



TOWN OF COLLINGWOOD
COUNCIL MINUTES
Monday, November 6, 2023

*"Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths:
a vibrant downtown, a setting within the natural environment, and an extensive waterfront.
This offers a healthy, affordable, and four-season lifestyle to all residents, businesses, and visitors."*

A regular meeting of Council was held Monday, November 6, 2023, in the Council Chambers, 97 Hurontario St. and by Videoconference commencing at 2:00 PM for the specific reasons provided below.

Council Present: Mayor Hamlin
Deputy Mayor Fryer
Councillor Jeffery
Councillor Doherty
Councillor Houston
Councillor Potts
Councillor Ring
Councillor Baines
Councillor Perry

Council Absent: None

Staff Present: Sonya Skinner, CAO
Sara Almas, Director, Legislative Services/Clerk
Amanda Pegg, Executive Director, Customer & Corporate Services
Peggy Slama, Director, Public Works, Engineering & Environmental Services
Dean Collver, Director, Parks, Recreation and Culture
Jenny Haines, Administrative Coordinator, Clerk Services

1. CALL OF COUNCIL TO ORDER

1.1. Mayor Hamlin called the meeting to order at 2:00 p.m. and Councillor Ring provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. ADOPTION OF AGENDA

2.1. Motion to adopt agenda

RES-363-2023

Moved by Councillor Potts
Seconded by Deputy Mayor Fryer

THAT the content of the Council Agenda for November 6, 2023 be adopted as presented.

CARRIED.

3. DECLARATIONS OF PECUNIARY INTEREST

Note: In accordance with the Council Code of Conflict, Procedural By-law and the Municipal Conflict of Interest Act Council members must file with the Clerk a written statement of the conflict, for inclusion on the Conflict of Interest Registry.

None.

4. ADOPTION OF MINUTES

RES-364-2023

Moved by Councillor Baines

Seconded by Councillor Doherty

THAT the following minutes be approved as presented:

- Regular Council Meeting held October 16, 2023
- Special Council Meeting held October 17, 2023
- Special Council Meeting held October 23, 2023
- Special Council Meeting held October 30, 2023

CARRIED.

4.2. Business arising from the previous minutes

Mayor Hamlin provided a rise and report from the October 30, 2023 In-camera meeting regarding the Water Treatment Plant Expansion Update & Next Steps, noting that the Town is working with the lowest bidder to negotiate a bid extension.

5. COMMUNITY ANNOUNCEMENTS

Council reported on various community announcements and events.

6. DEPUTATIONS

6.1. Future of 84 Hurontario Street, *Andrew Conway*

Andrew Conway presented data he collected in advocacy for the Town to consider retaining 84 Hurontario Street as a market square. Mr. Conway noted that he would be holding a meeting at the Public Library, calling on volunteers to join a committee in support of this initiative. Mr. Conway further explained that he would like Council's support in this now, as the Downtown Visioning Master Plan is under review.

7. Recurring Updates

7.1. Poplar Health & Wellness Village MZO Update, *CAO Skinner*

CAO Skinner provided an update on the Poplar Health and Wellness Village MZO noting that the DiPoce Group have expressed concerns with some of the language proposed in the Draft Official Plan Update. CAO Skinner noted that the Ministers decision on a MZO will ensure the proposed MZO vision can proceed as proposed, explaining further that Staff wish to see the Development Agreement signed as the Minister could decide to remove the granted land uses. CAO Skinner confirmed that Staff feel the amendments to the Official Plan fully support the vision provided for the MZO and this would allow the developer and Council to work toward the vision for the Poplar Health and Wellness Village. Staff will bring forward the comments made on the Official Plan along with recommendations.

8. REPORTS/MINUTES OF OTHER COMMITTEES/BOARDS

RES-365-2023

Moved by Councillor Perry

Seconded by Councillor Houston

THAT the minutes of the following Boards be hereby received, and recommendations contained therein be approved:

- 8.1 Collingwood Public Library Board, September 28, 2023
- 8.2 Joint Blue Mountains and Collingwood Police Services Board Meeting, September 7, 2023

CARRIED.

CAO Skinner explained that under the current contract for Police Services, the Ontario Provincial Police are hired as the Town's service provider and that the contract is with Council and not the Police Services Board.

RES-366-2023

Moved by Councillor Jeffery

Seconded by Councillor Potts

THAT the minutes of the Collingwood Police Services Board meeting of September 7, 2023 be received, and recommendations therein be approved;

AND THAT Council support the one-year extension of the Section 10 contract that currently expires in December 2023, as recommended by the Collingwood Police Services Board.

CARRIED.

9. COMMITTEE OF THE WHOLE REPORT

9.1. Committee of the Whole Report - October 16, 2023

9.1.1.

RES-367-2023

Moved by Councillor Doherty
Seconded by Councillor Ring

THAT Council receive the Committee of the Whole Report from its meeting held October 16, 2023 and hereby approve the recommendations contained within the report as presented.

