



Council - Minutes

Friday, February 16, 2018

Those in attendance were

Members

Mayor Donaldson
Councillor Cairns
Councillor Colhoun
Councillor Eiter
Councillor Jorgensen
Councillor Lorenz
Councillor Pilger
Councillor Watson

Staff

G. Davies
K. Thibeault
A. Stacey
M. Proctor
S. Lucas
V. Sequeira
N. Bush
L. Brassard
K. Kirton

Chief Administrative Officer
Director of Legislative Services / Clerk
Director of Infrastructure Services
Director of Communications, Culture & Recreation
Director of Development Services
Director of Corporate Services / Treasurer
Director of Human Resources
Director of Fire & Emergency Services / Fire Chief
Manager of Planning Services

Regrets

Mayor Donaldson
Councillor Kelly

A. Adoption of Agenda

Moved by Councillor Cairns
Seconded by Councillor Pilger

#33 BE IT RESOLVED THAT the Special Council agenda as presented on February 16, 2018 be approved as circulated.

CARRIED

B. Disclosure of Pecuniary Interest

Councillor Lorenz declared a pecuniary interest on the Community Improvement Program and the Business Improvement Area budgets for personal reasons. Councillor Cairns declared a pecuniary interest on the Community Improvement Program for business reasons.

C. Reports from Municipal Officers / New Business

1. 2018 Operating Budget

The Chief Administrative Officer provided opening comments regarding the development of the presented operating budget. The Director of Corporate Services / Treasurer provided a review of the 2018 operating budget presentation materials and budget.

Councillor Watson, Budget Chair, provided a review of past budgets and process for the 2018 operating budget schedule.

Council provided comments and requested information regarding format of budget, detail provided by individual departments, placement of proposed winter maintenance additions and departmental placement of YMCA operation costs.

Moved by Councillor Eiter

Seconded by Councillor Colhoun

#34 WHEREAS the 2018 Operating Budget was tabled on February 16, 2018;

NOW THEREFORE BE IT RESOLVED THAT Council review the received documentation at future Special Council meetings with the intent to adopt the final 2018 Operating Budget at the March 7, 2018 Special Council meeting.

CARRIED

D. Adjournment

Moved by Councillor Eiter, seconded by Councillor Colhoun, the meeting adjourned at 2:50 pm.



**Council - Minutes
Saturday, March 3, 2018**

Those in attendance were

Members

Mayor Donaldson
Councillor Cairns
Councillor Colhoun
Councillor Eiter
Councillor Jorgensen
Councillor Kelly
Councillor Lorenz
Councillor Pilger
Councillor Watson

Staff

G. Davies
K. Thibeault
A. Stacey
M. Proctor
S. Lucas
V. Sequeira
N. Bush
L. Brassard
K. Kirton

Chief Administrative Officer
Director of Legislative Services / Clerk
Director of Infrastructure Services
Director of Communications, Culture & Recreation
Director of Development Services
Director of Corporate Services / Treasurer
Director of Human Resources
Director of Fire & Emergency Services / Fire Chief
Manager of Planning Services

A. Adoption of Agenda

Moved by Councillor Watson

Seconded by Councillor Cairns

#47 BE IT RESOLVED THAT the Special Council Public Meeting agenda as presented on March 3, 2018 be approved as presented.

AND THAT the meeting be opened to the public to permit comments and questions regarding the 2018 Operating Budget.

CARRIED

B. Disclosure of Pecuniary Interest

C. Reports from Municipal Officers / New Business

1. Public Meeting - 2018 Operating Budget

Mr. Rob Roberts, resident, provided comments regarding winter operations on Fredrick Lane and Nora Lane, conversion of residential status from seasonal to permanent and community involvement. He requested Council consider the snow and winter maintenance on Fredrick Lane.

Mr. Stephen Simms, resident, provided comments regarding the order of the public meeting, staff communications, increased values of the 2018 budget and previous budgets, staff development cycle of the budget and presentations to Council, messages provided by the public during the 2017 budget public meeting, new staff hires within the 2017 and 2018 budgets, attending to municipal debt and allocation of the projected budget surplus. He requested Council consider restraint in the adoption of the budget.

Gord Durnan, resident, provided comments regarding readability of the budget, removal of line items, direction of the municipality, investment into services and quality of life, winter operations, and summer beautification efforts. Her requested Council approve a budget that is effective and manages for success and restraint.

D. Adjournment

Moved by Councillor Eiter, seconded by Councillor Kelly, the meeting adjourned at 9:19 am.



