



**GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES**  
**Thursday, October 28, 2021 at 11:00 a.m.**

The Committee met at 11:00 a.m. by video conference.

**Members Present:** Councillor John Creelman (Chair)  
Warden Darren White  
Councillor Guy Gardhouse  
Councillor Chris Gerrits  
Councillor Wade Mills  
Councillor Philip Rentsch  
Councillor Steve Soloman

**Alternate Members Present:** Councillor Debbie Sherwood

**Members Absent:** Councillor Andy Macintosh (prior notice)

**Staff Present:** Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Cheri French, Director of Human Resources  
Rebecca Whelan, Deputy Clerk  
Aimee Raves, Manager of Corporate Finance,  
Treasurer  
Steve Murphy, Emergency Management Coordinator

Chair Creelman called the meeting to order at 11:01 a.m.

**LAND ACKNOWLEDGEMENT STATEMENT**

Chair Creelman shared the Land Acknowledgement Statement.

**ROLL CALL**

The Clerk verbally took a roll call of the Councillors in attendance.

## **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

## **PUBLIC QUESTION PERIOD**

There were no questions from the Public.

## **PRESENTATIONS AND REPORTS**

1. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #1  
Community Grant Recommendations- 2021 Round 2

A report from Headwaters Communities In Action, dated October 2021, to recommend allocation of the second round of Dufferin County Community Grant funds. Jennifer Payne, Executive Director was in attendance to provide an overview of the report.

### **Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT the report from Headwaters Communities in Action, dated October, 2021, to recommend allocation of the Dufferin County Community Grant Funds, be received;**

**AND THAT the following allocations be approved:**

### **COMMUNITY GRANTS > \$1K**

<b>Applicant</b>	<b>Amount Recommended</b>
Dufferin Youth Shelter	\$0
<b>TOTAL</b>	<b>\$0</b>

**COMMUNITY GRANTS ≤, \$1K**

<b>Applicant</b>	<b>Amount Recommended</b>
Grand Valley Public Library	\$1,000
Hospice Dufferin	\$1,000
Julia's Place Music Therapy (Abiding Place Ministries)	\$1,000
Music in the Hills	\$0
Skate Canada Orangeville	\$1,000
Unicamp of Ontario	\$0
Headwaters Refugee Sponsorship Group	\$1,000
<b>TOTAL</b>	<b>\$5,000</b>

**FOOD FOR THOUGHT GRANTS ≤, \$3K**

<b>Applicant</b>	<b>Amount Recommended</b>
Services and Housing in the Province (SHIP)	\$2,700
Orton Community Association	\$1,000
<b>TOTAL</b>	<b>\$3,700</b>

**-Carried-****REPORTS**

2. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #2  
Municipal Emergency Readiness Fund – Grant Request – Town of Shelburne

A report from the Emergency Management Coordinator, dated October 28, 2021, to present a grant request to committee and council for funding to assist with acquisition and installation of a back-up generator at Shelburne Townhall.

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

**THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding a Municipal Emergency Readiness Fund – Grant Request for the Town of Shelburne, be approved.**

**-Carried-**

3. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #3  
Dufferin Emergency Response Plan 2021

A report from the Emergency Management Coordinator, dated October 28, 2021, to present an updated emergency response plan to council for approval and

adoption.

**Moved by Councillor Rentsch, seconded by Councillor Gerrits**

**THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding Emergency Response Plan 2021, be received and;**

**THAT the Document entitled "The County of Dufferin Emergency Response Plan" attached hereto as Schedule "A" shall be and is adopted as the emergency response plan of the County of Dufferin, and further;**

**THAT County of Dufferin By-Law 2013-54 be repealed.**

**-Carried-**

4. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #4  
Digitization Policy and Amendments to Records Retention By-Law

A report from the Clerk, dated October 28, 2021, to seek approval of the Digitization Policy and to amend By-law 2017-12, Records Retention By-law, to reflect recent updates in legislation, case law, and current practices.

**Moved by Councillor Sherwood, seconded by Councillor Soloman**

**THAT the Report from the County Clerk dated October 28, 2021 regarding, Digitization Policy and Amendments to the Records Retention By-law be received;**

**AND THAT policy 2-13-16 Digitization be approved;**

**AND THAT a by-law be presented to amend Schedule 'A' of By-law 2017-12 to reflect the updates to retention schedule.**

**-Carried-**

5. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #5  
Electronic Signatures Policy

A report from the Clerk, dated October 28, 2021, to obtain approval of an electronic signatures policy.

**Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT the Report from the County Clerk dated October 28, 2021, regarding Electronic Signatures Policy, be received;**

**AND THAT policy 2-3-15 Electronic Signatures be approved.**

**-Carried-**

6. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #6  
People and Equity and Human Resources Services

A report from the Director of Human Resources, dated October 28, 2021, to provide an overview of the increased recruitment challenges and continued capacity constraints experienced by Human Resources and the residual impact across the organization.

**Moved by Councillor Gardhouse, seconded by Councillor Gerrits**

**THAT the report of the Director of Human Resources dated October 28, 2021 be received;**

**AND THAT the staffing enhancements (2 Human Resources Generalists and 1 Administrative Support Specialist as outlined in the report) be included in the 2022 draft budget.**

**-Carried-**

7. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #7  
Strategic Action Plan Progress Update October 2021 – GGS Objectives

A report from the Chief Administrative Officer, dated October 28, 2021, to provide committee members with a progress update of the strategic objectives that fall under the oversight of the General Government Services Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Councillor Soloman, seconded by Councillor Rentsch**

**THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – GGS Objectives, dated October 28, 2021 be received.**

**-Carried-**

8. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #8  
Financial Report

A report from the Manager of Finance/Treasurer, dated October 28, 2021, to provide Committee with a monthly financial summary.

**Moved by Councillor Sherwood, seconded by Councillor Gerrits**

**THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.**

**-Carried-**

### **CORRESPONDENCE**

9. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #9  
Township of Melancthon – Additional COVID-19 Financial Relief Funding

Correspondence from the Township of Melancthon, dated October 13, 2021, containing a resolution regarding additional COVID-19 financial relief funding.

**Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT the correspondence from the Township of Melancthon, dated October 13, 2021 regarding additional COVID-19 financial relief funding, be supported.**

**-Carried-**

10. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #10  
Rural Ontario Municipal Association (ROMA)

Correspondence from the Ministry of Municipal Affairs and Housing, dated October 20, 2021, regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference.

### **OTHER BUSINESS**

Councillor Creelman asked the Chief Administrative Officer if there's been any updates or feedback regarding the County's vaccination policy. The Chief Administrative Officer advised the deadline to submit vaccination status is November 1 and that they will have an update shortly.

**ADJOURNMENT**

The meeting adjourned at 11:40 a.m.

**NEXT MEETING:** Thursday, November 25, 2021 at 11:00 a.m.  
Video Conference

Respectfully submitted,

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Councillor John Creelman, Chair  
General Government Services Committee