

**MINUTES OF THE 3rd REGULAR MEETING OF THE
GENERAL PURPOSE & ADMINISTRATION COMMITTEE
HELD TUESDAY, FEBRUARY 16th, 2010 AT 9:30AM
IN COUNCIL CHAMBERS**

PRESENT:

Mayor	Mrs. M. Pearce
Regional Councillor	Mr. J. McMillen
Ward Councillors	Ms. G. Brock
	Mrs. B. Drew
	Mr. L. Hodgson
	Mr. C. Lamrock
	Mr. D. Smith

ALSO PRESENT:

CAO/Acting Director of Parks, Recreation & Culture	Ms. B. Hendry
Clerk	Ms. K. Coates
Recording Secretary	Ms. N. Anderson
Commissioner of Planning & Public Works/Deputy CAO	Mr. G. Chartier
Director of Finance/Treasurer	Ms. T. DeBruijn
Planning Technician	Mrs. D. Knutson
Manager of Culture & Recreation	Mr. C. Belfry
Fire Chief	Mr. R. Miller

1. CALL TO ORDER

The Mayor called the meeting to order at 9:30AM.

MOMENT OF SILENCE

The Mayor asked all those present to observe a moment of silence.

PRESENTATIONS

The Mayor, Councillor Brock and the Manager of Culture & Recreation presented the individuals and groups listed below with certificates from the Ontario Heritage Trust and commended them on their efforts.

Ontario Heritage Trust Volunteer Recognition Awards:

- Brandon and Janna Guido –Built Heritage
- Prince Albert Public School 50th Anniversary Committee –Cultural Heritage
- #41 Port Perry Royal Canadian Army Cadets Corps –Youth Cultural
- Joyce Kelly – Lifetime

The Mayor also advised that on Friday, February 19th, Port Perry High School will be receiving the Youth Cultural Heritage Award for their “Think Indigenous Expo” at Queens Park.

ANNOUNCEMENTS

Evening on the History and the Future of the Old Mill

- Discussion to take place in the Council Chambers tonight from 7:00PM to 9:00PM

Open House – Old Simcoe Road

- Will take place Wednesday, February 17th at Prince Albert Public School

Beaver Olympics

- Local Scout Organization will be hosting Beaver Olympics at the Scout Hall in Port Perry on Saturday, February 20th
- Event to commence at 12:30PM and will include opening and closing ceremonies

2. DISCLOSURE OF PECUNIARY INTEREST

Councillor Brock made a disclosure of pecuniary interest as it relates to Staff Report OPS-2010-03-GP&A regarding the Old Simcoe Road Reconstruction Project. The nature of her pecuniary interest is that she is a property owner in Prince Albert.

3. ADOPTION OF THE MINUTES

- i. Minutes of the 2nd Regular Meeting of the General Purpose and Administration Committee held February 1, 2010.

(Endorsed by Council – February 8, 2010)

Errors & Omissions

Page 30 Nestleton Community Hall Expansion Project Status Update Committee Recommendation

- The minutes should have reflected “**THAT** this Committee concur with the recommendations as outlined in Staff Report PR&C-2010-02-GP&A; save and except that the additional required funding be drawn from the 2009 Corporate Budget Contingency Fund, or from the 2010 Corporate Budget Contingency Fund if “insufficient” financing remains from 2009”, not “sufficient”.

Recommendation:

THAT the Minutes of the 2nd Regular Meeting of the Township of Scugog General Purpose & Administration Committee held February 1, 2010 be Received and Endorsed as amended.

4. BUSINESS ARISING OUT OF THE MINUTES - NIL

5. **DEPUTATIONS / PUBLIC HEARINGS**

- i. Mr. Dan Denby
Scugog Shores Museum Advisory Committee

Re: Annual Report for Museum Advisory Committee

Mr. Denby advised that the Scugog Shores Museum Advisory Committee will be meeting with the Mississauga's of Scugog Island First Nation in hopes of creating a complete display of artifacts and information relative to people of the past. Mr. Denby advised further of the positive working relationships between Committee members and volunteers. The Mayor commended the Committee for their high volunteer base, their initiative to remove artifacts from moldy leaking facilities to safer storage areas and for participating in the Heritage Strategic Plan visioning exercise.