**Council - Minutes
Monday, March 5, 2018**

Those in attendance were

Members

Mayor Donaldson
Councillor Cairns
Councillor Colhoun
Councillor Eiter
Councillor Jorgensen
Councillor Kelly
Councillor Lorenz
Councillor Pilger
Councillor Watson

Staff

G. Davies	Chief Administrative Officer
K. Thibeault	Director of Legislative Services / Clerk
N. Bush	Director of Human Resources
S. Lucas	Director of Development Services
M. Proctor	Director of Communications, Culture & Recreation Services
V. Sequeira	Director of Corporate Services / Treasurer
L. Brassard	Director of Fire & Emergency Services / Fire Chief
A. Stacey	Director of Infrastructure Services
J. Loney	Manager of Economic Development
K. Storey	Manager of Arts & Culture
D. Buttineau	Manager of Recreation Services
T. Clapp	Deputy Fire Chief
J. Montreuil	Deputy Clerk / Committee Coordinator
T. Trott	Finance & Payroll Analyst
K. Hamilton	Theatre Operations Supervisor
A. Taylor	Senior Coordinator, Communications & Marketing
D. Tofflemire	Infrastructure Technician & Analyst
P. Dobias	Public Works and Operations Foreman
C. Allen	Fleet Coordinator, Mechanic II
R. Funston	Facilities Manager
D. Bray	Public Works and Operations Foreman
J. Harnett	Communications Coordinator
J. McFarlane	Administration Clerk 2 - Fire
S. Lomas	Administration Clerk 2 - Infrastructure Services

A. Closed Session

B. Adoption of Agenda

Moved by Councillor Cairns
Seconded by Councillor Colhoun

#48 BE IT RESOLVED THAT the Special Council agenda as presented on March 5, 2018 be approved as circulated.

CARRIED

C. Disclosure of Pecuniary Interest

Councillor Lorenz declared a pecuniary interest on the Community Improvement Program and the Business Improvement Area budgets for personal reasons. Councillor Cairns declared a pecuniary interest on the Community Improvement Program for business reasons.

Councillor Pilger declared a pecuniary interest surrounding the discussions of Nora Lane

Winter Maintenance feasibility for personal reasons.

D. Reports from Municipal Officers / New Business

Mayor Donaldson acknowledged the impending retirement of Norma Bush, Director of Human Resources and provided a brief review of her tenure with the Town. Council, Staff and the Public acknowledged and thanked her for her dedication and 30+ years of service.

Councillor Watson took over as Chair at 2:05 p.m.

The Chief Administrative Officer provided Council with a summary of comments received at the Public Meeting held on Saturday, March 3, 2018 including the winter maintenance consideration of Fredrick Lane, commitment to enhance the reporting of efficiencies and successes, clarifications on the statistics of the tax levy, and the hiring of the Manager of Operations position.

1. Corporate Administration

The Director of Corporate Services / Treasurer provided a review of the recommended 2018 Corporate Administration Operating Budget.

Council requested and received information and clarifications surrounding reserves, debentures and capital gains, alternative refinancing methods, debt repayment strategies and alternative methods, endowment program funds, examples of general revenues, accessibility within reserves and asset management plans, Operating Surplus Tax Stabilization, recently proposed Airport grant funding initiative, I.T. Services allocations, uses for development service charges revenues, reporting of targets to be included with future budget reviews, and Parkland Dedication allocations.

2. Communications, Culture & Recreation

The Director of Communications, Culture & Recreation provided a review of the department's 2017 accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding the YMCA collaboration/support and allocations noted in the respective operating budget, arena rental allocation rationale, forecasted expenses in the "other services" allocation, fleet and equipment charges related to events, special events line-up list, enhancing communications with the members of the public (website subscription tool, current constraints surrounding webcasting council meetings), minimum wage increase effects and projections to program and service partners.

Council provided comments regarding the Town's Communication Strategy.

3. Infrastructure Services

The Director of Infrastructure Services provided a review of the department's 2017

accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding the justification for levels of service and the allocations towards Ball Diamonds and facility beautification, the justification and impacts in the recommendation of the position of Manager of Operations ahead of proposal of 2019, provincial main street enhancement and recently appropriated grant funding reporting, suggestions on clearer budget submission, and methods of advertisement, and revenue assessments of Boat Slips, piloting new energy saving technology on test sites, brushing program priorities in correlation with Ontario Hydro's brushing initiatives; and efforts surrounding railway crossing maintenance.

