

# THE CORPORATION OF THE TOWN OF GEORGINA

## COUNCIL MINUTES

Wednesday, December 9, 2015  
7:01 PM

### Staff:

Winanne Grant, Chief Administrative Office  
Rebecca Mathewson, Director of Administrative Services and Treasurer  
Harold Lenters, Director of Planning and Building  
Robin McDougall, Director of Recreation and Culture  
Dan Pisani, Director of Operations and Engineering  
Ron Jenkins, Director of Emergency Services/Fire Chief  
Kathryn Squires, Project Coordinator  
Patti White, Manager Recreation Services  
Rod Larmer, Manager of Building and Chief Building Official  
David Reddon, Manager/Taxation and Revenue  
Dan Murnaghan, Manager Parks & Facilities  
Tanya Thompson, Communications Manager  
John Espinosa, Town Clerk  
Carolyn Lance, Council Services Coordinator

### Others:

Laura LaPierre, Item No. 11(2)(B)  
Joanne Henderson  
Rogers TV

#### 1. CALL TO ORDER - MOMENT OF MEDITATION

A moment of meditation was observed.

Council recognized the passing of Councillor Neeson's father-in-law, Robert Bruce McKenzie

Council also recognized the passing of Dr. Vivian Moir, advising that the funeral service will be held on Saturday, December 12<sup>th</sup> at 2:00 p.m. at Knox United Church, Sutton.

2. ROLL CALL

The following Council Members were present:

Mayor Quirk  
Councillor Davison  
Councillor Harding  
Councillor Sebo

Regional Councillor Wheeler  
Councillor Fellini  
Councillor Neeson

3. COMMUNITY ANNOUNCEMENTS

- Mayor Quirk wished all of the Jewish community a Happy Hanukkah from December 6<sup>th</sup> to 14<sup>th</sup>
- Saturday, December 12<sup>th</sup>, Jackson's Point BIA hosting the Menorah Lighting in the Parkette, 7:00p.m., followed by a traditional Hanukkah dinner at Lake Simcoe Arms
- Saturday, December 12<sup>th</sup>, Christmas Bazaars to be held at the Sutton Legion and the Sutton Youth Centre, 10:00a.m.
- Saturday, December 6<sup>th</sup>, Sutton Santa Claus Parade of Lights was well attended

4. INTRODUCTION OF ADDENDUM ITEM(S)

Item No. 11(2)(A) Amendments to pages 2 and 3 of Report No. PB-2015-0092 and of agenda

5. APPROVAL OF AGENDA

Moved by Regional Councillor Wheeler, Seconded by Councillor Sebo

**RESOLUTION NO. C-2015-0846**

That the agenda, with the following addendum items, be approved:

Item No. 11(2)(A) Amendments to pages 2 and 3 of Report No. PB-2015-0092 and of agenda

**Carried.**

6. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Councillor Neeson retroactively declared an interest in Closed Session Item No. 18(1)(A) of the December 2<sup>nd</sup> Council agenda conflict respecting Collective Bargaining CUPE Local 905 negotiations because he is an employee of the Region of York and a member of CUPE Local 905. He was absent from the December 2<sup>nd</sup> meeting and did not participate in any discussion or vote.

7. ADOPTION OF MINUTES *None.*

8. SPEAKERS

Mayor Quirk inquired if there was anyone in attendance who wished to speak to any item on the agenda; *None.*

9. DELEGATIONS/PETITIONS *None.*

10. PRESENTATIONS

10.1 Karen McGill, Georgina Equity and Diversity Advisory Committee Member, respecting the former Inclusivity Action Plan (IAP) sub-committee results.

**Karen McGill** addressed Council with regard to the results of the Inclusivity Action Plan (IAP) sub-committee, providing an update on the initiatives to date as well as those planned for the future to make Georgina a more welcoming and inclusive community; development of a town slogan, stickers/posters, indoor signage, swag for events (rubber bracelets), environmental scanning, direct link to police, creation of mock survey to determine what residents and guests are thinking, 'Diversity Series' in the local newspaper for input from the public.

