

THE CORPORATION OF THE
TOWN OF GEORGINA

**SPECIAL MEETING
COUNCIL INFORMATION SESSION
MINUTES**

Wednesday, April 8, 2009
2nd Floor Committee Room
(4:35 p.m.)

ROLL CALL:

The Clerk gave the roll call and the following Council Members were present:

Mayor Grossi	Regional Councillor Wheeler
Councillor Jordan Clark	Councillor Jamieson
Councillor Szollosy	Councillor Hackenbrook
Councillor Smockum	

Staff:

Sue Plamondon, Chief Administrative Officer
Rebecca Mathewson, Director of Administrative Services and Treasurer
Harold Lenters, Director of Planning and Building
Bob Magloughlen, Director of Engineering and Public Works
Faye Richardson, Director of Leisure Services
Roland Chenier, Town Clerk
Carolyn Lance, Administrative Assistant to the Town Clerk

INTRODUCTION OF ADDENDUM ITEMS:

1. Broadband
2. Property Standards; Clean Yards By-law
3. Legal Fees
4. Summer staff
5. Update on planting program by Leisure Services, Item No. 4(9)
6. Personal matter about an identifiable individual as part of the Closed Session, S. 239 (2) (b) MA

APPROVAL OF AGENDA:

Moved by Councillor Szollosy

Seconded by Councillor Smockum

RESOLUTION NO. SC-2009-0167

APPROVAL OF AGENDA cont'd:

THAT THE AGENDA, WITH THE FOLLOWING ADDENDUM ITEMS, BE APPROVED;

1. BROADBAND
2. PROPERTY STANDARDS; CLEAN YARDS BY-LAW
3. LEGAL FEES
4. SUMMER STAFF
5. UPDATE ON PLANTING PROGRAM BY LEISURE SERVICES, ITEM NO. 4(9)
6. PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL AS PART OF THE CLOSED SESSION, S. 239 (2) (B) MA

Carried.....

DECLARATION OF CONFLICT:

None.

MATTERS FOR DISCUSSION:

Council Identification of Issues for Consideration

1) South Shore Community Broadband (SSCB)

Discussion ensued concerning South Shore Community Broadband. CAO to update Council following meeting of Thursday, April 16, 2009.

2) Property Standards; Clean Yards By-law

The CAO is to investigate proactive enforcement of local properties as opposed to the current 'complaint basis' enforcement and report back to Council.

3) Legal Fees

The Chief Administrative Officer was requested to perform an analysis on all contractual agreements that the Town currently is involved with.

The Chief Administrative Officer advised that solicitor's invoices are now being circulated to the originating departments to be reviewed and adjusted if necessary. A list of law firms and their specialties could be established to access when necessary. Fixed rates could be negotiated, along with annual adjustments to fees, the potential to charge back legal costs to individual files, along with a potential for in-house legal services, with the need to go out for some specialties

MATTERS FOR DISCUSSION cont'd:

The Chief Administrative Officer was requested to provide a report on the provision of legal services

4) Summer Staff

It was suggested that summer staff be provided with the public relations aspects of their positions, possibly via the CAO, Mayor and/or Councillors and through Health and Safety Training.

2. COUNCIL DIRECTION REQUIRED

1. Maintenance Team costs – service levels – cost recovery process – facilities served

Staff is to prepare a report concerning a more efficient process/protocol for the dispatching of maintenance staff with respect to staffing required for certain assignments. Said report also to include comparisons between inside maintenance staff versus services contracted out with respect to activity-based accounting and value for money issues, plus the potential for cross-training with other outside workers so they can fill capacities within other departments and department accountability. To which department should maintenance be reporting?

2. Fleet Policy - Maintenance and Repair, Purchase/Lease evaluation

The Director of Administrative Services is to prepare a report concerning the cost benefits of leasing versus purchasing vehicles as well as opportunities to perform in-house repairs

3. Streetscaping /Signs/Banners – Review

Discussion ensued concerning banner placement with regard to costs, ownership and responsibility.

All local organizations that advertise via banners are to be notified that the Town plans to take them down due to their condition and if they would like the banners replaced, that they provide replacement banners for the Town to coordinate their placement.

Town staff is to quantify the cost for hanging banners, along with the costs involved to remove and replace banners at the same time, in addition to the cost to purchase Canadian Flag banners

MATTERS FOR DISCUSSION cont'd:

Staff is to review directional signage throughout the Town to ensure all signage is in good order, and with direction to replace those signs requiring replacement.

