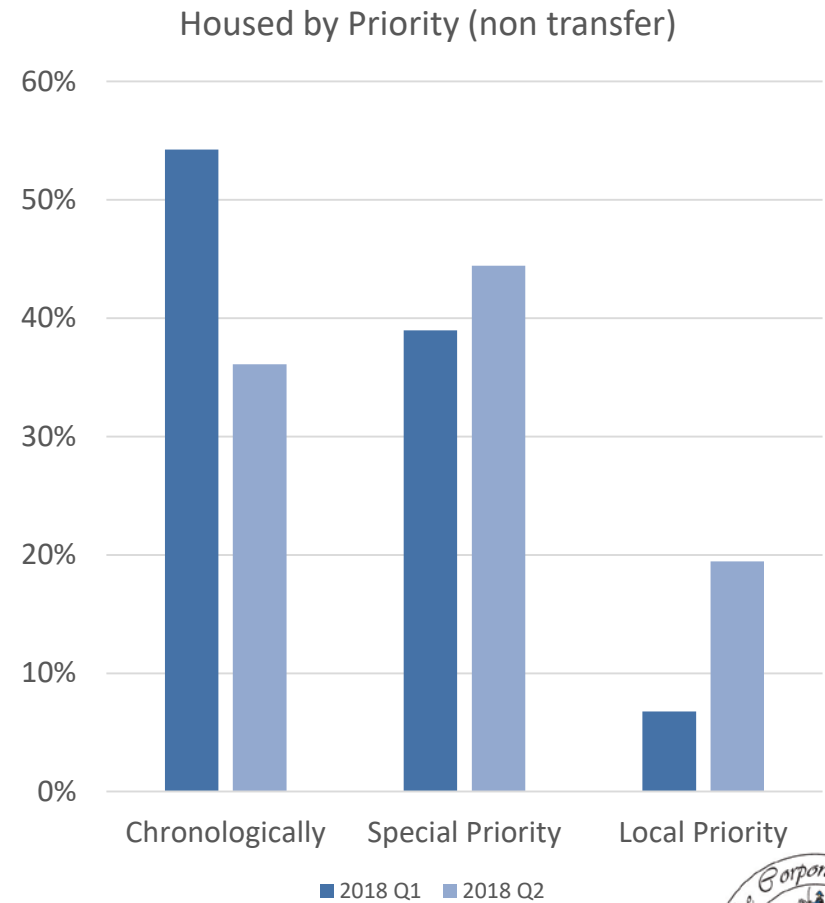
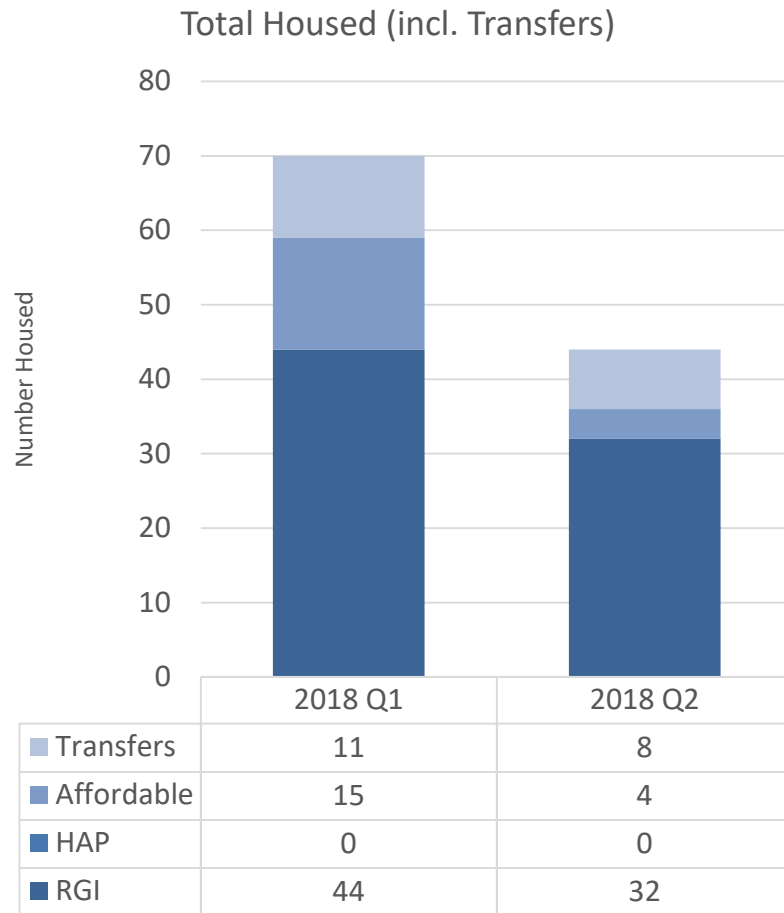
Centralized Waiting List - Total Applications

