

THE CORPORATION OF THE TOWN OF GEORGINA

COUNCIL WORKSHOP MINUTES

Monday, October 29, 2012
(9:07 a.m.)

1. MOMENT OF MEDITATION:

A moment of meditation was observed.

2. ROLL CALL:

The Council Services Coordinator gave the roll call and the following Council members were present:

Mayor Grossi	Regional Councillor Wheeler
Councillor Craig	Councillor Davison
Councillor Hackenbrook	Councillor Smockum
Councillor Szollosy	

Staff:

Winanne Grant, Chief Administrative Officer
Harold Lenters, Director of Planning and Building
Robin McDougall, Director of Recreation and Culture
Bill O'Neill, Fire Chief
Rebecca Mathewson, Director of Administrative Services and Treasurer
Dan Pisani, Director of Operations and Engineering
Mary Baxter, Director of Library Services/CEO
Jordan Redshaw, Communications Coordinator
Dan Murnaghan, Manager of Parks and Open Spaces
Steve Richardson, Deputy Fire Chief
David Reddon, Manager of Taxation and Revenue
Trisha Quinlan, Manager of Human Resources
Brian Jordan, Manager of Purchasing
Ryan Cronsberry, Manager of Municipal Law Enforcement
Darlene Carson-Hildebrand, Manager of Finance and Deputy Treasurer
Karyn Stone, Economic Development Officer
Bob Fortier, Operations Manager
Velvet Ross, Manager of Planning
Shawn Conde, Manager of Information Technology

2. ROLL CALL cont'd:

James Pugh, Supervisor of The ROC
Rod Larmer, Manager of Building and Chief Building Official
Patti White, Manager of Recreation Services
Carolyn Lance, Council Services Coordinator

3. COMMUNITY SERVICE ANNOUNCEMENTS:

None.

4. INTRODUCTION OF ADDENDUM ITEMS AND DEPUTATIONS:

The following addendum items were identified:

- 4.1 Upper York Sewage Solutions Project Strategy; possible next steps, as Item No. 8.14

5. APPROVAL OF AGENDA:

Moved by Councillor Szollosy

Seconded by Councillor Smockum

RESOLUTION NO. C-2012-0480

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

- 5.1 UPPER YORK SEWAGE SOLUTIONS PROJECT STRATEGY; POSSIBLE NEXT STEPS, AS ITEM NO. 8.14

Carried.....

6. DECLARATION OF PECUNIARY INTEREST:

None.

7. PRESENTATIONS:

- 7.1 Michelle Lindquist, Account Manager, York Region, and Josephine Johnston, Municipal Relations Representative, York Region, respecting the Municipal Property Assessment Corporation (MPAC); 'Introduction to Property Assessment (Assessment 101)'.

7. PRESENTATIONS cont'd:

Josephine Johnston, Municipal Relations Representative, York Region, reviewed the power point presentation at this time, which expands on last week's presentation to Town Council. She stated that the presentation includes i) roles, responsibilities and relationships, ii) property assessment in Ontario, iii) property assessment notice, iv) AboutMyProperty website, v) request for reconsideration and appeal process, vi) 2012 assessment update regarding local trends and vii) how to contact MPAC.

Ms. Johnston reminded Council members that the Municipal Property Assessment Corporation (MPAC) is a not-for profit, non-share capital corporation governed by a Board of Directors, of which every municipality is a member. MPAC assesses and classifies almost five million properties. The valuation process begins with collecting data on properties, analyzing that data, development models and applications, evaluating the properties and applying a market value to the property. Assessment rolls are then delivered to municipalities and assessment notices are delivered to property owners.

Ms. Johnston explained that legislative changes implemented for the 2008 base year update continue to apply for the 2012 assessment update. Any decrease in assessment is applied immediately and increases are phased in over four years. She provided an example of an assessment phase-in and how it is calculated. She noted that business notices are mailed out separately from residential notices.

Ms. Johnston stated that the residential average statistics indicate that the assessment has increased in the Province by 18% from 2008 to 2012, phased in over four years with a 4.5% increase per year. The Region of York increased by 27.2% and Georgina increased by 13.6%.

Ms. Johnston quickly reviewed the changes to the Property Assessment notices and reminded Council of the AboutMyProperty website.

Ms. Johnston stated that a Request for Reconsideration (RFR) is available to all property owners with no filing fee, with a deadline of April 1, 2013. Requests for property information can be made and individuals can look up as many as 100 properties for short information listings and as many as 24 properties for full information, for comparison reasons. She advised that MPAC's goal is to review Requests for Reconsideration within 90 days of submission and will mail out results by September 30th of the taxation year.

Michele Lindquist, Account Manger, York Region, indicated that new property owners who purchased properties after the April 1st deadline, could make a special request through the Assessment Review Board (ARB) for a special appeal or they can submit an RFR the following year.

7. PRESENTATIONS cont'd:

David Reddon, Taxation Manager, explained that once the Town has received documents from MPAC, the information is processed against the tax account and adjustments are made the same year. New values would be effective the following year. A credit would be given to the property owner for what they have already paid, if their assessment was reduced.

Ms. Johnston explained that if there is a dispute with the reassessment, it can be appealed through Section 40 of the Assessment Act at a cost of \$75 for residential, farm, managed forest and conservation land property or \$150 for multi-residential, commercial, industrial and other properties. Legislation changes introduced in 2009 continue to govern the ARB process. She explained that where value is the grounds for appeal, the burden of proof regarding the correctness of the current value rests with MPAC. The burden of proof rests with the appellant if the issue is something other than value or if he/she fails or refuses to allow MPAC to inspect the property or fails to comply with a request for information and documentation.

