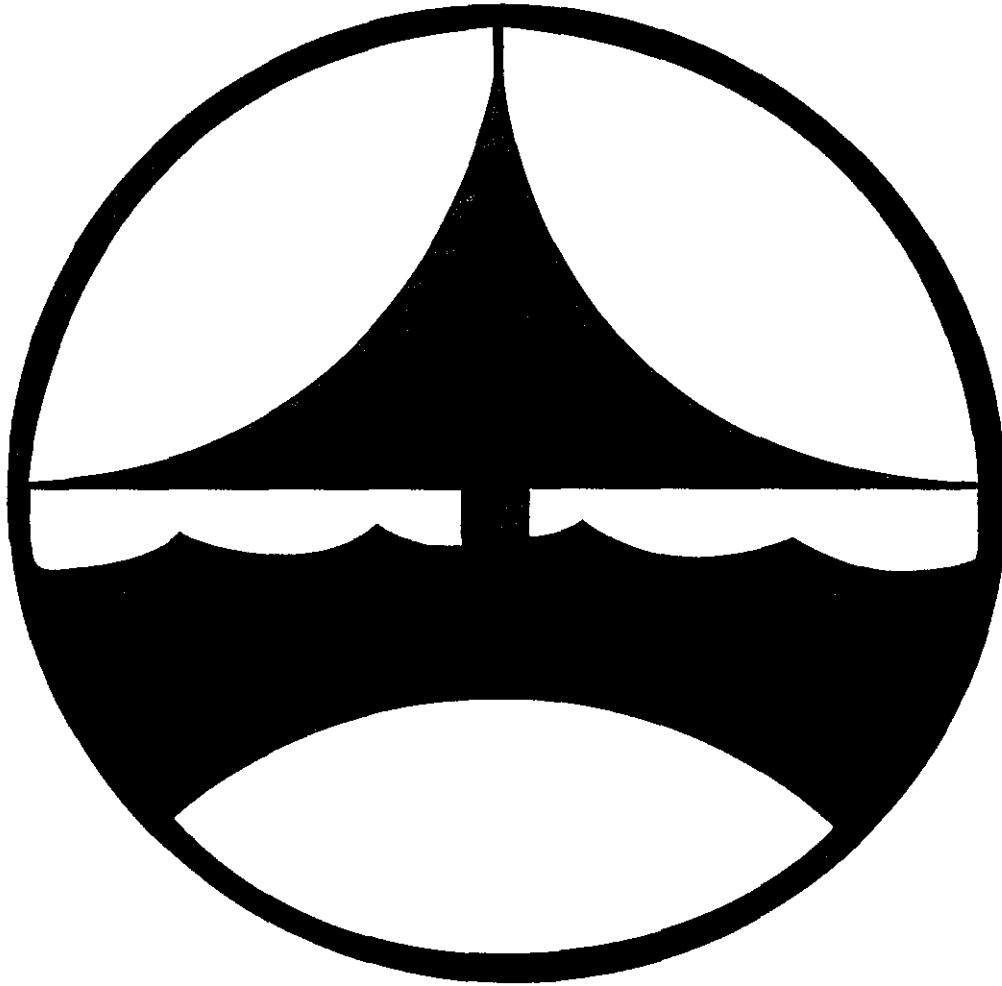


**THE CORPORATION OF THE
TOWN OF GEORGINA**



SPECIAL COUNCIL

****AGENDA****

**MONDAY, DECEMBER 17, 2012
(9:00 a.m.)**

THE CORPORATION OF THE TOWN OF GEORGINA

SPECIAL COUNCIL AGENDA

Monday, December 17, 2012
9:00 a.m.

