

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE  
HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE,  
WEDNESDAY, AUGUST 27, 2008 AT 9:00 A.M.

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|          |                                       |  |
|----------|---------------------------------------|--|
| PRESENT: | Chair                                 | Frank Coyle  |
|          | Members                               | Doug Beach (part of meeting)<br>Karen Marriott<br>Phil Sled<br>Mark Taylor |
| ABSENT:  | Member                                | Judith Cox   |
| STAFF:   | Director of Public Works              | Clayton Cameron (part of meeting)  |
|          | Director of Fire & Emergency Services | Eric Dowell (part of meeting)  |
|          | Deputy Clerk                          | Sharon Goerke  |
|          | Public Works & Utilities Supervisor   | Eric Marshall (part of meeting)  |
|          | Director of Planning & Development    | David Parks (part of meeting)  |
|          | Chief Administrative Officer          | Eric Peterson  |
|          | Director of Corporate Services        | Henry Sander   |

**CALL TO ORDER**

Chair Coyle called the meeting to order.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Member Marriott with respect to Agenda Item No. E-5.4 – Westshore Water and Sewer Project as a potential personal financial gain.

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Member Sled with respect to Agenda Item No. D-2 – Water Taxi for Severn Fire Department, as a potential personal financial gain.

**DELEGATIONS**

Dave Ness, Water Control Engineer, Trent-Severn Waterway, with respect to Water Management Program.

MOTION CSC082708-01: *Moved by Member Sled and seconded by Member Marriott that a presentation of Dave Ness, Parks Canada, with respect to the Water Management Program be received as information.*

*CARRIED*

**REPORTS FROM OFFICIALS (for information)**

Fire Reports for the Months of June and July 2008.

Fire Report No. F08-115, 08/19/08, with respect to Update – Water Taxi Service.

MOTION CSC082708-11: *Moved by Member Marriott and seconded by Member Beach that the following Reports from Officials be received as information:*  
*(a) Fire Reports for the months of June and July 2008; and*  
*(b) Fire Report No. F08-115, dated August 19, 2008, with respect to an Update on a Water Taxi for the Fire Department.*

*CARRIED*

**REPORTS FROM OFFICIALS (for direction)**

**Planning and Development**

Planning Report No. P08-109, 08/20/08, with respect to Cat Control By-law.

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MOTION CSC082708-02: *Moved by Member Taylor and seconded by Member Beach that Planning Report No. P09-109, dated August 20, 2008, with respect to a Cat Control By-law be received; AND FURTHER THAT staff look at options for the implementation of a Cat Control By-law.*

*CARRIED*

**Recreation and Facilities**

- “NIL”

**Public Works**

Public Works Report No. W08-038, 06/16/08, with respect to OWCA Contract for Water and Sewer Services.

MOTION CSC082708-03: *Moved by Member Taylor and seconded by Member Beach that Public Works Report No. W08-038, dated June 16, 2008, with respect to OCWA Contract for Water/Sewer Services be received; AND FURTHER THAT the municipality proceed with assumption of water/sewer services in Westshore and Coldwater as contracts allow.*

*CARRIED*

Public Works Report No. W08-039, 06/20/08, with respect to the Rapids Subdivision – Marchmont.

MOTION CSC082708-04: *Moved by Member Sled and seconded by Member Marriott that Public Works Report No. W08-039, dated June 20, 2008, with respect to The Rapids Subdivision – Marchmont be received; AND FURTHER THAT the security deposit for The Rapids Subdivision be applied to the accounts for the subdivision and this file be considered complete.*

*CARRIED*

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Public Works Report No. W08-040, 07/03/08, with respect to Speed Limit on Silk Line.

MOTION CSC082708-05: *Moved by Member Beach and seconded by Member Taylor that Public Works Report No. W08-040, dated July 3, 2008, with respect to the Speed Limit on Silk Line be received; AND FURTHER THAT a 50 kilometer speed limit be approved on Silk Line from Upper Big Chute Road for 1.2 km south to the beginning of the straight part of the road.*

*CARRIED*

Public Works Report No. W08-042, 08/13/08, with respect to Docks on Municipal Road Allowance.