After a brief question and answer period Mr. Denby advised that their efforts for 2010 will be directed towards; increasing attendance at the Heritage Centre, stimulating school groups to see traveling displays, increasing exposure via marketing strategies (i.e. web presence and brochures) and further improvements to the print shop. Mr. Denby also agreed to consider a yearly meeting with the Heritage Scugog Committee and Scugog Shores Museum Advisory Committee to converse ideas. On behalf of Council, the Mayor thanked Mr. Denby and the Committee for their contributions.

- ii. Mrs. Tammy Horvath
Mrs. Debbie Hadden

**Re: Canadian Cancer Society Relay for Life North
Durham and North Durham Elementary**

Mrs. Hadden opened the presentation by sharing with those in attendance, her personal challenges with cancer and advised of the excellent medical care she received throughout her treatments. Mrs. Hadden advised that the 2009 Relay for Life event raised \$180,000 and challenged the Township of Scugog to participate in the 2010 event. Mrs. Horvath advised that the 2010 Relay for Life event will take place Friday, June 25th to Saturday, June 26th and encouraged that a team attend from the Township of Scugog, for individuals to register to shave their heads and for men to participate in the "Mrs. Relay Competition". Mrs. Horvath also announced that for the first time, eight elementary schools from north Durham will be participating in a youth relay for life to be held Friday, May 14th at the Port Perry Fairgrounds from 9:00AM to 12:00PM and invited everyone to attend.

On behalf of Council and Staff the Mayor thanked Mrs. Horvath and Mrs. Hadden for their efforts and contribution to this cause.

6. **PLANNING & DEVELOPMENT**

Councillor McMillen presiding.

PLAN-2010-12-GP&A
Diane Knutson, CPT
Planning Technician

Re: Site Plan Application – SP/01/2010 Township Of Scugog (Scugog Memorial Public Library) – 231 Water Street (Lots 125, 126, Part Lots 124, 127, Part Lots B & C, Plan H-50020), Ward 5

Recommendation:

THAT this Committee recommend to Council that the Site Plan application (SP/01/2010) submitted by the Township of Scugog for the expansion of the Scugog Memorial Public Library at 231 Water Street, be approved, subject to Shoalts and Zaback Architects and Daniel J. O'Brien and Associates Landscape Architects finalizing all required drawings to the satisfaction of the Commissioner of Planning and Public Works/Deputy CAO.

Committee Recommendation:

THAT this Committee concur with the recommendations as outlined in Staff Report PLAN-2010-12-GP&A;

AND THAT Staff be directed to:

- Confirm the parking requirements for the library;
- Ensure the roof top mechanical equipment is effectively screened;
- Ensure signs comply with heritage colour and design requirements as stipulated by Sign By-Law 123-04; and
- Proceed with the decommissioning of the well located at the north end of Water Street adjacent to hydro pole #184.

PLAN-2010-13-GP&A
Gene Chartier, P.Eng.
Commissioner of Planning & Public Works/Deputy CAO

**Re: Downtown Port Perry Heritage Conservation District Study
– Release of Draft District Plan**

Recommendation:

THAT this Committee recommend to Council that the draft Downtown Port Perry Heritage Conservation District (HCD) Plan, dated February 11, 2010 and appended as Attachment 1, be received for information and released for public comment until March 16, 2010;

AND THAT Staff be authorized to hold a public open house on March 1, 2010 to provide further information on the draft Heritage Conservation District Plan, and to give notice of the meeting and release of the draft plan in the Bulletin Board, on the Township website and by mail to all property owners within the proposed Heritage Conservation District area;

AND THAT the Clerk be requested to circulate copies of Staff Report No. PLAN-2010-13-GP&A and the draft Heritage Conservation District Plan to the Port Perry Downtown Business Improvement Association (BIA) and the Heritage Scugog Committee, with a request for comments;

AND THAT the Clerk be directed to give notice in the Bulletin Board, on the Township website and by mail to affected property owners when Council is scheduled to consider the recommended Heritage Conservation District Plan and implementing by-law.

