

THE CORPORATION OF THE TOWN OF GEORGINA

COMMITTEE OF THE WHOLE MINUTES

Monday, May 16, 2011
(9:12 a.m.)

1. MOMENT OF MEDITATION:

A moment of meditation was observed.

2. ROLL CALL:

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

Mayor Grossi	Regional Councillor Wheeler
Councillor Davison	Councillor Hackenbrook

3. COMMUNITY SERVICE ANNOUNCEMENTS:

The Committee Members were made aware of a number of community events taking place.

4. INTRODUCTION OF ADDENDUM ITEMS AND DEPUTATIONS:

The following Addendum items were identified as part of the agenda:

- 4.1 Report No. RCP-2011-0018 entitled 'Creative Communities Prosperity Fund (CCPF)', Item No. 17.2.3
- 4.2 Report No. DAS-2011-0026 entitled 'Proposed Pay and Display Parking Machines – Additional Information', Item No. 17.1.3
- 4.3 Request to reschedule the public meeting regarding the Development Charges Background Study and proposed by-law from May 24th to June 13th, Item No. 22.1, Other Business
- 4.4 Dredging of the Black River, Item No. 22.2, Other Business

5. APPROVAL OF AGENDA:

Moved by Councillor Wheeler

Seconded by Councillor Hackenbrook

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

RESOLUTION NO. CW-2011-0111

- 5.1 REPORT NO. RCP-2011-0018 ENTITLED 'CREATIVE COMMUNITIES PROSPERITY FUND (CCPF)', ITEM NO. 17.2.3
- 5.2 REPORT NO. DAS-2011-0026 ENTITLED 'PROPOSED PAY AND DISPLAY PARKING MACHINES – ADDITIONAL INFORMATION', ITEM NO. 17.1.3
- 5.3 REQUEST TO RESCHEDULE THE PUBLIC MEETING REGARDING THE DEVELOPMENT CHARGES BACKGROUND STUDY AND PROPOSED BY-LAW FROM JUNE 13TH AT 7:00 P.M. TO JUNE 20TH AT 9:00 A.M., ITEM NO. 22.1, OTHER BUSINESS
- 5.4 DREDGING OF THE BLACK RIVER, ITEM NO. 22.2, OTHER BUSINESS

Carried.....

6. DECLARATION OF PECUNIARY INTEREST:

None.

7. ADOPTION OF THE MINUTES:

Moved by Councillor Davison

Seconded by Councillor Hackenbrook

RESOLUTION NO. CW-2011-0112

THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON MAY 2, 2011, BE ADOPTED AS PRESENTED.

Carried.....

8. BUSINESS ARISING FROM THE MINUTES:

None.

9. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION:

The following items were identified for separate discussion:

- 9.1 Item No. 15.2, various matters for disposition
- 9.2 Item No. 17.1.1, Report No. DAS-2011-0022 entitled '2011 Water and Sewer Budgets and Rates'
- 9.3 Item No. 17.1.2, Report No. DAS-2011-0025 entitled 'Town of Georgina – 2011 Property Tax Rates'
- 9.4 Item No. 17.1.3, Report No. DAS-2011-0026 entitled 'Proposed Pay and Display Parking Machines – Additional information'
- 9.5 Item No. 17.2.1, Report No. RPC-2011-0016 entitled 'Stamboultzis Parking'
- 9.6 Item No. 17.2.2, Report No. RPC-2011-0017 entitled 'Rink Boards'

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION:

10.1 Matters not subject to individual conflicts

Moved by Councillor Davison

Seconded by Councillor Hackenbrook

That the following recommendations respecting the matters listed as 'Items Not Requiring Separate Discussion' be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

Routine:

RESOLUTION NO. CW-2011-0113

THAT THE ROUTINE CORRESPONDENCE BE RECEIVED.

Reports:

- 17.2.3 Creative Communities Prosperity Fund (CCPF)
Report No. RPC-2011-0018

RESOLUTION NO. CW-2011-0114

- 1. THAT REPORT RPC-2011-0018 BE RECEIVED FOR INFORMATION.
- 2. THAT COUNCIL, THROUGH THE CREATION OF THE CULTURAL SERVICES DIVISION AND ITS SUPPORT FOR THE INITIAL CULTURAL PLANNING EFFORTS COMMENCED IN 2010, PASS A RESOLUTION DEMONSTRATING THEIR CONTINUED COMMITMENT TO CULTURAL PLANNING BY

AUTHORIZING THE APPLICATION TO THE CREATIVE COMMUNITIES
PROSPERITY FUND.