1. ROLL CALL:
2. DECLARATIONS OF PECUNIARY INTEREST:
3. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS:

3.1 Report from the Recreation and Culture Department:

Pages 1-2

3.1.1 Multi-Year Accessibility Plan, 2013-2017

Report No. RC-2012-0031

Recommendation:

- 1 That Report RC-2012-0031 prepared by the Recreation and Culture Department dated December 17, 2012 respecting the financial implications of the 2013-2017 Multi-Year Accessibility Plan be received**
- 2 As per Resolution No. GAAC-2012-0057, that Mayor and Council adopt the Town of Georgina 2013-2017 Multi-Year Accessibility Plan**

(Advisement: Please refer to the Multi-Year Accessibility Plan that was bound and circulated to Council Members and Department Heads for the November 19th Committee of the Whole Meeting and presented by Phyllis Baines, Chair of the Georgina Accessibility Advisory Committee. An electronic copy is available for viewing if desired)

3.2 Reports from the Operations and Engineering, and Recreation and Culture Departments:

3.2.1 Verbal report respecting the 'Community Infrastructure Improvement Fund (CIIF) Project Approval – Conversion of Former Public School into a Creative Community Hub'

(Advisement: Please refer to the Former Sutton Public School Community/Creative Hub Feasibility Study that was bound and circulated to Council Members and Department Heads for the December 3rd Committee of the Whole Meeting. An electronic copy is available for viewing on the public drive entitled 'Former Sutton Public School Feasibility Study 20121203' if desired)

3. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Pages 3-7

3.2.2 Changing Hours of Operation at the Georgina Ice Palace,
the Sutton Arena and the Georgina Leisure Pool

Report No. OED-2012-0067

Recommendation:

1. That Report No. OED-2012-0067 regarding changing hours of operation at the Georgina Ice Palace, the Sutton Arena and the Georgina Leisure Pool dated December 17, 2012 be received.
2. That Council approve the recommendation of 10 hour shifts for facility operators in order to accommodate the proposed schedule at the Georgina Ice Palace, the Sutton Arena and the Georgina Leisure Pool.
3. That these recommendations be phased in over the remainder of the 2013 season and be completely instated for the 2014 season.

3.2.3 Verbal report respecting Policy and Operational Matters
respecting the Business Plan for The ROC

4. CONFIRMING BY-LAW:

5. ADJOURNMENT:

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT RC-2012-0031

FOR CONSIDERATION OF
COUNCIL
MONDAY, DECEMBER 17, 2012

SUBJECT: MULTI-YEAR ACCESSIBILITY PLAN, 2013-2017

- 1 THAT REPORT RC-2012-0031 PREPARED BY THE RECREATION AND CULTURE DEPARTMENT DATED 07 DECEMBER 2012 RESPECTING THE FINANCIAL IMPLICATIONS OF THE 2013-2017 MULTI-YEAR ACCESSIBILITY PLAN BE RECEIVED
- 2 AS PER RESOLUTION NO. GAAC-2012-0057, THAT MAYOR AND COUNCIL ADOPT THE TOWN OF GEORGINA 2013-2017 MULTI-YEAR ACCESSIBILITY PLAN

BACKGROUND:

At the 19 November 2012 Committee of the Whole meeting, Georgina Accessibility Advisory Committee Chair, Phyllis Baines, presented the draft 2013-2017 Multi-Year Accessibility Plan to Council and requested that Council adopt the Plan in advance of the provincial compliance deadline of 1 January 2013.

Following Ms Baines presentation, Council passed **RESOLUTION NO. CW-2012-0291**

THAT THE PRESENTATION MADE BY PHYLLIS BAINES, CO-CHAIR OF THE GEORGINA ACCESSIBILITY ADVISORY COMMITTEE, PRESENTING THE TOWN OF GEORGINA 2013-2017 MULTI-YEAR ACCESSIBILITY PLAN, BE RECEIVED, THAT THE PLAN BE REFERRED TO THE APPROPRIATE STAFF AND THE CHIEF ADMINISTRATIVE OFFICER FOR INCLUSION ON THE DECEMBER 10TH COUNCIL AGENDA FOR A PRESENTATION BY STAFF ON THE FINANCIAL IMPLICATIONS TO THE 2013 BUDGET, PRIOR TO THE ADOPTION OF THE PLAN.

As the Town's Accessibility lead, Manager of Cultural Services, Phil Rose-Donahoe, was asked to prepare the presentation for the Special Council Meeting of 17 December 2012.

CONCLUSION:

In order to comply with the provincially-mandated deadline of 1 January 2013, following the 17 December presentation detailing the financial implications of the Integrated

Accessibility Standards Regulation, Council is asked to adopt the Town of Georgina 2013-2017 Multi-Year Accessibility Plan.

