

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, SEPTEMBER 26, 2018 AT 9:00 A.M.

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

CALL TO ORDER

Chair Cox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- "NIL"

DELEGATIONS

Kerry Dupuis with respect to Introduction of the Coldwater Hardball Baseball team (Bantam)

September 26, 2018

MOTION CSC092618-01: *Moved by Member Burkett and seconded by Member Taylor that a presentation of the Coldwater Hardball Team with respect to the 2019 season be received as information.*

CARRIED

Banners Plus with respect to Metal Banners for Settlement Areas.

MOTION CSC092618-08: *Moved by Member Burkett and seconded by Member Stevens that a presentation of Banners Plus with respect to Metal Banners be received; AND FURTHER THAT the aluminium panel banners as discussed at this meeting be approved.*

CARRIED

Parks Canada with respect to an Update on Port Severn Area Dams & Bridges Projects.

MOTION CSC092618-13: *Moved by Member Burkett and seconded by Member Westcott that a presentation of Parks Canada with respect to Port Severn Area Dams & Bridges Project Update as received as information.*

CARRIED

Recessed 11:35 a.m.

Reassembled 11:45 a.m.

REPORTS FROM OFFICIALS (for information)

Fire Reports for the month of August 2018.

Public Works Report No. W18-028, 09/18/18, with respect to Burnside Line Overpass Replacement Project.

MOTION CSC092618-03: *Moved by Member Dunlop and seconded by Member Taylor that the following Reports from Officials be received as information:*
(a) Fire Report for the month of August 2018; and
(b) Public Works Report No. W18-028, 09/18/18, with respect to Burnside Line Overpass Replacement Project.

CARRIED

REPORTS FROM OFFICIALS (for direction)

Planning and Development

Planning Report No. P18-029, 09/17/18, with respect to Proposed Amendments to the Conditions of Draft Plan of Subdivision and Draft Plan of Condominium Approval – 1959 Peninsula Point Road.

MOTION CSC092618-04: *Moved by Member Taylor and seconded by Member Betsworth that Planning Report No. P18-029, dated September 17, 2018, with respect to Proposed Amendments to the Conditions of Draft Plan of Subdivision and Draft Plan of Condominium Approval – 1959 Peninsula Point Road be received; AND FURTHER THAT the Township of Severn endorse the proposed amendments to both the Conditions of Draft Plan of Subdivision (SV-T-1201) Approval and the Draft Plan of Condominium (SV-CD-1401) Approval that are in substantial conformity with those attached as Appendices 4 and 5 to Planning Report No. P18-029, respectively; AND FURTHER THAT the County of Simcoe and the Local Planning Appeal Tribunal (LPAT) (Case No. PL130576 and OMB File Nos. PL130576, PL130610 and PL140269) both be advised in writing of the Township's position; AND FURTHER THAT should the proposed amendments to the Conditions of Draft Plan Approval be approved by the LPAT, the Clerk be directed to prepare a By-law to amend or repeal/replace the existing Subdivision / Condominium Agreement dated August 12, 2018, and to authorize the Mayor and Clerk to execute the amended or replacement Subdivision / Condominium Agreement; AND FURTHER THAT a By-law to remove the Holding provisions from the subject lands, effective once the Conditions of Draft Plan of Subdivision and Draft Plan of Condominium Approval have been met, and the corresponding required amendments to the Subdivision / Condominium Agreement have been registered, be prepared for Council's consideration at the next available meeting.*

CARRIED

Recreation and Facilities

Recreation Report No. R18-048, 09/05/18, with respect to R18-048 – Trail Groomer Purchase.

September 26, 2018

MOTION CSC092618-05: *Moved by Member Dunlop and seconded by Member Taylor that Recreation Report No. R18-048, dated September 5, 2018, with respect to R18-048 – Trail Groomer Purchase be received;
AND FURTHER THAT the Trail Pro Groomer purchase be referred to the 2019 budget deliberations.*

CARRIED

Recreation Report No. F18-050, 09/13/18, with respect to Program Logic Controller & Upgrades to the Refrigeration Room – Coldwater Arena.

MOTION CSC092618-06: *Moved by Member Westcott and seconded by Member Stevens that Recreation Report No. R18-050, dated September 13, 2018, with respect to Program Logic Controller & Upgrades to the Refrigeration Room – Coldwater Arena be received;
AND FURTHER THAT Industrial Refrigeration Systems Limited be single sourced for this work at a cost of \$15,000.00, plus HST.*

CARRIED

Recreation Report No. R18-053, 09/17/18, with respect to Coldwater Arena Roof Project.

MOTION CSC092618-07: *Moved by Member Westcott and seconded by Member Burkett that Recreation Report No. R18-053, dated September 17, 2018, with respect to the Coldwater Arena Roof Project be received;
AND FURTHER THAT the entire project be moved to the spring of 2019;
AND FURTHER THAT the project remain at the awarded amount of \$460,400.00, plus HST, with Danval Construction;
AND FURTHER THAT the Township continue to hold the securities on the project;
AND FURTHER THAT the insulation at the arena be moved at Danval Construction's cost and responsibility;
AND FURTHER THAT requested costs for ice and water shield due to the low slope application be considered.*

CARRIED

Recreation Report No. R18-054, 09/18/18, with respect to Hardball Request for Ball Diamond Use in Coldwater.