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION cont'd:

3. THAT THE CLERK FORWARD A COPY OF THIS REPORT AND COUNCIL
RESOLUTION THEREON TO THE MINISTRY OF TOURISM AND CULTURE.

Carried.....

10.2 Matters subject to individual conflicts

None.

11. DEPUTATIONS:

None.

12. PRESENTATIONS:

None.

13. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION:

14. PUBLIC MEETINGS:

None.

16. PETITIONS:

None.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS:

17.1 Reports from the Administrative Services Department:

17.1.1 2011 Water and Sewer Budgets and Rates

Report No. DAS-2011-0022

Rebecca Mathewson, Director of Administrative Services and Treasurer, stated that staff can look at establishing a policy or procedure to mitigate any difficulties that certain taxpayers may suffer as a result of any increase in rates.

Bob Magloughlen, Director of Engineering and Public Works, stated that it is important to be able to contact staff at any hour for emergency services such as breaks in water mains, and are therefore provided cell phones.

Staff was requested to identify the number of employees actually working on the water and sewer process.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Sue Plamondon, Chief Administrative Officer, stated that the Town is spending \$9.5 Million on water rates and is aware that other municipalities are facing similar pressures and increases to their water budgets.

Staff was requested to provide a breakdown as to the phone bills related to emergency systems at water and sewer stations as well as what portion of staff cell phone bills relate to business as opposed to personal use.

Sue Plamondon suggested that a solid case could be made in allowing some personal use of cell phones for those staff members who need to be accessed at all hours, and that she will determine if the policy covers the use of cell phones for work and personal use.

Moved by Regional Councillor Wheeler

Seconded by Councillor Davison

RESOLUTION NO. CW-2011-0115

1. THAT COUNCIL RECEIVE REPORT NO. DAS-2011-0022 REGARDING THE 2011 WATER AND SEWER BUDGETS AND RATES.
2. THAT COUNCIL ADOPT THE 2011 WATER AND SEWER BUDGET, REFLECTING AN OVERALL INCREASE OF 13.9% TO THE QUARTERLY WATER AND SEWER BILL FOR AN AVERAGE HOME.
3. THAT THE FLAT RATE CAPITAL COST RECOVERY CHARGE BE ESTABLISHED AT \$5.50 PER QUARTER FOR EACH OF WATER SERVICES AND SEWER SERVICES.
4. THAT THE RATE FOR WATER USAGE BE ESTABLISHED AT \$1.25 PER CUBIC METRE.
5. THAT THE RATE FOR SEWER SERVICES BE ESTABLISHED AT \$1.41 PER CUBIC METRE OF WATER.
6. THAT THE RATE FOR BULK WATER DISPENSED FROM A MUNICIPAL HYDRANT TO A TOWN AUTHORIZED WATER HAULER BE ESTABLISHED AT \$3.24 PER CUBIC METRE.
7. THAT THE ABOVE-NOTED PROPOSED WATER AND SEWER RATES BE EFFECTIVE COMMENCING ON THE JUNE 2011 BILLING.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

8. THAT COUNCIL ADOPT THE NECESSARY BY-LAWS (ATTACHED) TO EFFECT THE ABOVE-NOTED CHANGES IN THE WATER AND SEWER RATES AT ITS MEETING OF MAY 24TH, 2011.

Carried.....

Moved by Councillor Wheeler

Seconded by Councillor Davison

RESOLUTION NO. CW-2011-0116

THAT STAFF PREPARE A REPORT ON A FIVE-YEAR PLAN REGARDING FUTURE WATER AND SEWER BUDGETS AND RATE INCREASES AND RELATED COSTS, ALONG WITH A POTENTIAL POLICY OR PROCEDURE THAT WOULD ASSIST RESIDENTS/RATEPAYERS ON FIXED INCOMES SUCH AS WAIVING PENALTIES OR DEFERRING WATER AND SEWER PAYMENTS UNTIL SUCH TIME AS THE HOME IS SOLD.

Carried.....

