

# Minutes

## TOWN OF COLLINGWOOD

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**MEETING:** DEPARTMENT HEAD MEETING NO. 2012-28

**DATE:** **TUESDAY** – July 17, 2012

**LOCATION:** BRANIFF ROOM

**TIME:** **9:37 a.m. – 10:58 a.m.**

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

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### 1. Business Arising from the Previous Meeting

- **OMERS Pension Plan** – Marjory suggested that Council can recommend members to one of the 2 corporations that run the OMERS Board. Marianne advised that most of the actions reported at the July 10<sup>th</sup> meeting were defeated.
- **Breaking Down Barriers requesting fee for service** – the Chair explained that through discussions with Nancy they have agreed to implement a contingency fee so that the existing by-law would not have to be amended.

### 2. Issues Forthcoming from the July 16<sup>th</sup> meeting of Council:

- **Deputation** – the timing of the deputation needs to be moved up so that those making a Deputation and the public need not wait too long.
- **Consent Agenda** - Councillor Lloyd provided Notice of Motion with respect to having items of urgent nature be emailed to Council and then placed on the Consent Agenda.
- **A7 – ‘letting off of firearms’ passed** – the Chair will follow-up.
- **Labyrinth site has been passed**
- **FFP2012-01 Compact Utility Vehicle** – approved 8/1 recorded vote.
- **In-Camera – 6 Notices of Motion** – Councillor Chadwick put forward a Notice of Motion that the By-law which speaks to the location of garages be amended to have the garage be located no more than 2 metres forward of the residence. Bill expressed concern that developers will object to the proposed changes which impact their design, land usage and ultimately price structure. Nancy suggested that as a Notice of Motion it has no standing until Council votes. If they vote in favour, then Planning Services will have to hold a Public Meeting with respect to the proposed amendments and then Council will have to vote on the matter.
- **Notice of Motion provided by Councillor Chadwick with respect to Street naming** - that all street names be approved by Council. The Chair explained that the street naming committee is only for streets being developed by the Town. ~~It was agreed the current practice of allowing Developers to provide a list of names for staffs review is appropriate.~~

- *Notice of Motion provided by Councillor Chadwick - that everything on the pending list* – that has been on the list for 12 months should be resolved by September. The Chair noted that Councillor Chadwick has since withdrawn this notice of motion.
- -Marjory noted that the 'Life Skills Bus Pass' has been resolved, the **name to change to Bus Pass Policy**.
- **Central Park** – Council requested that they be provided with a Staff Report for their August 27<sup>th</sup> meeting. The Staff Report is to provide substantiated estimates for building a covered single ice pad at Central Park and cover Centennial Pool with a bubble type fabric cover.

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-Marta is grateful that Councillor Gardhouse's recommendation to allow the existing "market sounding" budget to be used for this purpose. Marta suggested that as WGD has done the initial estimates for the original version, that they be given the contract as it would allow her to meet the August 27<sup>th</sup> deadline. Marta, Marjory agreed to talk offline and invite Marcus and Brian to assist with those discussions as they need to determine whether Council's desire is to abandon the original concept or whether the project is being modified and staged for future expansion.

- **Berm / Shipyards remediation** – the Chair explained that Councillor Chadwick has been approached by constituents who have expressed concern with the state of the Berm as well as the overall site at the Shipyards. Marta confirmed that the Horticultural Society is not able to assist with the maintenance of the Berm. Marta also explained that David Wood confirmed that the Berm was to be a naturalized environment. If Council desires that the Berm be 'manicured' it will require substantial financial commitment for its conversion and ongoing maintenance.

The status of the overall building site at the Shipyards requires further discussions with the FRAM Group. Bill confirmed that the Admiral Collingwood Building Permit which expires in 2014.

**3. Staff Reports and Other Business**

i. **CAO – sent regrets**

ii. **Clerk**

- a. Draft Council Agenda – July 30<sup>th</sup>, 2012:
  - Add Sue Bragg as a Deputation.
  - Change Life Skills to Bus Pass Policy
  - Staff Report for application for Community Improvement Infrastructure Fund – to be discussed further at the July 23<sup>rd</sup> Department Heads meeting.
- b. **C2012-06 Social Media Policy** – it was agreed that the Staff Report should be formatted to the standard format. Marianne's commented that from a Human Resources perspective, complaints received were postings on private accounts. Marta suggested that developing a Human Resource Policy on private social media accounts should be developed separately and that the title of the Staff Report should be changed to reflect its corporate purpose.
- c. **Major-General Richard Rohmer - free Parking during Wakestock** – the Chair noted that Deputy Mayor Lloyd brought up the Major-General's letter at the recent Police Services Board meeting. Colin Groskopf, Acting Detachment Commander will inform the constabulary.

