

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, AUGUST 24, 2016 AT 9:00 A.M.

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PRESENT:	Chair	Jane Dunlop
	Members	John Betsworth Mike Burkett Judith Cox Ron Stevens Mark Taylor Donald Westcott
STAFF:	Director of Fire & Emergency Services	Tim Cranney (part of meeting)
	Director of Planning & Development	Andrew Fyfe
	Clerk	Sharon Goerke
	Director of Corporate Services/Treasurer	Andrew Plunkett
	Acting Director of Public Works	Eric Marshall (part of meeting)
	Chief Administrative Officer	W. Henry Sander
	Utilities Supervisor	Laura Smit (part of meeting)
	Manager of Recreation & Facilities	Patricia Harwood (part of meeting)

**CALL TO ORDER**

Chair Dunlop called the meeting to order.

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

- "NIL"

## **DELEGATIONS**

Adrian Mauro, Chamberlain Architectural Services Ltd. with respect to the Westshore Recreation Facility.

*MOTION CSC082416-01:* *Moved by Member Stevens and seconded by Member Westcott that a presentation of Chamberlain Architectural Services Ltd. with respect to the Westshore Recreation Facility be received;*  
*AND FURTHER THAT the conceptual plan be adopted as presented with the following changes and requests for additional information:*

- a) Switching of the library space with the meeting room space to accommodate a common room space in lieu of a library;*
- b) The addition of an outdoor access to the storage area;*
- c) Include the addition of change rooms and 2 showers areas;*
- d) The cost of wiring for a generator while building the facility;*
- e) The catering kitchen to be included as designed; and*
- f) That the structure be designed for post-disaster usage including the generator.*

**CARRIED**

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

Fire Reports for the Months of June & July 2016.

Public Works Report No. W16-027, 08/02/2016, with respect to the DWQMS – Management Review Meeting Minutes.

Public Works Report No. W16-029, 08/15/2016, with respect to the Entrance – Hampshire Mills Line & Fire Permits.

Corporate Services Report No. C16-032, 07/26/2016, with respect to the Election Act Amendments – Bill 181.

Corporate Services Report No. C16-034, 07/27/2016, with respect to the Election Act Amendments - Ranked Ballots.

Planning Report No. P16-041, 08/15/2016, with respect to the Building Permit Surveys.

*MOTION CSC082416-02:* *Moved by Member Taylor and seconded by Member Burkett that the following Reports from Officials be received as information:*

- a) Fire Reports for the Months of June & July 2016;*

- b) *Public Works Report No. W16-027, 08/02/2016, with respect to DWQMS – Management Review Meeting Minutes;*
- c) *Public Works Report No. W16-029, 08/15/2016, with respect to Entrance – Hampshire Mills Line & Fire Permits;*
- d) *Corporate Services Report No. C16-032, 07/27/2016, with respect to Election Act Amendments - Bill 181;*
- e) *Corporate Services Report No. C16-034, 07/27/2016, with respect to Election Act Amendments - Ranked Ballots; and*
- f) *Planning Report No. P16-041, 08/15/2016, with respect to Building Permit Surveys.*

**CARRIED**

Corporate Services Report No. C16-034, 07/27/2016, with respect to the Election Act Amendments – Ranked Ballots.

*MOTION CSC082416-03:* *Moved by Member Stevens and seconded by Member Cox that the 2018 election be conducted with regular ballots and tabulators.*

**CARRIED**

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

### **Planning and Development**

“NIL”

Recess                      10:55 a.m.  
Reassembled              11:00 a.m.

### **Recreation and Facilities**

Recreation Report No. R16-047, 08/03/2016, with respect to Grant Applications for Capital Funding.

*MOTION CSC082416-05:* *Moved by Member Cox and seconded by Member Stevens that Recreation Report No. R16-047, dated August 3, 2016, with respect to Grant Applications for Grant Funding be received; AND FURTHER THAT the recommendations outlined in this report be accepted and implemented in the 2017 budget considerations for Grant Applications for Capital Funding.*

**CARRIED**

Recreation Report No R16-049, 08/03/2016, with respect to Agreements for Township of Severn Rentals.

MOTION CSC082416-06: *Moved by Member Betsworth and seconded by Member Taylor that Recreation Report No. R16-049, dated August 3, 2016, with respect to Agreements for Township of Severn Rentals be received;*  
*AND FUTHER THAT the Manager of Recreation & Facilities be authorized to sign Facility Permits for the Coldwater & District Community Centre, Halls, Parks, and Sports fields not requiring additional approvals of Township Council;*  
*AND FURTHER THAT Appendices "23" and "26" be deleted from the Corporate Policy Manual;*  
*AND FURTHER THAT the Agreement for main ice users, facility permits for the Coldwater & District Community Centre Halls, Parks and Sports fields, Application for Ice Time and Application for Floor Time be incorporated into the Corporate Policy Manual.*

CARRIED

## **Public Works**

Public Works Report No. W16-026, 07/29/2016, with respect to the Salt Management Plan.

