

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE  
HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE,  
WEDNESDAY, FEBRUARY 20, 2008 AT 9:00 A.M.

---

PRESENT:	Chair	Frank Coyle
	Members	Doug Beach Judith Cox Karen Marriott Shirley McDougall (part of meeting) Phil Sled Mark Taylor
STAFF:	Director of Public Works	Clayton Cameron (part of meeting)
	Director of Fire and Emergency Services	Eric Dowell (part of meeting)
	Deputy Clerk	Sharon Goerke
	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**

- "NIL"

**DELEGATIONS**

Kim Madore, Social Director, ATV Club with respect to Use of Township Roadways.

February 20, 2008

MOTION CSC022208-01:

*Moved by Member Cox and seconded by Member Marriott that a presentation of the ATV Club with respect to the use of Township Roadways be received;  
AND FURTHER THAT the Club be requested to submit mapping outlining the exact portions of Township roads required and support from the area snowmobile clubs;  
AND FURTHER THAT the O.P.P. be requested to report on enforcement and safety of the ATV's on Township roads.*

*CARRIED*

Inspector Terry Wright, Ontario Provincial Police, with respect to Year End Report.

MOTION CSC02208-02:

*Moved by Member Cox and seconded by Member Marriott that a presentation of the Ontario Provincial Police with respect to the Year End Report be received as information.*

*CARRIED*

MOTION CSC022008-04:

*Moved by Member Taylor and seconded by Member Beach that staff be requested to report on a charge for false alarms responded to by the O.P.P.*

*CARRIED*

Bob Murrell, Pepi Haulage, with respect to Sewage Disposal in Ontario.

MOTION CSC022008-03:

*Moved by Member McDougall and seconded by Member Beach that a presentation of Pepi Haulage with respect to sewage disposal in Ontario be received as information;*

February 20, 2008

*AND FURTHER THAT Members of Council be authorized to attend a future meeting with the Association, with expenses.*

*CARRIED*

Recessed            10:25 a.m.  
Reassembled       10:30 a.m.

**REPORTS FROM OFFICIALS (*for information*)**

Fire Report for the Months of January 2008.

*MOTION CSC022008-08:*        *Moved by Member Beach and seconded by Member Taylor that Fire Report for the month of January 2008 be received as information.*

*CARRIED*

**REPORTS FROM OFFICIALS (*for direction*)**

**Planning and Development**

- “NIL”

**Recreation and Facilities**

Recreation Report No. R08-002, 02/19/08, with respect to Lighting – Washago Community Centre Parking Lot.

*MOTION CSC022008-05:*        *Moved by Member Cox and seconded by Member McDougall that Recreation Report No. R08-002, dated February 19, 2008, with respect to lighting for the Washago Community Centre parking lot be received;*  
*AND FURTHER THAT Option No. 3 be approved with respect to this matter, provided the cost includes a timer for the light.*

*CARRIED*

February 20, 2008

**Public Works**

Public Works Report No. W08-010, 02/12/08, with respect to Coldwater Horticultural Society – Entrances to Coldwater.

MOTION CSC022008-06:            *Moved by Member Cox and seconded by Member Marriott that Public Works Report No. W08-010, dated February 12, 2008, with respect to the entrances to Coldwater be received; AND FURTHER THAT the 2008 grant request by the Coldwater Horticultural Society be approved in the amount of \$500.00; AND FURTHER THAT Report No. W08-010 be forwarded to the Society for information.*

*CARRIED*

Public Works Report No. W08-011, 02/19/08, with respect to 2008 Road Construction Projects.

MOTION CSC022008-07:            *Moved by Member Sled and seconded by Member Marriott that Public Works Report No. W08-011, dated February 19, 2008, with respect to 2008 Road Construction Projects be received; AND FURTHER THAT works on South Sparrow Lake Road commence in 2008 as provided in the road construction budget.*

*CARRIED*

**Fire and Emergency Services**

Fire Report No. F08-040, 02/19/08, with respect to Rescue Vehicle Tenders.

MOTION CSC022008-30:            *Moved by Member Cox and seconded by Member Beach that Fire Report No. F08-040, dated February 19, 2008, with respect to Rescue Vehicle Tenders be received;*

February 20, 2008

*AND FURTHER THAT the tender from Oro Design & Manufacturing Ltd. be accepted at a purchase price of \$124,285.35, including GST.*

*CARRIED*

Fire Report No. F08-041, 02/14/08, with respect to Fees and Charges By-law – Motor Vehicle Accidents.

MOTION CSC022008-09: *Moved by Member McDougall and seconded by Member Taylor that no action be taken on Fire Report No. F08-041, dated February 14, 2008, with respect to fees and charges for motor vehicle accidents.*

*CARRIED*

### **Corporate Services**

Director of Corporate Services, with respect to 2008 Budget Review.

