

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, JUNE 27, 2018 AT 9:00 A.M.

PRESENT:	Chair	Judith Cox
	Members	John Betsworth Mike Burkett Jane Dunlop Ron Stevens Mark Taylor Don Westcott
STAFF:	Director of Public Works	Derek Burke
	Director of Fire & Emergency Services	Tim Cranney (part of meeting)
	Clerk	Sharon Goerke
	Manager of Recreation & Facilities	Pat Harwood (part of meeting)
	Planner	Katie Mandeville
	Director of Corporate Services/Treasurer	Andrew Plunkett
	Chief Administrative Officer	W. Henry Sander
	Director of Planning	Andrea Woodrow

CALL TO ORDER

Chair Cox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- "NIL"

DELEGATIONS

- "NIL"

REPORTS FROM OFFICIALS (*for information*)

Fire Report for the month of May 2018.

Corporate Services Report No. C18-019, 06/18/18, with respect to 2017 Management Letter.

Administration Report No. A18-020, 06/19/18, with respect to Doug Smith Drive.

MOTION CSC062718-02: *Moved by Member Westcott and seconded by Member Stevens that the following Reports from Officials be received as information:*

- (a) Fire Report for the month of May 2018;*
- (b) Corporate Services Report No. C18-019, 06/18/18, with respect to 2017 Management Letter; and*
- (c) Administration Report No. A18-020, 06/19/18, with respect to Doug Smith Drive.*

CARRIED

REPORTS FROM OFFICIALS (for direction)

Planning and Development

Planning Report No. P18-021, 06/19/18, with respect to a Garden Suite Temporary Use Agreement – 4163 Wainman Line.

MOTION CSC062718-03: *Moved by Member Betsworth and seconded by Member Taylor that Planning Report No. P18-021, dated June 19, 2018, with respect to a Garden Suite Temporary Use Agreement for 4163 Wainman Line be received; AND FURTHER THAT a By-law be prepared for the next available Council Meeting authorizing the Clerk to execute the agreement that is in substantial conformity with Appendix “3” to this Report; AND FURTHER THAT the By-law contain provisions to authorize the registration of the Agreement on title to the subject lands.*

CARRIED

Recreation and Facilities

Recreation Report No. R18-006, 06/13/18, with respect to Special Event Grant / Sponsorship Allocation for Special Event Funding Policy.

MOTION CSC062718-04: *Moved by Member Betsworth and seconded by Member Dunlop that Recreation Report No. R18-006, 06/13/18, with respect to Special Event Grant / Sponsorship Allocation for Special Event Funding Policy be received; AND FURTHER THAT the Special Event Grant / Sponsorship Allocation for Special Event Funding Form and Policy be adopted, as amended; AND FURTHER THAT the policy be incorporated into the Corporate Policy Manual.*

CARRIED

Recreation Report No. R18-028, 06/04/18, with respect to Westshore Recreation Facility Update.

MOTION CSC062718-05: *Moved by Member Stevens and seconded Member Westcott that Recreation No. R18-028, dated June 4, 2018, with respect to the Westshore Recreation Facility Update be received; AND FURTHER THAT the Westshore Recreation Facility site works be completed; AND FURTHER THAT the Development Charges for the project be amended; AND FURTHER THAT Chamberlain Architects be contacted to prepare the necessary drawings and tender for all site work up to the building limits; AND FURTHER THAT the tender be let in 2018 for the site work; AND FURTHER THAT Chamberlain Architects prepare a new Contract Management document for this work; AND FURTHER THAT the site work begin in 2019 in order for the site to be playable in 2021.*

CARRIED

Recreation Report No. R18-029, 06/08/18, with respect to Coldwater & District Agricultural Society Storage Building.

MOTION CSC062718-06: *Moved by Member Burkett and seconded by Member Betsworth that Recreation Report No. R18-029, dated June 29, 2018, with respect to Coldwater & District Agricultural Society Storage Building be received; AND FURTHER THAT the request be approved for a storage building with all the necessary permits and insurance to be completed;*

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AND FURTHER THAT staff be authorized to finalize the location of this structure including compliance with Zoning By-law requirements.

CARRIED

Recreation Report No. R18-030, 06/13/18, with respect to Women's Dressing Room Update #2.

MOTION CSC062718-07: *Moved by Member Dunlop and seconded by Member Betsworth that Recreation Report No. R18-030, dated June 13, 2018, with respect to Women's Dressing Room Update #2 be received;*
AND FURTHER THAT Formworks Inc.'s proposal for architectural and engineering fees of \$7,100.00, plus HST, for the alterations at the Community Centre be approved;
AND FURTHER THAT this project be expensed to the Capital Reserves.