The Committee Services Coordinator was requested to forward via email the mock survey created to determine the thoughts of both residents and guests of Georgina.

Moved by Councillor Fellini, Seconded by Regional Councillor Wheeler

#### **RESOLUTION NO. C-2015-0847**

That the presentation provided by Karen McGill, Georgina Equity and Diversity Advisory Committee Member, respecting the former Inclusivity Action Plan (IAP) sub-committee results be received.

**Carried.**

10.2 Patti White, Manager of Recreation Services, and Kathryn Squires, Project Coordinator, concerning the Healthy Kids Community Challenge.

**Patti White** introduced Kathryn Squires, the newest Recreation and Culture Department staff member and the Healthy Kids Community Challenge Project Coordinator, on contract until March 31, 2018. She and Ms. Squires provided a brief history of the Healthy Kids Community Challenge, advising that Georgina was 1 of 45 communities selected across Ontario to receive funding of up to \$125,000 each

year for three years, ending March 31, 2018. The program targets improved nutrition and physical activities for children due to children's inactivity, high calorie diets and lack of sleep. A Community Needs Assessment will be conducted and theme-based activities will be developed that will create the most impact.

It was noted that Mayor Quirk has agreed to act as Community Champion and will be a member of the Steering Committee.

Moved by Regional Councillor Wheeler, Seconded by Councillor Harding

### **RESOLUTION NO. C-2015-0848**

That the presentation provided by Patti White, Manager of Recreation Services, and Kathryn Squires, Project Coordinator, concerning the Healthy Kids Community Challenge, the Community Needs Assessment and theme-based activities to be developed, be received.

**Carried.**

#### 11. PUBLIC MEETINGS

- (1) STATUTORY MEETING(S) UNDER THE PLANNING ACT OR MEETINGS PERTAINING TO THE CONTINUATION OF PLANNING MATTERS *None.*
- (2) STATUTORY MEETING(S) UNDER OTHER LEGISLATION (Category 11(2))
  - (A) Proposed Building By-law (7:26 p.m.)  
Report No. PB-2015-0092

Mayor Quirk explained the process for a public meeting at this time.

**Rod Larmer** addressed Council as follows:

- Council is responsible for enforcement of the Building Code Act and must appoint a Chief Building Official and inspectors
- Section 7 of the Act gives Council authority to pass a by-law to prescribe various types of permits, processes and fees. Total fees for permits must not exceed anticipated reasonable costs and when changed, public notice and meetings are required
- outlined the Building Division Chart indicating he and 10 staff carry out administrative functions.
- Ontario Building Code Enforcement includes the review and inspections of building permits, inspection of septic systems, investigation of unsafe buildings and investigation of work carried out without permits.

