



## **GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES Wednesday, May 24, 2017**

The Committee met at 4:00 p.m. in the Sutton Room, 55 Zina Street, Orangeville

**Members Present:** Councillor Ken McGhee (Chair)  
Warden Darren White  
Councillor Guy Gardhouse (arrived 4:03 p.m.)  
Councillor Warren Maycock

**Members Absent:** Councillor Jeremy Williams

**Staff Present:** Sonya Pritchard, Chief Administrative Officer  
Alan Selby, Treasurer  
Steve Hett, IT Manager  
Steve Murphy, Emergency and Communications  
Coordinator  
Rebecca Whelan, Information Management Coordinator

Chair McGhee called the meeting to order at 4:00 p.m.

Declarations of Pecuniary Interest by Members - None

### **PUBLIC QUESTION PERIOD**

There were no members of the public in attendance.

### **REPORTS**

1. **GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #1**  
**Memorandum of Understanding – Headwaters Tourism and Dufferin Board of Trade**

A report by the Director of Corporate Services/Clerk, dated May 24, 2017, to seek approval to enter into a memorandum of understanding with Headwaters Tourism and Dufferin Board of Trade to assist the two organizations in providing information technology support.

**Moved by Councillor Maycock, seconded by Warden White**

**THAT the report of the Director of Corporate Services/Clerk dated May 24, 2017, regarding the Memorandum of Understanding with Headwaters Tourism and Dufferin Board of Trade, be received;**

**AND THAT the County Clerk and Warden be authorized to execute a mutually agreed upon Memorandum of Understanding with the Headwaters Tourism and Dufferin Board of Trade for the provision of IT Services.**

**-Carried-**

Councillor Gardhouse arrived at 4:03 p.m.

**2. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #2  
Emergency Management Program Revisions**

A report by the Director of Corporate Services/Clerk, dated May 24, 2017, to provide recommendations to members on the revision to the Emergency Management Program to comply with the *Emergency Management and Civil Protection Act Compliance Guide for Municipalities 2017* and to seek approval for the Emergency Management Program Committee (EMPC) Terms of Reference.

**Moved by Councillor Maycock, seconded by Councillor Gardhouse**

**THAT the report of the Director of Corporate Services/Clerk dated May 24th, 2017 with respect to Emergency Management Program Revisions 2017, be received;**

**AND THAT the attached Terms of Reference for the Emergency Management Program Committee dated May 24, 2017, be approved.**

**-Carried-**

**3. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #3  
Donation of Land for County Forest Purposes**

A report by the Director of Corporate Services/Clerk, dated May 24, 2017, to seek direction with respect to the offer of a land donation from a resident of Mulmur.

**Moved by Councillor Maycock, seconded by Warden White**

**THAT the report of the Director of Corporate Services/Clerk dated May 24, 2017 regarding Donation of Land for County Forest purposes, be received;**

**AND THAT the donation of land referred to the report (adjacent to the Little Tract) be accepted and that the Warden and Clerk be authorized to affect this decision by signing the necessary documents;**

**AND THAT the County of Dufferin cover any legal costs from both parties, appraisals, etc.;**

**AND THAT the property be named “Thomson Tract”.**

**-Carried-**

**4. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #4  
Bill 68 – Modernizing Ontario Municipal Legislation, 2017**

A report by the Director of Corporate Services/Clerk, dated May 24, 2017, regarding Bill 68 – Modernizing Ontario Municipal Legislation, 2017. Warden White asked staff to prepare a further report on the composition of Council.

**Moved by Councillor Gardhouse, seconded by Warden White**

**THAT the report from the Director of Corporate Services/Clerk dated May 24, 2017 regarding Bill 68 – Modernizing Ontario Municipal Legislation Act, 2017, be received;**

**AND THAT, once the legislation receives Royal Assent, staff be directed to review the Procedural By-law and provide committee with information on the mandatory and optional changes and bring forward any draft policies that are required under the new legislation for review.**

**-Carried-**

Councillor Gardhouse left the meeting (4:20 p.m.)

Councillor Gardhouse returned to the meeting (4:22 p.m.)

**5. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #5  
Financial Results of 2016**

A report by the Treasurer, dated May 24, 2017, to provide an update on the 2016 financial results and recommend allocation of the 2016 surplus.

**Moved by Councillor Maycock, seconded by Councillor Gardhouse**

**THAT the Report, 2016 Results and Future Planning, from the Treasurer, dated May 24, 2017, be received;**

**AND THAT the Public Works capital surplus be distributed as follows:**

- **\$861,953 to the Roads Capital reserve**
- **\$275,000 to capital account for land purchases related to roads projects**
- **\$72,932 to 2017 structures capital works account**

**AND THAT operations surplus be allocated as follows:**

- \$484,265 to the Building Reserve Fund
- \$140,681 to the Home Ownership Reserve
- \$86,455 to the Forestry Reserve
- \$1,658,397 to the Reserve for Rate Stabilization

**AND THAT the Treasurer prepare a report that examines all of the existing County Reserves and Reserve Funds.**

**-Carried-**

**6. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #6**  
**Health Unit Recovery**

A report by the Treasurer, dated May 24, 2017, to inform members of a financial recovery from the Wellington-Dufferin-Guelph Public Health Unit (the “Health Unit”), and to recommend how to make use of those funds.

