

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, MAY 23, 2018 AT 9:00 A.M.

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PRESENT:	Chair	Judith Cox
	Members	John Betsworth Mike Burkett Jane Dunlop Ron Stevens (part of meeting) 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**

Collins Barrows Kawarthas LLP, Township Auditors with respect to a review of the 2017 Audited Financial Statements.

MOTION CSC052318-01: *Moved by Member Stevens and seconded by Member Westcott that the presentation of the Township Auditors, Collins Barrows Kawarths LLP, with respect to 2017 Financial Statements be received;  
AND FURTHER THAT the 2017 Draft Audited Financial Statements be approved;  
AND FURTHER THAT the Mayor and Deputy Mayor be authorized to sign the required letter, dated May 23, 2018.*

CARRIED

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

Fire Report for the month of April 2018.

MOTION CSC052318-02: *Moved by Member Westcott and seconded by Member Burkett that the Fire Report for the month of April 2018 be received as information.*

CARRIED

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

#### **Planning and Development**

Planning Report No. P18-017, 05/15/18, with respect to Proposed Commercial Development & New Municipal Road – 12074, 12082 & 12164 Highway No. 12.

MOTION CSC052318-03: *Moved by Member Dunlop and seconded by Member Stevens that Planning Report No. P18-017, dated May 15, 2018, with respect to a Proposed Commercial Development with a New Municipal Road – 12074, 12082 & 12164 Highway No. 12 be received;  
AND FURTHER THAT the requirement of the Ministry of Transportation (MTO) for the construction of a new municipal road by DevCo Realties Inc. to facilitate access to the proposed commercial development from Highway 12 be endorsed in principle, subject to the developer(s) achieving Site Plan Approval to the satisfaction of the Township.*

CARRIED

#### **Recreation and Facilities**

- "NIL"

## Public Works

Public Works Report No. W18-021, 05/10/18, with respect to Reinbird Street Bridge Load Restriction By-law.

MOTION CSC052318-04: *Moved by Member Taylor and seconded by Member Betsworth that Public Works Report No. W18-0211, dated May 10, 2018, with respect to Reinbird Street Bridge Restriction By-law be received;  
AND FURTHER THAT the Draft By-law be forwarded to Severn Township Council for consideration.*

CARRIED

Public Works Report No. W18-022, 05/10/18, with respect to Reinbird Street Bridge Replacement.

MOTION CSC052318-05: *Moved by Member Dunlop and seconded by Member Taylor that Public Works Report No. W18-022, dated May 10, 2018, with respect to Reinbird Street Bridge Replacement be received;  
AND FURTHER THAT the Reinbird Street Bridge Replacement or alternative be submitted for the OCIF Top-Up Program;  
AND FURTHER THAT pending a successful OCIF Top-Up Application, a Request for Proposal (RFP) for the Reinbird Street Bridge Reconstruction or alternative – Engineering Services be issued and awarded to the successful respondent.*

CARRIED

Public Works Report No. W18-023, 05/15/18, with respect to Road Resurfacing Phase I.

MOTION CSC052318-06: *Moved by Member Burkett and seconded by Member Westcott that Public Works Report No. W18-023, dated May 15, 2018, with respect to Road Resurfacing Phase I be received;  
AND FURTHER THAT the project limits on Canal Road be extended approximately 400 metres north to Norton Road in the amount of \$40,000.00;  
AND FURTHER THAT the project extension be funded through the Capital Reserves.*

CARRIED

## **Fire & Emergency Services**

- "NIL"

## **Corporate Services**

Corporate Services Report No. C18-016, 05/01/18, with respect to Delegation of Election Duties.

*MOTION CSC052318-07:* *Moved by Member Betsworth and seconded by Member Taylor that Corporate Services Report No. C18-016, dated May 1, 2016, with respect to Delegation of Election Duties be received;*  
*AND FURTHER THAT the Clerk be directed to forward a Draft By-law to Severn Township Council for consideration.*

*CARRIED*

Corporate Services Report No. C18-017, 05/14/18, with respect to 2018 Tax Increases & 2017 Surplus Distribution.

*MOTION CSC052318-08:* *Moved by Member Stevens and seconded by Member Westcott that Corporate Services Report No. C18-017, dated May 14, 2018, with respect to 2018 Tax Increases & 2017 Surplus Distribution be received;*  
*AND FURTHER THAT the surplus of \$578,526 be distributed as outlined in this Report.*

*CARRIED*

## **Administration**

Administration Report No. A18-015, 04/06/18, with respect to Education Development Charges.