Moved by Councillor Eiter, seconded by Mayor Donaldson **BE IT RESOLVED THAT** procedure be suspend to permit resolutions related to the 2018 Operating Budget. **CARRIED**

Moved by Councillor Jorgensen, Seconded by Councillor Colhoun **BE IT RESOLVED THAT** Council direct staff to bring back a Report regarding information on the municipality performing winter maintenance activities on Fredrick Lane. **CARRIED**

4. Fire & Emergency Services

The Director of Fire & Emergency Services / Fire Chief provided a review of the department's 2017 accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding the proposed training initiatives on distracted driving, weather related public hazards, opiate awareness, carbon monoxide awareness campaigns, differences between mutual aid and mutual assistance services, succession planning, and potential impacts of homeowner wire-in alarm and detector self-installations.

E. **Adjournment**

Moved by Councillor Colhoun, seconded by Councillor Kelly, the meeting adjourned at 5:31 p.m.



Council - Minutes
Tuesday, March 6, 2018

Those in attendance were

Members

Mayor Donaldson
Councillor Cairns

Staff

G. Davies
K. Thibeault
Chief Administrative Officer
Director of Legislative Services / Clerk

Councillor Colhoun	V. Sequeira	Director of Corporate Services / Treasurer
Councillor Eiter	J. Loney	Manager of Economic Development
Councillor Jorgensen	J. LePage	Manager of Finance / Deputy Treasurer
Councillor Kelly	S. Lucas	Director of Development Services
Councillor Lorenz	L. Brassard	Director of Fire & Emergency Services / Fire Chief
Councillor Pilger	N. Bush	Director of Human Resources
Councillor Watson	M. Proctor	Director of Communications, Culture & Recreation
	A. Stacey	Director of Infrastructure Services
	K. Kirton	Manager of Planning Services
	T. Clapp	Deputy Fire Chief
	T. Trott	Financial & Payroll Analyst
	M. Simpson	Human Resources / Health & Safety Coordinator

A. Adoption of Agenda

Moved by Councillor Kelly

Seconded by Councillor Colhoun

#49 BE IT RESOLVED THAT the Special Council agenda as presented on March 6, 2018 be approved as circulated.

CARRIED

B. Disclosure of Pecuniary Interest

Councillor Lorenz declared a pecuniary interest on the Community Improvement Program and the Business Improvement Area budgets for personal reasons. Councillor Cairns declared a pecuniary interest on the Community Improvement Program for business reasons.

C. Reports from Municipal Officers / New Business

Councillor Watson took over as Budget Chair and provided introductory comments.

1. Development Services

The Director of Development Services provided a review of the department's 2017 accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding the septic re-inspection program including locations for 2018 and numbers of inspections in 2017, inclusion of items coming out of the Age Friendly Activity Transportation plan, value of subdivision units and impacts of staging development of the subdivisions, contracted services and event funding within the economic development division, activity of complaints within the by-law division, use of the reserve funds collected through building permit fees including funds being put aside for future years, department costs and historical trends, impact of fee reductions and

development charges, and planning application fees and options of cost recovery options.

2. Corporate Services

The Director of Corporate Services / Treasurer provided a review of the department's 2017 accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding reserves and reserve contributions, legal services and volume of claims received and processed.

3. Legislative Services

The Director of Legislative Services / Clerk provided a review of the department's 2017 accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding the impact of the Committee Coordinator on the Council subcommittee coordination, outreach programs for the municipal election, and streamlined election procedures.

4. Office of the Chief Administrative Officer

The Chief Administrative Officer provided a review of the department's 2017 accomplishments and overview of the recommended departmental budget.

Council requested and received information regarding collaboration with counterparts throughout Muskoka.

5. Council

The Chief Administrative Officer provided a review of the Council operating budget. Council requested and received information regarding Council conference participation, remuneration for the new Council's computers, and status of the assessment review of Council's annual salaries.

D. Adjournment

Moved by Councillor Colhoun, seconded by Councillor Eiter, the meeting adjourned at 3:34 pm.