MOTION CSC082416-07: *Moved by Member Cox and seconded by Member Westcott that Public Works Report No. W16-026, dated July 29, 2016, with respect to a Salt Management Plan be received;*  
*AND FURTHER THAT the changes outlined in this report be adopted;*  
*AND FURTHER THAT the Corporate Policy Manual be updated to reflect the changes.*

CARRIED

Public Works Report No. W16-030, 08/17/2016, with respect to Bids - 4x4 Truck (Utilities).

MOTION CSC082416-08: *Moved by Member Cox and seconded by Member Betsworth that Public Works Report No. W16-030, dated August 17, 2016, with respect to Bids — 4 X 4 Utilities Truck be received;*  
*AND FURTHER THAT the bid from Tom Smith Chevrolet Buick GMC be accepted;*

*AND FURTHER THAT the trade in allowance of \$6,500.00 also be accepted and the vehicle be dispensed of by trade in to Tom Smith.*

*CARRIED*

Public Works Report No. W16-031, 08/15/2016, with respect to Micro-monitoring Project Update.

*MOTION CSC082416-09:* *Moved by Member Burkett and seconded by Member Taylor that Public Works Report No. W16-031, dated August 15, 2016, with respect to a Micro-Monitoring Project Update be received;*  
*AND FURTHER THAT the report be forwarded to C.C. Tatham for use in developing the Growth Management Strategy.*

*CARRIED*

### **Fire & Emergency Services**

Fire Report No. F16-006, 08/15/2016, with respect to Fire Station #3 Roof.

*MOTION CSC082416-10:* *Moved by Member Burkett and seconded by Member Taylor that Fire Report No. F16-006, dated August 15, 2016, with respect to the Fire Station #3 be received;*  
*AND FURTHER THAT the shingle roof replacement for Fire Station #3 be completed in 2016;*  
*AND FURTHER THAT a request for quotations be prepared to complete the work.*

*CARRIED*

### **Corporate Services**

Corporate Services Report No. C16-035, 08/15/2016, with respect to Development Charge Annual Indexing.

*MOTION CSC082416-11:* *Moved by Member Stevens and seconded by Member Westcott that Corporate Services Report No. C16-035, dated August 15, 2016, with respect to Development Charge Annual Indexing be received;*  
*AND FURTHER THAT a By-law to index the Development Charges be forwarded to the next Council Meeting.*

*CARRIED*

Corporate Services Report No. C16-036, 08/15/2016, with respect to Ontario Community Infrastructure Fund (OCIF) Top Up Application.

MOTION CSC082416-12: *Moved by Member Cox and seconded by Member Westcott that Corporate Services Report No. C16-036, dated August 15, 2016, with respect to Ontario Community Infrastructure Fund (OCIF) Top of Application; AND FURTHER THAT the Laughlin Bridge be submitted as the Township of Severn's priority for the OCIF Top Up.*

CARRIED

Corporate Services Report No. C16-037, 08/15/2016, with respect to Ward 3 Councillor - ODAS Park / Committee Chairs & Municipal Accessibility Committee.

MOTION CSC082416-13: *Moved by Member Betsworth and seconded by Member Burkett that Corporate Services Report No. C16-037, dated August 15, 2016, with respect to Councillor Ward 3 – ODAS park / Committee Chairs and the Municipal Accessibility Committee be received; AND FURTHER THAT Councillor Betsworth be appointed as the Township's representative on the Board of Directors for ODAS Park. AND FURTHER THAT Councillor Betsworth be appointed as Chair of the Planning & Development Committee for 2016/2017; AND FURTHER THAT staff be authorized to recruit a new member of the Municipal Accessibility Committee to fill the vacant position.*

CARRIED

Corporate Services Report No. C16-038, 08/18/2016, with respect to 4994 Shady Lane - Well / Encroachment.

MOTION CSC082416-14: *Moved by Member Westcott and seconded by Member Cox that Corporate Services Report No. C16-038, dated August 18, 2016, with respect to 4994 Shady Lane – Well / Encroachment be received; AND FURTHER THAT staff be directed to proceed as outlined in this report.*

CARRIED

## **Administration**

Administration Report No. A16-015, 08/12/2016, with respect to a Strategic Plan.