Prepared by:

Recommended by:



Phillip Rose-Donahoe, B.A.Hons., MMSt
Manager of Cultural Services

Robin McDougall, B.A. KINE, DPA
Director of Recreation and Culture

Approved by:



Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED2012-0067

FOR THE CONSIDERATION OF
COUNCIL

DECEMBER 17, 2012

(Deferred from the December 10th Council Meeting)

SUBJECT: CHANGING HOURS OF OPERATION AT THE GEORGINA ICE PALACE, THE SUTTON ARENA, AND THE GEORGINA LEISURE POOL

RECOMMENDATION:

1. THAT REPORT NO. OED2012-0067 REGARDING CHANGING HOURS OF OPERATION AT THE GEORGINA ICE PALACE, THE SUTTON ARENA AND THE GEORGINA LIESURE POOL DATED DECEMBER 17, 2012 BE RECEIVED.
2. THAT COUNCIL APPROVE THE RECOMMENDATION OF 10 HOUR SHIFTS FOR FACILITY OPERATORS IN ORDER TO ACCOMMODATE THE PROPOSED SCHEDULE AT THE GEORGINA ICE PALACE, THE SUTTON ARENA AND THE GEORGINA LEISURE POOL.
3. THAT THESE RECOMMENDATIONS BE PHASED IN OVER THE REMAINDER OF THE 2013 SEASON AND BE COMPLETELY INSTATED FOR THE 2014 SEASON.

BACKGROUND:

The purpose of this exercise is to find potential cost-saving opportunities at the Georgina Ice Palace, Sutton Arena, and Georgina Leisure Pool while minimizing the effect on service levels provided to users and the public. These proposed changes will primarily affect the winter operations at the Georgina Ice Palace and Georgina Sutton Arena ice pads. These proposed schedules will be on-going at the Georgina Leisure Pool

DISCUSSION:

When looking over the occupancy levels at the above mentioned facilities it was noticed that the facilities are commonly at full occupancy during "prime-time hours." Prime-time hours consist of evenings and weekends at the following times:

Monday to Friday: 3:00 p.m. to 12:30am
Saturday and Sunday: 6:30 a.m. to 2:30am

In order to gain efficiencies of operation, the operating schedules have been compressed and are presented in the following proposed tables:

GEORGINA ICE PALACE (Gym and Library)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30 am – 10:00 pm	8:30 am – 10:00 pm	8:30 am – 10:00 pm	8:30 am – 10:00 pm	8:30 am – 10:00 pm	8:30 am – 12:00 pm	8:30 am – 10:00 pm

The operation of the Georgina Gym and Georgina Keswick Library will remain unaffected. Management will continue to schedule custodial staff Monday to Friday at the Georgina Ice Palace to open the building and clean the Gym and Library for users and the public. During this time the facility Supervisor will be in the building but there will not be a Lead Hand, Operator or a Seasonal Attendant on Tuesday, Wednesday or Thursday until 2:30 pm to prepare for the start of ice rentals at 3:00 pm, as annotated in the following proposed operation table.

GEORGINA ICE PALACE (Blue and Green Ice Pads)

CURRENT OPERATION:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 2:30 am	6:30 am – 2:30 am	6:30 am – 12:30 am
2 shifts	2 shifts	2 shifts	2 shifts	2 shifts + OT	2 shifts + OT	2 shifts

PROPOSED OPERATION:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am – 12:30 am	2:30 pm – 12:30 am	2:30 pm – 12:30 am	2:30 pm – 12:30 am	6:30 am – 2:30 am	6:30 am – 2:30 am	6:30 am – 12:30 am
2 shifts	1 shift	1 shift	1 shift	2 shifts	2 shifts	2 shifts

By transitioning from the current 8 hour shift to the proposed 10 hour shift, this enables the operation of the facility to be captured with 1 shift for three days of the week and 2 shifts (with no overtime) on weekends. This proposed change is beneficial as a cost saving measure as it will dramatically decrease seasonal hours and all “scheduled” overtime. In addition rental users and the public will deal with the same crew for a longer duration without a shift change.

