

Minutes

TOWN OF COLLINGWOOD

MEETING: DEPARTMENT HEAD MEETING NO. 2012-33

DATE: TUESDAY – August 21, 2012

LOCATION: BRANIFF ROOM

TIME: 9:30 a.m. – 10:50 a.m.

Ed Houghton - Regrets	Marjory Leonard - Chair	Lynda Reid - Regrets
Sara Almas	Brian MacDonald	John Trude - Regrets
Nancy Farrer - Regrets	Marianne Nero	Mark Bryan - Planning
Marcus Firman	Marta Proctor	Monica Gal
Larry Irwin	Bill Plewes - Regrets	

1. **Business Arising from the Previous Meeting** – none noted.
2. **Issues Forthcoming from the previous meeting of Council**
 - **Use of Solar Panels Staff Report** - the Director of IT advised that he has spoken with the Acting CAO who has charged the Manager of Fleet, Facilities and Purchasing to begin drafting the Staff Report as it needs to be submitted by the end of the month to the Ontario Power Authority. Mr. Irwin also confirmed that only the COLLUS and the two Public Works Buildings are to be included in that Staff Report. It was agreed that the Eddie Bush will be left in as there may be other opportunities at a later date.
 - **Green Bins and Leisure Time Club Celebrations** – the Clerk recommended that these items not be added to the pending list. The Manager of Engineering advised that he received a copy of the new contract from the County in which the County advises that they would deliver a new bin to new residents. It was agreed that Mr. MacDonald would provide a copy of that letter to the Chair.
 - **145 High Street** – the Clerk will speak with Councillor Hull and Cathy Katanko. The Chair will review the property management agreements with both nonprofit housing property management companies.
 - **Community Improvement Plans** - the Chair recommended that Ms. Jody Johnson of Aird & Berlis be invited to make a presentation regarding Community Improvement Plans.
3. **Staff Reports and Other Business**
 - i. **CAO** – was not in attendance.
 - ii. **Clerk**
 - a. Draft Council Agenda – August 27th, 2012 (p.3)
 - Clerk's Reports – not ready to go forward

- Central Park Follow-up to be included.
- The Chair confirmed that the salaries for PRC have been adjusted.
- Deputation from Ameresco Inc. is expected.
- Petitions / correspondence to be included on the Consent portion of the Agenda.
- Presentations about the Terminals – In Camera.
- Museum – In Camera to be moved to the September 10th Council Agenda.
- Street naming – the Street naming ad hoc committee agreed that Queens Court and Jubilee Court were appropriate street names.

iii. Public Works

- **Notice of Motion with respect to connectivity with Blue Mountain Resorts.** – it was agreed that the Mr. MacDonald would speak with the General Manager of the BIA.
- **Bus Transit** – parking signs on Pine, St. Paul – as per Councillor Edwards – the Clerk, Manager of Engineering and Councillor Edwards to discuss.
- **County Waste program** – Mr. MacDonald elaborated on the proposed changes to for special collection pickup and confirmed that he and some of his staff will attend the October 9th Information Session at the County, the Manager will update Department Heads at their October 16th meeting.

iv. Human Resources

- a. **Nomination of Three (3) Management Representatives re: Town Hall JHSC (includes Annex & Arena)** – restructuring the Joint Health Safety Committee. Dennis Seymour, Manager of Recreation Facilities was nominated as one of the Town Hall Management Representatives, Michelle Kuziar, Supervisor Community Recreation has agreed to remain as the other Management Representative. The Chair will speak with the Kay Blakely and report back at the next meeting.
- b. **Budget** – The Manager advised that the Mayor forwarded correspondence from the Province recommending that they strongly encourage a 0% pay increase for 2013 and 2014. It was agreed that the topic is more than likely being discussed at the AMO conference.
- c. **Library roof** – It was agreed that:
 - CBO Plewes is to Draft a Staff Report to Council with respect to the use of the Library's roof for programming purposes.
 - The Executive Management Team will draft a letter to the Acting Director of Library Services to note that the Town is reviewing its safety protocols and until the review is complete, they strongly recommend that the Library is to stop using the roof immediately.
- d. **Tuition reimbursement** – the Manager noted that in the past, it was recommended that the Human Resource Committee be re-instated and that the committee review the current protocol. The Manager described the current protocol which stipulates that in order to be reimbursed for training, staff are partially reimbursed for training pertinent to their current job or if they are in line for a succession plan, for training for the retiring position. The Clerk noted that her training budget has been severely reduced. The Clerk suggested that consideration be given to allowing staff to reimburse training expenses in a similar manner to the computer purchase program. The Manager of HR suggested that a training fund be established which would be similar to the Central Health and Safety Training Fund. The Clerk will review options (budget).