CARRIED

Recreation Report No. R18-031, 06/18/18, with respect to Donated Trail Bench Damages.

MOTION CSC062718-08: *Moved by Member Stevens and seconded by Member Westcott that Recreation Report No. R18-031, dated June 18, 2018, with respect to Donated Trail Bench Damages be received;*
AND FURTHER THAT the damaged benches be replaced;
AND FURTHER THATY the damage be expensed to the Uthoff Trail Vandalism Account.

CARRIED

Public Works

Public Works Report No. W18-024, 06/19/18, with respect to 2147 Kinnear Sideroad.

MOTION CSC062718-01: *Moved by Member Taylor and seconded by Member Dunlop that Public Works Report No. W18-024, dated June 19, 2018, with respect to 2147 Kinnear Sideroad be received;*
AND FURTHER THAT Alternative #2 be approved to be allocated from the capital reserves.

CARRIED

Public Works Report No. W18-025, 06/19/18, with respect to Lynch Street Extension.

MOTION CSC062718-09: *Moved by Member Dunlop and seconded by Member Taylor that Public Works Report No. W18-025, dated June 19, 2018, with respect to Lynch Street Extension be received; AND FURTHER THAT this project be deferred to the 2019 Capital Budget deliberations.*

CARRIED

Fire & Emergency Services

Fire Report No. F18-007, 06/14/18, with respect to Fire Bans on Crown Land.

MOTION CSC062718-10: *Moved by Member Taylor and seconded by Member Dunlop that Fire Report No. F18-007, dated June 14, 2018, with respect to Fire Bans on Crown Land be received; AND FURTHER THAT the Township of Severn not implement a Fire Ban By-law on Crown Land; AND FURTHER THAT the residents be encouraged to continue the placement of signage in consultation with the Fire Chief and MNR.*

CARRIED

Fire Report No. F18-008, 06/19/18, with respect to Fire Station #2 – Letter of Intent.

MOTION CSC062718-11: *Moved by Member Westcott and seconded by Member Stevens that Fire Report No. F18-008, dated June 19, 2018, with respect to Fire Station #2 Letter of Intent be received; AND FURTHER THAT the Clerk be authorized to sign the Letter of Intent on behalf of the municipality.*

CARRIED

Recess 10:40 a.m.

Reassembled 10:52 a.m.

Corporate Services

- "NIL"

Administration

Administration Report No. A18-017, 05/24/18, with respect to Bill C-45 Recreation Marijuana.

MOTION CSC062718-13: *Moved by Member Stevens and seconded by Member Burkett that Administration Report No. A18-017, dated May 24, 2018, with respect to Bill C-45 Recreational Marijuana be received; AND FURTHER THAT staff continue to work on a Fit for Work Policy.*

CARRIED

Administration Report No. A18-018, 05/31/18, with respect to Bill 68 Council Pregnancy & Parental Leave.

MOTION CSC062718-14: *Moved by Member Taylor and seconded by Member Betsworth that Administration Report No. A18-018, dated May 31, 2018, with respect to Bill 68 Council Pregnancy & Parental Leave be received; AND FURTHER THAT the policy be adopted and included I the corporate policies.*

CARRIED

CORRESPONDENCE (for information)

Ministry of Community Safety & Correctional Services, 05/08/18, with respect to Certification of Firefighters.

Ontario Provincial Police, 06/08/18, with respect to Initiatives for Municipal Policing.

Severn Sound Environmental Association, 06/14/18, with respect to the Wege Award.

MOTION CSC062718-15: *Moved by Member Burkett and seconded by Member Dunlop that the following correspondence be received as information:*
(a) Ministry of Community Safety & Correctional Services, 05/08/18, with respect to Certification of Firefighters;
(b) Ontario Provincial Police, 06/08/18, with respect to Initiatives for Municipal Policing; and

(c) Severn Sound Environmental Association, 06/14/18, with respect to the Wege Award.

CARRIED

CORRESPONDENCE (for direction)

Larry Cook, 05/29/18, with respect to a culvert at 3774 Telford Line.

MOTION CSC062718-16: *Moved by Member Betsworth and seconded by Member Taylor that a letter from Larry Cook, dated May 29, 2018, with respect to a culvert at 3774 Telford Line be referred to staff for appropriate action.*

CARRIED

Neil Henderson, 05/30/18, with respect to West Canal Road.

MOTION CSC062718-17: *Moved by Member Westcott and seconded by Member Stevens that a letter from Neil Henderson, dated May 30, 2018, with respect to West Canal Road be received; AND FURTHER THAT this Council reaffirm Resolution No. CSC112515-28 and Mr. Henderson be advised that the Township of Severn does have ownership of the portion of roadway for trivial maintenance only.*

CARRIED

Coldwater Steampunk Festival, 06/03/18, with respect to Various Festival Requirements.

