

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, MAY 25, 2016 AT 9:00 A.M.

PRESENT:	Chair	Jane Dunlop
	Members	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
	Manager of Recreation and Facilities	Patricia Harwood (part of meeting)
	Acting Director of Public Works	Eric Marshall (part of meeting)
	Director of Corporate Services/Treasurer	Andrew Plunkett
	Chief Administrative Officer	W. Henry Sander
	Utilities Supervisor	Laura Smit (part of meeting)

CALL TO ORDER

Chair Dunlop called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
“NIL”

DELEGATIONS

Collins Barrow Chartered Accountants with respect to 2015 Financial Statements.

May 25, 2016

MOTION CSC052516-01: *Moved by Member Cox and seconded by Member Westcott that a presentation of Collins Barrow with respect to Audit – Consolidated Financial Statements be received; AND FURTHER THAT the Mayor & Clerk be authorized to sign the letter on behalf of the municipality.*

CARRIED

William Koughan with respect to Municipal Responsibility Agreement – 1959 Peninsula Point Road (See Motion No. **CSC052616-14**).

REPORTS FROM OFFICIALS (for information)

Fire Report for the Month of March 2016.

Public Works Report No. W16-016, 05/17/16, with respect to Ditching – Ego Sideroad.

Public Works Report No. W16-019, 05/17/16, with respect to Management Review Meeting Minutes (DWQMS).

MOTION CSC052616-02: *Moved by Member Burkett and seconded by Member Taylor that the following Reports from Officials be received as information:*
(a) Fire Report for the Month of March 2016;
(b) Public Works Report No. W16-016, dated May 17, 2016, with respect to Ditching – Ego Sideroad; and
(c) Public Works Report No. W16-019, dated May 17, 2016, Management Review Meeting Minutes (DWQMS);
AND FURTHER THAT Public Works Report No. W16-016 be forwarded to Mr. Firth for his information.

CARRIED

REPORTS FROM OFFICIALS (for direction)

Planning and Development

Planning Report No. P16-022, 05/17/16, with respect to 152247 Ontario Limited (Bayou Developments/VanAmelsvoort).

MOTION CSC052516-03: *Moved by Member Stevens and seconded by Member Cox that Planning Report No. P16-022, dated May 17, 2016, with respect to Grand Tamarack Crescent Subdivision – Final Approval be received;*

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AND FURTHER THAT upon execution of the required Subdivision Agreement by the developer, the County of Simcoe be advised that the Township of Severn supports the final approval of the subdivision under File No. SV-T-1002.

CARRIED

Planning Report No. P16-023, 05/17/16, with respect to Pilkington Island – Site Plan Agreement – Lot 2 – 2219 Pilkington Lane.

MOTION CSC052616-04: *Moved by Member Cox and seconded by Member Taylor that Planning Report No. P16-023, dated May 17, 2016, with respect to a Site Plan Agreement for 2219 Pilkington Lane be received;*

AND FURTHER THAT staff be authorized to execute the Site Plan Agreement with Megobari Inc. for 2219 Pilkington Lane.

CARRIED

Planning Report No. P16-024, 05/17/16, with respect to Severn River Estates – Subdivision / Condominium Agreement – 1959 Peninsula Point.

MOTION CSC052616-15: *Moved by Member Westcott and seconded by Member Cox that Planning Report No. P16-024, dated May 17, 2016, with respect to Severn River Estates – 1959 Peninsula Point Road be received;*

AND FURTHER THAT a By-law authorizing execution of a Subdivision / Condominium Agreement with Severn River Estates be forwarded to Severn Township Council for consideration.

CARRIED

Planning Report No. P16-026, 05/17/16, with respect to Royal Heights Estates II (Providence Lane) Request for Reduction of Securities.

MOTION CSC052616-05: *Moved by Member Stevens and seconded by Member Westcott that Planning Report No. P16-026, dated May 17, 2016, with respect to Royal Heights Estates (Providence Lane) request for reduction of securities be received;*

AND FURTHER THAT the securities being held in regard to servicing be reduced to \$11,680.00.