17.1.2 Town of Georgina – 2011 Property Tax Rates

Report No. DAS-2011-0025

Rebecca Mathewson, Director of Administrative Services and Treasurer, advised that during budget discussions, the tax increase per household was estimated at 2.65% or \$84.91 per average household, but that figure has been reduced to 2.16% or \$69.18 per household based on the final Regional and School Board property tax rates. The reduction is due to the shifting of Regional tax dollars between municipalities, as well as between property assessment classes within the Region of York and the Province. There is therefore less of an impact to the average homeowner in Georgina than initially forecast.

Moved by Regional Councillor Wheeler

Seconded by Councillor Hackenbrook

RESOLUTION NO. CW-2011-0117

1. THAT COUNCIL RECEIVE REPORT NO. DAS-2011-0025, "TOWN OF GEORGINA – 2011 PROPERTY TAX RATES";

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

2. THAT COUNCIL ADOPT THE BY-LAW TO ESTABLISH THE 2011 PROPERTY TAX RATES FOR THE TOWN OF GEORGINA AT ITS MEETING OF MAY 24, 2011, AS DETAILED IN APPENDIX "A" TO THE BY-LAW (ATTACHED).

Carried.....

17.2 Reports from the Recreation, Parks and Culture Department:

17.2.1 Stamboultzis Parking

Report No. RPC-2011-0016

Mayor; should have dedicated number of spaces designated for resident parking.

Moved by Regional Councillor Wheeler

Seconded by Councillor Hackenbrook

RESOLUTION NO. CW-2011-0118

- 1 THAT REPORT RPC-2011-0016 BE RECEIVED.
2. THAT A BY-LAW BE PASSED AUTHORIZING THE MAYOR AND CLERK TO ENTER INTO A ONE YEAR AGREEMENT WITH MR. ANGELO STAMBOULTZIS FOR THE PURPOSE OF ESTABLISHING A PARKING LOT AT THE SOUTH EAST CORNER OF KENNEDY ROAD AND LAKE DRIVE TO HELP ALLEVIATE PARKING PROBLEMS IN THE GENERAL AREA.
3. THAT EIGHT PARKING SPACES BE DEDICATED AT ALL TIMES FOR USE BY PERMANENT GEORGINA RESIDENTS WITH PARKING PASSES, TO BE MANAGED BY MR. STAMBOULTZIS AS HE SEES FIT.

Carried.....

17.2.2 Rink Boards

Report No. RPC-2011-0017

Moved by Regional Councillor Wheeler

Seconded by Councillor Davison

RESOLUTION NO. CW-2011-0119

1. THAT REPORT RPC-2011-0017 ENTITLED 'RINK BOARDS' BE RECEIVED.
17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:
- 2 THAT COUNCIL AWARD REQUEST FOR PROPOSAL RPC2011-004 IN AN AMOUNT NOT TO EXCEED \$140,530.66 INCLUSIVE OF H.S.T. AND THAT THE PURCHASING MANAGER ISSUE A PURCHASE ORDER ACCORDINGLY.

Carried.....

15. COMMUNICATIONS:

15.2 Matters for Disposition:

- 15.2.1 Sophia Aggelonitis, Minister, Minister Responsible for Seniors, requesting nominations for the 2011 Senior Achievement Award Program by the June 15, 2011 deadline.

Moved by Councillor Wheeler

Seconded by Councillor Davison

RESOLUTION NO. CW-2011-0120

THAT CORRESPONDENCE FROM SOPHIA AGGELONITIS, MINISTER, MINISTER RESPONSIBLE FOR SENIORS, REQUESTING NOMINATIONS FOR THE 2011 SENIOR ACHIEVEMENT AWARD PROGRAM BY THE JUNE 15, 2011 DEADLINE BE RECEIVED AND REFER TO THE RECREATION, PARKS AND CULTURE STAFF FOR DISPOSITION TO DISTRIBUTE TO OTHER APPROPRIATE AGENCIES.

Carried.....

- 15.2.2 Lynn Dollin, Chair, South Georgian Bay lake Simcoe Source Protection Committee, concerning Source Protection Plan Preparation for Drinking Water Source Protection in the South Georgian Bay lake Simcoe Source Protection Region, Notice under O. Reg. 287/07.

Moved by Councillor Regional Wheeler

Seconded by Councillor Davison

RESOLUTION NO. CW-2011-0121

THAT CORRESPONDENCE FROM LYNN DOLLIN, CHAIR, SOUTH GEORGIAN BAY LAKE SIMCOE SOURCE PROTECTION COMMITTEE, CONCERNING SOURCE PROTECTION PLAN PREPARATION FOR DRINKING WATER SOURCE

PROTECTION IN THE SOUTH GEORGIAN BAY LAKE SIMCOE SOURCE
PROTECTION REGION, NOTICE UNDER O. REG. 287/0, BE RECEIVED.