*MOTION CSC082416-15:* *Moved by Member Taylor and seconded by Member Burkett that Administration Report No. A16-015, dated August 12, 2016, with respect to a Strategic Plan be received; AND FURTHER THAT the following dates be set to complete the Plan:*

- *Monday, October 3, 2016 at 6:00 pm*
- *Monday October 24, 2016 at 6:00 pm*

*CARRIED*

Administration Report No. A16-017, 08/12/2016, with respect to the Fairgrounds Roads Traffic Lights.

*MOTION CSC082416-16:* *Moved by Member Burkett and seconded by Member Betsworth that Administration Report No. A16-017, dated August 12, 2016, with respect to the Fairgrounds Road Traffic Lights be received; AND FURTHER THAT the Township supports in principle the MTO EA Study for Highway 12 in the Fairgrounds Road area; AND FURTHER THAT the Township support the installation of traffic lights at the Highway 12 and Fairgrounds Road intersection for safety reasons.*

*CARRIED*

## **CORRESPONDENCE (for information)**

Hydro One Networks, 07/29/2016, with respect to Save on Energy Program.

Sustainable Severn Sound, 08/04/2016, with respect to Website Development & Sustainability Speaker Series.

Sustainable Severn Sound, 07/07/2016, with respect to the Steering Committee Meeting - July 7, 2016.

Member Stevens with respect to Cumberland Beach Ratepayers Association.

Severn Township Public Library Board with respect to City of Orillia Library Services Contract.

Couchiching Conservancy with respect to Re-Opening - 1485 Division Road West.

MOTION CSC082416-17: *Moved by Member Cox and seconded by Member Stevens that the following correspondence be received as information:*

- a) *Hydro One Networks, 07/29/16, with respect to the Energy Program;*
- b) *Sustainable Severn Sound, 08/04/2016, with respect to the Website Development & Sustainability Speaker Series;*
- c) *Sustainable Severn Sound, 07/07/2016, with respect to the Steering Committee Meeting - July 7, 2016;*
- d) *Member Stevens with respect to the Cumberland Beach Ratepayers Association;*
- e) *Severn Township Public Library Board, 08/09/2016, with respect to an Orillia Library Contract; and*
- f) *Couchiching Conservancy with respect to a Re-Opening - 1485 Division Road West, September 8, 2016.*

*CARRIED*

**CORRESPONDENCE (for direction)**

Director of Corporate Services with respect to Budget Meeting Dates.

MOTION CSC082416-18: *Moved by Member Betsworth and seconded by Member Taylor that the following Corporate Services Committee Meeting Dates be scheduled for 2017 Budget Deliberations:*

- *Monday, November 21, 2016 at 6:00 pm*
- *Monday, November 28, 2016 at 9:00 am*

*CARRIED*

City of Oshawa, 08/10/2016, with respect to Support of GM Autoplex in Oshawa.

MOTION CSC082416-19: *Moved by Member Burkett and seconded by Member Betsworth that a letter from the City of Oshawa, dated August 10, 2016, with respect to the GM Autoplex be received; AND FURTHER THAT this Council support the continued production at the GM Autoplex as outlined in this correspondence.*

*CARRIED*



Garry Perryman, 07/05/2016, with respect to Minor Hockey in Coldwater.

MOTION CSC082416-20: *Moved by Member Cox and seconded by Member Stevens that a letter from Garry Perryman, dated July 5, 2016, with respect to hockey at the Coldwater Community Centre be received; AND FURTHER THAT Mr. Perryman be advised that the hockey league is still under contract with the municipality and paying full rates for use of this facility.*

CARRIED

Michael Schweigert, 07/24/2016, with respect to Tower Line Road.

MOTION CSC082416-21: *Moved by Member Taylor and seconded by Member Burkett that a letter from Michael Schweigert, dated July 24, 2016, with respect to Tower Line Road be received; AND FURTHER THAT Mr. Schwiegert be advised that the Tower Line Road is not under the jurisdiction of the Township of Severn; AND FURTHER THAT staff forward the details of municipal roads standards for information.*

CARRIED

Baxter/Severn ATV Club, 08/03/2016, with respect to Use of the Uhthoff Trail – Coldwater.