Ms. Johnston indicated that the ARB filing deadline is 90 days after the mailing of the results of the RFR for regular notices. She noted that the ARB must determine the current value of the property and refer to similar lands in the vicinity and adjust the assessment to make it equitable only if comparison results in a reduction.

Ms. Johnston reviewed the 2012 assessment update local trends summary, noting that the estimated average change in assessment by tax class is 13.63% for residential and 22.89% for farm. She noted that the estimated average change by residential property type for single family detached is 11.05%, for semi-detached is 11.75%, for seasonal on water is 27.29%, for single family detached on water is 19.5%, for link homes is 10.33% and for freehold townhouses is 12.77%.

Ms. Johnston noted that MPAC issues a number of outreach brochures that are available to the public.

Moved by Councillor Smockum

Seconded by Regional Councillor Wheeler

RESOLUTION NO. C-2012-0481

THAT TOWN COUNCIL RECEIVE THE PRESENTATION MADE BY JOSEPHINE JOHNSTON, MUNICIPAL RELATIONS REPRESENTATIVE, YORK REGION, AND MICHELLE LINDQUIST, ACCOUNT MANAGER, YORK REGION, RESPECTING THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC); 'INTRODUCTION TO PROPERTY ASSESSMENT (ASSESSMENT 101)'.

Carried.....

7. PRESENTATIONS cont'd:

7.2 Departmental/Division Five Year Work Plans – Proposed Project Summary

Winanne Grant, Chief Administrative Officer, stated that staff will be presenting a consolidated collection of projects anticipated because they are either legislatively required or need to be undertaken sometime within the next five years. The intent of this exercise is that staff can organize themselves so that the budget presentation is based on individual department needs and then the overall global corporate needs.

Ms. Grant explained that this exercise determined certain projects respecting prerequisite needs and assisted in determining the top priority projects, as well as produced preliminary information for the 2013 budget process. Not every project identified today will be presented in the 2013 budget, some will not be presented until 2014 or later depending on priority. Staff intends to educate Council Members on the breadth and scope of the projects the municipality needs to undertake over the next five years and will assist Council Members during the 2013 budget process as they will have already been through this opportunity to learn about the individual projects and will be familiar with them.

Ms. Grant stated that some projects can be conducted in-house, while the municipality does not have the expertise or the time to conduct other projects in-house. Staff does not have all the answers at this point as this is the beginning of an ongoing program to enable staff to manage the needs of the municipality.

OFFICE OF THE CAO

Ms. Grant presented the projects for the Office of the Chief Administrative Officer;

- Strategic Plan Update; reaffirm corporate vision
- Customer Service Strategy; complex lengthy strategy, reviewing all services provided by all divisions/departments
- Integrated Community Sustainability Plan; currently working with people in the community having ties with FCM and funding to assist the municipality with the plan, will recommend development of Terms of Reference
- Civic Centre Spatial and Service Delivery Assessment; renovating the former police building on Baseline Road for the Operations Department has provided office space in the Civic Centre and opportunities are being reviewed.
- Broadband Strategy; this project is under the umbrella of the northern six (N6) municipalities and is supported by the Region. The strategy is to enable Georgina to be competitive by providing broadband internet availability to fulfil communication needs.
- Policy/Procedure Review; the municipality has a multitude of policies, most of which need to be updated and some policies need to be put in place.
- Civic Centre Replacement Strategy; implications will be reviewed of continuing to operate out of the Civic Centre building.

7. PRESENTATIONS cont'd:

It was suggested that some of the newly available space in the Civic Centre be used as a Councillor's Office.

Ms. Mathewson stated that staff is in the process of assuming South Shore Community Broadband assets and will be submitting a report to Council shortly proposing to establish an advisory committee with respect to a broadband internet infrastructure. Time sensitivity relates to approved budget dollars and current ongoing monthly costs of running South Shore Community Broadband as the Town is approaching the approved limits of funding.

Jordan Redshaw reviewed the Communications projects:

- Internal Communication Strategy
- Media Relations Strategy
- Identity/Branding Strategy; Staff will be meeting with consultants to identify the scope of this project and tendering a Request for Proposal. This is a high priority project for completion by the second quarter of 2013.
- Social Media Strategy; staff will be launching a new website within one year
- Communications Protocols; guidelines respecting customer service and bringing in more business
- Departmental Communications Plans
- Community Engagement Plan; cannot rely on social media 100%. Traditional channels will continue to be utilized as well as streaming on-line. Community engagement has been a challenge for a lot of businesses for many years and will be an ongoing project for a number of years in order to determine what will work best for the community. Feedback from the public is being sought.
- Employee Engagement Survey

Mr. Redshaw stated that the new municipal website will be accessible from multiple electronic devices. He will be submitting a report on the new website costs and timeline, noting that no application is available at this point to access the website from tablets but that is expected to follow the installation of the new website.