September 26, 2018

MOTION CSC092618-02: *Moved by Member Burkett and seconded by Member Stevens that Recreation Report No. R18-054, dated September 18, 2018, with respect to Hardball Request for Ball Diamond Use in Coldwater be received;
AND FURTHER THAT the request for hardball to be placed in Coldwater be approved;
AND FURTHER THAT the additional costs be referred to the 2019 budget for the Coldwater Ball Diamond.*

CARRIED

Recess 10:50 a.m.
Reassembled 10:55 a.m.

Public Works

Public Works Report No. W18-026, 09/10/18, with respect to Right-of-Way Activity Management.

MOTION CSC092618-10: *Moved by Member Taylor and seconded by Member Dunlop that Public Works Report No. W18-026, dated September 10, 2018, with respect to Right-of-Way Activity Management be received;
AND FURTHER THAT staff be directed to draft a By-law to regulate right-of-way activities for consideration by Severn Township Council;
AND FURTHER THAT staff be directed to draft an amendment to By-law No. 2007-48 – Entrance Permit By-law for consideration of Severn Township Council.*

CARRIED

Public Works Report No. W18-027, 09/18/18, with respect to Fairgrounds Road Culvert Replacement Update.

MOTION CSC092618-11: *Moved by Member Westcott and seconded by Member Stevens that Public Works Report No. W18-027, dated September 18, 2018, with respect to Fairgrounds Road Culvert Replacement Update be received;
AND FURTHER THAT the Capital & Operating Budgets associated with these project be placed in appropriate reserves to facilitate construction in 2019.*

CARRIED

Fire & Emergency Services

- “NIL”

Recess 10:55 a.m.

Reassembled 11:00 a.m.

Corporate Services

Corporate Services Report No. C18-023, 09/19/18, with respect to Closed Meeting Investigator – Local Authority Services (LAS).

MOTION CSC092618-12: *Moved by Member Stevens and seconded by Member Burkett that Corporate Services Report No. C18-023, dated September 19, 2018, with respect to Closed Meeting Investigator – Local Authority Services (LAS) be received; AND FURTHER THAT a one year renewal with Local Authority Services (LAS) for a Closed Meeting Investigator Services Agreement be approved.*

CARRIED

Discussion with respect to future meeting dates.

MOTION CSC092618-14: *Moved by Member Betsworth and seconded by Member Dunlop that the following meeting dates be approved:*
(a) Special Council Meeting – November 28, 2018 (following Corporate Services Committee);
(b) Corporate Services Committee – December 16, 2018 (cancelled); and
(c) January 2, 2019 Council Meeting rescheduled to January 9, 2019.

CARRIED

Discussion with respect to 2019 Budget Deliberations meeting dates.

MOTION CSC092618-15: *Moved by Member Taylor and seconded by Member Dunlop that discussion with respect to 2019 budget deliberations meeting dates be received; AND FURTHER THAT the following dates be scheduled:*
Monday, November 19, 2018 at 6:00 p.m.
Friday, November 23, 2018 at 9:00 a.m.

CARRIED

Administration

Administration Report No. A18-021, 08/20/18, with respect to Road Department Complement.

MOTION CSC092618-16: *Moved by Member Burkett and seconded by Member Stevens that Administration Report No. A18-021, dated August 20, 2018, with respect to Road Department Complement be received;
AND FURTHER THAT two contract road employees be hired for the 2018 – 2019 winter season;
AND FURTHER THAT staff continue to monitor the effectiveness of the two contract positions on a go forward basis;
AND FURTHER THAT the road full time complement position remain within the Roads Department.*

CARRIED

Administration Report No. A18-023, 08/09/18, with respect to a Procurement Policy.

MOTION CSC092618-17: *Moved by Member Betsworth and seconded by Member Taylor that Administration Report No. A18-023, dated September 19, 2018, with respect to a Procurement Policy be received;
AND FURTHER THAT the Procurement Policy be adopted, effective January 1, 2019.*

CARRIED

Administration Report No. A18-024, 08/27/18, with respect to written complaints.

MOTION CSC092618-18: *Moved by Member Burkett and seconded by Member Westcott that Administration Report No. A18-024, dated August 27, 2018, with respect to written complaints be received;
AND FURTHER THAT all complaints to the Township be in a signed written form;
AND FURTHER THAT the corporate policies be amended to reflect this direction.*

CARRIED

Discussion with respect to Orientation of the 2018-2022 Council.

MOTION CSC092618-19: *Moved by Member Burkett and seconded by Member Stevens that discussion with respect to the orientation of the 2018-2022 Council be received;
AND FURTHER THAT Monday, November 12, 2018 at 9:00 a.m. be scheduled for orientation.*

CARRIED

CORRESPONDENCE (for information)

Orillia & Area Physician Recruitment & Retention, 08/29/18, with respect to Mid-Year Activity & Financial Performance Report.