**Moved by Councillor Maycock, seconded by Warden White**

**THAT the Report, Health Unit Recovery 2017, from the Treasurer, dated May 24, 2017, be received:**

**AND THAT the \$400,490 received from the Health Unit be transferred into the Reserve for Health Unit;**

**AND THAT the funds be included in the scheduled reserve review and long term financial planning process.**

**-Carried-**

**7. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #7**  
**2017 Tax Ratio Changes**

A report by the Treasurer, dated May 24, 2017, to address required changes to the 2017 Multi-Residential tax ratio.

**Moved by Councillor Gardhouse, seconded by Councillor Maycock**

**THAT Report, 2017 Tax Ratio Change, from the Treasurer, dated May 24, 2017, be received;**

**AND THAT an amended Tax Ratio Bylaw and Tax Rate Bylaw be brought forward to County Council in June;**

**AND THAT the municipalities of Orangeville, Shelburne and Grand Valley be re-imbursed by the County for the local tax revenue impact caused by the changes to the multi-residential tax ratio.**

-Carried-

8. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #8  
2018 Budget Timetable

A report by the Treasurer, dated May 24, 2017, to propose a timetable for future meetings devoted to the 2018 County Budget.

**Moved by Councillor Gardhouse, seconded by Warden White**

**THAT the Report 2018 Budget Timetable, from the Treasurer, dated May 24, 2017 be received;**

**AND THAT 2018 Budget Timetable as outlined in the report be approved**

<b>Capital Budget Call to Senior Management</b>	<b>June 16, 2017</b>
<b>Capital Budgets to be returned to Treasury</b>	<b>July 14, 2017</b>
<b>by</b>	
<b>Operating Budget Call to Senior Management</b>	<b>July 7, 2017</b>
<b>Operating Budgets to be returned to Treasury by</b>	<b>August 4, 2017</b>
<b>Budget Reviews with CAO and Department Heads</b>	<b>Sept. 5 to 12, 2017</b>
<b><u>Council discussions:</u></b>	<b>July 13, 2017</b>
<b>Review County Reserve position</b>	<b>October 12, 2017</b>
<b>Initial “big-picture” Presentation to Council (at regular meeting)</b>	
<b>Detailed Reviews at Standing Committees</b>	<b>October 23-27, 2017</b>
<b>Council Budget Discussion</b>	<b>November 9, 2017</b>
<b><u>Public Consultation</u></b>	<b>December 14, 2017</b>
<b>Council Budget Discussion/Approval</b>	<b>January 11, 2018</b>
<b>Estimates By-law Approval</b>	

-Carried-

9. GENERAL GOVERNMENT SERVICES – May 24, 2017– ITEM #9  
Human Resources Office Relocation

A report by the Chief Administrative Officer dated May 24, 2017 to seek approval for expenses associated with relocating the Human Resources offices.

**Moved by Councillor Maycock, seconded by Councillor Gardhouse**

**THAT the report of the Chief Administrative Officer regarding the Human Resources Office Relocation dated May 24, 2017 be received;**

**AND THAT staff be authorized to proceed with purchasing additional office and interview room furniture using funds from the Rate Stabilization Reserve at a cost not to exceed \$20,000.**

**-Carried-**

**CORRESPONDENCE**

**10. GENERAL GOVERNMENT SERVICES – May 24, 2017 – ITEM #10  
Association of Municipalities of Ontario (AMO) Delegation Request**

Correspondence from the Ministry of Municipal Affairs regarding Association of Municipalities of Ontario (AMO) delegation request for the 2017 Annual Conference was presented to the Committee. Councillor McGhee suggested a delegation about the County requesting the widening of Highway 10. The deadline to submit requests is June 28, 2017.

**Moved by Councillor Maycock, seconded by Warden White**

**THAT the correspondence from the Ministry of Municipal Affairs regarding Association of Municipalities of Ontario (AMO) delegation request for the 2017 Annual Conference be received.**

**-Carried-**

**OTHER**

**11. GENERAL GOVERNMENT SERVICES – May 24, 2017 – ITEM #11  
Summer Meetings**

The Committee reviewed the summer meeting schedule:

July	Council meeting on July 13 No committee meetings
August	No regular council meeting; however, we may be required to hold a special meeting to approve a development charges by-law Regular committee meetings

**ADJOURNMENT**

The meeting adjourned at 4:43 p.m.

**NEXT MEETING:** June 28, 2017 at 4:00 p.m.  
Sutton Room - 55 Zina Street, Orangeville

Respectfully submitted,

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Councillor Ken McGhee, Chair  
General Government Services Committee