CARRIED

Recreation and Facilities

Recreation Report No. R16-030, 05/11/16, with respect to RFQ REC 2016-07 Locke Subdivision Parkland Shelter.

MOTION CSC052516-06: *Moved by Member Cox and seconded by Member Stevens that Recreation Report No. R16-030, dated May 11, 2016, with respect to RFQ REC 2016-07 Locke Subdivision Parkland Shelter be received; AND FURTHER THAT the submission of K. Knight Contracting Ltd. be awarded at a cost of \$11,990.00.*

CARRIED

Recreation Report No. R16-031, 05/16/16, with respect to MacLean Lake Parking Lot.

MOTION CSC052516-07: *Moved by Member Taylor and seconded by Member Burkett that Recreation Report No. R16-031, dated May 16, 2016, with respect to the Maclean Lake Parking Lot be received; AND FURTHER THAT a complete survey of 1914 Henrys Landing be completed in 2016; AND FURTHER THAT this matter be referred to the future Road Tour.*

CARRIED

Recreation Report No. R16-032, May 17, 2016, RFP REC 2016-04 Results Westshore Recreation Facility Architectural & Professional Services.

MOTION CSC052516-08: *Moved by Member Stevens and seconded by Member Cox that Recreation Report No. R16-032, dated May 17, 2016, with respect to RFP REC 2016-04 – Architectural & Professional Services for the Westshore Recreation Facility received; AND FURTHER THAT The Chamberlain Companies be awarded the contract at a cost up to \$175,000.00, plus HST; AND FURTHER THAT any or all disbursements will be at a cost plus 10% to a maximum of \$5,000.00, plus HST; AND FURTHER THAT the Clerk be authorized to execute an agreement with The Chamberlain Companies for the provision of Architectural & Professional Services for the Westshore Recreation Facility subject to the successful completion of the land transfer to the Township.*

CARRIED

Public Works

Public Works Report No. W16-015, 05/16/16, with respect to Cedar Rapids Road.

MOTION CSC052516-09: *Moved by Member Cox and seconded by Member Stevens that Public Works Report No. W16-015, dated May 16, 2016, with respect to Cedar Rapids Road be received; AND FURTHER THAT the gravel upgrades in the amount of \$4,000 be approved with the costs to be allocated from the year-end surplus.*

CARRIED

Public Works Report No. W16-017, 05/17/16, with respect to 181 Steeles Line Trees – Coldwater River.

MOTION CSC052516-10: *Moved by Member Burkett and seconded by Member Taylor that Public Works Report No. W16-017, dated May 17, 2016, with respect to 181 Steeles Line – Coldwater River be received; AND FURTHER THAT the property owner at 181 Steeles Line be advised that if the debris is not removed from the riverbank area that any trees and/or logs that come down stream will be removed and all costs will be billed to the owner; AND FURTHER THAT staff investigate the removal of trees in the Coldwater River.*

CARRIED

Public Works Report No. W16-018, 05/17/16, with respect to Ditching and Drainage – Burnside Line, Maple Valley Road and Hampshire Mills Line.

MOTION CSC052516-11: *Moved by Member Cox and seconded by Member Westcott that Public Works Report No. W16-018, dated May 17, 2016, with respect to Ditching & Drainage – Burnside Line, Maple Valley Road & Hampshire Mills Line be received; AND FURTHER THAT the Tofflemire Farms enter into an agreement with the municipality with respect to private works being placed on municipal property; AND FURTHER THAT this report be forwarded to Jackie Payne for information.*

CARRIED

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Recess 10:40 a.m.
Reassembled 10:46 a.m.

Public Works Report No. W16-021, 05/18/16, with respect to Marchmont School Loading Zone.

MOTION CSC052516-16: *Moved by Member Cox and seconded by Member Burkett that Public Works Report No. W16-021, dated May 18, 2016, with respect to Marchmont School Loading Zone be received; AND FURTHER THAT Option No. 1 be approved with respect to this matter at an estimated cost of \$20,000.00*

CARRIED

Public Works Report No. W16-022, 05/18/16, with respect to the Washago Water Tower.