MOTION CSC082708-06: *Moved by Member Sled and seconded by Member Beach that Public Works Report No. W08-042, dated August 13, 2008, with respect to the Docks on Municipal Road Allowances be received; AND FURTHER THAT all property owners with docks encroaching on municipal property in this area be requested to remove the structures by the end of 2008, as applied in all areas of the municipality.*

*CARRIED*

Public Works Report No. W08-043, 07/31/08, with respect to ATV Road Usage.

MOTION CSC082708-07: *Moved by Member Sled and seconded by Member Marriott that Public Works Report No. W08-043, dated July 31, 2008, with respect to the ATV Road Usage be received; AND FURTHER THAT this matter be deferred until a complete trail system is established for the municipality by the organized ATV Group.*

*CARRIED*

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Recessed: 10:35 a.m.  
Reassembled: 10:41 a.m.

Public Works Report No. W08-044, 08/20/08, with respect to Parking at Henrys Landing.

MOTION CSC082708-08: *Moved by Member Sled and seconded by Member Marriott that Public Works Report No. W08-044, dated August 20, 2008, with respect to parking at Henrys Landing be received;  
AND FURTHER THAT No Parking signs be installed on the west side of Henrys Landing along the municipal roadway where it exits off the parking area to the end of the roadway on the south side;  
AND FURTHER THAT staff be directed to report on tow away zones in no parking areas.*

*CARRIED*

Public Works Report No. W08-045, 08/20/08, with respect to Upgrade of Private Road – MacLean Lake North Shore Road.

MOTION CSC082708-09: *Moved by Member Sled and seconded by Member Marriott that Public Works Report No. W08-046, dated August 20, 2008, with respect to parking in Port Severn be received;  
AND FURTHER THAT the parking situation be monitored to determine if restricted parking areas are necessary;  
AND FURTHER THAT staff report on temporary no parking for special events within the municipality.*

*CARRIED*

Public Works Report No. W08-046, 08/20/08, with respect to Parking in Port Severn.

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MOTION CSC082708-10: *Moved by Member Sled and seconded by Member Marriott that Public Works Report No. W08-045, dated August 20, 2008, with respect to Assumption of MacLean Lake North Shore Road be received;  
AND FURTHER THAT the request to upgrade the section of private road on MacLean Lake North Shore Road be denied.*

*CARRIED*

### **Fire and Emergency Services**

Fire Report No. F08-116, 08/19/08, with respect to Firefighters Save Life.

MOTION CSC082708-12: *Moved by Member Sled and seconded by Member Marriott that Fire Report No. F08-116, dated August 19, 2008, with respect to Severn Firefighters be received;  
AND FURTHER THAT Firefighters Tim Wiseman and Mike Weiler of Station No. 2 be acknowledged for their heroic actions by Mayor and Council at a regular Council meeting in November 2008.*

*CARRIED*

Fire Report No. F08-117, 08/19/08, with respect to Medical Call – Station No. 3.

MOTION CSC082708-13: *Moved by Member Beach and seconded by Member Taylor that Fire Report No. F08-117, dated August 19, 2008, with respect to Station No. 3 – Medical Call be received;  
AND FURTHER THAT Firefighter Trevor Storey and attending Station No. 3 Firefighters be acknowledged for their efforts in the successful emergency delivery of a baby.*

*CARRIED*

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**Corporate Services**

Corporate Services Report No. C08-042, 08/18/08, with respect to Budget Meeting Notice Requirements.

MOTION CSC082708-14: *Moved by Member Marriott and seconded by Member Sled that Corporate Services Report No. C08-042, dated August 18, 2008, with respect to Budget Meeting Notice Requirements be received; AND FURTHER THAT the Township adopt a policy that any expenditure request not included in the annual municipal budget that is greater than \$50,0000.00 be subject to giving public notice.*

*CARRIED*

Corporate Services Report No. C08-045, 08/18/08, with respect to Development Charge Annual Indexing.

MOTION CSC082708-15: *Moved by Member Taylor and seconded by Member Beach that Corporate Services Report No. C08-045, dated August 18, 2008, with respect to Development Charges Annual Indexing be received; AND FURTHER THAT a By-law to index the Development Charges be presented to Council for its consideration.*

*CARRIED*

Corporate Services Report No. C08-049, 08/18/08, with respect to Development Charge Report.