Trisha Quinlan reviewed the Human Resources projects:

- Compensation Market Study; most municipalities have a policy to meet the market. The study will encompass York Region at least
- Human Resources Management System (HRMS); creates efficiencies for workflow. Current processes are very paper-driven, inefficient and time consuming, whereas a new system can improve these qualities.
- HR Policies (update); staff is gathering information for a tender to be issued through the Regional N6
- HR Processes (new & updated)

7. PRESENTATIONS cont'd:

- Benefits re-design and N5 Regional Tender
- AODA Employment Standards; changes to Health and Safety, communication, etc
- Performance Management Program
- Career Development Program; a program to assess staff in their current positions and identify gaps, if any
- Online Training Program; Microsoft tutorials and WHMIS training are examples of what is available through online training programs, which would reduce the inefficiency of time used to conduct in-house training sessions
- Staffing Level Review; goals for service levels
- Job Evaluation Process Review; language and formatting is outdated and being reviewed. Staff will review requirements for evaluating positions.
- Position Description Review and Re-writes

ADMINISTRATIVE SERVICES;

Rebecca Mathewson reviewed the Administrative Services projects:

-Enterprise Resource Planning (ERP) Software

Ms. Mathewson explained that an ERP system is business management software that allows an organization to use a system of integrated applications to manage the business. Ms. Mathewson stated that each department has expressed software needs and an ERP system can connect modules to one central depository system. Software programs save a lot of time, promote greater accuracy and improve audit control. She is currently looking for an ERP system that will not become redundant, that future programs can be added onto to incorporate legislative changes, etc.

Ms. Mathewson advised that the Information Technology Division has started gathering more detailed identification from all divisions and prioritizing their requirements. It is proposed that in early 2013, the Town will be able to issue a Request for Proposal and obtain some good responses as to solutions that the market place can provide along with pricing. If a Request for Proposal is able to be issued in early 2013, it is possible that a new software system may be in place by January 1, 2014. She noted that the municipality is currently in a period of growth and once the proper tools are in place such as ERP software, this would migrate the necessity of hiring additional staff.

Ryan Cronsberry reviewed the Municipal Law Enforcement projects:

-Officer Staffing/Operating Hours Review; The division is being called upon during regular business hours and off business hours for service. A review is essential to ensure that the needs of the community are being met and that the by-laws and acts are being followed. There may be benefit to adding staff or adding hours as the community grows and he will submit a report to this effect in the new year.

7. PRESENTATIONS cont'd:

- Complaining Tracing Software/File History; This software is required to accurately maintain records of complaints and past history of properties.
- Mobile Field Equipment; Mobile printers in vehicles would enable By-law officers to issue documents on the spot and access the Town's website on the road in order to increase customer service.

Mr. Cronsberry indicated that his division has less seasonal staff than it used to, and noted that weather plays a huge factor in the division's workload.

Shawn Conde reviewed the Information Technology Services projects:

- Comprehensive Corporate ITS Strategy Plan; in the process of developing a corporate strategic plan to be completed by January, 2013 which will be the guiding document to define services
 - Comprehensive Communications Infrastructure Strategy; implementing/streamlining communication between facilities and the capability of call transfers between facilities is in the process for all buildings on Civic Centre grounds.
 - Comprehensive Corporate Software and Licensing Strategy; leveraging software assets, have a number of licenses
 - Comprehensive Corporate Hardware Strategy
 - SSCB/Georgina Connects Asset Assumption
 - PCI (Payment Card Industry) information and Security Policy and Process Review
 - Comprehensive Geographical Information System (GIS) Strategy; in place; central GIS, have number of partnerships with Region to share data, school boards, LSRCA and various municipalities. Data was secured at a reasonable cost and is an ongoing process. Looking to enhance this process to enable more staff to use it.
 - Logical and Physical Assets Security Review; obligation to secure assets
 - ITS Division Internal Operating Procedures Review; annual
 - Data Management Strategy
- Have a number of ongoing projects not listed here.

David Reddon reviewed the Taxation and Revenue projects:

- Sale of Unsold Tax Properties; Staff has been proactive over the last couple of years in an attempt to recover costs. Through a past tax sale, 8 of the 19 properties remained unsold. The most recent tax sale resulted in one property being redeemed, five being sold and 20 remaining unsold. A final sale in 2012 is scheduled in November for 10 more properties. Staff will be reporting in 2012 and 2013 respecting all of the unsold properties. The sale of the remaining properties without a minimum bid requirement may assist to recoup the taxes owing on them.

7. PRESENTATIONS cont'd:

-Municipal Application Software; software was originally purchased in 1984 and uses the Unix system, not Windows. It has significant limitations and limits staff from offering and/or providing e-services to ratepayers. Replacement software is required in order to meet current standards

Darlene Carson-Hildebrand reviewed the Finance projects:

- General Ledger Restructuring of Accounts;
- Debt Financing Strategy; This strategy would assist staff in how it plans to finance long-term debt and future capital projects
- Budget Policies and Practices; maintains consistency with budget practices and provides guidance to staff during budget preparation including the phasing-in of budget increases. She referred to The ROC which spanned several years in construction whose operating costs could have been phased-in rather than being a one-time cost.
- User Fees Policy;
- Investment Policy; how to make the most of non-current cash requirements
- Long Term Financial Plan; This is an essential tool for decision making and allocating resources. The completion of the plan would allow continual updating of current performance.
- Multi Year Capital Plan; can list capital projects planned to be undertaken, how a project will be funded, and will allow the corporation to move forward to 5 or 10 year capital plans. It is essential for the future financial health of the corporation.
- Payroll Operations and Efficiency Review; a lot of manual processing in payroll and duplication in tasks

The meeting recessed at 10:35 a.m. and resumed at 10:45 a.m.