MOTION CSC052516-17: *Moved by Member Westcott and seconded by Member Cox that Public Works Report No. W16-022, dated May 18, 2016, with respect to the Washago Water Tower be referred to 2017 budget deliberations.*

CARRIED

Public Works Report No. W16-023, 05/18/16, with respect to the Intersection of Lower Big Chute Road and Woodrow Road.

MOTION CSC052516-18: *Moved by Member Cox and seconded by Member Stevens that Public Works Report No. W16-023, dated May 18, 2016, with respect to the intersection of Lower Big Chute Road and Woodrow Road be received; AND FURTHER THAT this matter be referred to the Ministry of Transportation and MPP as it falls under the jurisdiction of the provincial government.*

CARRIED

Public Works Report No. W16-024, 05/18/16, with respect to Bike Paths / Pedestrian Walkways.

MOTION CSC052516-19: *Moved by Member Taylor and seconded by Member Burkett that Public Works Report No. W16-024, dated May 18, 2016, with respect to Bike Paths / Pedestrian Walkways be received; AND FURTHER THAT no further action be taken with respect to this matter;*

May 25, 2016

AND FURTHER THAT no parking signs be placed on the north side of Port Severn Road from St. Amant Road to Stonewall Lane.

CARRIED

Fire & Emergency Services

Fire Report No. F16-004, 05/16/16, with respect to a Tender for a Replacement Tanker.

MOTION CSC052516-20: *Moved by Member Stevens and seconded by Member Westcott that Fire Report No. F16-004, dated May 16, 2016, with respect to a Tender for a Replacement Tanker be received;*

AND FURTHER THAT the tender be awarded to Dependable Emergency Vehicles in the amount of \$465,000, plus taxes; AND FURTHER THAT the balance of the cost of the purchase of the tanker in the estimated amount of \$10,000 be drawn from the Fire Replacement Vehicle Reserve Fund.

CARRIED

Corporate Services

Corporate Services Report No. C16-022, dated April 28, 2016, with respect to Insurance Policy.

MOTION CSC052516-21: *Moved by Member Cox and seconded by Member Stevens that Corporate Services Report No. C16-022, dated April 28, 2016, with respect to Insurance Policy be received;*

AND FURTHER THAT the attached policy be adopted and included in the Corporate Policy Manual.

CARRIED

Corporate Services Report No. C16-023, 05/10/16, with respect to Council Vacancy Procedures.

MOTION CSC052516-22: *Moved by Member Cox and seconded by Member Burkett that Corporate Services Report No. C16-023, dated May 10, 2016, with respect to Council Vacancy Procedures be received;*

AND FURTHER THAT the attached policy be adopted and included in the Corporate Policy Manual;

May 25, 2016

*AND FURTHER THAT the list of candidates be presented to Severn Township Council at its regular meeting of June 2, 2016;
AND FURTHER THAT a Special Council Meeting be scheduled for Friday June 10, 2016 at 8:30 a.m. to conduct the required interviews.*

CARRIED

Corporate Services Report No. C16-024, 05/16/16, with respect to Culture & Recreation Advisory Committee Vacancy.

MOTION CSC052516-23: *Moved by Member Taylor and seconded by Member Burkett that Corporate Services Report No. C16-024, dated May 16, 2016, with respect to Culture & Recreation Advisory Committee Vacancy be received;
AND FURTHER THAT Kerri Deir be appointed to the Culture & Recreation Advisory Committee for the term of Council;
AND FURTHER THAT the Clerk be directed to prepare an Appointment By-law for consideration of Council.*

CARRIED

Corporate Services Report No. C16-025, 05/18/16, with respect to a Digital Message Sign Policy.

MOTION CSC052516-24: *Moved by Member Stevens and seconded by Member Westcott that Corporate Services Report No. C16-025, dated May 18, 2016, with respect to a Digital Message Sign Policy be received;
AND FURTHER THAT the attached policy be adopted and included in the Corporate Policy Manual.*

CARRIED

Administration

Administration Report No. A16-010, 05/06/16, with respect to a Strategic Plan Consultant.