■ Total Applications ■ Total Household Members



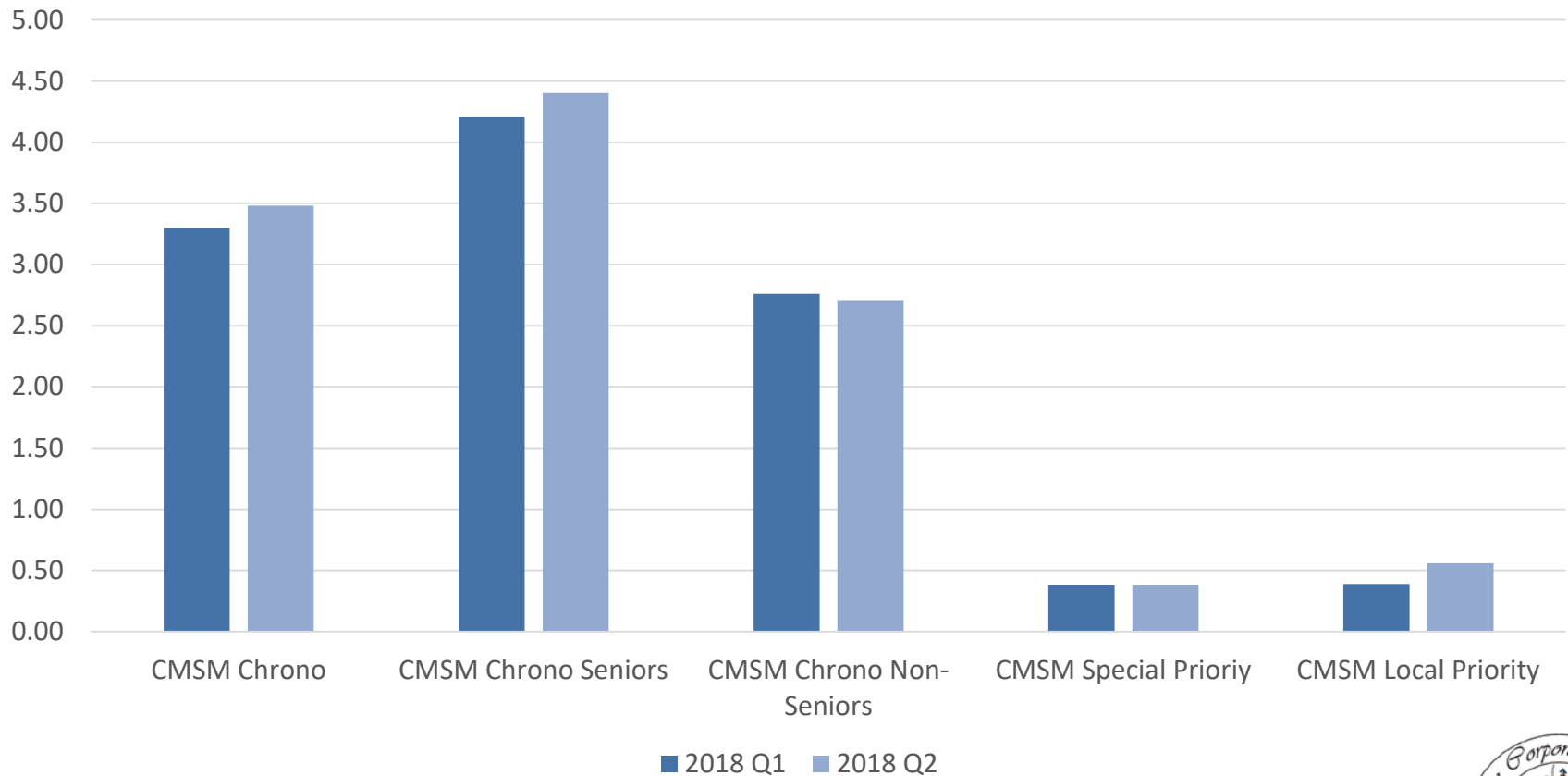
# Social Services Department

## Housing Services



# Social Services Department Housing Services

Average Wait Times (years) - CMSM



# Social Services Department

## Housing Services

### Housing Help and Outreach Services

- At 129 Wyndham St. N. Guelph, a Housing Worker helps applicants, tenants and landlords with:
  - Outreach referral services for social, affordable and private market rent housing,
  - Rent bank – two months of rent arrears if under threat of eviction,
  - Landlord information sessions providing legal information and support to private landlords, building relationships and partnerships to provide housing opportunities to those in need,
  - Listing service for Landlords, Rental Search for tenants.
  - Support completing applications for the SPP-PHB – provincially funded portable housing benefit for survivors of domestic violence and trafficking