MOTION CSC082416-22: *Moved by Member Betsworth and seconded by Member Taylor that a letter from the Baxter ATV Club, dated August 3, 2016, with respect to use of a portion of the Uhthoff Trail be received; AND FURTHER THAT the Club be advised that is accordance with Section 3 of By-law No. 2006-35, as amended, ATV's are not permitted on Uhthoff Trail.*

CARRIED

Coldwater & District Agricultural Society with respect to the Coldwater Fall Fair:

- (a) Demolition Derby
- (b) Coldwater Arena Setup
- (c) Water Truck

MOTION CSC082416-23: *Moved by Member Burkett and seconded by Member Taylor that correspondence received from the Coldwater Agricultural Society be received; AND FURTHER THAT the Fire Department be authorized to attend the Parade to be held on Friday, September 23, 2016;*

*AND FURTHER THAT the request for Fire Department attendance at the Demolition Derby on September 23, 2016 be approved and the cost to provide this service be and it is hereby waived;*  
*AND FURTHER THAT the Society be requested to contact the Fire Chief, in writing, prior to the event to make arrangements for fire equipment and personnel and to ensure procedures for fire safety are adhered to during the event;*  
*AND FURTHER THAT the request for use of the water truck for track maintenance be approved;*  
*AND FURTHER THAT the requests for setup of the facility and fairgrounds be approved.*

**CARRIED**

Winston Budden with respect to a 4-Way Stop - Uhthoff Line & Thorburn Road.

*MOTION CSC082416-24:* *Moved by Member Stevens and seconded by Member Westcott that a request of Winston Budden, dated August 4, 2016, for a 4-Way Stop at the intersection of Uhthoff Line and Thorburn Road be denied;*  
*AND FURTHER THAT Mr. Budden be requested to contact the OPP for enforcement of the speed limit.*

**CARRIED**

Robert Seal, 07/11/2016, with respect to Parking - Severn Falls.

*MOTION CSC082416-25:* *Moved by Member Betsworth and seconded by Member Taylor that a letter from Robert Seal, dated July 11, 2016, with respect to parking in Severn Falls be referred to staff for a report.*

**CARRIED**

Courtney Baker, 08/16/2016, with respect to Share the Road – Cycling.

*MOTION CSC082416-04:* *Moved by Member Cox and seconded by Member Stevens that a letter from Courtney Baker, dated, August 16, 2016, with respect to Share the Road – Cycling be received;*  
*AND FURTHER THAT two “Share the Road” signs be placed on Telford Line;*  
*AND FURTHER THAT staff report on signs for designated cycling routes.*

**CARRIED**

Severn Sound Environmental Association with respect to Keith Sherman Retirement Dinner - September 7, 2016.

MOTION CSC082416-26: *Moved by Member Cox and seconded by Member Stevens that the following be authorized to attend the Retirement Dinner for Keith Sherman, Severn Sound Environmental Association to be held September 7, 2016:*

- *Mayor Burkett*
- *Councillor Taylor*
- *Councillor Dunlop*
- *Councillor Stevens*
- *Katie Mandeville*
- *Sharon Goerke*
- *Deputy Mayor Cox*

*CARRIED*

Marchmont School Crossing, 08/22/2016.

MOTION CSC082416-27: *Moved by Member Burkett and seconded by Member Taylor that a letter from Ian Eckstein, dated August 22, 2016, with respect to the Marchmont Public School be received; AND FURTHER THAT Mr. Eckstein be advised of the actions completed by the Township to-date; AND FURTHER THAT staff be authorized to meet with the parties involved if required.*

*CARRIED*

## **COMMITTEE UPDATES**

Member Westcott updated members on the following items:

- Washago Community Centre
- Washago Centennial Park Drainage
- Sparrow Lake Ratepayers Association
- Washago Digital Sign
- Washago Dock

Member Stevens updated members on the following items:

- Severn Sound Environmental Association
- Art on the Severn
- Timberline Park
- Cumberland Beach Ratepayers Association

Member Cox updated members on the following items:

Washago Artists  
AMO Conference

Member Burkett updated members on the following items:

County of Simcoe  
Severn Fire Department  
Village Players  
Oro Barrie Airport  
African Church Dedication  
AMO Conference

Member Taylor updated members on the following items:

Segbay Golf Tournament  
Director of Public Works Position  
Matchedash Community Heritage Centre

Member Dunlop updated members on the following items:

Severn Library Board  
Segbay Golf Tournament  
AMO Conference

### **Reports from Officials**

Confidential Administration Report No. A16-016 with respect to a Performance Evaluation.

MOTION CSC082416-28: *Moved by Member Stevens and seconded by Member Westcott that Confidential Administration Report No. A16-016, dated August 12, 2016, with respect to a Performance Evaluation be received;  
AND FURTHER THAT the employee be moved to Step 5 of Band 5 as per the direction of this report.*

### **Correspondence**

- "NIL"

### **ADJOURNMENT – 1:25 p.m.**

Motion to adjourn.

MOTION CSC082416-29: *Moved by Member Stevens and seconded by Member Westcott that this meeting be and it is hereby now adjourned.*

**CARRIED**

August 24, 2016

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Jane Dunlop  
Chair

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Sharon R. Goerke  
Clerk