Brian Jordan reviewed the Purchasing projects:

Mr. Jordan stated that the Purchasing Department's goal is to obtain the right product at the right time and at the right place

- Procurement By-law Review; This by-law was last reviewed in 2006 and requires another review concerning technology issues and normal housekeeping issues.
- Internal Audit Review of Purchasing Policies and Procedures
- Purchasing Software System; The Purchasing Department needs to be included in the overall corporate software system and as well with its own software to maintain records and keep ahead of the community needs.

Mr. Jordan stated that the audit review will seek out any weaknesses in the process and address these issues possibly with a more standardized reporting system to Council.

7. PRESENTATIONS cont'd:

Mr. Jordan explained that under Provincial legislation, the corporation cannot discriminate with respect to race, creed, colour or geographical location, but when building a document, if there is justification to require a local business or organization, that justification can be used for the evaluation of the bids. The corporation does attempt to advertise locally and not go further afield if it is known that there are several local businesses that would be able to tender on a project.

Rebecca Mathewson reviewed the Clerks projects

-Records Management Strategy/Electronic Document Management; The corporate documents are not as secure as they should be. The records retention by-law will be reviewed and staff will move forward towards an electronic document management system which will help to alleviate storage problems and ensure documents will be more secure and accessible.

-Corporate Print/Mail Services; the corporation sends out a lot of mail and it needs to look at better methods of doing so. The printing, folding and postage machine work can be done by outside services that have the industrial grade equipment to handle our increasing volumes more efficiently. There are opportunities through Canada Post to use E-post for billings and mail-outs to improve customer service, efficiencies and cost savings. There are opportunities to achieve postal rate discounts and new software is needed. With regard to printing, the corporation leases a number of photocopiers that are being worn out quickly and staff will be looking at a broader strategy with regard to printing options including in-house, out-sourced, required equipment, staff time and best practices

-Elections 2014 Planning; Staff will be submitting a report on the November 5th Committee of the Whole agenda to establish an Election Committee for planning the 2014 elections. The Committee will be reviewing issues such as improving voter turnout, different methods of voting, meeting accessibility standards and ward boundaries. It will also look at ways to improve/enhance the voters list regarding access and updates.

Ms. Mathewson stated that the Code of Conduct report has been drafted by the Clerk's Intern and he is working on updating the Procedure By-law as well. The draft report may be retained until the hiring of a Town Clerk for review.

OPERATIONS AND ENGINEERING:

James Pugh reviewed The ROC projects;

-Marketing; staff is working on long and short term plans to support ongoing sustainable initiatives

-Three-Year Business Plan; this plan will incorporate revenue and expense models, projects, staffing structures as well as long range recreation and culture programs

-Capital Projects; several projects over next few years; site facility signage for example on hill and on building, long range capital project would be purchase/development of ski rental program to generate revenue

7. PRESENTATIONS cont'd:

Mr. Pugh stated that the three year plan will incorporate all options and ideas including summer use projects, summer tubing, biking, special events, carpets for year-round skiing. All options will be presented to Council in a future report.

Mr. Pisani added that staff will review The ROC financial information to indicate expenses versus revenues for both the winter and summer seasons

Mr. Pugh stated that the level of the pond can be lowered so that excess water can be pumped into the ditches to alleviate flooding situations. The Engineering Department is reviewing the drainage for the entire ROC property.

Mr. Pisani stated that staff is evaluating the sight, noting that some areas have already been improved. The sight should be able to accommodate normal drainage flows. There are some challenges in and around the Pioneer Village area and staff will be looking into the installation of catch basins to improve the Village's drainage. He stated that staff does have an initial site plan design to assist with drainage of The ROC site, Pioneer Village, Civic Centre, and adjacent lands.

Mr. Pugh stated that staff is advertising the ROC in order to maximize its usage by school groups and individuals, and staff attend weekly meetings to capture all program revenue-generating opportunities.

Ms. McDougall advised that direct advertising is being circulated to all schools within the Highway 404 corridor, as far south as Richmond Hill. She noted that staff could look into bussing packages for school trips on a cost recovery basis.

Dan Murnaghan reviewed the Parks and Facilities projects:

-Facility Use Policy; the policy will maximize prime time usage, compress schedules, reduce overtime and part time seasonal staffing

-Emerald Ash Borer Action Plan – Georgina had one bug caught in one trap which makes it an 'active area' and are moving forward with the Region's Action Plan. Staff will be reporting to Council with opportunities and a plan for Georgina.

-Tree Inventory; staff need to undertake a tree inventory including hedgerows and woodlots, alongside streets, etc, noting that Georgina contains a large number of ash trees

-Facility Energy Audit; The municipality needs to ensure that it is reducing as much energy as possible and being as efficient as possible. Sports fields are included in this audit.

-Security System Management; There are currently four separate security companies used across the Town

-Parks & Facilities Asset Management Plan; This plan ties in with all assets and software requirements, the Human Resources system and the financial system.

7. PRESENTATIONS cont'd:

-Green House Gas (GHG) Adaptation Strategy and Action Plan; This plan was put forward by the Province and is a huge undertaking by all municipalities which starts with facility energy audits and asset management.

Mr. Murnaghan explained that the municipality is currently in the midst of implementing the in-ground waste/rubbish strategy in parks, noting that there was a delay in procuring the actual products. They are being put into the ground now and staff is confident that they will be successful. He noted that they are in use along the waterfronts in the cities of Barrie and Toronto.