Carried.....

18. UNFINISHED BUSINESS:

None.

19. REGIONAL BUSINESS:

None.

20. MOTIONS:

None.

21. NOTICES OF MOTION:

None.

22. OTHER BUSINESS:

22.1 Development Charges Background Study and Proposed By-law

Rebecca Mathewson, Director of Administrative Services and Treasurer, stated that a public meeting was originally scheduled to be held on Monday, May 24th at 7:00 p.m. in conjunction with the regularly scheduled Council meeting. Feedback has now been received warranting refinements to be made to the study and staff now proposes to reschedule the public meeting to Monday, June 13th at 7:00 p.m. to afford staff more time to update the background study.

Sue Plamondon, Chief Administrative Officer, stated that if it is determined that there are too many public meetings scheduled for the June 13th Council meeting or if they might generate considerable public participation, she suggested that the Development Charges Background Study public meeting be scheduled for 6:30 p.m. or 6:45 p.m. in an effort to manage the process. She noted that notice must be placed in the newspaper tomorrow.

Staff will determine the number of public meetings scheduled for June 13th and report back following the recess.

22.2 Dredging of Black River.

Councillor Hackenbrook inquired about the possibility of arranging for the dredging of the Black River near the Federal Dock.

Bob Magloughlen, Director of Engineering and Public Works, stated that Council passed a resolution not to re-dredge the Black River and to ask Small Craft Harbours to conduct a

- study on the wharf situation to determine the impact of the wharf on the silt problem at the mouth of the river, with the possible removal of the wharf to allow the silt to drift in its natural course. He and the Director of Recreation, Parks and Culture met with the
22. OTHER BUSINESS cont'd:

Department of Fisheries and Oceans (DFO) last fall at which point the DFO committed to conducting a study to determine if anything can be done. He stated that he will follow up with the DFO and will contact Councillor Hackenbrook for involvement in any future discussions with the DFO.

Moved by Councillor Davison

Seconded by Regional Councillor Wheeler

That the meeting recess at 10:45 a.m. to provide time for Council to review the addendum report circulated at the beginning of the meeting; the meeting resumed at 11:07a.m.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS:

17.1 Reports from the Administrative Services Department:

17.1.3 Proposed Pay and Display Parking Machines – Additional Information

Report No. DAS-2011-0026

Faye Richardson, Director of Recreation, Parks and Culture, explained that the current pay and display parking machines accept credit cards and cash. They work well but the storage of cash is an issue and they are not payment card industry (PCI) compliant.

Brock McDonald, Manager of Development and Business Services, explained that one issue with the current machines deal with the fact that the machines accept fraudulent credit cards, which does not become apparent until later in the day when all the credit card information is downloaded and which has cost the Town approximately \$6,000 in lost revenue last year.

Mr. McDonald also explained that the current machines accept cash and there has been one robbery incident, resulting in better security with regard to the cash retention and collection, while the newer machines have a secure box that cannot be tampered with.

Ms. Mathewson indicated that the new machines will accept credit cards but not debit cards. The Request for Proposal requested debit and credit card capabilities but the market is not meeting that demand yet. Technology changes quickly and it is not known if the machines will have debit capability in the near future. Touch-less or wave communications between a pass card and the machine is being examined. The current machines accept bills and release change while the new machines accept coin only, not bills, and do not produce change, making it necessary for park users to either pay in coin

or use a credit card. There is no optimum solution at this time.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Shawn Conde, Manager of Information Technology, stated that we cannot alter the existing machines to accept credit card payments in real time in order to become PCI compliant. Most of the current machines are battery driven, not solar powered and in his opinion need to be replaced. The technology will not change tomorrow to provide debit capability and coin and bill acceptance, although there are machines that accept bills but the chosen vendor does not provide that capability. The evaluation committee selected the best machine through the Request for Proposal process and that decision is now presented to Council. He noted that 50% of park users currently pay by cash.

Ms. Mathewson explained that the municipality is obligated to be payment card industry compliant with respect to acceptance of credit card payments. If the municipality continues with the current machines, it is subject to significant fines, adding that another municipality was fined in excess to \$100,000 two years ago. The Town could also be prohibited from credit card/debit card payments in all of its facilities as a result. She noted that staff is working towards full compliancy and is not sure when any disciplinary action may take place by the Industry, although the Industry realizes that it takes time to implement changes.

