



**DUFFERIN COUNTY ELECTION OF THE WARDEN, PUBLIC MEETING & REGULAR COUNCIL MINUTES**

**Thursday, December 14, 2023 at 6:00 p.m.**

**W & M Edelbrock Centre, Lower Level, 30 Centre Street, Orangeville ON**

**Council Members Present:**

Councillor John Creelman (Mono)  
Councillor Guy Gardhouse (East Garafraxa)  
Councillor Chris Gerrits (Amaranth)  
Councillor Shane Hall (Shelburne)  
Councillor Earl Hawkins (Mulmur)  
Councillor Janet Horner (Mulmur)  
Councillor Gail Little (Amaranth)  
Councillor James McLean (Melancthon)  
Councillor Wade Mills (Shelburne)  
Councillor Fred Nix (Mono)  
Councillor Lisa Post (Orangeville)  
Councillor Philip Rentsch (Grand Valley)  
Councillor Steve Soloman (Grand Valley)  
Councillor Todd Taylor (Orangeville)  
Councillor Darren White (Melancthon)

**Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Rohan Thompson, Director of People & Equity  
Anna McGregor, Director of Community Services  
Brenda Wagner, Administrator of Dufferin Oaks  
Tom Reid, Chief Paramedic  
Aimee Raves, Manager Corporate Finance, Treasurer

Sonya Pritchard, Chief Administrative Officer, called the meeting to order at 6:00 p.m.

**1. LAND ACKNOWLEDGEMENT STATEMENT**

The Chief Administrative Officer shared the Land Acknowledgement Statement.

## **2. ROLL CALL**

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

## **3. INTRODUCTIONS OF PAST WARDENS**

The Chief Administrative Officer introduced past Wardens in attendance:

- Ed Crewson – 1999 and 2000 (Mayor, Shelburne)
- Rob Adams – 1995 to 1998 (Deputy Reeve, Orangeville 1995 to 1997, Mayor 1998)

Past Wardens currently on Council:

- John Creelman – 2001 and 2002 (Deputy Mayor, Mono)
- Wade Mills – 2022, 2023 (Mayor, Shelburne)
- Darren White – 2017, 2019, 2020, and 2021 (Mayor, Melancthon)

## **4. OUTGOING WARDEN REMARKS**

Outgoing Warden Wade Mills noted there have been many challenges during his term as Warden and is proud that Council has not shied away from important and difficult discussions. He thanked his family, colleagues, and County staff for their support during his term as Warden and noted the community is best served when everyone works together. He wished both 2024 Warden nominees success in the year to come.

## **5. ELECTION OF 2024 WARDEN**

The Clerk noted that nominations for the 2024 Warden were to be submitted to the Clerk's Office by December 8, 2023.

Two nominations were received for the position of Warden: Councillor Horner, moved by Councillor Gerrits, seconded by Councillor Hawkins; and Councillor White, moved by Councillor Mills, seconded by Councillor Post.

Councillor Horner and Councillor White both confirmed they were willing to stand for the position and addressed Council.

## **6. VOTE**

The vote for Warden was conducted through a secret ballot. The Manager of Corporate Finance, Treasurer acted as the Returning Officer. The Returning Officer retired from the room to conduct the count, accompanied by Councillor Gerrits and Councillor Mills as scrutineers.

Results

Ballots Cast	15
Ballots Spoiled	0
Councillor Horner	5
Councillor White	10

The Clerk declared Councilor White to be the Warden Elect for the 2023-2024 term.

**7. MOTION TO DESTROY THE BALLOTS**

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

**THAT the Returning Officer be directed to destroy all ballots from the election of 2023-2024 Warden.**

**-Carried-**

**8. OATH OF OFFICE FOR 2024 WARDEN**

The Clerk administered the Oath of Office for the Warden Elect White.

**9. PRESENTATION OF THE CHAIN OF OFFICE, GAVEL AND WARDEN'S PIN**

The Chief Administrative Officer presented the Chain of Office, gavel, and Warden's pin to Warden White.

**10. REMARKS BY THE 2024 WARDEN**

Warden White thanked Councillor Horner for being an excellent Mayor and County Councillor. He also thanked County Council for their support and he is looking forward to working together as a collective to address current and future challenges.

