



**GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES
Thursday June 28, 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 Warren Maycock

Members Absent: Councillor Guy Gardhouse
Councillor Jeremy Williams

Staff Present: Sonya Pritchard, Chief Administrative Officer
Pam Hillock, Clerk/Director of Corporate Services
Alan Selby, Treasurer
Tom Reid, Chief, Dufferin Paramedic Service
Michelle Dunne, Deputy Clerk

Chair McGhee called the meeting to order at 3:00 pm.

DECLARATIONS OF PECUNIARY INTEREST

Councillor Maycock declared a pecuniary interest in Item #3 – Renewal of Paramedic Agreement, as he is a Member of the Board of Directors of the Headwaters Healthcare Centre.

PUBLIC QUESTION PERIOD

There were no members of the public at the meeting.

REPORTS

1. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #1
Extension of County Auditors

A report from the Treasurer, dated June 28, 2018, to recommend County auditors for 2018.

Moved by Warden Mills, seconded by Councillor Maycock

THAT the Report, *Extension of County Auditors*, from the Treasurer, dated June 28, 2018, be received;

AND THAT a Bylaw be prepared, to appoint BDO Canada LLP as Municipal Auditors for the County of Dufferin for the year 2018.

-Carried-

**2. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #2
2019 Budget Timetable**

A report from the Treasurer, dated June 28, 2018, to propose a timetable for future meetings devoted to the 2019 County Budget.

Moved by Warden Mills, seconded by Councillor Maycock

THAT the Report, *2019 Budget Timetable*, from the Treasurer, dated June 28, 2018 be received;

AND THAT the future meetings be set, for the specific dates indicated in the timetable.

Capital Budget Call to Senior Management	Fri. July 13th, 2018
Capital Budgets to be returned to Treasury by	Fri. Aug. 10th, 2018
Operating Budget Call to Senior Management	Fri. Aug. 3rd, 2018
Operating Budgets to be returned to Treasury by	Fri. Aug. 31st, 2018
Budget Reviews with CAO and Department Heads	October 1st to 5th, 2018
<u>Council discussions:</u>	
Initial “big-picture” Presentation to Council (at regular meeting date)	Thu. Dec. 13th, 2018
Detailed Reviews at Standing Committees	Jan. 24, 2019 during the normal Committee Cycle
Council Budget Discussion 2 w/ <u>Public Consultation</u>	@ Council Feb. 14, 2019
Council Budget Discussion 3, etc. (<i>as necessary</i>)	@ Council Mar. 14, 2019 plus extra dates if required
Regular Council Meeting - Approval of 2019 Budget through passage of 2019 Estimates Bylaw	<u>March or April 2019</u>

-Carried-

Councillor Maycock declared a pecuniary interest in the following item because he is a member of the Board of Directors of the Headwaters Health Care Centre and advised that he would take no part in the voting or discussion on the item.

3. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #3
Renewal of Paramedic Agreement

A report from the Treasurer, dated June 28, 2018, to recommend renewal of the Paramedic Agreement.

Moved by Councillor McGhee, seconded by Warden Mills

THAT Report, *Renewal of Paramedic Agreement*, from the Treasurer, dated June 28, 2018, be received,

AND THAT the Agreement for provision of Paramedic Services for the years 2019 to 2023 inclusive be passed through a Bylaw at County Council in July 2018.

-Carried-

4. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #4
Software Review

A report from the Treasurer, dated June 28, 2018, to seek authorization to hire a consultant to conduct a review of the software programs used throughout the County.

Moved by Councillor Maycock, seconded by Warden Mills

THAT the report of the Treasurer, titled *Software Review* dated June 28, 2018 be received;

AND THAT funds be withdrawn from the Rate Stabilization Reserve for Software Review consulting.

-Carried-

5. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #5
Allocating the 2017 Operations Surplus

A report from the Treasurer, dated June 28, 2018, to recommend actions in 2018 to allocate the 2017 Operations Surplus (the “Surplus”) to specific purposes.

Moved by Warden Mills, seconded by Councillor Maycock

THAT the Report, *Allocating the 2017 Operations Surplus*, from the Treasurer, dated June 28, 2018, be received;

AND THAT the following actions be taken, using funds now in the Rate Stabilization Reserve:

- **top-up the Property Acquisition Reserve by \$265,000 to bring it up to a balance of \$500,000, for possible future purchases of property**

- top-up the Economic Development Reserve, which currently would be reduced to \$40,000 after the 2019 Budget, based on plans specified in the 2018 Budget, by \$110,000 to a balance of \$150,000 for future development projects
- apply \$36,400 to various small, completed capital projects that are currently in a net unfunded/deficit position in the Capital Fund
- create a new Reserve for the re-configuration of the 1974 Primrose office space, a future capital project, starting with \$350,000
- top-up the existing Waste Services Reserve by \$100,000 (from \$208,000 to \$308,000) for anticipated costs to implement some of the suggested actions within the Long-Term Waste Management Strategy, approved by Council in March 2018
- create a new \$150,000 Reserve for multiple Studies that are anticipated:
- create a new Reserve for an upgrade of the existing software used by the County for financial accounting, payroll processing, Human Resources information systems, Public Works data management, facilities data management, and other functions. A recommended starting point for this new Reserve is \$600,000.