MOTION CSC062718-18: *Moved by Member Dunlop and seconded by Member Taylor that a request of the Coldwater Steampunk Festival, dated June 3, 2018, for various festival requirements be approved; AND FURTHER THAT the requirements of Section 2.3 of By-law No. 2012-03 for temporary road closings be waived for this event; AND FURTHER THAT all business owners be notified of the approved temporary road closures for this event*

CARRIED

Ryan Kenrick, 06/14/18, with respect to Wood Avenue.

MOTION CSC062718-19: *Moved by Member Stevens and seconded by Member Westcott that a letter from Ryan Kenrick, dated June 14, 2018, with respect to Wood Avenue be referred to staff for a response.*

CARRIED

Correspondence with respect to Donlands Court Easements.

- (a) Mike Boulding, 06/18/18; and
- (b) Candice Freeborough, 06/18/18.

MOTION CSC062718-20: *Moved by Member Dunlop and seconded by Member Taylor that correspondence received with respect to easements in the location of Donlands Court be received; AND FURTHER THAT the homeowners be advised that fencing will be allowed on the easements provided that each homeowner approves to the amendment of the Easement Agreements for the affected properties, including all costs to complete the amendment to be registered on title.*

CARRIED

Bonnie & Bill Baker, 05/10/18, with respect to Outdoor Burning.

MOTION CSC062718-12: *Moved by Member Burkett and seconded by Member Stevens that a letter from Bonnie & Bill Baker, dated May 10, 2018, with respect to outdoor burning be received; AND FURTHER THAT Mr. & Mrs. Baker be encouraged to contact the Ministry of the Environment with respect to air quality and outdoor burning.*

CARRIED

Discussion with respect to the Annual Christmas Dinner.

MOTION CSC062718-21: *Moved by Member Taylor and seconded by Member Dunlop that discussion with respect to the Annual Christmas Dinner be received;*

AND FURTHER THAT the Annual Dinner be arranged without a DJ and the Corporate Policy be amended accordingly.

CARRIED

Alicia Ebbert, 06/12/18, with respect to 3301 Shoreview Drive.

MOTION CSC062718-22: *Moved by Member Stevens and seconded by Member Westcott that a letter from Alicia Ebbert, dated June 12, 2018, with respect to 3301 Shoreview Drive be received; AND FURTHER THAT this matter be deferred pending receipt of a report from Greg Corbett with respect to Air BNB regulations.*

CARRIED

COMMITTEE UPDATES

Member Dunlop

- Coldwater Public Library Board
- Coldwater BIA
- Orillia Chamber of Commerce
- Canada Day Celebrations
- Coldwater Cemetery Decoration Day Ceremony
- Coldwater Heritage Mill Grand Opening

Member Betsworth

- ODAS Park
- New Nichols Line Quarry

Member Burkett

- County of Simcoe
- Burnside Line / West Street Bridge OPP Dedication
- Coldwater Heritage Mill Grand Opening
- Hewitt Quarry Liaison Committee
- Nelson Aggregate Quarry

Member Stevens

- Severn Sound Environmental Association
- Cumberland Beach Ratepayers Association
- Orillia Physician Recruitment
- Sustainable Severn Sound – Climate Change
- Orillia Public Library Board

Member Westcott

- Washago Community Centre
- Ontario's Lake Country
- Coldwater Heritage Mill Grand Opening
- Muskoka Street Watermain

Member Cox

- County of Simcoe

Member Taylor

- SEGBAY Chamber of Commerce
- Matchedash Community Centre
- Coldwater Lions Club BBQ
- Coldwater Cemetery Decoration Day Ceremony
- Coldwater Heritage Mill Grand Opening

CONFIDENTIAL

Reports from Officials

Confidential Administration Report No. A18-019, 06/15/18, with respect to a Performance Evaluation.

MOTION CSC062718-23: *Moved by Member Burkett and seconded by Member Stevens that Confidential Administration Report No. A18-019, dated June 15, 2018, with respect to a Performance Evaluation be received;
AND FURTHER THAT the employee be moved to Step 5 of Band 6 effective on their anniversary date.*

CARRIED

Correspondence

- "NIL"

ADJOURNMENT – 12:25 p.m.

Motion to adjourn.

MOTION CSC062718-24:

Moved by Member Betsworth and seconded by Member Taylor that this meeting be and it is hereby now adjourned.

CARRIED

Judith Cox, Chair

Sharon R. Goerke, Clerk