It was decided that the Town continue to deal with street banners on an ad hoc basis, without a policy.

4. Equipment Repair and Maintenance Review

Staff is to prepare a report on the current vehicle maintenance/repair program to determine its value based on charges, competitive rates, frequency of use, and to review the opportunity for in-house repairs for all Town vehicles

Councillor Hackenbrook left the meeting at this time (5:47 p.m.)

Mayor Grossi left the meeting at this time (5:48 p.m.)

5. Appeals to Council – Meetings, Composition, Timelines

Deputy Mayor Wheeler assumed the chair at this time.

Discussion ensued concerning the Potentially Dangerous/Dangerous Dog Appeal Committee and difficulties in getting quorum for meetings. Protocol was not altered at this time. Direction was given that the Director of Administrative Services and Treasurer is to coordinate meetings.

Mayor Grossi assumed the chair at this time (5:55 p.m.).

6. Grant Funding Strategy for Groups;
- Arts and Culture - Red Barn, Georgina Arts, Military Museum,
 - Business – Chamber of Commerce,
 - Youth - Jericho Youth Services,
 - Other - GTTI, Physician Recruitment, Family Life Centre
 - Analysis of Economic Development/Community Building benefits to
Town

Discussion ensued regarding some local organizations traditionally being line items in the budget and that through the new funding application policy that they be removed from the line-item budget over the next few years.

MATTERS FOR DISCUSSION cont'd:

The Chamber of Commerce is to remain as a budget line item

Staff was requested to provide models/options for a grant funding strategy through the Economic Development Division taking into account timelines, accountability, groups becoming more self reliant, recognition given to the Town as support provider. It was suggested that groups should be made aware of the in-kind services, etc, that the Town has provided over the years.

The Director of Leisure Services will prepare a report on a strategy for the entire inventory of Town-owned parcels/buildings, including those that are leased and/or used by other organizations.

7. Basement Apartments

The Director of Planning and Building will prepare a report on the potential to legalize basement apartments, to bring them into compliance. A suggestion of rural versus urban properties was mentioned.

Councillor Hackenbrook returned at this time (6:30 p.m.)

8. Budget Process - Review

Discussion took place concerning the potential for a multi-year capital budget for Georgina, as this would be helpful for department planning. Public input sessions would be required. It was suggested that a 10 year capital plan would advise the residents of the Town's plans for years to come. Staff will look at starting the 2010 budget process near the end of this summer, in order to begin the public process by mid-November and finalize the budget by the end of the 2009.

9. December 18 – Olympic Torch Run

The Town has no available funding, but will attempt to find some funding in order that the Town can promote the event in some way, noting that there are strict guidelines to follow in order to promote the event. Towns are being requested to generate a lot of interest in the event and to plan events around it, with the goal to allow as many people as possible the opportunity to see the torch run.

MATTERS FOR DISCUSSION cont'd:

10. Christmas Closure

The Status quo was approved for this year's Christmas closure of the Civic Centre. 2.5 hours vacation or lieu time will need to be used by staff.

The meeting recessed at this time (6:50 p.m.) and resumed at 7:00 p.m.

Council suggested that the following issues have priority at this time, while all other issues can be completed as staff time permits;

- signs, banners issue
- property standards stats
- basement apartments

3. REVIEW OF ISSUES PREVIOUSLY IDENTIFIED BY COUNCILLORS, BY STAFF AND REPORTS IN PREPARATION

1. Woodbine Streetscaping

Harold Lenters, Director of Planning and Building, advised that the total commitment at the end of 2007 was about \$200,000 based on the preliminary design and early concepts. The Region requested Town input in December of 2007 concerning raised medians on Glenwoods Avenue and were advised that there is an opportunity for another median on the south leg of the Riverglen Drive intersection which the Region is willing to contribute to. Town staff had indicated that they would like the enhanced decorative design, crosswalks, etc, in other areas connected to the Business Park, with the thought that the key intersections should be done well. The estimated construction costs came back as part of the Regional tender, with the total amount for all works north of the intersection at \$500,000. The Region's portion is \$253,000 and the Town's portion is \$200,000, totaling \$453,000. The Town has contributed an additional \$20,000 through the Planning Department budget, leaving a short fall of \$27,000.