Committee Recommendation:

THAT this Committee concur with the recommendations as outlined in Staff Report PLAN-2010-13-GP&A.

OUTSTANDING MATTERS

The status of the outstanding items was listed in the agenda for the Committee's information. Those items were reviewed with no new items discussed.

OTHER MATTERS

- i. Heritage Conservation District
 - Staff requested to investigate heritage tax incentive programs

RECESS 11:22AM

RECONVENE 11:37AM

7. **WORKS OPERATIONS**

Councillor Hodgson presiding.

OPS-2010-02-GP&A

Gene Chartier, P.Eng.

Commissioner of Planning & Public Works/Deputy CAO

Re: Report on Proposals for Contract No. S2010-06 Supply and Delivery of New Wheel Loader

Recommendation:

THAT this Committee recommend to Council that the proposal received from Nortrax Inc., Peterborough for the supply and delivery of one (1) new wheel loader be accepted and Contract No. S2010-06 be awarded in the amount of \$174,411.77 (excluding GST/PST/HST);

AND THAT financing for the expenditure in the amount of \$188,364.71, which includes 8% PST in the event the equipment is delivered prior to July 1, 2010, be provided by a pre-budget approval in the 2010 Capital Budget as follows:

Proposed 2010 Capital Budget (Planning and Public Works Department)

Item 2 – Front Loader (Replacement #21)

• Community Enhancement Fund \$188,364.71

TOTAL FINANCING \$188,364.71

AND THAT Staff be authorized to issue a purchase order to the vendor

Committee Recommendation:

THAT this Committee concur with the recommendations as outlined in Staff Report OPS-2010-02-GP&A.

Note: Councillor Brock made a disclosure of pecuniary interest as it relates to Staff Report OPS-2010-03-GP&A regarding the Old Simcoe Road Reconstruction Project, did not take part in the discussion nor did she vote. The nature of her interest is that she is a property owner in Prince Albert.

OPS-2010-03-GP&A
Gene Chartier, P.Eng.
Commissioner of Planning & Public Works/Deputy CAO

Re: Update on Old Simcoe Road Reconstruction Project

Recommendation:

THAT Staff Report No. OPS-2010-03-GP&A be received for information.

Committee Recommendation:

THAT this Committee concur with the recommendation as outlined in Staff Report OPS-2010-03-GP&A.

OUTSTANDING MATTERS

The status of the outstanding items was listed in the agenda for the Committee's information. Those items were reviewed with no new items discussed.

OTHER MATTERS

- i. Concerns regarding Winter Maintenance Program
 - Councillor Brock advised of concerns brought forth by residents regarding sand on the roads in Canterbury Commons and in the Cawkers Creek boulevards and requested maintenance/responsibility clarification
 - Commissioner of Planning & Public Works/Deputy CAO advised that the excess sand is a result of potential ice conditions and minimal snow fall this winter and clarified that the boulevard area is the residents responsibility

8. **FIRE & EMERGENCY SERVICES**

Councillor Lamrock presiding.

OUTSTANDING MATTERS

The status of the outstanding items was listed in the agenda for the Committee's information. Those items were reviewed with no new items discussed.

OTHER MATTERS – NIL

9. **PARKS, RECREATION & CULTURE**

Recreation & Culture

Councillor Brock presiding.

PR&C-2010-04-GP&A
Craig Belfry, BA, CCRM
Manager Culture & Recreation

Re: Township of Scugog Heritage Strategic Plan

Recommendation:

THAT Committee recommend to Council that the Heritage Strategic Plan be adopted.

Committee Recommendation:

THAT this Committee concur with the recommendation as outlined in Staff Report PR&C-2010-04-GP&A;

AND THAT a copy of Strategic Plan be forwarded to those who participated in the visioning session as well as our other stakeholders for their information.