*MOTION CSC052318-09:* *Moved by Member Betsworth and seconded by Member Taylor that Administration Report No. A18-015, dated April 6, 2018, with respect to Education Development Charges be received;*  
*AND FURTHER THAT this Committee approves Option No. 4 with respect to this matter;*

*AND FURTHER THAT the School Board be advised that the Township of Severn is opposed to the initial development charges and will be reviewing the rates as this process proceeds.*

*CARRIED*

Recess 10:33 a.m.

Reassembled 10:43 a.m.

Chief Administrative Officer with respect to Delegation of Authority – Procurement Policy.

*MOTION CSC052318-11:* *Moved by Member Burkett and seconded by Member Westcott that discussion with respect to the Procurement Policy be received;*  
*AND FURTHER THAT as requested Council delegates its responsibilities under the Procurement Policy to the Chief Administrative Officer to ensure timely awarding of 2018 tendered projects.*

*CARRIED*

**CORRESPONDENCE (for information)**

Sustainable Severn Sound, 05/09/18, with respect to Local Climate Change Action Plan.

Correspondence with respect to Sources of Funding – Westshore Recreation Facility.

- (a) Bruce Stanton, M.P. – 10/11/18; and
- (b) Ministry of Tourism, Culture & Sport, 05/07/18.

*MOTION CSC052318-12:* *Moved by Member Betsworth and seconded by Member Taylor that the following correspondence be received as information:*  
*(a) Sustainable Severn Sound, 05/09/18, with respect to Local Climate Change Action Plan; and*  
*(b) Correspondence with respect to Sources of Funding for the Westshore Recreation Facility:*

- *Bruce Stanton, M.P.*
- *Ministry of Tourism, Culture & Report.*

*CARRIED*

MOTION CSC052318-13: *Moved by Member Betsworth and seconded by Member Dunlop that staff be directed to report on phasing in development of the Westshore Recreation Facility for further consideration.*

CARRIED

**CORRESPONDENCE (for direction)**

County of Simcoe Fetal Alcohol Spectrum Disorder Committee, 05/02/18, with respect to FASD Awareness Day.

MOTION CSC052318-14: *Moved by Member Burkett and seconded by Member Westcott that as requested by the County of Simcoe Fetal Alcohol Spectrum Disorder Prevention Committee in a letter, dated May 2, 2018, September 9, 2018 be proclaimed FASD Awareness Day in the Township of Severn, without advertising.*

CARRIED

Coldwater Mill Heritage Foundation, 05/01/18, with respect to Use of a Garbage Bin – Coldwater Arena.

MOTION CSC052318-15: *Moved by Member Taylor and seconded by Member Dunlop that a request of the Coldwater Mill Heritage Foundation, dated May 1, 2018, for use of a garbage bin at the Coldwater Arena be received;  
AND FURTHER THAT this matter be deferred to the June Council Meeting;  
AND FURTHER THAT the Clerk contact the Mill requesting additional information for alternative sites.*

CARRIED

Dave Russell, 04/29/18, with respect to Garbage Pickup – Narrows Road.

MOTION CSC052318-16: *Moved by Member Taylor and seconded by Member Dunlop that a letter from Dave Russell, dated April 29, 2018, with respect to garbage pickup on Narrows Road be received;  
AND FURTHER THAT Mr. Russell be forwarded the information on Pitch In Week with respect to this matter;  
AND FURTHER THAT the By-law Enforcement Officer be requested to contact Mr. Russell to assist with this matter;*

*AND FURTHER THAT this Council extend its sincere appreciation to Mr. Russell for his contributions to the Port Severn community.*

*CARRIED*

Severn Sound Environmental Association, 05/09/18, with respect to Renewal of the Ontario Clean Water Act Part IV Delegation Agreement.

*MOTION CSC052318-17:* *Moved by Member Stevens and seconded by Member Westcott that a letter from Severn Sound Environmental Association, dated May 9, 2018, with respect to renewal of the Ontario Clean Water Act Part IV Delegation Agreement be received;*

*AND FURTHER THAT this municipality approve the extension of this agreement for an additional 3 years to August 31, 2021.*

*CARRIED*

MTE Consultants Inc., 04/30/18, with respect to Cumberland Quarry – Part Lots 12, 13 & 14, Concession 11.