- other bylaw enforcement and services include the review and issuance of permits for private pool enclosures, backflow prevention, occupant load inspections, commenting on such applications as Committee of Adjustment, Zoning By-law amendments and site plan applications
- overview of the number of permit applications processed and investigations conducted between 2007 and 2015
- investigations steady, with proactive and reactive responses
- last building bylaw review was conducted in 2006. Bylaw No. 2006-0132 outlines current fees and regulatory framework.
- comprehensive review started in 2013, including a review of all activity that occurred in permits/inspections since 2000. The consultant and he reviewed the Division's administrative and enforcement functions to determine what was needed to improve services including the direct costs and indirect support costs from other support divisions across the Town. The consultant recommended changes and the proposed building bylaw and fees for permits, inspections and services
- Attachment 3 is replaced by the newly circulated document
- Highlights of proposed bylaw include;
  - Certified House Model for standard building designs,
  - Conditional Permits providing special permission from the CBO to staff work where issuance of a conventional permit is delayed,
  - Delegated Authority to the Chief Building Official for conditional permits and Registered Code Agencies,
  - Alternative Solutions intended to encourage innovation in building materials, systems and designs,
  - Maintenance Inspection Program (MIP) started in 2013 initiated with mandatory inspections of septic systems within 100 metres of the lakeshore, from Jackson's Point easterly to Brock Township border. In January of 2016, this will expand to include the entire lakeshore south to the East Gwillimbury border and includes all watercourses,
  - Recovery of Unpaid Fees providing authority to collect outstanding fees in like manner as taxes,
  - Annual Fee Adjustment proposed to follow the consumer price index, and
  - General Permit/Service Fee Adjustment reviewed by Tunnock Consulting and recommended fee increases
- staff is proposing 100% cost recover of services performed so there would be no need to draw from the tax levy or taxpayer and staff recommends that a reserve fund be developed so the Town can continue at that 100% capacity in periods where there is a downturn in permit revenue
- proposed new fees comparison examples include current new house construction at \$.88/sq.ft and proposed at \$1.28/sq.ft; current new commercial construction at \$.88/sq.ft and proposed at \$1.20/sq.ft, septic permit currently at \$500, proposed at \$1,050
- security proposed at 10% of construction value which would be 100% refundable if there was no need to use the security during construction
- certified model review is proposed at a one-time fee of \$1,200, and as the permit comes in, calculated at \$1.16/square foot

- advised that there would be a limit to the number of houses that look alike in a subdivision. Staff do evaluate the homes but when zonings change in subdivisions, it is difficult to apply the same design on certain lots due to setback restrictions. Builders can submit site specific designs for review.
- the Building Code requires 21 days advance notice to the public, where fees are being proposed. Staff provided two advanced notices, prior to the October 15 public information session and prior to tonight's meeting, the notices were posted on the Town page in the local newspaper, on the Town website, emailed to regular clients in the database, and forwarded to the Georgina Developers Association at their request for notification.
- as a result of the Public Information Session held in August, staff was directed to seek public comment, resulting in a session at The ROC on October 15 with the consultant to present the report and proposed bylaw
- fee adjustments are expected by the public
- reviewed amended fees on the corrected version of the proposed bylaw
- Conditional Permits, Sec. 10 (b) is intended to protect the Town from risk when construction has been abandoned once commenced; securities can be utilized by the Town to remove structure remaining and clean up the lot. Fee was increased due to costs associated with removal and clean up
- Change of Use Permits, Sec. 11 (a) and (b); uncommon permits; change of use occurs when changing from a less restrictive use to a higher needs use and as an evaluation to ensure the building is safe
- Demolitions Permits, Sec. 12 (b), is a new regulation
- pool permits are under a separate by-law

**Laura LaPierre**, 98 Park Circle, Willow Beach;

- staff very cooperative in assisting her
- 'Conditional permit' requires a better description and believes 10% on the entire project is too much
- description of 'securities' is required and who will interpret
- Lake Simcoe Region Conservation Authority draws out the process
- she has encountered several temporary staff in the Operations Department and if she had not been persistent, she would not have obtained them in a reasonable time and this can be frustrating for the public
- when a permit application is submitted, all departments need to work together
- increase in septic fees from \$500 to \$1,000 is probably justifiable but seems a large increase considering it can cost property owners \$20,000 to \$30,000 for a new septic system
- public session held at The ROC chalet was presented well, but may have been better attended if it had been held at 7:00 p.m. rather than at 5:00 p.m.

**Winanne Grant** advised that staff has and will be working on workflows and efficiencies through the customer service program.

**Rod Larmer** explained that the original permit fee for a full building was \$500 for conditional processing, additional inspections are conducted during initial construction, then the 10% security is refunded once construction is finalized and there was no need to use the security. The 10% security is 10% of what is being approved, not of the whole building.

- additional septic permit fee is related to maintenance required because an owner may have chosen to use a different type of technology for a septic system. Certain systems require annual maintenance with fees beyond the Town's control

- with regard to timing of meetings, staff felt that many builders are out of town and an earlier 5:00 p.m. time would be more manageable. No concerns were raised by the builders.