The proposed hours of operation at the Georgina Ice Palace catch the majority of the programs scheduled, with only a few to be moved in order to fit into the proposed schedule of operation. The current schedules are very fragmented and by moving weekly rentals laterally off of Tuesday, Wednesday or Thursday and on to Monday or

Friday, we are able to consolidate the rentals into 2 full days of operation as opposed to 5 fragmented ones.

The Recreation and Culture Department will work to schedule programs and program staffing within the proposed hours starting in January 2013 and progressing over the summer months, reaching complete implementation for the start of the 2013-2014 winter schedules.

GEORGINA SUTTON ARENA (White Pad)

CURRENT OPERATION:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am
2 shifts	2 shifts	2 shifts	2 shifts	2 shifts	2 shifts	2 shifts

PROPOSED OPERATION:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30am – 12:30am	2:30 pm – 12:30 am	2:30 pm – 12:30 am	2:30 pm – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am	6:30 am – 12:30 am
2 shifts	1 shift	1 shift	1 shift	2 shifts	2 shifts	2 shifts

The same logic used in the proposed schedule for the Georgina Ice Palace applies to the Georgina Sutton Arena. Fragmented days, with only 2 or 3 rentals, costs the same from an operations standpoint as a full day of back to back rentals. By shifting the sporadic rentals to two days in the week, it fills those two days and unhampers the other three so we can shift staff schedules and reduce costs.

GEORGINA LEISURE POOL

CURRENT OPERATION:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am – 10:00 pm	6:30 am – 10:00 pm	6:30 am – 10:00 pm	6:30 am – 10:00 pm	6:30 am – 10:00 pm	8:00 am – 6:30 pm	8:00 am – 6:30 pm
2 shifts	2 shifts	2 shifts	2 shifts	2 shifts	2 shifts	2 shifts

PROPOSED OPERATION:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am – 10:00 pm	6:30 am – 10:00 pm	6:30 am – 10:00 pm	6:30 am – 10:00 pm	6:30 am – 10:00 pm	8:00 am – 4:00 pm	8:00 am – 4:00 pm
2 shifts	2 shifts	2 shifts	2 shifts	2 shifts	1 shift	1 shift

During Monday to Friday operation, the Georgina Leisure Pool has two distinct peak programming schedules. One is from 6:00 am to 11:00 am and the other from 4:00 pm to 10:00 pm. This unique situation makes it difficult to compress the operation into one 10 hour shift, so two shifts per weekday are required. This overlap in shifts has been recognized and is a major factor in additional proposed savings. On the weekend the schedule can quite easily fit into one 10 hour shift per day as shown in the tables above.

SCHEDULING

Throughout the industry, the "four 10's" shift is a preferred schedule for most municipal employees. This schedule will provide staff with additional days off in a row and increased scheduling consistency. These proposed changes do not affect the number of full time employees or the number of hours worked by each employee. Only seasonal hours and overtime hours will be affected. Through the collective agreement, Management has the right to revert back to five 8 hour shifts and a full 7 day operation at any time.

Of the rentals that need to be moved in order to fit the proposed schedule, the majority of them are Recreation programs that will now be offered on either a Monday or Friday. A few of the time slots that will need to move are currently held at the arenas for local school "free" skates. School boards have been contacted and with adequate lead time these can also be moved to Monday or Friday. There does however remain and few rentals at the Georgina Sutton Arena that are long time "pay hockey" rentals that will need to be accommodated. Recreation staff will work with Operations Staff while taking new rentals for the 2013 / 2014 season.

The proposed schedule will not eliminate the ability to accommodate special requests, such as "one-off" rentals or other sporadic events, for the remainder of the season. However, by condensing the hours of operation into the proposed schedules, Management will have greater flexibility to work with such requests moving into the future, while still maintaining an operating schedule which will have minimal effect on the proposed savings.

FINANCIAL IMPLICATIONS

Initial savings are observed immediately with the reduction of seasonal hours to operate the arenas during the winter months. The Georgina Ice Palace has the opportunity to cut back 56 part-time hours per week and the Sutton Arena an additional 24 hours. This is 80 hours per week reduced at the seasonal level.