**11. SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS**

The Warden called for nominations for Committee Chairs starting with the Infrastructure and Environmental Services Committee.

**Moved by Councillor Post, seconded by Councillor Gerrits**

**THAT Councillor Taylor be nominated for the position of Chair for the Infrastructure and Environmental Services Committee for the year 2024.**

The Warden asked if there were any other nominations for position of Chair of the Infrastructure and Environmental Services Committee. No other nominations were

presented.

The Warden announced Councillor Taylor as Chair of the Infrastructure and Environmental Services Committee.

The Warden then called for nominations for the Chair of the General Government Services Committee.

**Moved by Councillor Horner, seconded by Councillor Mills**

**THAT Councillor Creelman be nominated for the position of Chair for the General Government Services Committee for the year 2024.**

The Warden asked if there were any other nominations for position of Chair of the General Government Services Committee. No other nominations were presented.

The Warden announced Councillor Creelman as Chair of the General Government Services Committee.

The Warden then called for nominations for the Chair of the Health and Human Services Committee.

**Moved by Councillor Taylor, seconded by Councillor Gerrits**

**THAT Councillor Post be nominated for the position of Chair for the Health and Human Services Committee for the year 2024.**

The Warden asked if there were any other nominations for position of Chair of the Health and Human Services Committee. No other nominations were presented.

The Warden announced Councillor Post as Chair of the Health and Human Services Committee.

The Warden then called for nominations for the Chair of the Community Development and Tourism Committee.

**Moved by Councillor Gerrits, seconded by Councillor Little**

**THAT Councillor Horner be nominated for the position of Chair for the Community Development and Tourism Committee for the year 2024.**

The Warden asked if there were any other nominations for position of Chair of the Community Development and Tourism Committee. No other nominations were

presented.

The Warden announced Councillor Horner as Chair of the Community Development and Tourism Committee.

**Moved by Councillor Post, seconded by Councillor Nix**

**THAT the slate of Committee membership as set out below, be adopted:**

**Infrastructure and Environmental Services**

Councillor Gerrits  
Councillor Hall  
Councillor Hawkins  
Councillor Horner  
Councillor Nix  
Councillor Rentsch  
Councillor Soloman  
Councillor Taylor – Chair

**General Government Services**

Councillor Creelman – Chair  
Councillor Gerrits  
Councillor Hall  
Councillor McLean  
Councillor Mills  
Councillor Soloman  
Councillor Taylor

**Health and Human Services**

Councillor Gardhouse  
Councillor Hawkins  
Councillor Little  
Councillor McLean  
Councillor Nix  
Councillor Post – Chair  
Councillor Rentsch

**Community Development and Tourism**

Councillor Creelman  
Councillor Gardhouse  
Councillor Horner – Chair  
Councillor Little

Councillor Mills  
Councillor Post

**-Carried-**

Warden White called a recess until 7:30 p.m. at which time Council will continue with a public meeting in the Dufferin Room regarding Building Permit Fees.

The meeting resumed at 7:30 p.m.

## **PUBLIC MEETING**

### **12. BUILDING PERMIT FEES**

A public meeting was held in accordance with Section (7)(1)(c) of the Building Code Act to receive input regarding proposed changes to Building Permit Fees under the Building Code Act.

Under the Building Code Act, a Public Meeting must be held prior to passing a by-law to change the building permit fees. Public Notice was given during the month of November 2023 by the following means:

- Copies of the by-law available at the public counter at 30 Centre Street
- Copies made available to the local municipalities
- A copy available on our website
- Ads placed in the following newspapers on the following dates:
  - Creemore Echo on November 24, 2023
  - Dundalk Herald on November 22, 2023
  - Orangeville Citizen on November 23, 2023
  - Shelburne Free Press on November 23, 2023
  - Wellington Advertiser on November 23, 2023

Sean-Michael Stephen, Manager Partner, Watson & Associates Economists Ltd., presented information proposed changes to the Building Permit Fees.

Members of Council noted concerns that the open building permit fee of \$200 may not be significant enough to encourage permits to be completed and would like to see the fee implemented prior to 2025.

The Chief Administrative Officer suggested County staff could bring a report forward in January outlining issues open permits and alternative solutions for a further amendment to the open permit fee.