OUTSTANDING MATTERS

The status of the outstanding items was listed in the agenda for the Committee's information. Those items were reviewed with the following item discussed:

i. Heritage Policy Statements

Committee Recommendation:

THAT this item be removed from the Outstanding Matters List.

OTHER MATTERS

i. Draft Minutes of the 1st Regular Meeting of the Heritage Scugog Committee held Wednesday, January 20th, 2010

GP&A Committee Recommendation:

THAT the Draft Minutes of the 1st Regular Meeting of the Heritage Scugog Committee held Wednesday, January 20th, 2010 be Received for Information.

ii. Recommendations of the 1st Regular Meeting of the Heritage Scugog Committee held Wednesday, January 20, 2010

GP&A Committee Recommendation:

THAT the Recommendations of the 1st Regular Meeting of the Heritage Scugog Committee held Wednesday, January 20, 2010 be Received for Information.

Parks & Facilities

Councillor Smith presiding.

OUTSTANDING MATTERS

The status of the outstanding items was listed in the agenda for the Committee's information. Those items were reviewed with the following items discussed.

- i. Blackstock Recreation Advisory Committee Minutes re: Blackstock Curling Club
 - CAO/Acting Director of Parks, Recreation & Culture advised that the costs to rent the ice exceed the revenues from the fees and requested that this item be removed from the outstanding matters list

Committee Recommendation:

THAT this item be removed from the Outstanding Matters List.

OTHER MATTERS

- i. Greenbank Hall and Parks 4th Quarter and Annual Meeting Reports

GP&A Committee Recommendation:

THAT the Greenbank Hall and Parks 4th Quarter and Annual Meeting Reports be Received for Information.

10. CORPORATE SERVICES

Councillor Drew presiding.

From the Office of the CAO

CORP-2010-10-GP&A
Shirley Bolton, CMMIII, OMHRA
Human Resources Advisor

Re: Quarterly Staffing Report on Employee Appointments, Leaves of Absence, Resignations, Retirements, Terminations, Transfers

Recommendation:

THAT this report be received for information.

Note : CAO withdrew Staff Report No. CORP-2010-10-GP&A for clarifications.

From the Office of the Clerk - NIL

From the Finance Department - NIL

OUTSTANDING MATTERS

The status of the outstanding items was listed in the agenda for the Committee's information. Those items were reviewed with the following items discussed:

- i. Formal Closure of the Information and Business Centre
 - CAO advised that she is seeking to initiate a meeting and anticipates providing a report in March
- ii. Corr. No. 22-10 – Mr. Kemp – request for financial data with respect to the hydro reserve fund
 - Director of Finance/Treasurer advised that she has responded and notified Mr. Kemp that he will receive the information requested as it becomes available.
- iii. Corr. No. 63-10 – Ms. Marion Carter – Re: Rental Rate Structure

Committee Recommendation:

THAT this item be removed from the Outstanding Matters List.

OTHER MATTERS

- i. Marina Negotiations Update
 - Commissioner of Planning & Public Works/Deputy CAO advised that at present, the previous lease agreement will continue on a month to month basis

11. OTHER BUSINESS (NEW BUSINESS) - NIL

12. CLOSED SESSION 12:50AM

IN CAMERA SESSION

COMMITTEE RECOMMENDATION:

THAT this Committee enter into a closed session to discuss personal matters about an identifiable individual, including municipal or local board employees; pursuant to Section 239(2)(b) of the Municipal Act with respect to an appointment to the Scugog Accessibility Advisory Committee.

RISE FROM IN CAMERA 12:58PM

COMMITTEE RECOMMENDATION:

THAT this Committee rise and report.

Committee Recommendation:

THAT this Committee appoint Mrs. Fiona Hunter and Mr. Christopher McLean to the Scugog Accessibility Advisory Committee for the remainder of the Council term.

13. **ADJOURNMENT** 12:59PM

MAYOR, Marilyn Pearce

CLERK, Kim Coates