Mr. Conde explained that the options include a machine that is not batch based, where the information is stored on the machine until it is downloaded later, and a machine that needs wireless communication which is dependent on a cellular signal. A site survey would be required to see if the wireless machine would function at some of the locations. If we use a home base unit, an analogue telephone line is required. Because Georgina includes some remote locations, a shelter would need to be constructed to provide a protected area for availability of telephone service and hydro at two park locations.

Mr. Conde stated that it has not yet been determined if all locations have telephone service. The De La Salle location has a digital telephone system rather than analogue based, but this location would be an easier location to service than at North Gwillimbury Park, noting that there is an average six month waiting period for Bell Canada to install service from the road. He also advised that De La Salle Park represents 75% of all of the park revenue the Town receives.

Ms. Mathewson stated that it is anticipated that because of the onerous task in needing to have the required coin, people would begin to use their credit cards more and cash less. She advised that the Town received notification of PCI compliance requirements in 2009.

Davis Kwan, I.T. Network Security Administrator, stated that the PCI regulations started to take effect in 2009 and each user is categorized into different levels of importance depending upon how many transactions are made each year. The Town of Georgina is categorized in the lowest level and staff has been working toward compliance since 2009.

He stated that the Town should have been compliant in 2009.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Ms. Mathewson indicated that staff advised Council of the PCI requirement demands in 2009 and proceeded at that point to appoint a network security position who conducted a PCI compliance analysis and has been proceeding with compliance requirements since that time. Council approved funds in the 2011 budget for upgrades and enhancements to the server requirements to achieve PCI compliance. Parking machines are only one small component in order to become compliant. She stated that the benefits of compliance include avoidance of fines of up to \$100,000, and avoidance of the prohibition of accepting future debit and credit card payments throughout all Town facilities.

Ms. Plamondon, Chief Administrative Officer, explained that the annual revenue from the parking machines is approximately \$200,000 per year. The primary driver for change is PCI compliance, while the second issue is security. The new equipment can be upgraded in the future at a cost of approximately \$200 per machine with regard to accepting debit cards and payback in terms of revenue is within one year. Staff's recommendation is to ensure PCI compliance as there is a risk to the Corporation if it does not move forward toward compliance. Direction is needed as Town parks are opening this weekend.

Ms. Plamondon stated that it is important for Council to understand that a solution is needed that is PCI compliant and noted that the Town can be PCI compliant if credit cards are not accepted. The Corporation will not be PCI compliant until the end of June.

Moved by Councillor Davison

Seconded by Regional Councillor Wheeler

RESOLUTION NO. CW-2011-0122

THAT COUNCIL RECEIVE REPORT NO. DAS-2011-0026 REGARDING ADDITIONAL INFORMATION FOR THE PROPOSED PAY AND DISPLAY PARKING MACHINES, THAT COUNCIL ACKNOWLEDGES THAT STAFF ARE WORKING TOWARD PAYMENT CARD INDUSTRY (PCI) COMPLIANCY IN A REASONABLE FASHION, AND IN THE INTERIM, THAT THE TOWN CONTINUE TO COLLECT PARKING REVENUE FROM PARKS WITH THE CURRENT PAY AND DISPLAY PARKING MACHINES AND THAT THE NECESSARY SECURITY MEASURES BE PUT IN PLACE WITH REGARD TO CASH TRANSACTIONS.

Carried.....

Council was advised that due to several planning department public meetings scheduled for the June 13th Council meeting, that the public meeting concerning the Development Charges Background Study and Proposed By-law will be scheduled for Monday, June 20th at 9:00 a.m.

23. ADJOURNMENT:

Moved by Councillor Hackenbrook

Seconded by Regional Councillor Wheeler

That the meeting adjourn at this time (12:15 p.m.) and a Special Council Meeting be held to deal with the following matters:

- i) Roll Call
- ii) Declarations of Pecuniary Interest
- iii) Item No. 17.2.2, Report No. RPC-2011-0017 entitled 'Rink Boards'
- iv) Item No. 17.2.1, Report No. RPC-2011-0016 entitled 'Stamboultzis Parking'
- v) Confirming By-law
- vi) Adjournment

Carried.....