Councillor Gerrits asked where secondary dwelling units fall under the fee structure, as he is concerned a 28.4% increase is significant and may be a deterrent if they fall under the finished basements, garage alterations category. The Chief Administrative Officer noted the Chief Building Official and Planning Department are working together to create incentives through the housing strategy to encourage additional residential units.

There were no questions from members of the public.

## **REGULAR MEETING**

Warden White announced the upcoming Committee meetings to be held at 30 Centre Street, Orangeville on Thursday, January 25, 2024 at the following times:

Infrastructure and Environmental Services – 9:00 a.m.

General Government Services – 11:00 a.m.

Health & Human Services – 1:00 p.m.

Community Development & Tourism – 3:00 p.m.

### **13. APPROVAL OF THE AGENDA**

**Moved by Councillor Mills, seconded by Councillor McLean**

**THAT the Agenda and any Addendum distributed for the December 14, 2023 meeting of Council, be approved.**

**-Carried-**

### **14. DECLARATION OF INTEREST BY MEMBERS**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

Councillor Taylor declared a pecuniary interest regarding Item #7.6 – Update: Non-Union Total Compensation Survey and Item #7.8 – Budget Presentation (discussion on compensation), as a family member is employed at Dufferin County.

### **15. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

**Moved by Councillor Post, seconded by Councillor Gardhouse**

**THAT the minutes of the Economic Development Workshop on November 8, 2023 and November 9, 2023, the regular meeting of Council of November 9,**

**2023 and the special meeting of Council of November 23, 2023, be adopted.**  
**-Carried-**

## **PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

### **16. Youth Climate Activation Circle**

Dufferin County's Youth Climate Activation Circle shared what they have learned and the impacts from their two workshops about reducing home energy consumption through landscaping.

### **17. PUBLIC QUESTION PERIOD**

There were no questions from the public.

## **PRESENTATION AND CONSIDERATIONS OF REPORTS**

### **18. Community Development & Tourism Minutes – November 23, 2023**

**Moved by Councillor Creelman, seconded by Councillor Gerrits**

**THAT the minutes of the Community Development and Tourism meeting held on November 23, 2023, and the recommendations set out, be adopted.**  
**-Carried-**

### **19. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #3 Dufferin County Tourism Tent at the 2023 International Plowing Match**

THAT the report of the Manager of Economic Development, "Dufferin County Tourism Tent at 2023 International Plowing Match", dated November 23, 2023, be received.

### **20. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #4 Dufferin County Tourism Brand – Update**

THAT the report of the Manager of Economic Development, "Dufferin County Tourism Brand - Update", dated November 23, 2023, be received;

AND THAT the continued rollout of the newly developed Dufferin County tourism brand be approved.



**21. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #1**  
**Museum Exhibition Policy Update**

THAT the report of the Acting Museum Services Manager, "Museum Exhibition Policy Update", dated November 23, 2023, be received.

AND THAT the Museum of Dufferin Exhibition Policy be approved.

**22. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #2**  
**Museum Deaccession Report**

THAT the report of the Acting Museum Services Manager, "Museum Deaccession Report", dated November 23, 2023, be received;

AND THAT the objects identified in the "Museum Deaccession Report" be deaccessioned in accordance with the Museum of Dufferin's Collections Management Policy.

**23. COMMUNITY DEVELOPMENT & TOURISM – November 23, 2023 – ITEM #5**  
**Phase III Official Plan Amendment – Statutory Engagement Activities**

THAT the report of the Senior Planner, "Phase III Official Plan Amendment – Statutory Engagement Plan", dated November 23, 2023, be received.

**24. Clerk's Report – Amendments to User Fee By-Law**

A report from the Clerk, dated December 14, 2023, to outline updates Schedule B of the User Fee By-Law.

**Moved by Councillor Nix, seconded by Councillor Mills**

**THAT the report from the Clerk, dated December 14, 2023, titled 'Amendments to User Fee By-Law', be received;**

**AND THAT the fee adjustments as outlined in the report be approved;**

**AND THAT the necessary by-law be enacted.**

**-Carried-**

**25. Director of Community Services' Report – Dufferin Men's Shelter Update#2**

A report from the Director of Community Services, Treasurer and Procurement Manager, dated December 14, 2023, to provides an update on work the shelter has conducted so far.