**Harold Lenters** advised that in comparison to the number of permits applied for and issued, there are few complaints received. Once the Engineering Department relocates to the third floor, Engineering and Planning staff will work more closely to produce faster turnovers.

**Rod Larmer** advised that staff is beginning to implement mobile technology, allowing inspectors to utilize electronic software while walking the site, to mark a predetermined checklist, make comment and send emails on the spot to a client or builder to communicate results. The amended building by-law would allow construction of buildings up to six stories in height to be built in a wood-frame construction.

**Council** suggested that increases in permit fees be phased in as an adjustment period, and inquired if higher fees may act as a deterrent and encourage residents to move forward without obtaining permits.

**Rod Larmer** advised that fees are due at time of application, so that applicants would be aware of the new fees at the time they apply. The proposed by-law is to take effect January 1, 2016 and all increased fees will be advertised.

**Council** inquired if all permit fees were increased by 25% through the cost stabilization reserve fund. **Rod Larmer** advised that 25% was added across the board for permits but some permit fees do not equate to a 25% increase.

**Council** inquired how Georgina would compare to other municipalities in terms of the increased permit fees. **Rod Larmer** advised the report outlines a comparison with other municipalities, indicating Georgina's fees to be higher than some and lower than others.

**Council** noted that some permit fees are below cost and others are above.

**Rod Larmer** advised that through the review process, a fee was arrived at, then as staff went through the list, it was felt that it would not be in the best interest of residents to introduce considerably higher permit fees as the Town does not want to discourage people from applying for permits.

**Council** suggested the by-law enactment date be delayed by a month and that staff makes it very clear to those individuals picking up packages that the costs will take effect on a certain date.

**Rod Larmer** advised that solar panels are a revenue-generating source for the owner. The fee is at full cost recovery and he believes the suggested increased fee from \$120 to \$1,100 is justified. Staff does not physically inspect solar panels on a roof, but staff does ensure the roof structure is strong enough and believe the fee increase is warranted on a cost-recovery basis

**Rod Larmer** advised that the same amount of work is involved from an inspection perspective whether there is one solar panel or several solar panels. Solar farms are not considered buildings and staff is accepting applications in the double-digits involving permits for this type of installation. He suggested staff look at that line again and come back to Council with a fee adjustment after their review.

**Council** suggested that this could provide an opportunity to offset costs to the residents by increasing commercial solar fees, to reduce costs for small-time installers.

**Council** confirmed that the current permit fee for solar collector arrays is to remain at \$120 and staff will return to Council with a suggested amendment at a later date.

Moved by Councillor Neeson, Seconded by Councillor Sebo

#### **RESOLUTION NO. C-2015-0849**

1. That Council receive Report No. PB-2015-0092 dated December 9, 2015 respecting the proposed Building By-law prepared by the Building Division.
2. That Council adopt the proposed Building By-law, included in Report 2015-0092 as Attachment '3' as amended, and as presented as amended in the By-law section of today's agenda for December 9, 2015, being a by-law respecting the issuance of permits and related matters under authority of the Building Code Act, S.O. 1992, C.23, as amended, to come into force and effect as of February 1, 2016.



3. That the Solar Collector Array permit fee be referred to staff for submission of a potential amendment to the fee structure for residential as well as larger commercial applications.