Severn Sound Environmental Association, 12/31/17, with respect to Year-End Financials.

Association of Municipalities of Ontario, 09/17/18, with respect to Bill 31 – Reduction of Toronto’s City Council.

City of Orillia, 09/18/18, with respect to Noise By-law Exemption – Construction at Highway 12 / Fairgrounds Road.

Ministry of Community Safety & Correctional Services, 08/30/18, with respect to Compliance with Emergency Management & Civil Protection Act.

MOTION CSC092618-20: *Moved by Member Betsworth and seconded by Member Taylor that the following correspondence be received as information:*

- (a) Orillia & Area Physician Recruitment & Retention, 08/19/18, with respect to Mid-Year Activity & Financial Performance Report;*
- (b) Severn Sound Environmental Association, 12/31/17, with respect to Year-End Financials;*
- (c) Association of Municipalities of Ontario, 09/17/18, with respect to Bill 31 – Reduction of Toronto’s City Council;*
- (d) City of Orillia, 09/18/18, with respect to Noise By-law Exemption – Construction at Highway 12 / Fairgrounds Road; and*
- (e) Ministry of Community Safety & Correctional Services, 08/30/18, with respect to Compliance with Emergency Management & Civil Protection Act.*

CARRIED

CORRESPONDENCE (for direction)

Patricia Gray-Barkey with respect to speed limit – Carlyon Line.

MOTION CSC092618-21: *Moved by Member Burkett and seconded by Member Stevens that a letter from Patricia Gray-Barkey with respect to speed limits on Carlyon Line be referred to staff for a report.*

CARRIED

Maria DiMarco, 09/07/18, with respect to Stoop & Scoop Signs – Severn Falls.

MOTION CSC092618-22: *Moved by Member Taylor and seconded by Member Dunlop that a letter from Maria DiMarco, dated September 7, 2018, with respect to stoop & scoop signs for Severn Falls be received;
AND FURTHER THAT the Township By-law Officer visit the area for his review.*

CARRIED

Discussion with respect to the Tower Line Fire Pit.

MOTION CSC092618-09: *Moved by Member Taylor and seconded by Member Dunlop that the Chief Administrative Officer be requested to contact the OPP to request a meeting at the Township Office with the area residents to resolve these concerns;
AND FURTHER THAT Ontario Hydro be invited.*

CARRIED

Friends of the Washago Water Tower, 09/11/18, with respect to Property Improvements.

MOTION CSC092618-23: *Moved by Member Westcott and seconded by Member Stevens that a letter from Friends of the Washago Water Tower, dated September 11, 2018, with respect to Property Improvements be referred to CN for a response;
AND FURTHER THAT improvements to the base be referred to 2019 budget deliberations.*

CARRIED

COMMITTEE UPDATES

Member Betsworth

- ODAS Park

Member Burkett

- Coldwater Fairgrounds Master Plan
- Lakehead University
- Couchiching Conservancy
- Order of Orillia
- Soldiers Memorial Hospital
- Vicars 20th Anniversary

Member Stevens

- Severn Sound Environmental Association
- Cumberland Beach Ratepayers Association
- Orillia & Area Physicians Recruitment & Retention Committee
- Bayou Park Ratepayers Association

Member Westcott

- Severn Bridge Fall Fair
- Washago Community Centre
- Washago Awards
- Washago Centennial Park Master Plan
- Washago Fashion Show
- Santa Claus Parade Committee

Member Cox

- Orillia Fall Fair
- Lakehead University
- Washago / Coldwater Master Plans
- County of Simcoe
- Coldwater Fall Fair

Member Taylor

- SEGBAY Chamber of Commerce
- Waypoint Golf Tournament
- Matchedash Community Heritage Centre

Jane Dunlop

- Waypoint Golf Tournament
- Severn Public Library Board
- Coldwater BIA
- Elmvale BIA
- AMO Conference

Motion to close the meeting to the public.

MOTION CSC092618-24: *Moved by Member Stevens and seconded by Member Westcott 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 advice that is subject to client-solicitor privilege, including communications necessary for that purpose.*

CARRIED

CONFIDENTIAL

Motion to reopen the meeting to the public.

MOTION CSC092618-25: *Moved by Member Burkett and seconded by Member Stevens that this meeting be and it is hereby now reopened to the public.*

CARRIED

Reports from Officials

Confidential Administration Report No. A18-025, 08/28/18, with respect to Volunteer Firefighters.

MOTION CSC092618-26: *Moved by Member Burkett and seconded by Member Stevens that Confidential Administration Report No. A18-025, dated August 28, 2018, with respect to Volunteer Firefighters be received;
AND FURTHER THAT staff be directed to proceed as outlined in this report.*

CARRIED

Correspondence

- "NIL"

September 26, 2018

ADJOURNMENT – 1:05 p.m.

Motion to adjourn.

MOTION CSC092618-27:

Moved by Member Stevens and seconded by Member Burkett that this meeting be and it is hereby now adjourned.

CARRIED

Judith Cox, Chair

Sharon R. Goerke, Clerk