MOTION CSC082708-16: *Moved by Member Marriott and seconded by Member Sled that Corporate Services Report No. C08-049, dated August 18, 2008, with respect to a Development Charges Report be received;*

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*AND FURTHER THAT this report be forwarded to the Ministry of Municipal Affairs and Housing.*

*CARRIED*

Corporate Services Report No. C08-051, 08/19/08, with respect to OSTAR Funding Westshore Water and Sewer Project.

MOTION CSC082708-17: *Moved by Member Sled and seconded by Member Beach that Corporate Services Report No. C08-51, dated August 19, 2008, with respect to OSTAR Funding – Westshore Water/ Sewer be received; AND FURTHER THAT the necessary funding Agreements be presented to Council for its consideration.*

*CARRIED*

**Administration**

- “NIL”

**CORRESPONDENCE (for information)**

- “NIL”

**CORRESPONDENCE (for direction)**

Trails for Life Advisory Committee, 08/14/08, with respect to Bicycle Rally.

MOTION CSC082708-18: *Moved by Member Sled and seconded by Member Marriott that a request of the Trails for Life Advisory Committee, dated August 14, 2008, for permission to use municipal roadways for the 2008 Bicycle Rally be approved, provided that traffic flow within the Township of Severn will not be unreasonably impeded during the event and that residents and businesses will be accommodated with a minimum of inconvenience;*

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*AND FURTHER THAT the Committee be encouraged to place volunteers at all major intersections in order to ensure the safety of all participants;*

*AND FURTHER THAT the Committee be encouraged to advertise in the local newspaper prior to the event ensuring that area residents and businesses are aware of the times and locations of the route to alleviate traffic and safety concerns;*

*AND FURTHER THAT the Committee be requested to forward a copy of a Certificate of Liability Insurance in the amount of \$2 million naming the Township of Severn as an additional insured prior to the September 10, 2008 event.*

*CARRIED*

County of Simcoe, 08/17/08, with respect to Rural Connections Opportunity.

*MOTION CSC082708-19:*

*Moved by Member Sled and seconded by Member Marriott that correspondence from the County of Simcoe, dated August 17, 2008, with respect to Rural Connections for High Speed Internet Services be received;*

*AND FURTHER THAT the County of Simcoe be advised that the Township of Severn supports this initiative.*

*CARRIED*

Canadian Heritage, 07/28/08, with respect to Grant Requirements – Festivals and Anniversaries.

*MOTION CSC082708-20:*

*Moved by Member Beach and seconded by Member Taylor that correspondence from the Canadian Heritage, dated July 28, 2008, with respect to Grant Requirements for Festivals and Anniversaries be received;*

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*AND FURTHER THAT requests for support be considered for “in kind” support only.*

*CARRIED*

Mayor Sled with respect to Memorial Tribute – Councillor Shirley McDougall.

MOTION CSC082708-21: *Moved by Member Sled and seconded by Member Marriott that a memorial plaque for Councillor McDougall be presented to ODAS Park by the Township of Severn at the Orillia Fall Fair.*

*CARRIED*

Recessed                    12:00 p.m.  
Reassembled            12:30 p.m.

#### **COMMITTEE UPDATES**

Member Taylor updated the Committee on the following matters:

- Source Water Protection Authority Committee
- Simcoe County District School Board Review Committee

Member Coyle updated the Committee on the following matters:

- Orillia Public Library Board
- Washago Community Centre
- Ontario’s Lake Country

Member Sled updated the Committee on the following matters:

- Common Interest Committee
- County of Simcoe
- Orillia Hospital Board

Member Beach updated the Committee on the following matters:

- Coldwater Centennial Committee

#### **UNLISTED ADDITIONS**

- “NIL”

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**CONFIDENTIAL AGENDA**

Motion to close the meeting to the public.