Council - Minutes
Wednesday, March 7, 2018

Those in attendance were

Members

Mayor Donaldson
Councillor Cairns
Councillor Colhoun
Councillor Eiter
Councillor Jorgensen
Councillor Kelly
Councillor Lorenz
Councillor Pilger
Councillor Watson

Staff

G. Davies	Chief Administrative Officer
K. Thibeault	Director of Legislative Services / Clerk
S. Lucas	Director of Development Services
V. Sequeira	Director of Corporate Services / Treasurer
L. Brassard	Director of Fire & Emergency Services / Fire Chief
M. Proctor	Director of Communications, Culture & Recreation Services
N. Bush	Director of Human Resources
A. Stacey	Director of Infrastructure Services
J. Reinhart	Chief Executive Officer / Chief Librarian
J. LePage	Manager of Finance / Deputy Treasurer
J. Loney	Manager of Economic Development
T. Clapp	Deputy Fire Chief
J. Montreuil	Deputy Clerk / Committee Coordinator
T. Trott	Finance & Payroll Analyst
J. Harnett	Communications Specialist

Regrets

A. Closed Session

B. Adoption of Agenda

Moved by Councillor Cairns

Seconded by Councillor Colhoun

#50 BE IT RESOLVED THAT the Special Council agenda as presented on March 7, 2018 be approved as circulated / amended.

AND THAT procedure be suspended to allow motions from the floor as related to the 2018 Operating Budget.

CARRIED

C. Disclosure of Pecuniary Interest

Councillor Lorenz declared a pecuniary interest on the Community Improvement Program and the Business Improvement Area budgets for personal reasons. Councillor Cairns declared a pecuniary interest on the Community Improvement Program for business reasons.

D. Reports from Municipal Officers / New Business

Councillor Watson took over as Chair at 2:01 p.m.

1. Gravenhurst Public Library Board (GPLB)

The Chief Executive Officer, Julia Reinhart and Vice Chair Librarian, Dave Hammill provided a review of the recommended 2018 Public Library Board Operating Budget including an update on the Public Library's 2017 accomplishments, community partnerships, space enhancements and professional developments.

Council requested and received clarifications regarding site expansion study communications, process and participation from Administration, overdrive online book service and forecasted increases in demands, cardholder and visitation variables, revenues and grants, development charges revenues and library reserve linkage and facility rental allocation.

2. Gravenhurst Business Improvement Area (GBIA)

Having previously declared a pecuniary interest, Councillor Lorenz left the Chambers at 2:46 p.m.

Lindsay Fetterley-Coles and Rosemary King from the Gravenhurst Business Improvement Area provided a review of their various internal/external functions and key initiatives for 2018.

The Board thanked the Council for their support and collaboration of downtown parking changes, parkette lease extension, façade program through the CIP and identified membership changes and successions for the new term of Council.

Council commended the Gravenhurst Business Improvement Area for their efforts in rebuilding relationships downtown, with the Gravenhurst Chamber of Commerce and the Muskoka Wharf Association.

They requested and received information and clarifications regarding the Heritage Signage Initiative partnership with the Gravenhurst Municipal Heritage Committee and Archives, and the BIA's interest in collaborating in a downtown camera feasibility study.

Councillor Lorenz returned to the Chambers at 2:46 p.m.

3. Community Policing

The Chief Executive Officer provided a review of the recommended 2018 Community Policing Operating Budget including an overview of the functions of Community Policing and the historical arrangement with the District Municipality of Muskoka.

Council requested and received information regarding items included within the communications allocation.

4. Community Contributions

The Director of Corporate Services / Treasurer provided a review of the recommended 2018 Community Contributions Operating Budget noting that it has not change from 2017.

Council engaged in a lengthy discussion and received information regarding the Terence Haight Endowment Program and accumulated capital gains. The Treasurer will work with the Subcommittee and bring back a report surrounding the debrief exercise surrounding recommended allocations.

The Budget Chair opened the floor for resolutions from members of Council

Removing 3% increase to Tax Levy

Council engaged in a lengthy discussion surrounding allocating the surplus back to the residents vs. attributing same to reserves and requested and received monetary breakdown of cost per population should the 3% be removed from the tax levy.

Councillor Lorenz requested a recorded vote.

Councillor Cairns - Yea
Councillor Colhoun - No
Councillor Eiter - Yea
Councillor Jorgensen - No
Councillor Kelly - No
Councillor Lorenz - Yea
Councillor Pilger - Yea
Mayor Donaldson - No
Councillor Watson - No

Moved by Councillor Lorenz
Seconded by Councillor Eiter

WHEREAS the Town of Gravenhurst is facing a budget increase of 6.1%

AND WHEREAS the Town of Gravenhurst is anticipating an estimated surplus of \$600,000 for 2017

BE IT RESOLVED THAT 3%, 242,000, of the proposed 2.6 million contribution to reserves of the 2018 be removed

AND THAT the balance of the actualized 2017 surplus be contributed to reserves

DEFEATED

Winter Services Options

Council requested and received clarifications on the allocations for 2017 through to the end of 2018, the forecasted snow removal budget for 2018, and how reserves are typically created to address volatility of weather related services, and proposed costs for an increase in service.