Dan Pisani reviewed the Water/Waste Water projects:

-6 Year Financial Plan; This plan is legislatively required, municipalities must establish asset replacement strategies including a responsible fiscal plan for both water and waste water. Staff will report on such issues as total revenues, water usage charges and expenses.

-All Pipes Project (Regionally Driven); involves infrastructure for water and waste water and includes pipe sizing, different flows, capturing different parameters and performances.

Mr. Pisani stated that the Asset Management Plan is directly connected to software requirements and is a huge process to undertake. He also noted that staff will be reporting on the Mechanic Shop endeavour shortly.

Council inquired if staff had looking into identifying the source of the odour issue at the Willow Beach and Salvation Army pumping stations. Bob Fortier advised that he was unaware of an odour issue but that staff will look into identifying the source.

Council inquired if staff had investigated the possibility of continuing installation of water and sewers along Lake Drive from the Willow Beach area towards Sibbald Point Provincial Park and Port Bolster. Mr. Fortier advised that plans include the eventual expansion of the system. He explained that the issue that drove the Willow Beach water and sewer project was the financing that became available that financed two-thirds of the project. Council suggested that studies should be included in future plans for this project east of Park Road. This would ensure that everything was in place if financing became available in the future.

Dan Pisani reviewed the Department projects:

-Community Halls Strategy; Staff will be reviewing all of the Town halls in terms of their location and capital replacement costs as well as the potential of the Town divesting itself from some of them, and reporting to Council

GPS Tracking/Management System Town Vehicles; A better method of utilizing vehicles is required; staff have a large territory to cover and as a result, gas consumption is high. A dispatch system is being investigated

7. PRESENTATIONS cont'd:

- Fueling Station for all Town Vehicles; centralization needed
- Preventative Maintenance Program; related to the software requirement, the all pipes project, categorization of assets, management assets and maintenance
- Sutton Public School Retrofit; in 2013, Council should expect replacement of the roof regardless of what option is chosen for this project.

Dan Pisani reviewed the Operations projects:

- Asset Management Plan; replaces Roads Needs Study

Dan Pisani reviewed the Engineering projects

Engineering Services Review; this review is tied in with service delivery, customer service delivery. Staff is looking at current skill sets within the department and what challenges exist.

Bob Fortier stated that the under-ditch drainage method or French Drain system for the south end of Keswick was included in the plan, but it did not make the short list. He stated that he believes this drainage system is very effective. The department needs to respond to the immediate needs of the community, but if this type of drainage system could be performed on one or two streets at a time, it would be effective. This system can be brought back in the 2013 budget.

PLANNING AND BUILDING:

Rod Larmer reviewed the Building projects:

- Building Division Services Review; a review is currently underway and was commenced in 2011 with the purpose of conducting a comprehensive look at how the municipality conducts its business, provides services to the community, and determine methods to better deliver those services. A report was completed which contained fifty suggestions and staff are looking at implementing as many of these as possible. A presentation will be made to Council at the end of November.
- Electronic File Tracking; the department currently uses four data bases to track building permits, etc and deal with a lot of paper. One challenge is lack of space for all of the paper records and therefore moving to an electronic file tracking system would decrease the space requirements. A new software system could enable interdepartmental communication and consolidating the four data bases into one would be much more efficient.

7. PRESENTATIONS cont'd:

-Septic Re-inspection Program; by 2016, approximately 630 septic systems within 100 metres of Lake Simcoe must be inspected. The purpose of the mandatory inspection program is to help protect the waters of Lake Simcoe and each inspected system goes to the bottom on a five-year cycle list. This is a mandatory program for the municipality, but it can introduce a discretionary system to expand the program to encompass other septic systems further from the lake.

-Building Permit Fees Review; this service is provided to residents who choose to build. A review will compare Georgina's fees to neighbouring municipalities' fees and will provide an opportunity for stakeholders to comment on the fees review.

It was noted that the Province did not provide municipalities with funding towards the costs of the septic re-inspection system. Mr. Larmer stated that a review has not been conducted yet but staff is considering providing financial assistance to homeowners as there are opportunities to recover some or all of the costs involved. He stated that he believes the LEED program may provide money to homeowners wishing to upgrade their systems.

Velvet reviewed the Planning projects:

-Develop COA Procedural Bylaw;

-Sutton / Jackson's Point Secondary Plan; approved by Council in June of 2010 with one appeal filed by Dr. Shouldice with respect to his large parcels of land located on both sides of Catering Road in Sutton.

-Planning and COA Website Information; The website is to be populated with more user-friendly descriptions of the various processes. Links are currently available on the website to various application forms as well as to provincial and regional documents to assist people but it needs to be more user-friendly.

-Electronic File Tracking; software is required to provide updates and descriptions on applications

-Site Plan Control By-law; Staff is in the process of updating this by-law to deal with specific features of site plans including architectural elements, colours and features. It is not yet legally in place.

-Official Plan Review;

-Keswick Secondary Plan Review;

-Zoning By-law 500 Review; the last review was conducted in 1994

-Pefferlaw Secondary Plan Review; the Pefferlaw Secondary Plan has not been updated to date because the community of Pefferlaw is serviced by private wells and septic systems and no municipal infrastructure is in place.

7. PRESENTATIONS cont'd:

Karyn Stone reviewed the Economic Development projects:

-Signage for Community Identification; identification signage will be installed at all main entrances and in each individual community. Staff has been advised of another opportunity for funding as the Region proceeds with bridge construction in Udora. A consultant is preparing a new design for the entrance from the west side of Udora, the design for which will be submitted to the Economic Development Committee for endorsement, then to Council for final approval.