MOTION CSC022008-31: *Moved by Member Taylor and seconded by Member Beach that the capital projects for the Fire Department with a reduction of \$10,000.00 for a total of \$2,500.00 for firehall renovations and the removal of \$15,000.00 for the boat/motor and trailer for a total of \$242,500.00, be adopted.*

*CARRIED*

MOTION CSC022008-32: *Moved by Member Sled and seconded by Member Marriott that the 2008 budget including capital expenditures be adopted, as amended by this Committee;  
AND FURTHER THAT the Clerk be directed to give Notice of Council's intent to adopt the 2008 budget;*

February 20, 2008

*AND FURTHER THAT the Deputy Clerk be directed to prepare the necessary Draft By-laws for consideration of Council.*

*CARRIED*

*MOTION CSC022008-33:* *Moved by Member Taylor and seconded by Member Beach that the cost of completion of a Traffic Study for the Westshore Area be designated from Development Charges.*

*CARRIED*

Children's Safety Village, 02/15/08, with respect to 2008 Grant Funding.

*MOTION CSC022008-24:* *Moved by Member Sled and seconded by Member Marriott that a request of the Children's Safety Village, dated February 15, 2008, for 2008 grant funding be denied.*

*CARRIED*

Severn Township Public Library Board, with respect to 2008 Grant Request.

*MOTION CSC022008-25:* *Moved by Member Cox and seconded by Member Marriott that a letter from the Severn Township Public Library Board, dated February 18, 2008, be received;*  
*AND FURTHER THAT the 2008 grant be approved in the amount of 151,235.00.*

*CARRIED*

Orillia and Area Physician Recruitment and Retention Committee, 02/18/08, with respect to Grant Funding.

February 20, 2008

MOTION CSC022008-26: *Moved by Member Sled and seconded by Member Marriott that a request of the Orillia and Area Physician Recruitment & Retention Committee, dated February 18, 2008, for 2008 grant funding be denied as all requests for grant funding are required to be submitted by December 31<sup>st</sup> of the previous year in accordance with Township Policy.*

*CARRIED*

Director of Corporate Services, with respect to Animal Control Contract.

MOTION CSC022008-27: *Moved by Member Sled and seconded by Member Marriott that the Animal Contract with the Ontario SPCA be renegotiated by staff as discussed at this meeting.*

*CARRIED*

Simcoe County Triple "A" Hockey, 02/07/08, with respect to Reduction of Rental Rates – Coldwater Community Centre.

MOTION CSC022008-28: *Moved by Member Sled and seconded by Member Marriott that a request of the Simcoe County Senior Triple "A" Hockey for a reduction in ice rental rates and a split of bar receipts at the Coldwater Community Centre be denied.*

*CARRIED*

### **Administration**

Administration Report No. A08-011, 01/28/08, with respect to Renovations/Additions to the Administration Building.

MOTION CSC022008-29: *Moved by Member Beach and seconded by Member Taylor that Administration Report No. A08-011, dated January 28, 2008, with respect to Renovations/Addition to the Administration Building be received;*

February 20, 2008

*AND FURTHER THAT staff be requested to report on the use of portables in lieu of renovations and the re-location and cost of a new building for further consideration.*

*CARRIED*

Administration Report No. A08-005, 01/18/08, with respect to Annual Christmas Dinner.

*MOTION CSC022008-10:*

*Moved by Member Cox and seconded by Member Marriott that Administration Report No. A08-005, dated January 18, 2008, with respect to Annual Christmas Dinner Invitations be received; AND FURTHER THAT part-time employees who are employed for a period of six months without any restrictions due to hours be invited to the annual Christmas Dinner and Dance.*

*CARRIED*

Administration Report No. A08-012, 01/26/08, with respect to 2008 Corporate Christmas Closure.

*MOTION CSC022008-11:*

*Moved by Member Marriott and seconded by Member Sled that Administration Report No. A08-012, dated January 29, 2008, with respect to the 2008 Corporate Closure be received; AND FURTHER THAT the Administration Office be closed from December 24, 2008 at 12 noon until January 5, 2009 in order to accommodate the closure.*

*CARRIED*

Administration Report No. A08-015, 02/12/08, with respect to an RFP – Recreation Master Plan.

February 20, 2008

MOTION CSC022008-12:

*Moved by Member McDougall and seconded by Member Taylor that Administration Report No. A08-015, dated February 12, 2008, with respect to an RFP – Recreation Master Plan be received; AND FURTHER THAT the Draft Terms of Reference be adopted as reviewed by this Committee; AND FURTHER THAT staff be authorized to receive RFP's for the completion of a Recreation Master Plan for further consideration of Council.*

*CARRIED*

**CORRESPONDENCE (for information)**

County of Simcoe, 02/12/08, with respect to Draft Forest Conservation By-law.

MOTION CSC022008-13:

*Moved by Member Cox and seconded by Member Marriott that a letter from the County of Simcoe, dated February 12, 2008, with respect to the Draft Forest Conservation By-law be received as information.*

*CARRIED*

**CORRESPONDENCE (for direction)**

Simcoe County District School Board, 01/29/08, with respect to an Accommodation Review Committee Representation.