Moved by Councillor Colhoun, seconded by Councillor Kelly **BE IT RESOLVED THAT** the resolution be amended to remove and replace \$60,000 with \$75,000. **CARRIED**

Moved by Councillor Colhoun

Seconded by Councillor Kelly

#51 BE IT RESOLVED THAT further to Councils approval of Report No. INF 2018-05 titled Winter Service Options, that the amount of ~~\$60,000~~ \$75,000 be added to Winter Control for the provisions of additional contracted services under the 2018 Road Maintenance Budget.

CARRIED

Manager of Operations Position

Council requested and received information regarding the current staffing complement, factors surrounding the expectation in service delivery/innovation, potential decreases in services levels if the position is not accepted. Council engaged in discussions surrounding comments received on the perceived lack of transparency of staffing complement, and the need for the position as a key component for department synergy.

Moved by Councillor Lorenz

Seconded by Councillor Pilger

BE IT RESOLVED THAT the funds to support the full time manager position of operations be removed from the 2018 and the position be considered for 2019

DEFEATED

Infrastructure Staff

Council engaged in a discussion regarding the impact of a reduction of investment in exterior facility asset maintenance and beautification efforts.

Moved by Councillor Pilger

Seconded by Councillor Lorenz

BE IT RESOLVED THAT \$60,000 for increased utilization of town staff (labour and equipment costs) for the purpose of sports field, beach, ball diamond and downtown maintenance be removed from the 2018 infrastructure budget.

DEFEATED

Emerald Ash Borer Early Detection Project Funding

Council received information surrounding the continuation and the intent of the project.

Council requested and received clarifications surrounding past process in reviewing the request and consultation with the Gravenhurst Environmental Advisory Committee.

Moved by Councillor Jorgensen
Seconded by Councillor Cairns

#52 WHEREAS Muskoka Conservancy has requested \$2000 to permit the Town's continued participation in the Emerald Ash Borer Early Detection Project (EAB Project), and

WHEREAS the Gravenhurst Environmental Advisory Committee supported the EAB Project last year;

BE IT RESOLVED that \$2000 be added to an appropriate section of the Development Services 2018 Operational Budget for the Town's participation in Muskoka Conservancy's Emerald Ash Borer Early Detection Project.

CARRIED

Councillor Colhoun left the meeting at 4:04 p.m.

2018 Gross Operating Budget

Having previously declared a conflict of interest, Councillor Lorenz sustained from voting on the BIA's budget.

Moved by Councillor Kelly
Seconded by Mayor Donaldson

#53 WHEREAS the Recommended 2018 Operating Budget for the Town of Gravenhurst was tabled on February 16, 2018;

AND WHEREAS the public was provided with an opportunity to directly address Council on the 2018 Operating Budget at a Special Council meeting March 3, 2018;

AND WHEREAS Council has had the opportunity to review the budget, seek clarification and make changes to the 2018 Operating Budget at its meetings March 5,6, 7, 2018;

BE IT RESOLVED THAT the 2018 Gross Operating Budget exclusive of the Gravenhurst Business Improvement Area (GBIA) of \$22,242,816 with a net Town General Tax Levy

impact of \$15,308,334 be approved;

AND THAT the 2018 Gross Operating Budget for the Gravenhurst Business Improvement Area (GBIA) of \$69,080 with a net GBIA Tax Levy impact of \$48,580 be approved; **[voted separately] CARRIED**

AND FINALLY THAT staff be directed to prepare the 2018 Tax Rates for the Town General Levy and Gravenhurst Business Improvement Area (GBIA) Levy on this basis. -

CARRIED

The Director of Corporate Services / Treasurer provided closing remarks surrounding 2018 Gross Operating Budget as present and acknowledged the Manager of Finance / Deputy Treasurer, Janice LePage's, support and advice including her pending retirement.

Council thanked all of Administration and Council for all of their efforts regarding this year's budget and provided best wishes to Janice in her retirement.

E. Confirming By-law

Moved by Councillor Kelly

Seconded by Mayor Donaldson

#54 BE IT RESOLVED THAT Bill No. 23 to confirm the Council Meeting held on March 7, 2018 be passed and numbered By-law No. 2018-23.

CARRIED

F. Adjournment

Moved by Councillor Eiter, seconded by Councillor Lorenz, the meeting adjourned at 4:25 p.m.

Clerk

Mayor