*MOTION CSC052318-18:* *Moved by Member Stevens and seconded by Member Westcott that the correspondence, dated April 30, 2018, from MTE Consultants Inc. regarding the proposed Cumberland Quarry Aggregate Resource Act License Application – Category 2 Quarry Below Water on Part Lots 12, 13 & 14, Concession 11, be received;*  
*AND FURTHER THAT the Ministry of Natural Resources (MNR) – Midhurst District and the applicant (c/o MTE Consultants Inc.) be advised that Planning Act Applications for a Township Official Plan Amendment, Zoning By-law Amendment and Site Plan Agreement are required*  
*AND FURTHER THAT once the applications for a Township Official Plan Amendment, Zoning By-law Amendment and Site Plan are submitted for consideration, together with deposits for Legal Fees & Peer Review(s) at the full expense of the applicant, the Township will be in a position to provide a review of the proposal and offer comment;*  
*AND FURTHER THAT the applications shall address matters including, but not limited to, municipal road access to the subject lands, a Haul Route Agreement and Site-specific Exception requests to the Township's Zoning By-law;*

*AND FURTHER THAT the County of Simcoe Planning, Development & Tourism Department be provided with a copy of the Township's comments on the proposal;  
AND FURTHER THAT until such time as the required Planning Act applications have been considered, the Township cannot support the proposal.*

*CARRIED*

Coldwater Ice Wolves, 05/15/18, with respect to a Reduction in Rental Rates – Practice Ice Time.

*MOTION CSC052318-10:* *Moved by Member Burkett and seconded by Member Dunlop that a request of the Coldwater Ice Wolves, dated May 15, 2018, with respect to a reduced rental rate for ice practice be approved.*

*CARRIED*

## **COMMITTEE UPDATES**

### **Member Dunlop**

- Ramara Chamber of Commerce
- Copper Pot Grand Opening
- Severn Public Library Board
- Orillia Chamber of Commerce
- Elmvale Log Sawing Contest

### **Member Betsworth**

- Soldiers Memorial Hospital Volunteer Dinner
- ODAS Park
- Marchmont Ratepayers Association

### **Member Burkett**

- County of Simcoe

### **Member Stevens**

- Severn Sound Environmental Association
- Orillia Public Library Board
- Cumberland Quarry Open House



**Member Westcott**

- Washago Garden Club
- Washago Community Centre
- July 1<sup>st</sup> Parade
- Muskoka Street Upgrades

**Member Cox**

- County of Simcoe
- Coldwater Duck Race

**Member Taylor**

- SEGBAY Chamber of Commerce

Motion to close the meeting to the public.

*MOTION CSC052318-19: Moved by Member Westcott 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) personal matters about an identifiable individual, including municipal or local board employees; 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 CSC052318-20: Moved by Member Stevens and seconded by Member Westcott that this meeting be and it is hereby now reopened to the public.*

*CARRIED*

**Reports from Officials**

Confidential Administration Report No. A18-016, 05/11/18, with respect to a Performance Evaluation.

*MOTION CSC052318-21: Moved by Member Betsworth and seconded by Member Taylor that Confidential Administration Report No. A18-016, dated*

May 23, 2018

*May 11, 2018, with respect to a Performance Evaluation be received;  
AND FURTHER THAT the employee be moved to Step 5 of Band 4 effective on their anniversary date.*

*CARRIED*

### **Correspondence**

WeirFoulds, 03/23/18, with respect to appointment to the Georgian Bay Chamber of Commerce (SEGBAY).

MOTION CSC052318-22: *Moved by Member Stevens and seconded by Member Westcott that a letter from WeirFoulds, dated March 23, 2018, with respect to appointment to the Georgian Bay Chamber of Commerce (SEGBAY) be received;  
AND FURTHER THAT the correspondence be forwarded to the Integrity Commissioner for comments.*

*CARRIED*

### **ADJOURNMENT – 12:20 p.m.**

Motion to adjourn.

MOTION CSC052318-23: *Moved by Member Dunlop and seconded by Member Taylor that this meeting be and it is hereby now adjourned.*

*CARRIED*

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Judith Cox, Chair

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Sharon R. Goerke, Clerk