Mr. Lenters advised that the Province will design and build the project, while the Ministry of Transportation will improve Woodbine Avenue from the terminus of Highway 404 to Ravenshoe Road. It will be built to urban standards on both sides of the road.

2. Park Cash in Lieu Review – Subdivisions, Site Plans

The Directors of Leisure Services and Planning and Building will be finalizing and submitting a report for Council's consideration in late spring/early summer of 2009 concerning park cash-in-lieu.

4. VERBAL UPDATES BY STAFF ON ISSUES PREVIOUSLY IDENTIFIED BY COUNCIL OR STAFF

1. Sutton Sewage Treatment Plant status

Bob Magloughlen, Director of Engineering and Public Works, explained the phosphorus caps on sewage treatment plants at this. The Lake Simcoe Protection Plan indicates that the Ministry will prepare a Phosphorus Reduction Management Strategy for each plant which will specify the level of treatment and recognize population projections through the Places to Grow document.

2. Lake Drive – Boat house, docks

Mr. Magloughlen explained that a previous report to Council was referred to a sub-committee of Council to address the situation concerning fences, boathouse, docks and decks. The section of the proposed policy that residents had the most difficulty with was the section that prohibited replacement of an existing boathouse that had deteriorating or was damaged by the elements and had to be demolished and direction was given to see if there was a way for staff to deal with this issue. The department will be submitting a report to Council shortly that will resolve the boathouse issue.

Mr. Magloughlen explained that the zoning by-law does not permit boathouses higher than 1 metre above the centre of the road. A public meeting concerning this issue will be advertised as a lot of residents are interested in this subject.

Regional Councillor Wheeler and Councillor Hackenbrook left the meeting at this time (7:35 p.m.).

3. Servicing for Business Park

The storm sewer servicing for the Business Park is to be built by Craft Developments along Glenwoods Avenue and along Dovedale Drive. The property owner to the north of Glenwoods Avenue donated money towards the project awhile ago, but Craft has not proceeded with the project to date.

4. Highway 404 extension

Mr. Magloughlen advised that the Highway 48 extension project is on schedule and the Ministry expects to open the highway extension by the end of 2012. It is at the 30% design stage at this point, noting that a public information will be held in June or July in East Gwillimbury to update the public on the status of the job.

4. VERBAL UPDATES BY STAFF ON ISSUES PREVIOUSLY IDENTIFIED BY COUNCIL OR STAFF

5. Paintball

Discussion ensued concerning a 25 acre parcel of land on Weir's Sideroad in the Pefferlaw area intended to be used as a paintball operation. This property has legal non-conforming status as it was used for this purpose up to 1999 at which time it changed hands. Staff is to obtain a legal opinion on this matter.

Regional Councillor Wheeler and Councillor Hackenbrook returned at this time (8:03 p.m.)

6. Planning Project Timelines

Mr. Lenters stated that work on the next phase of the High Street Heritage Conservation District Plan project has been delayed due to staffing changes.

7. Development Charges Review

Ms. Rebecca Mathewson, Director of Administrative Services, advised that information is being obtained. It was explained that staff will prepare a new development charges by-law, but it may not be completed before the current by-law expires. Staff does not believe it will be necessary to go to the work of extending the existing by-law in the interim.

8. Energy Audit – Confirm buildings to be included in study – Ice Palace, Sutton Arena, Civic Centre, De La Salle Chapel, Stephen Leacock Theatre, former police station (Civic Centre Annex)

Ms. Mathewson is in the process of obtaining guidance from LAS prior to performing an Energy Audit on Town-owned buildings, noting that one can derive a lot of value from a professional audit. She also noted that common sense can be used in choosing power saving items as well.

9. Update on planting program by Leisure

Mrs. Faye Richardson, Director of Leisure Services, explained that over the last few years, seven staff were hired which has now been reduced to four. The Town will no longer be supplying plantings in Udora or Pefferlaw and will be reducing the plantings on High Street, there will be no baskets on the bridge in Sutton or Keswick or along

4. VERBAL UPDATES BY STAFF ON ISSUES PREVIOUSLY IDENTIFIED BY COUNCIL OR STAFF

the wall in Keswick. The Town cannot provide plantings if it is unable to provide the necessary watering and maintenance to keep them alive and vibrant. She noted that the circle bed on the Civic Centre grounds uses 120 flats alone.

