

# Minutes

## TOWN OF COLLINGWOOD

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**MEETING:** DEPARTMENT HEAD MEETING NO. 2012-31

**DATE:** TUESDAY – August 7, 2012

**LOCATION:** BRANIFF ROOM

**TIME:** 9:33 a.m. – 11:15 a.m.

**MEMBERS:**

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

Mayor Cooper joined the meeting at 9:33 – 10:47 a.m.

Councillor Kevin Lloyd joined the meeting from 9:33 – 10:35 a.m.

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### 1. Business Arising from the Previous Meeting

**PW2012-11 - Joint purchase of 8 metre (26 foot) accessible bus through Metrolinx Transit Procurement Initiative, for the Collingwood Wasaga Link Service** – passed. Council recommended that discussions to consider extending connectivity with Blue Mountain Resorts, The Town of the Blue Mountain and the County of Grey should be initiated – the July 31<sup>st</sup> Minutes were amended as per above.

- Solar Installation on Municipal Facilities to be included on the Aug 13<sup>th</sup> agenda.
- **Directional A-frame Signs** – Sara will ensure that By-law staff place 3 directional parking A-frame signs at First/Simcoe/ Ontario and Ste. Marie Street to direct visitors to the Ste. Marie Parking Lots.
- **5 Huron Street** – the Chair advised that Trent and staff entered the building and confirmed that asbestos has been detected and will be included in the terms of reference for the Request for Quotation (RFQ) for demolition of the building. Due to time constraints, Department Heads will not be able to review the RFQ as it is expected to close on Friday, August 10<sup>th</sup>. Sara will ensure that that the August 13<sup>th</sup> Agenda Summary will indicate that the recommended 'lowest bidder's submission' will be circulated on Friday. In responding to Councillor Lloyd's inquiry regarding the possibility of salvaging the mural located inside the former bar of the hotel, Brian explained that when Trent and one of the Firefighters entered last Friday, they noted that there is extensive mold in the building. The Chair suggested that further discussions between Trent and Brian take place with respect to trying to salvage historical artifacts. Brian will coordinate with Trent.

Sara will draft the Press Release regarding the upcoming demolition of 5 Huron Street and invite Councillor Chadwick to review the Draft Press Release.

***Renting of facilities (short term) for retail purposes*** – the Chair noted that Councillor Lloyd had inquired about the existence of policy with respect to renting facilities for retail purposes. Sara noted that a concern was raised in the past about some of the Town's facilities being rented to other competing retail uses. The topic will be discussed further during the Executive Management Committee meeting.

2. **Issues Forthcoming from the previous meeting of Council** - Council did not meet on August 6<sup>th</sup>.

3. **Staff Reports and Other Business**

- **CAO – the Chair advised that:**
- **Harbour** - Rob Macdonald email putting the Town on Notice re operators working from the harbour who do not have appropriate Transport Canada Certification.
- **Centennial Pool / Central Park** - the Chair showed a cutaway of one of the hoop type supports (column /beam) provided by Sprung. The Chair noted that in order to compare competing quotes and technologies, the amenities, square footage and physical layout need to be included. It is expected that the structure to cover Centennial Pool would be approximately 120' X 140'. The Chair also described the ice pad building(s) as well as amenities that would be included in those and how they could be situated to preserve the 2 better ball diamonds. Sprung buildings can attain equivalent to LEEDS 'Silver Standard' certification, but will not be certified as the process and attributed costs cannot be justified. Even with the inclusion of skylights, the R value of the roof portion remains at 22. In responding to Bill's concern, the Chair confirmed that it is the responsibility of the local contractor's Engineer to certify the building. The Tedlar® membrane is virtually indestructible and any repairs are virtually undetectable within one week of repair.

Marta will join the Executive Mgmt Team at their Wednesday meeting to be brought up to date on developments with respect to both Central Park and Centennial Pool.

- **Millennium Park Closure** – north of the Elevators is to be closed as of August 7<sup>th</sup>. The Chair expressed concern that the public space is closed off for such an extended period of time. Marta advised that members of the Collingwood Yacht Club and those using the Harbour would be permitted to enter their respective sites. Allowing vehicular access to Millennium Park during the set up / tear down of the Wakestock event would pose Health & Safety concerns.

Discussion was held with respect to the impact of the Wakestock Event – as there have been concerns raised with respect to the extended road closure period and the fact that the Notice was not published early enough in the local newspapers.

- **Economic Development** - the Chair noted that Mayor Cooper and Councilor Lloyd were present to comment on the Draft Economic Development pamphlet / summary report prepared by Treasurer Leonard and Nicola Nelson. Councillor Lloyd suggested that the preliminary information is good but that it would be more advantageous if Mayor Cooper extends an invitation to the prospective developer with a more succinct information package. Sara suggested that the brochure could be in the form of an invitation. It was agreed that Sara and Marjory would work on this together.

Councillor Lloyd suggested that consideration be given to create the position of Marketing and Communication Director, who would need to have expertise and experience to draw upon the skills of local, talented advisors in the field of advertising, IT, Marketing and Social Media to market Collingwood effectively. If required, the Director would have the ability to retain the services of an agency to execute the marketing strategy and communications strategy.

Councillor Lloyd thanked the Committee for inviting him to their meeting and excused himself at 10:35 a.m.