MOTION CSC052516-25: *Moved by Member Cox and seconded by Member Burkett that Administration Report No. A16-010, dated May 6, 2016, with respect to a Strategic Plan Consultant be received;*

May 25, 2016

AND FURTHER THAT the proposal from Critel Professional Services in the amount of \$5,350, plus HST, be approved; AND FURTHER THAT should the additional options noted within the Critel submission be selected that the cost of the project be increased to \$1,200; AND FURTHER THAT the timing of the commencement of the Strategic Plan be set for October 2016.

CARRIED

Recess 12:05 p.m.

Reassembled 12:35 p.m.

CORRESPONDENCE (for information)

Ontario Energy Board with respect to a Notice to Customers of Union Gas Limited.

Coldwater Curling Building Fundraising Association with respect to Financial Statements – June 30, 2015.

Sustainable Severn Sound with respect to Sustainability Plan Steering Committee Meeting – March 3, 2016.

Town of Gravenhurst, 05/13/16, with respect to a Fire Response – May 12, 2016.

MOTION CSC052516-26: *Moved by Member Stevens and seconded by Member Westcott that the following correspondence be received as information:*

- (a) Ontario Energy Board with respect to Notice of Customers – Union Gas Limited;*
- (b) Coldwater Curling Club Fundraising Association – Financial Statements to June 30, 2015;*
- (c) Sustainable Severn Sound with respect to Steering Committee Minutes for March 3, 2016; and*
- (d) Town of Gravenhurst, 05/13/16, with respect to May 12, 2016, Fire Response;*

AND FURTHER THAT members of Council be approved to attend the Speaker Series, with expenses.

CARRIED

CORRESPONDENCE (for direction)

Orillia Fairgrounds Farmers Market, 05/14/16, with respect to Wine Sales

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MOTION CSC052516-27: *Moved by Member Stevens and seconded by Member Cox that a letter from the Orillia Fairgrounds, dated May 14, 2016, with respect to Wine Sales at the Fairgrounds Farmers' market be received;
AND FURTHER THAT this municipality support the sale of wine at the Orillia Fairgrounds Farmers' Market.*

CARRIED

Coldwater Steampunk Festival with respect to a Request for In-Kind Support (**See Motion No. CSC052616-36**).

MOTION CSC052516-28: *Moved by Member Cox and seconded by Member Westcott that a request of the Coldwater Steampunk Festival for parking spaces, the waiver of fees for tables and chairs, access to public washrooms and the closure of Mill Street be approved;
AND FURTHER THAT members of Council be approved to attend the opening ceremonies on behalf of the municipality;
AND FURTHER THAT Mr. Missen & the Coldwater Mill be advised of the Mill Street closing.*

CARRIED

Washago Rocks the Park with respect to a Request for a Waiver of Fees – Washago Centennial Park.

MOTION CSC052516-29: *Moved by Member Westcott and seconded by Member Cox that a letter from the Washago Rocks the Park requesting a waiver of fees for use of the Pavillion & Hydro at Washago Centennial Park be approved, provided that a Certificate of Liability Insurance in the amount of \$2 million naming the Township of Severn as an additional insured is submitted prior to the event.*

CARRIED

Ministry of Municipal Affairs with respect to a Notice of Process for Ministers' and Parliamentary Assistants' Delegations at the AMO Conference.

MOTION CSC052516-30: *Moved by Member Burkett and seconded by Member Taylor that a notice with respect to delegations at the AMO Conference to be held in August 2016 be received;*

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AND FURTHER THAT the Clerk be directed to schedule a delegation with the appropriate Ministry to discuss infrastructure funding in support of the proposed Westshore Recreation Facility.

CARRIED

Lisa & James Neville, 05/12/16, with respect to a Request for Reconsideration of the Orillia Library Contract.

MOTION CSC052516-31: *Moved by Member Cox and seconded by Member Stevens that a letter from Lisa & James Neville, dated May 12, 2016, with respect to City of Orillia Library Services be referred to the Severn Township Public Library Board for consideration.*

CARRIED

Sustainable Severn Sound with respect to the Sustainability Speaker Series Event Scheduled for June 15.