**Carried.**

- (3) OTHER PUBLIC MEETINGS *None.*

## 12. REPORTS

- (1) ADOPTION OF REPORTS NOT REQUIRING SEPARATE DISCUSSION

Moved by Regional Councillor Wheeler, Seconded by Councillor Sebo

- (A) 2016 Interim Realty Tax Levy

Report No. DAS-2015-0059

### **RESOLUTION NO. C-2015-0850**

1. That Council receive Report No. DAS-2015-0059 prepared by the Administrative Services Department dated December 9, 2015 respecting the 2016 Interim Realty Tax Levy.
2. That Council authorize the following regarding the 2016 Interim Realty Tax Levy:
  1. That an Interim Tax be levied on all rateable real property in the Town of Georgina which has been assessed according to the last revised assessment roll; and
  2. That the 2016 Interim Tax Levy be set at 50% of the total 2015 taxes payable on each property; and
  3. That for new properties added to the assessment roll for 2016 taxation, interim tax rates would be equivalent to 50% of the 2015 tax rate as listed in Attachment "1"; and
  4. That the Interim Tax Levy for these realty taxes be paid in two relatively equal installments and the installments shall be due Thursday, February 25, 2016 and Thursday, April 28, 2016; and
  5. That the Treasurer and/or Tax Collector be authorized to amend in whole or in part any billing in order to comply with any provincial legislation which may be introduced or passed by the Province of Ontario prior to or after the issuance of the billing; and

3. That Council adopt the necessary By-Law to give effect to the above-noted recommendations.

(C). Unsold Tax Sale Lands Previously Offered by Public Tender on October 29, 2015

Report No. DAS-2015-0063

**RESOLUTION NO. C-2015-0851**

1. That Council receive Report No. DAS-2015-0063 prepared by the Administrative Services Department dated December 9, 2015 respecting Unsold Tax Sale Lands Previously Offered by Public Tender on October 29, 2015.
2. That Council authorize the Treasurer to proceed to vest the unsold properties in the name of the Town of Georgina subject to satisfactory Phase 1 environment assessments on each property.
3. That Council authorize the Treasurer in accordance with section 354(3) of the *Municipal Act, 2001* to adjust taxes as uncollectible on the subject properties once vested.
4. That Council declare the subject vested properties as surplus.

(D) Development Charge Rates Effective January 1, 2016

Report No. DAS-2015-0064

**RESOLUTION NO. C-2015-0852**

1. That Council receive Report No. DAS-2015-0064 prepared by the Administrative Services Department dated December 9, 2015 respecting Development Charge rates effective January 1<sup>st</sup>, 2016, for information purposes.

**Carried.**

- (2) REPORTS REQUIRING SEPARATE DISCUSSION

Reports from the Administrative Services Department:

- (B) 2016 Council Meeting Schedule

Report No. DAS-2015-0061

Staff was requested not to schedule the annual Awards of Merit Celebration event immediately prior to or following the budget meetings.

Moved by Councillor Davison, Seconded by Councillor Fellini

**RESOLUTION NO. C-2015-0853**

1. That Council receive Report No. DAS-2015-0061 prepared by the Administrative Services Department dated December 9, 2015 respecting 2016 Council Meeting Schedule as amended.
2. That Council reserve the date of Wednesday, August 24, 2016 at 9:00 a.m., if required for a Special Council meeting to deal with any time-sensitive business that may arise.
3. That Council approve a change in the time of the regularly scheduled meeting of Wednesday, November 2, 2016 from 9:00 a.m. to 7:00 p.m. for the purpose of encouraging public attendance at the presentation of the draft 2017 budget.
4. That Council approve the holding of a Special Council meeting on Tuesday, November 22, 2016 at 9:00 a.m. for the purpose of budget deliberations; and that Wednesday, November 23, 2016 at 9:00 a.m. be reserved for any continuation of the November 22nd meeting that may be required.
5. That Council approve the Council Meeting Schedule for the 2016 calendar year with amendments as follows:
  - Wednesday, January 6<sup>th</sup>, 2016 – no meeting
  - Wednesday, February 17<sup>th</sup> – remove 9:00 a.m. Council meeting
  - Wednesday, April 20<sup>th</sup>, time change to 7:00 p.m. Council meeting, remove 'if required' status
  - Wednesday, April 27<sup>th</sup>, time change to 9:00 a.m. Council meeting, and add 'if required' status
  - Wednesday, June 8<sup>th</sup>, time change to 9:00 a.m. Council meeting, and add 'if required' status
  - Wednesday, June 15<sup>th</sup>, time change to 7:00 p.m. Council meeting, remove 'if required' status
  - Wednesday, November 23<sup>rd</sup>, remove 7:00 p.m. Council meeting
  - Wednesday, November 30<sup>th</sup>, schedule 7:00 p.m. Council meeting

**Carried.**

Moved by Councillor Davison, Seconded by Councillor Sebo

That the meeting recess at 9:10 p.m.