MOTION CSC082708-22: *Moved by Member Sled and seconded by Member Marriott that this meeting be and it is hereby now closed to the public pursuant to the Municipal Act, S.O. 2001, Chapter 25, Section 239.(2) for the purposes of considering:*

- (a) personal matters about an identifiable individual, including municipal or local board employees;*
- (b) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards; and*
- (c) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

*CARRIED*

**- CONFIDENTIAL -**

Motion to reopen the meeting to the public.

MOTION CSC082708-23: *Moved by Member Beach and seconded by Member Taylor that this meeting be and it is hereby now reopened to the public.*

Confidential Corporate Services Report No. C08-050, 08/19/08, with respect to Proposed Boyd Road Closing.

MOTION CSC082708-27: *Moved by Member Sled and seconded by Member Marriott that Confidential Corporate Services Report No. C08-050, dated August 19, 2008, with respect to the Proposed Boyd Road Closing be received;*

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*AND FURTHER THAT staff be directed to continue dialogue with CN as discussed at this meeting.*

*CARRIED*

Confidential Administration Report No. A08-034, 08/18/08, with respect to Area 3 Servicing.

*MOTION CSC082708-24:* *Moved by Member Sled and seconded by Member Marriott that Confidential Administration Report No. A08-035, dated August 18, 2008, with respect to Area 3 Servicing be received; AND FURTHER THAT staff be authorized to continue to meet with representatives with respect to this matter and report back to Council as required.*

*CARRIED*

Confidential Administration Report No. A08-035, 08/18/08, with respect to Records Management Position.

*MOTION CSC082708-28:* *Moved by Member Marriott and seconded by Member Sled that Confidential Administration Report No. A08-035, dated August 18, 2008, with respect to the Records Management Position be received; AND FURTHER THAT staff be authorized to hire a full-time Administrative Assistant/Records Clerk; AND FURTHER THAT the Township of Severn increase its full-time compliment by one Administrative Assistant position; AND FURTHER THAT the newly created position be filled as required.*

*CARRIED*

Confidential Administration Report No. A08-036, 08/18/08, with respect to Doyle/Smith vs. Township of Severn.

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MOTION CSC082708-29: *Moved by Member Beach and seconded by Member Taylor the Confidential Administration Report No. A08-036, dated August 18, 2008, with respect to Doyle/Smith vs. Township of Severn be received;  
AND FURTHER THAT staff be directed to proceed as discussed at this Committee Meeting.*

*CARRIED*

Russell, Christie LLP, Barristers and Solicitors, 08/18/08, with respect to Township of Severn vs. Finley et al.

MOTION CSC082708-30: *Moved by Member Sled and seconded by Member Marriott that correspondence received from Russell, Christie, et al, dated August 18, 2008, with respect to Township of Severn vs. Findlay et al be received;  
AND FURTHER THAT staff be directed to proceed as discussed at this Committee Meeting.*

*CARRIED*

Russell, Christie, LLP, Barristers and Solicitors, 08/21/08, with respect to MAQ/Walker – Haul Route Agreements.

MOTION CSC082708-25: *Moved by Member Beach and seconded by Member Taylor that correspondence received from Russell, Christie, et al, dated August 21, 2008, with respect to the MAQ/Walker Haul Route Agreements be received;  
AND FURTHER THAT the Ministry of Natural Resources be advised that the Township of Severn has no objection to a temporary increase of 300,000 tonnes for Walker Aggregates to a total of 1.3 million tonnes for 2008.*

*CARRIED*

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MOTION CSC082708-25:

*Moved by Member Sled and seconded by Member Beach that correspondence received from Russell, Christie, et al dated August 21, 2008, with respect to the MAQ/Walker Haul Route Agreements be received;*

*AND FURTHER THAT recommendations contained in this correspondence be approved and the amended Agreements be forwarded to Severn Township Council for its consideration;*

*AND FURTHER THAT the applicants be directed to provide formal written confirmation from M.T.O. for approval of the engineered designs for Nichols Line and Highway No. 11 upon execution of the Agreements.*

*CARRIED*

Motion to adjourn.

MOTION CSC082708-31:

*Moved by Member Sled and seconded by Member Marriott that this meeting be and it is hereby now adjourned.*

Adjournment      2:50 p.m.

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Frank Coyle  
Chair

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Sharon R. Goerke  
Deputy Clerk