# Social Services Department

## Housing Services

### Housing Stability

- The Housing Stability team takes a lead on the delivery of homelessness programmes to the community. These are largely funded through the provincial Community Homelessness Prevention Initiative (CHPI) of the Ministry of Municipal Affairs and Housing (MMAH). Programmes in this area include:
  - Emergency Shelter Funding to community providers
  - Youth Transitional Housing Funding
  - Pregnancy Homes Funding
  - Subsidized Retirement Home Programmes
  - Emergency Energy funds to clients
  - Housing Stability Funds to social assistance clients
  - Community grants to support outreach and support services
  - Rent Bank Funding (delivered through the Housing Services division)



# Social Services Department

## Housing Services –PiT Count 2018

- The 2018 Guelph-Wellington Point-in-Time Count was conducted over a three-day period in Guelph and over a seven-day period in Wellington County and included an enumeration of individuals experiencing homelessness living unsheltered, emergency sheltered, temporarily sheltered (i.e. couch surfing), and in unknown locations.
- A total of **325 individuals** were counted in Guelph-Wellington on April 23, 2018.

# Social Services Department

## Housing Services

The following is a quick snapshot of the 2018 PiT Count survey respondents



62%

of participants reported that they are chronically homeless



81%

were residing in Guelph on the night of the count, and 19% in Wellington County.



56%

were temporarily sheltered (i.e., couch surfing, at a motel/hotel, or in public institutions such as a hospital or jail)



49%

first experienced homelessness as a child under the age of 18

# Social Services Department Housing Services

## Snapshot of the 2018 PiT Count sub populations results

### SUB POPULATION RESULTS

#### Indigenous

41

Number of Indigenous individuals experiencing homelessness



71%

of Indigenous participants were chronically homeless

#### Youth

93

Number of Youth experiencing homelessness



3 of 10

Individuals who experienced homelessness are Youth

#### County

61

Number of Individuals in Wellington County experiencing homelessness



21%  
16-24  
years old

79%  
25+ years old



For more information on the 2018 Guelph-Wellington Point in Time Count visit: [www.gwpoverty.ca/2018-point-in-time-count/](http://www.gwpoverty.ca/2018-point-in-time-count/)

# Social Services Department

## Housing Services

- Owner and Manager of County owned 1,189 rent geared-to-income units in Wellington and Guelph, and 110 affordable housing units in Fergus, 11 in Palmerston and 10 units plus 1 commercial unit in Arthur.
  - Functions include: Tenant Placement in vacancies, Community Property leases and relations with Tenants, Maintenance and Capital Repairs of the properties, partnerships with other community agencies for their services to tenants.
- Management agreement with owner of Guelph Non-Profit Housing Corporation to manage 512 units, and 33 affordable housing units in 9 locations in Guelph, with similar functions as above.

# Social Services Department

## Housing Services

- Tenant rent supplement subsidies for 225+ units
  - Function is to manage wait list, eligibility and rent subsidies for tenants.
- These tenants live in private market rent housing under leases with 22 + Landlords. County has agreements with the landlords, and make direct payments of the subsidies to the landlord (tenant pays geared to income rent portion to the landlord).

# Social Services Department

## Housing Services

### **Social Housing for Non-Profit and Co-operative Housing Owners**

Responsible for administration services to 20 social housing providers who are non-profit and co-operatives in the service area of Wellington and Guelph, and who own and manage 1,089 units of social housing.

Functions include:

- Administer the rules under the Housing Services Act for Operating Standards, Mortgage Renewals, Financial and Corporate Reporting, and Capital requirements.
- Provide risk management through Operational Reviews and default requirements.
- Administration of capital repair funding under the recent Provincial and Federal initiatives to keep housing assets in good repair.