**Moved by Councillor Horner, seconded by Councillor McLean**

**THAT the report of the Director of Community Services, titled Dufferin Men's Shelter Update 2, dated December 14, 2023, be received.**

**-Carried-**

**26. Manager of Corporate Finance, Treasurer's Report – Development Charges Indexing**

A report from the Manager of Corporate Finance, Treasurer, dated December 14, 2023, to inform Council of the Development Charge rates for 2024 based on annual indexing per the Bylaw 2022-28 Development Charges.

**Moved by Councillor Post, seconded by Councillor Hawkins**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated December 14, 2023, regarding 2024 Development Charge Indexing, be received.**

**-Carried-**

**27. Manager of Corporate Finance, Treasurer's Report – Signing Authority Policy**

A report from the Manager of Corporate Finance, Treasurer, dated December 14, 2023, to adopt a Bank Signing Authority policy.

**Moved by Councillor Taylor, seconded by Councillor Mills**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated December 14, 2023, regarding a Signing Authority Policy, be received;**

**AND THAT Policy #3-6-10 Bank Signing Authority, be approved.**

**-Carried-**

Councillor Taylor declared a pecuniary interest regarding the Update: Non-Union Total Compensation Review and left the room at 8:35 p.m.

**28. Director of People & Equity's Report – Update: Non-Union Total Compensation Review**

A report from the Director of People and Equity, dated December 14, 2023, to outline changes to insured benefits, vacation, and personal leave.

**Moved by Councillor Nix, seconded by Councillor Soloman**

**THAT the report of the Director of People & Equity, titled Update: Non-Union Total Compensation Review, dated December 14, 2023, be received;**

**AND THAT the changes to the total compensation outlined in the report be approved.**

**Moved by Councillor Hawkins, seconded by Councillor Gerrits**

**THAT the motion be referred to the next meeting of the General Government Services Committee for review and discussion.**

**-Carried-**

Councillor Taylor rejoined the meeting at 8:59 p.m.

**29. Chief Administrative Officer's Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated December 14, 2023, to provide Council with an update of activities from outside boards and agencies.

**Moved by Councillor Post, seconded by Councillor Creelman**

**THAT the report of the Chief Administrative Officer, dated December 14, 2023, with respect to Reports from Outside Boards, be received.**

**-Carried-**

**30. Manager of Corporate Finance, Treasurer's Report – Budget Presentation**

The Manager of Corporate Finance, Treasurer, provided a recap of the draft 2024 budget, including the revisions as discussed at the November 23, 2023 meeting of Council.

**Moved by Councillor Gerrits, seconded by Councillor Nix**

**THAT \$350,000 be added to the Emergency Management budget to upgrade the fire services communication system.**

A recorded vote was requested and taken as follows:

	Yay	Nay
Councillor Creelman (3)		x
Councillor Gardhouse (2)		x
Councillor Gerrits (1)	x	

	Yay	Nay
Councillor Hall (2)		x
Councillor Hawkins (1)		x
Councillor Horner (1)		x
Councillor Little (1)		x
Councillor McLean (1)		x
Councillor Mills (2)		x
Councillor Nix (2)		x
Councillor Post (8)		x
Councillor Rentsch (1)		x
Councillor Soloman (1)		x
Councillor Taylor (7)		x
Warden White (1)		x
Total (34)	1	33
	<b>-LOST-</b>	

**Moved by Councillor Mills, seconded by Councillor Nix**

**THAT the 2024 budget with tax levy requirements of \$47,469,913, be approved.**

A recorded vote was requested and taken as follows:

	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)		x
Councillor Hall (2)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Little (1)	x	
Councillor McLean (1)		x
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Post (8)	x	
Councillor Rentsch (1)		x
Councillor Soloman (1)	x	
Councillor Taylor (7)	x	
Warden White (1)	x	
Total (34)	31	3
	<b>-CARRIED-</b>	

**31. STRATEGIC PLAN UPDATE**

There is no strategic update for this month.

**CORRESPONDENCE**

**32. Western Ontario Wardens' Caucus**

A resolution from Western Ontario Wardens' Caucus, dated October 24, 2023, regarding Strong Mayor Powers.