-Community Improvement Plan; both the Keswick and Sutton/Jackson's Point Secondary Plans make reference to a community improvement plan which allows the municipality to designate certain areas to be able to receive additional resources and policies as an incentive to promote redevelopment or revitalization. A report will be submitted to Council shortly requesting approval to hire a consultant and to select a steering committee.

-Heritage Conservation District/Sutton; the community improvement process will identify High Street as a heritage conservation district.

-Keswick Business Park; a marketing strategy and promotion is required. Marketing would be best accomplished through partnerships. Staff will enhance the Business Park's online presence via the Town website and a promotional video outlining the key messages meant to target the market.

Ms. Stone advised that the Town has promoted the Business Park beyond our borders over the last few years, but staff has not yet established a listing of companies to be targeted for marketing purposes. She stated that she has been in contact with commercial realtors for marketing purposes, noting that the Town does not have an avenue through which to display marketing materials on its website at this point in time.

RECREATION AND CULTURE;

Robin McDougall reviewed the Department projects:

-Business Plan; The plan will review business practices and allow the department to take more of a business approach as well as taking more revenue generating and cost recovery approaches for a more efficient department.

-Electronic Revenue Tracking; the current software system does not link to the financial system. An integrated system is needed through new software programming.

-Marketing Audit; a more effective social media is being sought

-RC Master Plan Update; update last completed in 2004

-Sutton Public School Feasibility Study Implementation; to be submitted to Council at the December 3rd Committee of the Whole meeting.

-Policies and Procedures: Drafting and Review; policies and procedures are currently outdated and need to be updated.

7. PRESENTATIONS cont'd:

- Trails Master Plan; the master plan is an important plan that will guide staff. Staff needs a better understanding of the location of all the trails, the connectivity of trails, standardization in construction and maintenance, promotion and signage.
- Sedore Property Development Plan

Ms. McDougall stated that staff is meeting quarterly regarding the lake-to-lake trail system, noting that Lake Drive was identified as the preferred route from the Town of East Gwillimbury. The intension is to link the trail system with internal subdivision and park trails.

Patty White reviewed the Recreation projects

- Town-Operated Event Assessment; staff is reviewing and analyzing all events to ensure the Town provides what is needed and to determine if additional events are required to be added
- Program Service Delivery Strategy;

Robin McDougall reviewed the Culture projects:

- Accessibility Plan; The Plan, including the Integrating Accessibility Standards Regulation, will be presented to Council at the November 19th Council meeting.
- Municipal Cultural Plan; being reviewed, the goals identify cultural resources, goals and strategies to be developed and will be presented to Council at the November 19th Council meeting.
- Cultural Branding; this ties back to the corporate-wide identity and branding strategy, to build awareness of the cultural sector and to review design options for a logo
- Cultural Mapping; the development of mapping to indicate all resources, arts and cultural, businesses, organizations, festivals and events, local artists, places of religious assembly within the Town's boundaries
- Stephen Leacock Theatre and Georgina Pioneer Village Long Term Strategy

EMERGENCY SERVICES;

Fire Chief O'Neill reviewed the Emergency Services projects:

- Master Fire Plan, a master fire plan was completed in 2010 and is due for review in 2015
- Fire Underwriters Survey; this is a national organization that provides data on public fire protection for underwriting purposes of insurance companies. The process includes assessments on community risk, fire department, water supply, emergency communications and fire safety control. Through this, fire grades for residents are established.

7. PRESENTATIONS cont'd:

-Standard Tanker Shuttle Service Accreditation; establishes fire service grade for those areas without municipal water. Very comprehensive survey concerning the fire service getting water to rural areas in a timely manner and maintaining those water supplies in those areas. There is a huge list of requirements including distance from fire stations and supplied water sources. Commercial businesses located outside of normal hydrant system must be located within 5 km of a fire station and within 2.5 km of an approved water source. Residential properties must be located within 8 km of a fire station and 5 km of an approved water supply. Some property owners will be able to obtain upgraded insurance rates.

-Voice Radio Communication System Replacement; The current radio system is supplied to the nine municipalities by the Region of York. The Region supplied all the equipment for the fire radio upgrades, truck radios, supporting almost 2100 pieces of equipment throughout York Region. This system is reaching the end of its lifecycle and will no longer be supported by the existing vendor beyond 2014. Replacement has been initiated and it is very expensive. The Region, through the York Regional Police budget, will be supplying all nine Regional municipalities with capital replacement costs for this equipment in 2014 and 2015. If the municipality wishes to add equipment to what is being replaced by the Region, funding would need to be found through the Town's budget. York Regional Police will continue to operate the 911 system but will no longer cover all operating costs associated with it. Operating costs will have to be covered through each fire department starting in 2015 or 2016. The estimation for those costs for Georgina would be \$40,000 annually which is a relatively small amount considering the total cost of the project of \$27 Million. Operating costs for the fire service over the course of one year are estimated at \$420,000 and Georgina's portion based on usage is \$40,000.

Steve Richardson reviewed the Emergency Services projects

-Fire Station Location Study; This study identified levels of risk, response times and speed able to travel and results will be brought forward in 2013.