# Social Services Department

## Housing Services

### Affordable Housing

- Responsible for administration of various affordable housing initiatives since 2004, including:
  - New Rental Housing - administer grants and loans over 20 years + to owners to develop and manage 311 units of New Rental Housing in 10 locations (four in County, six in the City).
  - Affordable Homeownership - administer down-payments to assist 109 new homeowners in owning a home.
  - Ontario Renovates – administer funds to private property owners to facilitate renovation for the purpose of accessibility within the home
  - Housing Allowance Programme – a ten year program provides monthly rent supplements' of up to \$400.00 to assist those in need of help that may not qualify for rent geared to income or may be on the waiting list but need assistance now
  - Rent Support Programme – provides a rent supplement equal to rent geared to income for those living with private sector landlords but unlike the Rent Supplements program the agreement and support is to the tenant and not the Landlord



# Housing Services at a Glance

## Affordable Housing Build Timeline



**2018**

**250 Daly Street,  
PALMERSTON**

This affordable two story apartment building was designed as a family building to increase the mix and supply of affordable housing.

**2018/19**

**Habitat for Humanity,  
GUELPH**

Eight affordable one bedroom, two bedroom and three-bedroom rental units. Construction began in early 2018.



**2017**

**Webster Place,  
FERGUS**

A 55 unit seniors affordable housing building, owned and operated by the County of Wellington in Fergus



**2015**

**Michael House,  
GUELPH**

An eight-unit supportive housing expansion in Guelph increasing the supply of housing for pregnant young women and new mothers.



## A 10-year Housing and Homelessness Plan for Guelph-Wellington

### Total Households Assisted in 2017 (by housing type)



**2493**

**RGI**

Rent is calculated at a percent of the household's income, usually 30% of monthly income.



**303**

**AFFORDABLE**

Rent is set at an affordable level, usually 80% average market rent.



**161**

**RENT SUPPORT**

Rent subsidies applied in the private market that improve affordability for low income households.



**12**

**SDV-PHB**

Portable housing benefit applied in the private market to assist survivors of domestic violence access housing.

### Housing First



**3 Housing First Workers  
in Wellington-Guelph**



Support an average caseload of **45 individuals**



**average overall  
programme  
housing retention  
(12 months adults,  
3 months youth)**



**12 Individuals  
successfully completed the  
Housing First Programme.**

As housing is stabilized less intense services are needed, allowing HF Teams to take on new households.

### Investment in Social Housing Stock



**\$2.4  
million**

in leveraged provincial and federal funding for  
**19 capital retrofit projects** impacting:

**975  
units**



Includes upgrades to windows, roofs, ventilation systems and other major retrofit projects.

## Coordinated Entry System



### Homelessness

A Family/Individual is experiencing homelessness or is at-risk of experiencing homelessness.

### Door Agency

They are assessed using the VI-SPDAT (a pre-screening triage tool) at a local Door Agency (i.e. Wyndham House).



### By-Name List

They are added to the Guelph-Wellington By-Name List, a real-time list of those experiencing homelessness in the community.

### Services and Support

The By-Name list informs referrals to the appropriate housing services and supports.



## Emergency Accommodations



**Average Length of  
Stay in Shelters:**

**Individuals:  
26  
DAYS**

**Families:  
30  
DAYS**

**53**

**Average  
number of  
individuals  
in shelters  
per night**



**40%  
decrease  
since 2012**

# Social Services Department

## Ancillary Functions

- Social Services staff represents the County at many community meetings including sitting on numerous committees, councils, boards and working groups.
- Senior staff sits on various local and provincial committees (ie OMSSA and AMO)

# Social Services Department

## Ancillary Functions

- The Social Services Department also plays a key role in emergency management, both for small emergencies such as fires, floods, etc. and declared emergencies.
- The Social Services Administrator along with the Economic Development Officer were the leads for the County on the Rural Transportation Project to improve accessibility to Services for County Households.

# Social Services Department

## Emerging Issues/Future Challenges

- With the election of a majority government, some issues that were put forward previously are expected to be re-introduced and other issues strengthened.
- At this point in time, only some funding and programme outcomes have been provided.

# Social Services Department

## Emerging Issues/Future Challenges

- In all three programme areas, the Ministry has been promoting the involvement of Community Agencies and those with **lived experience** to have input on specific plans.
- The Ministry is also requiring **programme indicators** be tracked and reported upon to ensure that the programme is meeting the goals of the programme.
- The purpose of this is that it is recognized that resources are limited, the issues are very complex, and there is a need to make the most effective investments based on evidence, lessons learned and best practices.



# Social Services Department

## Emerging Issues/Future Challenges

- Poverty
- Social Assistance
- Children's Early Years
- Housing