**Moved by Councillor Little, seconded by Councillor Mills**

**THAT Council support the resolution from the Western Ontario Wardens' Caucus, dated October 24, 2023, regarding Strong Mayor Powers.**

**-Carried-**

**33. Town of Mono (Circulated on desk)**

A resolution from the Town of Mono, dated December 13, 2023, to oppose Strong Mayor Powers.

**Moved by Councillor Creelman, seconded by Councillor Gerrits**

**THAT Council support the resolution from Town of Mono, dated December 13, 2023, to oppose Strong Mayor Powers.**

**-Carried-**

**NOTICE OF MOTIONS**

**34. Moved by Councillor Rentsch**

**THAT County owned property located at 195620 and 195594 Amaranth-East Luther Townline, Grand Valley be declared as surplus and be disposed of in accordance with Policy #2-06-10 Disposal of County Property Through Sale.**

**35. MOTIONS**

**Moved by Councillor Rentsch, seconded by Councillor Mills**

**THAT Councillor Little be appointed as Dufferin County Council's representative on the Dufferin Board of Trade (DBOT).**

**-Carried-**

**36. CLOSED SESSION**

**Moved by Councillor Mills, seconded by Councillor Creelman**

**THAT the open session and closed session minutes from the Dufferin County Property and Facility Portfolio Workshop on November 30, 2023, be approved.**

**-Carried-**

**37. Moved by Councillor Rentsch, seconded by Councillor Taylor**

**THAT staff be directed to schedule a Council workshop, no later than May 2024, to discuss the remaining items presented at the November 30th a property and facility portfolio workshop.**

**-Carried-**

**38. BY-LAWS**

2023-57 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Services and Housing in the Province. (Lease Agreement – Mel Lloyd Centre)  
Authorization: Council – December 14, 2023

2023-58 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Hospice Dufferin. (Lease Agreement – Edelbrock Centre)  
Authorization: Council – December 14, 2023

2023-59 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and OPTrust Amaranth 6 Inc. (Temporary Intersection Improvements Agreement)  
Authorization: Council – May 11, 2023

2023-60 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Automotive Materials Stewardship Inc. (Municipal and First Nations Automotive Materials Services Amending Agreement)  
Authorization: Council – February 13, 2020

- 2023-61 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the County of Grey. (Winter Maintenance Agreement Renewal)  
Authorization: Council – March 12, 2020
- 2023-62 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Headwaters Communities In Action. (Partnership Renewal Agreement)  
Authorization: General Government Services – October 26, 2023
- 2023-63 A by-law to amend By-Law 2015-41, fees and charges for services and activities provided by the County of Dufferin. (Amend Schedule "B" – Dufferin Oaks Long Term Care Home)  
Authorization: Council – December 14, 2023

**Moved by Councillor McLean, seconded by Councillor Mills**

**THAT By-Law 2023-57 through to By-Law 2023-63, inclusive, be read a first, second and third time and enacted.**

**-Carried-**

- 2023-64 A by-law to amend By-Law 2020-14, being a by-law under the Building Code Act respecting permits and related matters. (Amend Schedule 'A' – Fees Payable for Building Permits)  
Authorization: Council – December 14, 2023

**Moved by Councillor Rentsch, seconded by Councillor Post**

**THAT By-Law 2023-64, be read a first, second and third time and enacted.**

A recorded vote was requested and taken as follows:

	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	
Councillor Hall (2)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Little (1)	x	
Councillor McLean (1)	x	

	Yay	Nay
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Post (8)	x	
Councillor Rentsch (1)		x
Councillor Soloman (1)		x
Councillor Taylor (7)	x	
Warden White (1)	x	
Total (34)	32	2
	<b>-CARRIED-</b>	

**39. OTHER BUSINESS**

**40. CONFIRMATORY BY-LAW**

2023-65      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on December 14, 2023.

**Moved by Councillor Hall, seconded by Councillor Horner**

**THAT By-Law 2023-65 be read a first, second and third time and enacted.**

**-Carried-**

**41. ADJOURNMENT**

**Moved by Councillor Gardhouse, seconded by Councillor Soloman**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned at 9:44 p.m.

Next meeting:      Thursday, January 11, 2024  
                             Edelbrock Centre, 30 Centre Street, Orangeville ON

---

Darren White, Warden

---

Michelle Dunne, Clerk