Mrs. Richardson advised that trees need special treatment during the first and second years of planting them and a lot of trees have been planted at the soccer fields north of Civic Centre.

Council directed that staff continue with the plantings on the bridges and the wall and eliminate 90% of the plantings on the Civic Centre grounds.

Mrs. Richardson advised that she is investigating discounts through suppliers on the Town's orders. Summer staffing will be reduced from 23 to 20 and the grass and maintenance crew schedules will be reviewed and redeployed if necessary. She stated that with \$70,000 cut from the planting program, the 400 baskets, barrels and boxes that were annually distributed throughout the Town will need to be cut by a third.

All summer maintenance program staff will be directed on a priority basis in order to maintain the trees, grass, flowers and weeding.

Flood Update

Mr. Magloughlen indicated that the dams are closed to Lake Simcoe and water levels are expected to be 3 inches higher than last year's levels, but this should not cause any flooding in Georgina. The elevations in rivers and creeks have crested.

The Lake Simcoe Region Conservation Authority has issued flood warnings.

5. REVIEW/CONFIRM NEED FOR MEMORANDUMS TO ADVISE COUNCIL

Questions that arose during budget discussions:

1. Debenture Prepayment

Ms. Mathewson indicated that there is no opportunity for debenture repayment.

5. REVIEW/CONFIRM NEED FOR MEMORANDUMS TO ADVISE COUNCIL

2. Advertising Costs – Recruitments

Staff is to advise Council how many applications were submitted as a result of advertisement in The Star for the Director of Administrative Services and Chief Administrative officer positions.

3. Insurance Claims

Should Council be notified when claims reach the settlement stage?

4. Garbage Bag limits and Bag Tags – York Region comparison

The Chief Administrative Officer is to circulate a chart that has been prepared comparing the northern six municipalities.

5. Bank Charges

All bank charges have been budgeted for.

6. Osprey Control

Mrs. Richardson advised that it costs approximately \$2,000 to purchase and install the pole, construct and install a platform to create a nesting area for Osprey. Council requested that the Leisure Services Department arrange for the installation of one nesting platform to determine the effectiveness.

7. Sign Maintenance

Mr. Magloughlen explained that they are working on a routine road sign maintenance program. Staff is to make lists of signs that are in need of replacement and the Region will be advised of the signs they are responsible for.

There is a protocol in place to have individuals reface signs re billboards or advertising signs.

The Town Clerk is to clarify whether the Town by-law includes the ability for the Town to remove derelict or unsafe signs or if the sign owner is to either resurface/maintain the sign or remove it.

5. REVIEW/CONFIRM NEED FOR MEMORANDUMS TO ADVISE COUNCIL
cont'd:

8. Cost recovery – Letter to Ministry of Natural Resources seeking cost recovery for carp clean up

This issue has already been dealt with and being reviewed.

9. Explore additional contributions from Brock for Port Bolster Hall

The Director of Leisure Services was requested to prepare correspondence to encompass both the Towns of Uxbridge and Brock with regard to contributions for the Port Bolster and Udora Halls.

10. Senior Management – opportunity for flex hours

The Director of Administrative Services is looking into the opportunity for Senior Management staff to use flex hours.

11. Downtown areas needing support - Simcoe Ave. and High St.; Economic Development issue – vacant properties – next budget year strategy

CLOSED SESSION:

Moved by Councillor Smockum

Seconded by Councillor Jamieson

That the Council Meeting recess at this time (9:22 p.m.) and move into a Closed Session to consider:

- i) Litigation – Section 239(2)(e) MA
ii) Personal matter about an identifiable individual; Section 239(2)(b) MA

Carried.....

REPORTING OUT OF CLOSED SESSION:

The Council Members arose from the Closed Session at this time (9:06 p.m.); no motions emanated from the Closed Session.

CONFIRMING BY-LAW:

Moved by Councillor Hackenbrook

Seconded by Regional Councillor Wheeler

That the following by-law be given three readings:

By-law Number 2009-0035 (COU-2)

Being a by-law to confirm the
proceedings of Special Council.

Carried...

ADJOURNMENT:

Moved by Councillor Jordan

Seconded by Councillor Jamieson

That the meeting adjourn at this time (9:45 p.m.).

Carried.....

Robert Grossi, Mayor

Roland Chenier, Town Clerk