v. **Fire Services**

- The Fire Chief reported that all salvageable artifacts (mural; 4 stained glass windows and the mantle top of the fireplace) from 5 Huron Street have been salvaged and placed in a trailer. The Director of PR&C will speak with Arts & Culture Coordinator to contact a fire restoration contractor to prepare it for transfer and more permanent storage until funding opportunities are sought to preserve and possibly restore those artifacts.

vi. **Planning Services**

- a. **Site Plan Agreement between the Town and Loblaws** - Community Planner Bryan will review the site specific Agreement and provide a copy to the Clerk.
- b. **P2012-XX Proposed Zoning By-law Amendment No. 2012-XXX, 60 Madeline Drive, Collingwood, Town File No: D14512, Applicant: Nancy O'Donnell** - to remain on the Agenda.

vii. **Building Service** – the CBO sent regrets.

viii. **Parks, Recreation and Culture**

- a. **Central Park Follow-up Report** - to be circulated as soon as it is ready.
- b. **Museum In-Camera** – It was agreed that this item be moved to the September 10th Council Agenda.
- c. **Clippers Pool Extension Request** – the Director confirmed that the Clippers are willing to pay for rental fees to keep the pool open for an additional 2 weeks. It was agreed that the Director would advise the Clippers' executive that their request could not be granted until Council reviews its options!
- d. **Admiral School Petition** – the Manager of Water and Wastewater Services confirmed that the County is considering its options to keep the rail line open.
- e. **BIA** – the Director noted that she had received an email from Inspector Trude regarding the recent BIA event. The Fire Chief confirmed that the Department would not sign off on any further BIA applications until they follow Town policy. It was agreed that the Executive Management Team would draft a response to Inspector Trude so that he could then draft a formal letter to the BIA.

ix. **Library Services** – the Acting Director was not in attendance.

x. **Information Technology**

- The Director confirmed that IT can support iPads. The Director also confirmed that if the user has a Notebook then he does not see any benefits and that their purchase would have to be absorbed by the individual department. Clearview Council has been issued iPads which have been programmed for WEBEX meetings. iPads may be appropriate for specific uses if an appropriate APP is available.
- Upgraded version of Adobe® - the Clerk explained that the Receptionist is experiencing difficulties with the newer version of specific software. The Director suggested that those individuals may wish to seek help from colleagues who use the software on a regular basis as well as request some 'one on one training'.

The Chair added that if there is sufficient demand, that a training contractor be retained to provide initial training so that the next time that software is installed for other users, staff

can act as the in-house trainer. The Director and the Clerk will speak with the Receptionist to resolve the problem.

xi. **Police Services** – the Inspector was not in attendance.

- Brief discussion took place with respect to negotiations for the OPP contract.

xii. **Treasury**

- The Chair confirmed that she will present the 2nd Quarter Financials at the August 27th meeting of Council.

xiii. **Water/Wastewater** – no issues.

xiv. **Presentations – Internal/External** – none received.

xv. **Consent Agenda for the August 27th Meeting of Council**

- *Add supporting letter from Jack Merwin regarding the Mobility Needs Survey.*

xvi. **Committee Minutes** – no additional to the June 27th BIA Minutes.

xvii. **Upcoming Meetings & Events** –

- The CBO is in the process of organizing the upcoming Department Heads' Golf Tournament.