MOTION CSC022008-14:

*Moved by Member Sled and seconded by Member Marriott that a letter from the Simcoe County District School Board, dated January 29, 2009, with respect to an Accommodation Review Committee be received; AND FURTHER THAT the representative for Severn Township be invited to a future meeting to further discuss this matter.*

*CARRIED*

February 20, 2008

Coldwater Centennial Committee, 02/04/08, with respect to Display of Flags and Hanging Flower Plants.

MOTION CSC022008-15: *Moved by Member Sled and seconded by Member Marriott that a request of the Coldwater Centennial Committee, dated February 4, 2008, for use of the downtown core light posts to support the Centennial Flags and the placement of hanging flower pots be approved, provided that Township staff are not required for maintenance and there is no cost to the municipality.*

*CARRIED*

County of Simcoe, 02/04/08, with respect to a Lease Agreement – Land Ambulance Station.

MOTION CSC022008-16: *Moved by Member Cox and seconded by Member Marriott that a letter from the County of Simcoe, dated February 4, 2008, with respect to the Lease Agreement for Fire Station No. 3 be received; AND FURTHER THAT staff be authorized to respond to the inquires for the applicable documents with respect to this matter; AND FURTHER THAT the County of Simcoe be advised that the 2008 Lease Agreement will be increased 4.75% for the current year.*

*CARRIED*

Simcoe County Farm Fresh Marketing Association, 01/31/08, with respect to 2008 grant funding.

MOTION CSC022008-17: *Moved by Member Sled and seconded by Member Cox that a request of Simcoe County Farm Fresh Marketing Association, dated January 31, 2008, for 2008 grant funding be denied;*

February 20, 2008

*AND FURTHER THAT the Association be advised that it is a policy of the Township of Severn that all requests for grant funding are to be received prior to December 31<sup>st</sup> of the preceding year for consideration during annual budget deliberations.*

*CARRIED*

Southeast Georgian Bay Chamber of Commerce, 02/12/08, with respect to placement of an Advertisement.

*MOTION CSC022008-18:* *Moved by Member Cox and seconded by Member Marriott that no action be taken on a request of the Southeast Georgian Bay Chamber of Commerce dated February 12, 2008, for the placement of an advertisement in the Business Directory.*

*CARRIED*

Susan Laughlin, with respect to Volunteer at the Coldwater Community Centre.

*MOTION CSC022008-19:* *Moved by Member Cox and seconded by Member Marriott that a Hold Harmless Agreement from Mrs. Laughlin with respect to a volunteer at the Coldwater Community Centre be received; AND FURTHER THAT Alex Laughlin be appointed as a Volunteer on behalf of the Township of Severn at the Coldwater Community Centre.*

*CARRIED*

Coldwater Studio Tour, 02/12/08, with respect to 2008 Grant Funding.

*MOTION CSC022008-23:* *Moved by Member Sled and seconded by Member Beach that a request of the Coldwater Studio Tour Group, dated February 12, 2008, for 2008 grant funding be denied;*

February 20, 2008

*AND FURTHER THAT the group be advised that the pole barn may be available at no rental costs, subject to the approval of the Coldwater Agricultural Society, for the 2008 events; AND FURTHER THAT the group be required to submit a Certificate of Liability Insurance in the amount of \$2 million as required under Township policy.*

*CARRIED*

### **COMMITTEE UPDATES**

Member Sled updated the Committee on the following issues:

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

Member Coyle updated the Committee on the following issues:

- Washago Community Centre
- Ontario's Lake Country
- Orillia Public Library
- County of Simcoe

Member Cox updated the Committee on the following issues:

- Severn Library Board
- Penetanguishene Turkey Slide

Recessed: 12:40 p.m.

Reassembled 1:17 p.m.

### **UNLISTED ADDITIONS**

- "NIL"

### **CONFIDENTIAL AGENDA**

Motion to close the meeting to the public.

February 20, 2008

MOTION CSC022008-20:

*Moved by Member Marriott and seconded by Member McDougall that this meeting be and it is hereby closed to the public pursuant to the Municipal Act, S.O. 2001, Chapter 25, Section 239.(2), for the purpose of considering personal matters about an identifiable individual, including municipal or local board employees.*

*CARRIED*

**- CONFIDENTIAL -**

Motion to reopen the meeting to the public.

MOTION CSC022008-21:

*Moved by Member McDougall and seconded by Member Marriott that this meeting be and it is hereby reopened to the public.*

*CARRIED*

Administration Report No. A08-016, 02/15/08, with respect to Severn Township Public Library Board Appointment.

MOTION CSC022008-22:

*Moved by Member Cox and seconded by Member Marriott that Confidential Administration Report No. A08-016, dated February 15, 2008, be received;  
AND FURTHER THAT Dan Bradford be appointed as a member of the Severn Township Public Library Board;  
AND FURTHER THAT the Deputy Clerk be directed to prepare a Draft By-law for consideration of Council.*

*CARRIED*

Motion to adjourn.

February 20, 2008

MOTION CSC022008-34:

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

*CARRIED*

Adjournment - 4:26 p.m.

---

Frank Coyle  
Chair

---

Sharon R. Goerke  
Deputy Clerk