-Dry Fire Hydrants; An adequate water supply is a fire hydrant or an adequately designated dry hydrant connection which can be described as a large pipe leading into a permanent water source with a strainer on one end and a fire truck connection at the other end. A key to obtaining the tanker shuttle service accreditation is the distance requirements to a year-round water supply. If a municipality cannot meet the year-round water supply requirements, it needs to consider placing dry hydrants in these areas

-Training Facility; to enable the municipality to train its own staff with possible partnerships with neighbouring fire services

Deputy Chief Richardson stated that he can add the Brown Hill area to the list of areas in need of dry fire hydrants. He noted that it is a requirement of the building code to install a water supply in a non-hydrant area when building new commercial development.

7. PRESENTATIONS cont'd:

LIBRARY SERVICES;

Mary Baxter reviewed the Library Services

- Strategic Plan 2011-2016; The focus of the strategic plan is on meeting growth and providing life-long learning.
- New website and public catalogue; will be introducing a new public library catalogue for efficiencies reasons
- Mobile Outreach Service; this will be established in order to be more effective at community events
- Accessibility standards;
- Library Branch Refurbishment; buildings are aging and require some care. An architect is to redesign the Keswick library to meet service delivery and staffing requirements, including painting, carpeting, etc
- Staffing levels – Growth Related; additional staffing and redeployment of current staffing levels is an ongoing process to meet growth demands

Mayor Grossi requested that a condensed presentation be made within the next six months to all staff members for their information.

Ms. Mathewson stated that staff will be investigating an economical software system preferably in the range of \$400,000, noting that there may be consulting dollars to help with deployment and implementation. Some modules will come in future years to expand the system. Staff will be prioritizing these modules, taking into consideration what we currently have and what can wait another year or two. The software project is an enormous project and staff will use a phased approach to incorporate it.

The meeting recessed at 12:48 p.m and resumed at 1:15 p.m.

8. VISIONING SESSION:

8.1 Plans for the Special Olympics Ontario Summer Games to be held in York Region in 2013

Ms. Grant advised that staff is in the process of compiling more information for future consideration.

8. VISIONING SESSION cont'd:

8.2 Timing of the Highway 404 Construction

Ms. Grant advised that she is in possession of three pieces of correspondence dated March 28, 2012 from the Ministry of Infrastructure, dated May 10, 2012 from the Regional Chair, and dated August 2, 2012 from the Ministry of Infrastructure. The first correspondence refers to a completion date in the summer of 2014, the second correspondence refers to a completion date of August, 2014 and the third refers to the year 2014 as the completion date. She noted that at the meetings staff has attended with regard to the extension of Highway 404, the Ministry of Transportation has consistently indicated an August, 2014 completion date.

Staff was requested to update Council on a bi-monthly basis from now until August of 2014 with regard to the completion date for the extension of Highway 404.

8.3 Installation of Traffic Lights and Pedestrian Crossings at Various Locations

8.4 Traffic Calming, general discussion and Victoria Road, Udora discussion

Ms. Grant advised that Items 8.3 and 8.4 both deal with traffic speed and the safety of pedestrians.

Dan Pisani, Director of Operations and Engineering, advised that he is preparing a report respecting the four connector roads between The Queensway and Woodbine Avenue which will be completed and submitted to Council by the end of November. He is looking at the viability for a crossing guard at the intersection of Fairwood Drive and Roselm Avenue to be included in a future report, and at Council's request, he will add the potential for a crossing guard at the top of Spring Road. He will be meeting with York Region staff on November 1st with regard to the Victoria Road traffic calming issue and will be reviewing an action plan, as well as for The Queensway based on the recent tragic event. At Council's request, traffic calming measures will also be investigated for Ravenshoe Road at Udora.

Council members also requested that the Director include in his report traffic calming along Glenwoods Avenue between Lowndes Avenue and The Queensway, as well as Richmond Park Drive and along Lake Drive.

It was noted that the report should also include the potential for rumble strips at the intersection of Metro Road and Woodbine Avenue.

Mr. Pisani mentioned that he will submit a report concerning the four collector roads at the end of November, but noted that the other report will not be completed within that timeframe.

8. VISIONING SESSION cont'd:

8.5 Paradise Island Bridge Update

Ms. Grant advised that once confirmation has been received from the Town Solicitor, a tentative neighbourhood meeting will be set for Wednesday, November 28th from 7-9 p.m. to include Town staff, the Town Solicitor, a consultant and the property owners involved, as directed in a recent staff report. The property owners involved will receive a copy of the June report and a copy of the draft agreement as background information prior to the meeting. She advised that this is to be a technical meeting with the residents and no decisions will be made at that time. She noted that alternate dates include Tuesday, November 27th or Thursday, November 29th from 7-9 p.m. or Saturday, December 1st from 2-4 p.m.

Ms. Grant indicated that the improvements to the bridge were to be at the cost of the owners of the property being serviced by the bridge. She stated that the structural framework of the process will be provided to property owners before the meeting takes place.

Fire Chief O'Neill advised that the fire trucks are too heavy to cross the bridge, but the Fire Department has had fire plans in place since 2001 for the island in case of a fire.

Ms. Grant was requested to move the meeting to Tuesday, November 27th from 7-9 p.m. as the November 28th date conflicts with another meeting for some members of Council who would like to attend the Paradise Island Bridge meeting.

8.6 Economic Development Video; Increased Communication with Development Companies

This item was removed earlier in the meeting.

8.7 Increased Summer/Winter ROC Operations

This item was discussed earlier in the meeting.