**Carried.**

The meeting resumed at 9:22 p.m.

Report from the Recreation and Culture Department:

(E) The ROC Business Plan 2016-2018 and Fees

Report No. RC-2015-0032

Staff was requested to utilize water sports and rentals and to capitalize on any type of water sports during the summer months.

Staff advised that a report is being prepared concerning potential landscaping on the back of The ROC hill, for Council's consideration.

Moved by Councillor Neeson, Seconded by Regional Councillor Wheeler

**RESOLUTION NO. C-2015-0854**

1. That Council receive Report No. RC-2015-0032 prepared by the Operations and Engineering Department and the Recreation and Culture Department dated December 9, 2015 respecting The ROC Business Plan 2016-2018 and Fees.
2. That Council approve The ROC Business Plan for 2016-2018 (Attachment 1).
3. That Council approve the Recreation and Culture Fees and Charges 2016-2018 for ROC Fees and that advisement of the revisions be published in accordance with the provisions of the Municipal Act.
4. That Council consider adoption of a By-Law to approve the revised Recreation and Culture Fees and Charges 2016-2018 for The ROC fees at its meeting January 13, 2016.

**Carried.**

13. DISPOSITIONS/PROCLAMATIONS, GENERAL INFORMATION ITEMS AND COMMITTEE OF ADJUSTMENT

(1) -- Dispositions/Proclamations *None.*

(2) General Information Items

Moved by Councillor Harding, Seconded by Councillor Sebo

**RESOLUTION NO. C-2015-0855**

That the General Information Items of December 9, 2015, be received.

**Carried.**

(3) Committee of Adjustment Planning Matters

(a) Under Review *None*.

(b) Recommendations

(c) Decisions *None*.

Moved by Regional Councillor Wheeler, Seconded by Councillor Neeson

**RESOLUTION NO. C-2015-0856**

That the Committee of Adjustment Planning Matters of December 9, 2015, be received.

**Carried.**

14. MOTIONS/NOTICES OF MOTION *None*.

15. REGIONAL BUSINESS *None*.

16. OTHER BUSINESS *None*.

17. BY-LAWS

Moved by Councillor Fellini, Seconded by Councillor Harding

**RESOLUTION NO. C-2015-0857**

That the following by-laws, as amended, be approved:

- (1) By-law Number 2015-0132 (AD-7), being a by-law to provide for the Indemnification of Members of Council, employees and local board members against loss, liability, costs or expenses in certain circumstances arising out of acts or omissions done while acting on behalf of the Corporation.

- (2) By-law Number 2015-0150 (BU-1), being a by-law to provide for the administration and enforcement of the Building Code Act and with respect to the establishment and requirement of the payment of fees for information and services, with an enactment date of February 1, 2016.

**Carried.**

18. CLOSED SESSION *None.*

- (1) Motion to move into closed session of Council
- (2) Motion to reconvene into open session of Council and report on matters discussed in closed session.

19. CONFIRMING BY-LAW

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION NO. C-2015-0858**

That the following by-laws be approved:

- (1) By-law No. 2015-0151 (COU-2), a by-law to confirm the proceedings of Council on December 9, 2015.

**Carried.**

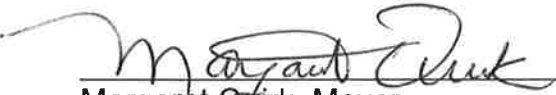
20. MOTION TO ADJOURN


Moved by Regional Councillor Wheeler, Seconded by Councillor Neeson

**RESOLUTION NO. C-2015-0859**

That the meeting adjourn at 9:40 p.m.

**Carried.**

  
Margaret Quirk, Mayor

  
John Espinosa, Town Clerk