MOTION CSC052516-32: *Moved by Member Cox and seconded by Member Westcott that an invitation to attend the Sustainability Speaker Series Event be held June 15, 2016 be received as information.*

CARRIED

Randy & Deborah Beemer, 05/17/16, with respect to Zoning – 1163 Cambrian Road.

MOTION CSC052516-33: *Moved by Member Burkett and seconded by Member Taylor that a request of Randy & Deborah Beemer, dated May 17, 2016, for a waiver of fees for a Zoning By-law Amendment be denied;*
AND FURTHER THAT Mr. & Mrs. Beemer be advised that this matter will be reviewed during future major amendments to the current Zoning By-law.

CARRIED

John & Belinda Robichaud, 05/10/16, with respect to Cumberland Beach Community Park.

MOTION CSC052516-34: *Moved by Member Westcott and seconded by Member Cox that a letter from John & Belinda Robichaud, dated May 10, 2016, with respect to the Cumberland Beach Ratepayers Association be received;*

May 25, 2016

AND FURTHER THAT this Council support a meeting to be scheduled by Councillor Stevens in order to assist in preservation of the commonly owned parkland located at 2751 Lakeside Drive with the Mayor & Councillor Westcott in attendance.

CARRIED

Stephanie Kennedy, 05/19/16, with respect to a Ditch Drainage Outlet – Matchedash Street.

MOTION CSC052516-35: *Moved by Member Cox and seconded by Member Stevens that a letter from Stephanie Kennedy, dated May 19, 2016, with respect to a drainage outlet on Matchedash Street be referred to the Ministry of Natural Resources as this culvert is not under the jurisdiction of the Township of Severn.*

CARRIED

Mark Missen, 05/21/16, with respect to the Coldwater Steampunk Festival.

MOTION CSC052516-36: *Moved by Member Taylor and seconded by Member Burkett that a letter from Mark Missen, dated May 21, 2016, with respect to the Steampunk Festival be received as information.*

CARRIED

COMMITTEE UPDATES

Member Taylor provided updates on the following item:

- Source Water Protection
- South East Georgian Bay Chamber of Commerce
- Matchedash Community Centre Heritage Committee

Member Burkett provided updates on the following items:

- Washago Paddles
- Canadian Federation of University Women
- County of Simcoe

Member Cox provided updates on the following items:

- County of Simcoe
- Coldwater Duck Race

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Member Stevens provided updates on the following items:

- Orillia & Surrounding Areas Physician Recruitment
- Sustainable Severn Sound
- Geriatric Clinic

Member Westcott provided an update on the following item:

- Washago Community Centre

Member Dunlop provided updates on the following items:

- McHappy Day
- Business Women of the Year
- Port of Orillia
- Orillia Chamber of Commerce
- OPP Youth Foundation
- Severn Library Board
- Orillia Hospital Awards
- Paddle Routes

Motion to close the meeting to the public.

MOTION CSC052516-12: *Moved by Member Taylor and seconded by Member Burkett 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 purpose of considering:*

- (a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and*
- (b) 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 CSC052516-13: *Moved by Member Burkett and seconded by Member Taylor that this meeting be and it is hereby now reopened to the public.*

CARRIED

May 25, 2016

Reports from Officials

Confidential Planning Report No. P16-025, 05/17/16, with respect to a Municipal Responsibility Agreement – 1959 Peninsula Point Road.

MOTION CSC052516-14: *Moved by Member Burkett and seconded by Member Taylor that Confidential Planning Report No. P16-025, dated May 17, 2016, with respect to a Municipal Responsibility Agreement for 1959 Peninsula Point Road be received; AND FURTHER THAT a letter of credit be required as security for this agreement as determined by the Township's Consultant to cover future replacement costs; AND FURTHER THAT staff be directed to report further on the amount of securities required including escalation costs for the future.*

CARRIED

Correspondence

- "NIL"

ADJOURNMENT – 1:32 p.m.

Motion to adjourn.

MOTION CSC052516-36: *Moved by Member Taylor and seconded by Member Burkett that this meeting be and it is hereby now adjourned.*

CARRIED

Jane Dunlop
Chair

Sharon R. Goerke
Clerk