8.8 Trail System/Snowmobile Access

This item was discussed earlier in the meeting.

8.9 The Five Corners, Keswick

A Council Member advised that two buildings have been demolished in the Five Corners area at the intersection of The Queensway, Metro Road and Morton Avenue.

It was mentioned that the light standards in this area are rusty and need painting in order to improve the intersection.

8. VISIONING SESSION cont'd:

8.10 Continued Purchase of Lakefront Properties

This item was discussed earlier in the meeting.

It was noted that Council and staff will continue to look at property acquisition when it is feasible to do so.

8.11 Performance Structure

This item was discussed earlier in the meeting.

8.12 Former Thane Smelter Property Cleanup

Council inquired if minutes or notes taken at the meeting which included the Mayor, Regional Chair Fisch and Ministry Bradley of the Ministry of the Environment in the Minister's office were available yet.

Ms. Grant stated that she contacted Dave Fumerton, District Manager for the Ministry of the Environment's York-Durham District Office, to request a copy of the meeting notes. Mr. Fumerton had also requested a meeting be set up between the Ministry's solicitor and the Town's solicitor to start discussions about the avenues of collecting the dollars required from the property owner. She stated that she would contact another staff member of the Ministry who attended the meeting, in an attempt to obtain notes from the meeting.

8.13 Recreation Master Plan - Keswick Recreation Centre

Robin McDougall, Director of Recreation and Culture, stated that the Recreation Master Plan is in need of an update, along with the Needs Facility Update.

Ms. McDougall indicated a list of recreation facilities available throughout the Town which were noted in the Recreational Master Plan. Staff surveyed local municipalities within York Region and the Town of Bradford, looking at the facilities they provide to their residents based on population.

Ms. McDougall pointed out that since 2004, the number of tennis courts have increased from six to eight, basketball half courts have increased to five, an additional skateboard park is currently being constructed in the Sutton area to bring the total to two, playground structures have increased from 21 to 27, and two splash pads have been constructed. The surplus of baseball diamonds in 2004 has been reduced to 16, an additional outdoor ice pad has been constructed in Pefferlaw for a total of four and the number of soccer pitches includes eight full, nine mini and one artificial turf. There are six beach volleyball courts, one aerial ropes challenge course, one tube & terrain park and one bike park available.

8. VISIONING SESSION cont'd:

Ms. McDougall explained that the third slide shows the differences between municipalities according to the standards each uses to determine facility needs while the fourth slide shows standards used by other industry and consultants to determine facility need.

Ms. McDougall stated that there is a definite need for a review of the demographics and assessing what the Town has available and this presentation reaffirms the need for the Master Plan to be completed, noting that another recreational centre is important.

Ms. Mathewson stated that the Town has no external debt and no money owing to anyone. It has some limited internal borrowings that is being paid back through the budget.

The Keswick Recreation Centre is to be discussed in the near future.

Mayor Grossi moved forward the following addendum item for consideration:

8.14 Upper York Sewage Solutions Project; potential strategy

Council inquired if the Towns of Aurora, Whitchurch-Stouffville and Markham should be apprised of the situation and were advised that they are already aware of the situation.

Council was advised that the process will move forward. Strategy issues should be directed to the lakeshore and should include;

- i) stormwater retrofits for the Keswick and Sutton water treatment plants. The costs associated with the retrofits for storm water through the project is included in the process and incorporated into the Upper York Sewage Solutions Project costs. It was suggested that Council make a strong statement that the costs associated with storm water upgrades to reduce the phosphorus loads need to be included in the project costs as well.
- ii) the inclusion of reverse osmosis systems in both the Keswick and Sutton sewage treatment plants to enhance the discharge so it no longer has the same effect it currently does, in order to reduce the stress on the lake.
- iii) investigation by York Region of the installation of water treatment plants at the mouths of the Maskinonge River and Holland River.

A formal policy should be prepared and forwarded to the Region.

It was suggested that monitoring and testing of Cook's Bay concerning the sewage treatment plant discharge to the watershed should be continued.

8. VISIONING SESSION cont'd:

The Environmental Assessment process currently being conducted for the project is sanctioned by the Ministry of the Environment. The Chippewas of Georgina Island First Nation is conducting its own separate peer review which is important to the process. It was thought that if the project is eventually approved by the Provincial Government, Georgina should have something in place towards the health of Lake Simcoe. Those working toward the approval of this project believe that the "...actual process involved in servicing this growth area and dumping into the Holland River would be good for Lake Simcoe" and if that is the case, Georgina should have a strategy in place to ensure Lake Simcoe's future health.

It was pointed out that the project started with discharges going south to Lake Ontario, then the Ministry altered the discharge to Lake Simcoe and the Ministry is the ultimate approval authority of the project. It was suggested that from technical point of view, if the Town wishes to object to this project, it should hire an independent consultant to conduct peer reviews and provide the expertise required in order for the Town's position to be considered.

The CAO was requested to look into hiring a consultant.

The CAO was requested to determine what the Chippewas of Georgina Island First Nation consultant process involves as it is believed to be entirely different due to the fact that The Indian Act allows the First Nation to consult differently, and to determine the protocol involved in including the Town in its process and report to Council accordingly.

9. ADJOURNMENT:

Moved by Councillor Smockum

Seconded by Councillor Davison

That the meeting adjourn at 2:10 p.m.

Robert Grossi, Mayor

Rebecca Mathewson, Deputy Clerk