-Carried-

6. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #6
Municipal Emergency Readiness Fund Request - Amaranth

A report from the Clerk/Director of Corporate Services, dated June 28, 2018, to seek approval for a request for funding under the Municipal Emergency Readiness Fund by the Township of Amaranth for the purchase Emergency Road Closure Signs.

Moved by Warden Mills, seconded by Councillor Maycock

THAT the report of the Director of Corporate Services/Clerk dated June 27th, 2018, with respect to Municipal Emergency Readiness Fund Request – Amaranth be received;

AND THAT the request by the Township of Amaranth for funding under the Municipal Emergency Readiness Fund be approved to an amount of 50% or the maximum allowable under the fund for the purchase of Emergency Road Closure Signs;

AND THAT the Township of Amaranth submit a copy of the paid invoice upon completion of the project for reimbursement of 50% of the cost up to the maximum of \$10,000;

AND THAT staff review the Municipal Emergency Readiness Fund policy and report to Council.

-Carried-

7. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #7
Partners for Action Flood Risk Survey

A report from the Clerk/Director of Corporate Services, dated June 28, 2018, to update Committee and Council on the efforts of a University of Waterloo research project being conducted in Dufferin County with support from the County's Emergency Management Division.

Moved by Councillor Maycock, seconded by Warden Mills

THAT the report of the Director of Corporate Services/Clerk dated June 27, 2018, with respect to Partners for Action Flood Risk Survey be received;

AND THAT representatives from Partners for Action be invited to present their findings to Council once they are published.

-Carried-

8. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #8
Request for Proposal (RFP) – Building Permit Software

A report from the Clerk/Director of Corporate Services, dated June 28, 2018, to seek approval to delegate to staff authority to award a Request for Proposal for Building Permit Software.

Moved by Warden Mills, seconded by Councillor Maycock

THAT the report from the Director of Corporate Services/Clerk dated June 28, 2018 with respect to a request for Proposal (RFP) – Building Permit Software, be received;

AND THAT staff be authorized to proceed with an RFP for Building Permit Software and that the Director of Corporate Services be given authority to award the RFP after the procurement process has been completed;

AND THAT the funds be taken from the Building Reserve for this purpose;

AND that staff keep the lower tier municipalities aware of the process and outcomes.

-Carried-

9. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #9
Legislative Update – Report #2 – Modernizing Ontario’s Municipal Legislation Act

A report from the Clerk/Director of Corporate Services, dated June 28, 2018, to update Council on the Modernizing Ontario’s Municipal Legislation Act.

Moved by Councillor Maycock, seconded by Warden Mills

THAT the report of the Director of Corporate Services/Clerk dated May 24, 2018, with respect to Legislative Update- Modernizing Ontario’s Municipal Legislation Act, be received;

AND THAT staff be directed to begin drafting the mandatory policies under the legislation in order to comply with the March 1, 2019 deadline and seek Council participation in any proposed changes to the procedural by-law and report back to Committee.

-Carried-

10. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #10
Conference Attendance – Corporate Services Staff

A report from the Clerk/Director of Corporate Services, dated June 28, 2018, to provide information about Corporate Services staffs’ attendance at recent conferences.

Moved by Councillor Maycock, seconded by Warden Mills

THAT the report dated June 28, 2018, from the Clerk/Director of Corporate Services regarding Conference Attendance, be received.

-Carried-

11. GENERAL GOVERNMENT SERVICES – June 28, 2018 – ITEM #11
Joint All Councils Orientation

A report from the Clerk/Director of Corporate Services, dated June 28, 2018, to inform Council of a Joint All-Council Orientation being organized for after the municipal election in October 2018.

Moved by Warden Mills, seconded by Councillor Maycock

THAT the report from the Director of Corporate Services/Clerk dated June 28, 2018 with respect to a joint All-Councils Orientation be received;

AND THAT if members of Council have suggestions on topics for County Orientation that they forward them to the Clerk.

-Carried-

ADJOURNMENT

The meeting adjourned at 3:44 p.m.

NEXT MEETING: Thursday, August 23, 2018 at 3:00 p.m.
Sutton Room, 55 Zina Street, Orangeville

Respectfully submitted,

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Councillor Ken McGhee, Chair
General Government Services Committee