



**GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES**  
**Thursday, April 26, 2018 at 3:00 p.m.**

The Committee met at 3:00 p.m. in the Sutton Room, 55 Zina Street, Orangeville.

Members Present: Councillor Ken McGhee (Chair)  
Warden Paul Mills  
Councillor Guy Gardhouse

Members Absent: Councillor Warren Maycock (prior notice)  
Councillor Jeremy Williams

Staff Present: Sonya Pritchard, Chief Administrative Officer  
Pam Hillock, Clerk/Director of Corporate Services  
Cheri French, Human Resources Manager  
Tom Reid, Chief, Dufferin Paramedic Service

Chair McGhee called the meeting to order at 3:03 p.m.

**DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**PUBLIC QUESTION PERIOD**

There were no members of the public present.

**REPORTS**

1. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #1  
Access Dufferin Minutes – March 19, 2018 & April 9, 2018

Minutes from the Access Dufferin Committee meeting held on March 19, 2018 and April 9, 2018.

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

**THAT the minutes of the Access Dufferin Committee meeting of March 19, 2018, and April 9, 2018 and the recommendations contained therein, be adopted.**

**-Carried-**

*ACCESS DUFFERIN – March 19, 2018 – ITEM #3*  
*Update on Accessibility Awareness Week*

*THAT Access Dufferin research and create an accessibility achievement award kit to share with the local municipalities.*

2. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #2  
Memorandum of Understanding – Ministry of Economic Development, Employment & Infrastructure – Use of Courtroom 103

A report from the Director of Corporate Services/Clerk, dated April 26, 2018, to seek approval of an extension of the Memorandum of Understanding between the County of Dufferin and the Ministry of Economic Development, Employment and Infrastructure for the use of Courtroom 103 located at 55 Zina Street, Orangeville.

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

**THAT the report of the Clerk/Director of Corporate Services Memorandum of Understanding – Ministry of Economic Development, Employment and Infrastructure – Use of Courtroom 103 dated April 26, 2018, regarding Memorandum of Understanding — Use of Courtroom, be received;**

**AND THAT the Warden and Clerk be authorized to sign a mutually-agreed upon Memorandum of Understanding with the Ministry of the Attorney General for the use of court space at 55 Zina Street, Orangeville, with the terms discussed in the report and be directed to negotiate a long-term arrangement.**

**-Carried-**

3. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #3  
Hurricane Clip Rebate Program Policy

A report from the Director of Corporate Services/Clerk, dated April 26, 2018, to seek approval on a formal Hurricane Rebate Program Policy, which is the rebate program for installation hurricane clips on new structures.

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

**THAT the report from the Director of Corporate Services/Clerk, dated April 26, 2018 with respect to the Hurricane Clip Rebate Program, be received;**

**AND THAT the Hurricane Clips Rebate Program Policy, as attached to this report as Schedule A, be approved.**

**-Carried-**

4. **GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #4**  
**Municipal Emergency Readiness Fund Request – Mulmur**

A report from the Director of Corporate Services/Clerk, dated April 26, 2018, to seek approval for a request for funding under the Municipal Emergency Readiness Fund by the Township of Mulmur for the purchase and installation of a back-up generator at their public works building and the installation of an automatic transfer switch on the administration building.

**Moved by Councillor Gardhouse, seconded by Councillor McGhee**

**THAT the report of the Director of Corporate Services/Clerk dated April 26, 2018, with respect to Municipal Emergency Readiness Fund Request – Mulmur be received;**

**AND THAT the request by the Township of Mulmur for funding under the Municipal Emergency Readiness Fund be approved in the amount of \$10,000 for the purchase and installation of a fixed generator at their Public Works Building and automatic transfer switch at the Municipal Office.**

**-Carried-**

5. **GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #5**  
**2018 Emergency Management Program**

A report from the Director of Corporate Services/Clerk, dated April 26, 2018, to advise Committee and Council of the 2018 Emergency Management Program.

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

**THAT the report of the Clerk/Director of Corporate Services, dated April 26, 2018, regarding 2018 Emergency Management Program be received;**

**AND THAT the following positions identified within the report be appointed to the County Municipal Emergency Control Group:**

- **Community Emergency Management Co-ordinator (CEMC)**
- **Chief Administrative Officer**
- **Chief, Dufferin Paramedic Service**
- **Director of Community Services**
- **Director of Corporate Services, Clerk**
- **Director of Public Works**
- **Director of Economic Development, Planning and Culture**
- **Treasurer**
- **Manager of IT**
- **Manager of Human Resources**

**AND THAT staff be directed to work with the area municipalities to complete the service level agreements in 2018;**

**AND THAT staff provide a follow up report in 2019 on the activities carried out in 2018.**

**-Carried-**

6. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #6  
Canada 150 Legacy Projects

A report from the Director of Corporate Services/Clerk, dated April 26, 2018, to provide an update on Canada 150 Legacy Projects within Dufferin County.

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

**THAT the report of the Director of Corporate Services/Clerk, dated April 26, 2018 with respect to the Canada 150 Legacy Project, be received.**

**AND THAT a request be made to the Township of Melancthon on the status of their project plans.**

**-Carried-**

7. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #7  
2017 Healthy & Safety Review

A report from the Human Resources Manager, dated April 26, 2018, to provide an update of the Health and Safety activities for 2017 and an overview of initiatives for the current year.

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

**THAT the report of the Human Resources Manager, dated April 26, 2018, regarding the 2017 Health and Safety Review, be received.**

**-Carried-**

## **CORRESPONDENCE**

8. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #8  
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 2018 Annual Conference. The Committee members were requested to let the Chief Administrative Officer know if they have any topics for delegation.

## **CLOSED SESSION**

9. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #9  
Closed Session Report (Municipal Act, Section 239 (2) (b) – personal matters about an identifiable individual, including municipal or local board employees)

A confidential report from the Director of Corporate Services/Clerk, dated April 26, 2018.

### **Moved by Councillor Gardhouse, seconded by Warden Mills**

**THAT Committee moved into closed session (3:37 p.m.) in accordance with Municipal Act, Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.**

**-Carried-**

While in closed session, Committee considered a report from the Director of Corporate Services/Clerk, dated April 26, 2018, with respect a personnel matter pertaining to an identifiable individual.

### **Moved by Warden Mills, seconded by Councillor Gardhouse**

**THAT Committee move into open session (3:44 p.m.)**

**-Carried-**

10. GENERAL GOVERNMENT SERVICES – April 26, 2018 – ITEM #10  
BUSINESS ARISING FROM CLOSED SESSION

### **Moved by Warden Mills, seconded by Councillor Gardhouse**

**THAT the confidential report of the Clerk/Director of Corporate Services dated April 26, 2018, be received;**

**AND THAT the agreements with the local municipalities for by-law enforcement be discontinued as of December 31, 2018 and the local municipalities be given the required notice under the current agreement.**

**-Carried-**

## **ADJOURNMENT**

The meeting adjourned at 3:49 p.m.

**NEXT MEETING:** Wednesday, May 23, 2018 at 3:00 p.m. (*please note date change*)  
Sutton Room, 55 Zina Street, Orangeville

Respectfully submitted,

.....  
Councillor Ken McGhee, Chair  
General Government Services Committee