Marta explained that she met with the Wakestock organizers regarding the status of their event. The event organizers secured their title sponsor only on Friday, July 13<sup>th</sup> as a result they were unable to secure their permits from Clearview Township. During the meeting Marta informed that they must secure the GNE site in order for Collingwood to permit the event. Marta raised concern that the Town's fee structure

for event permits should be reviewed to take into consideration whether the event is for or not for profit and the amount of staff time required. Marta will inform the organizers that they are required (as condition of permit) to supply and install temporary signage indicating where free parking areas are located.

- d. **OMB Memorandum of Oral Decision and Order of the Board re: Eden Oak (McNabb) Inc.**- no discussion.

iii. **Public Works**

- **Linked bus to Wasaga Beach** – Brian advised that the County may have funding to help purchase a new bus for the Wasaga / Collingwood route. Brian will prepare a Staff Report indicating that Wasaga Beach is on board. Resolution from both municipalities needs to be sent to County for their approval. The bus will be biodiesel compatible.
- **87 Niagara Street** – Brian explained that Wayne Cornfield, the real estate agent has called to inquire about the easements. The sewer installation will require lead time. Locates will be an issue due to lead time. Sara will call Lynn Pattern to have the easement acknowledged, get locates done and then negotiate installations based on the offered price. Water connections to have same conditions. Marcus advised that the owner of 85 Niagara has contacted him and has given verbal permission to connect the water to 87. Marcus is waiting for written confirmation. Brian and Marcus will talk offline. Site inspection will be carried out to determine if there is evidence of old fuel tank. Marta has been in touch with the Environment Network to empty out the items stored in the building.

iv. **Human Resources** – is doing job descriptions at the library

- v. **Fire Services** - Trent advised that the construction site has been shut down due high dust. Marcus explained that it is the contractor's responsibility to minimize dust. The Fire Department is not permitted to assist with dust control.

vi. **Planning Services** – nothing to report

- vii. **Building Service** – completing the Service Inventory requirements. The Chair confirmed that she wishes to discuss at the next Department Heads meeting.

viii. **Parks, Recreation and Culture**

- a. **PRC2012-13 Curling Club Brick Remediation** – paint is being removed from the inside of the Curling Club in order to allow for the release of moisture which is crumbling the brick work prematurely.
- b. **Discussion re: Purchase of Fisher Fields** – Marta and Sara to discuss on Thursday.
- c. **Community Improvement Grant** – Marta explained that scope of the grant which has 46 million dollars to be shared within Ontario. The grant provides up to 1 million dollars per project and requires 2/3 matching and not to be on the books in order to qualify. Marta outlaid 3 potential projects: Heritage Park; Eddie Bush Arena and Curling Club with the concerns with each project and further added that deadline for applications is prior to the August 27<sup>th</sup> meeting Council at which they are to decide which options from the Central Park project are to be initiated. Marta agreed to draft her Staff Report to Council and provide them with her top 3 recommendations. Marta will speak with Deputy Mayor Lloyd to explain that it would be beneficial if he would speak with the Honourable Dr. Kellie Leitch MP to request her assistance with Town's application.
- d. **Window overlay for Parks & Recreation / Elvis Festival office** – Bill explained that window film containing advertising could not be adhered to the windows. The display that would affixed to the back wall of the display area backing onto the Annex Board Room is OK as it would not be on the window. Through discussion it was agreed that the proposed covering meets the intent of the by-law and to move forward with the purchase and installation.

- ix. **Library Services – Lynda** confirmed that she is looking at job descriptions and job fact sheets later this week with HR.
- x. **Information Technology – Spam** - Larry suggested that individuals try to block their spam emails individually and if the same spam reaches multiple users then to forward it to <https://spam.collus.com> so that IT can block for all. Larry noted that IT has observed that there are a number of users who are streaming live video/radio, tying up bandwidth. Requesting that Department Heads use their judgment with respect to non critical usage.
- xi. **Police Services – John Trude sent regrets.** The Chair advised that at the July 13<sup>th</sup> Police Services Board it was brought forward that the Police are to assist with enforcement of prohibiting the use of bicycles on the sidewalks, especially on Hurontario Street.
- xii. **Treasury** – Marjory suggested that a “Reception” sign which matched “Tax Department” sign be installed. The Chair agreed.
- xiii. **Water/Wastewater/Railway** - Marcus explained that he received a complaint from the Township of Essa By-law Officer to remove the weeds from the line. Marcus contacted a contractor as well as getting a quote through the Township of Essa’s contractor.
- xiv. **Presentations – Internal/External** – none circulated.
- xv. **Consent Agenda for Review**
  - a. Consent Agenda (for the Meeting of Council on July 30<sup>th</sup>, 2012) (p.56)
- xvi. **Committee Minutes** - none
- xvii. **Upcoming Meetings & Events**