Over a 33 week winter season the potential savings in seasonal wages is approximately \$40,000 and although overtime will not be eliminated, all scheduled overtime will be eliminated, equating to an additional \$23,000 in savings. This becomes over \$63,000 in estimated savings during the 33 week winter season.

This schedule will reduce the amount of lieu time accrued by staff, again reducing overtime coverage. Additional reductions in overtime will be observed as the management team will have greater flexibility in coverage for vacation and sick time.


Utility costs will decrease by operating these facilities using this proposed schedule. Energy usage during peak hours will be reduced, resulting in additional operational savings.

CONCLUSION:

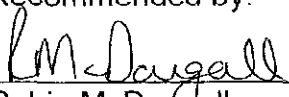
The estimates provided within this report are conservative and based solely on facility maintenance staff costs. Additional savings are potentially available through savings in energy costs, other utilities as well as program staffing and maintenance supply costs. The model of operating and scheduling staff during prime-time only is not a new concept and some towns have built new facilities with a business plan that is based entirely on this premise.

Prepared by:


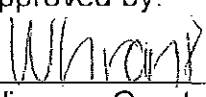
Dan Murnaghan
Manager of Parks/Facilities

Recommended by:


Dan Pisan
Director of Operations/Engineering

Recommended by:


Robin McDougall
Director of Recreation/Culture

Approved by:


Winanne Grant
Chief Administrative Officer

**PROCEDURE FOR PUBLIC MEETINGS -
PLANNING APPLICATIONS:**

► **Presentation:**

1. Applicant summarizes proposal.
2. Staff member presents report.
3. Public/Council may ask questions or make comments on the proposal.

► **Reply:**

4. Applicant/staff respond to questions raised by the public.
5. Council may ask questions of staff, the applicant and/or the public.
6. Public has a second opportunity to make further submissions to present new information, to clarify an issue, or to ask questions.

► **Council Debate:**

7. The merits of the proposal are debated by Council.

► **Recommendations:**

8. Council decides to Adopt, Amend, Refuse or Defer the application with or without conditions.

FOUR GENERAL TYPES OF MOTIONS:

1. **Main Motions** introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.
i.e.: "I move that we purchase..."
2. **Subsidiary Motions** change or affect how the main motion is handled. (They are voted on before the main motion)
i.e.: "I move the question before the assembly be amended by striking out..."
3. **Privileged Motions** are most urgent. They concern special or important matters not related to pending business.
i.e.: "I move we adjourn"
4. **Incidental Motions** are questions of procedure that arise out of other motions. They must be considered before the other motion.
i.e.: "I move to suspend the rules for the purpose of..."

EXCERPTS FROM THE PROCEDURAL BY-LAW

► **Rules of Procedure:** To suspend the rules of procedure requires the consent of not less than two-thirds of the Members present.

► **Delegation:** A person shall not speak for longer than five minutes except a delegation of three or more persons may have more than one speaker but may speak no longer than ten minutes in total.

► **In Camera Meeting:** Before a meeting is closed to the public, the Members shall state by resolution the general nature of the matter to be considered.

► **Notices of Motion:** A motion presented at a meeting which is not printed in the agenda is to be dealt with as a notice of motion.

► **Agenda Items:** All items for the agenda are to be in the hands of the Town Clerk not later than 4:30 p.m. on the Wednesday preceding the meeting.

► **Point of Order:** May be called by a member to bring attention to any breach of Rules of Procedure or any other informality or irregularity in the proceedings.

► **Debate:**

1. No member shall speak more than twice or for longer than ten minutes to the same question except in reply.
2. No debate is permitted on Committee of the Whole recommendations unless based upon the introduction of new information
 - An amendment is made
 - Motion to table, refer or defer
3. Motion to table is debatable, not amendable and may be reconsidered.
4. Motion to refer is debatable and may be amended.
5. Motion to defer is debatable as to advisability, postponement, and amendable as to time and date.

► **Reconsideration:** Council may not reconsider or rescind a motion for a period of six months, unless a member gives notice of motion to reconsider or rescind under the Other Business section of the meeting and may relate to resolution/by-law enacted during that meeting or at a prior meeting.