**Riders with Message Event** - discussion took place regarding events which are not municipally owned or organized but which are municipally permitted. During the permit application process, staff is responsible for ensuring that the event organizers are cognizant of duties and requirements. The Town staff does not run the event. The Chair noted that contrary to fulfilling their permit application requirements, the organizers of the Riders with a Message Event, relocated their stage and as a result rented a generator as they could no longer plug into the electrical panel. Marta confirmed that Special Event process may need to be amended and the municipality may consider requiring that organizers need to pay for Town Staff to coordinate and ensure that private events, the number of which continues to increase are still managed by the Town. The Chair noted that one of the neighbouring residents expressed concern that as a result of the Town permitting music events in downtown core on consecutive weekends has interfered with her opportunity to enjoy the peace and quiet of her home. It was agreed that the topic would be discussed in more detail at Wednesday's Executive Committee meeting.

**Municipal Green Bin Supply** – the Chair advised that the County of Simcoe would no longer be supplying green bins free of charge. Sara will include the Notice on the August 13<sup>th</sup> Consent Agenda.

- **Clerk**

1. Draft August 13<sup>th</sup> Council Agenda reviewed and amended as follows:
  - Add Solar Presentation
  - Notice of Motion from Councillor Chadwick about the 2013 Tall Ships
  - Request for Disaster relief funding from the City of Thunder Bay
  - Presentations regarding the Terminals – Department Heads will be in attendance. Presenters will be scheduled at 30 minute intervals so that Council and Staff are given the opportunity to question each proponent.

Sara suggested that due to the expected length of the August 13<sup>th</sup> meeting of Council, that both of her Staff Reports be deferred to a later meeting.

2. C2012-09 Parking Regulations on Privately Owned Lands (p.11) – Sara elaborated on her submitted Staff Report and requested her colleagues input. Mayor Cooper will forward comment sent to her to Sara.

RECOMMENDING THAT Council enact and pass a by-law to prohibit unauthorized parking on privately-owned land

3. C2012-10 Accountability and Transparency Policy (p.18) – Sara explained that the template was provided by AMCTO and other association with which the Clerk's Department is involved with. Discussion took place as to how to move forward. The Chair suggested that the Draft Report be provided to Council for their comments. Sara suggested that when she distributes the Draft Report to Council, she will recommend that they reply to her directly.

RECOMMENDING THAT Council approve the Accountability and Transparency Policy for the Corporation of the Town of Collingwood as attached hereto.

- Crossing Guards – Sara inquired from Brian whether additional Crossing Guards would be required for the forthcoming school year. Brian will review and speak with Sara separately.
- Sale of Airport Lands – Brian and Sara will meet to discuss the process to sell the 8 Acre parcel at the Collingwood Regional Airport.

- Sara noted that Jim Collis wants to speak with the Town about the sale of Fisher Fields lands. Sara will contact Jim to get further information about that request.
- **Public Works**
  - Report regarding the RFQ for 5 Huron Street will be closed at 2:00 p.m. on Friday.
  - 87 St. Lawrence Street Servicing – Sara confirmed that the closing date is October 15<sup>th</sup>; the purchaser would like it sooner. Water Service change will be coordinated with tree removal and sewer install.
  - Bus Parking – Moberly, Cranberry Trail Cul de Sac Pine Street (should be made a Tow Away Zone) – Brian will send a note to Sara and copy Adam.
  - Third Street – individual pay meters are to be installed up to the boundary of the BIA. Brian noted that the boulevard is grassed and may pose a problem in the winter. The businesses are demanding it. (Visual FX and the Medical building).
- **Human Resources** – Marianne was not in attendance.
- **Fire Services** - Trent was not in attendance.
- **Planning Services** – Nancy confirmed that:
  - Public Meeting is scheduled for the August 13<sup>th</sup> meeting regarding 60 Madeline Drive – Graham O'Donnell.
  - New Subdivision application has been received – to be located on the 10<sup>th</sup> Line.
  - Received new application for Liberty Homes – requesting conversion from Semi detached homes to Townhouses, which is being encouraged by Planning Services. All servicing is in place.
  - Met with owner of Mountain Croft – as he is considering increasing the density of his project.
- **Building Service** – Bill brought forward the following items:
  - Discussion about recommendation from the Town's Solicitor – John Mascarini with respect to 11 Hill Street, and timeline for closing up that portion of Hill Street and making it into a Cul de Sac.
  - Notice of Action against Chief Building Official and other Town Staff regarding house on Waterfront Drive – Blue Shores. Bill explained that he received a Voice Mail message indicating that the owner needs to take the course of action that they have taken. Bill believes that the primary responsibility will have to be assumed by the Engineering firm which signed off on the Report.
- **Parks, Recreation and Culture** – Marta, most of her discussion will be covered at the Executive Committee meeting. Cait Wilson has completed her internship and submitted her Draft Master Plan review which needs to be reviewed by Staff to determine the next steps.
- **Library Services** – Lynda was not in attendance.
- **Information Technology** – Larry requested that Monday's nights presentations should be forwarded to him as soon as possible.
- **Police Services** – John was not in attendance.
- **Treasury** – no issues brought forward.
- **Water/Wastewater**
  - Municipal Services Board Staff Report - Marcus provided report and Draft By-law for comment and input.
  - Water Service for 87 St. Lawrence will be done in time for October 15<sup>th</sup> Closing

- **Presentations – Internal/External** – none received.
- **Consent Agenda for Review**
  1. Consent Agenda (for the Meeting of Council on July 30<sup>th</sup>, 2012) (p.25)  
In Camera – may need to add appointment of new member to COLLUS / Power Stream – the Chair will discuss with Mayor Cooper and notify Sara.
- **Committee Minutes - Nil**
- **Pending List (p.33)** – Sara confirmed that Pending List is provided to Council at their first meeting of the month. The Chair suggested that Department Heads update their respective portions of the Pending List and possibly relocate to the 'Parking Lot'. Sara will update, change format and circulate.
- **Upcoming Meetings & Events - Nil**