- P2023-29 Municipal Servicing Capacity Allocation – Fall 2023 Major Development Batch Approval
- P2023-28 Proposed Zoning By-law Amendment – 135 Sandford Fleming Drive (Georgian Triangle Humane Society Centre for Pets and People)
- T2023-21 - 2024 Operational and Capital Budget – Draft #1 (Draft #2 being considered November 6 during Committee of the Whole)

CARRIED.

9.2. STAFF REPORTS

**Listed separately as vote at standing committee was not unanimous or amendments are proposed:*

9.2.1. C2023-24 Licensing Short-Term Accommodations

Moved by Councillor Jeffery
Seconded by Councillor Baines

THAT Staff Report #C2023-24, Licensing Short-Term Accommodations, be received;

AND THAT Council approve the phased in implementation of the Short-Term Accommodation Licensing Program (Appendix A), subject to the necessary land use planning policy and regulatory approvals required to support Class B & C Licenses, as recommended herein;

AND THAT Phase 1 – Implementation for Class A STAs (Bed & Breakfast operations) be exempt from all licensing (& inspection) fees for their initial term.

AND THAT Staff be directed to proceed with a Town initiated Zoning By-law Amendment;

AND THAT Council authorize the use of surplus parking funds to cover any expenses during the first 2 years of implementation (such as staffing, licensing software, and other program costs) until the program becomes self-sustaining, and the parking reserve be reimbursed from future years revenues;

AND FURTHER THAT Staff report back to Council with an update on Phase 1 implementation, any necessary revisions to the Licensing By-law and a plan for rolling out Phase 2 of the Licensing Program, following the approval of a Zoning By-law Amendment;

AND THAT By-law No. 2023-085, being a by-law to license and regulate short-term accommodations within the boundaries of Collingwood, be enacted and passed this 6th day of November, 2023.

RES-368-2023

Moved by Councillor Jeffery
Seconded by Deputy Mayor Fryer

AMENDMENT: That the following be added under the fourth paragraph:

AND THAT Council authorize the use of surplus parking funds to cover any expenses up to \$250,000 during implementation Year 1 and up to \$150,000 during implementation of Year 2 to be reviewed during the 2025 budget deliberations;

CARRIED.

RES-369-2023

Moved by Councillor Doherty
Seconded by Councillor Baines

AMENDMENT: That the following be added after the third paragraph of the recommendation:

AND THAT Applicants be required to pay only the regular costs for inspection/planning fees for Phase 1;

CARRIED.

RES-370-2023

THAT Staff Report #C2023-24, Licensing Short-Term Accommodations, be received;

AND THAT Council approve the phased in implementation of the Short-Term Accommodation Licensing Program (Appendix A), subject to the necessary land use planning policy and regulatory approvals required to support Class B & C Licenses, as recommended herein;

AND THAT Phase 1 – Implementation for Class A STAs (Bed & Breakfast operations) be exempt from all licensing (& inspection) fees for their initial term;

AND THAT Applicants be required to only pay the regular inspection/planning fees for Phase 1;

AND THAT Staff be directed to proceed with a Town initiated Zoning By-law Amendment;

AND THAT Council authorize the use of surplus parking funds to cover any

expenses up to \$250,000 during implementation Year 1 and up to \$150,000 during implementation of Year 2 to be reviewed during the 2025 budget deliberations;

AND THAT Council authorize the use of surplus parking funds to cover any expenses during the first 2 years of implementation (such as staffing, licensing software, and other program costs) until the program becomes self-sustaining, and the parking reserve be reimbursed from future years revenues;

AND FURTHER THAT Staff report back to Council with an update on Phase 1 implementation, any necessary revisions to the Licensing By-law and a plan for rolling out Phase 2 of the Licensing Program, following the approval of a Zoning By-law Amendment;

AND THAT By-law No. 2023-085, being a by-law to license and regulate short-term accommodations within the boundaries of Collingwood, be enacted and passed this 6th day of November, 2023.

CARRIED.

9.2.2. CCS2023-06 Human Resources Master Plan

CAO Skinner answered questions from Council to using the word 'received' in the recommendations for Agenda Item 9.1 and 9.2. CAO Skinner noted that it is important to her that Council is confident in the general direction that Staff are working toward and that Council can read the master plans with an eye of knowing that any major steps proposed will be in line with where Council would like to see the municipality moving toward. CAO Skinner further confirmed that the municipality has many master plans on-line for the public to view, and as the Town becomes more mature as a community, the list of master plans will grow and continue to be updated.

RES-371-2023

Moved by Councillor Baines

Seconded by Councillor Doherty

THAT Staff Report CCS2023-06, Human Resources Master Plan be generally endorsed by Council to guide the Town of Collingwood's actions on Human Resources 2024 and beyond, as budget, resources and further Council direction permit.

CARRIED.

9.2.3. CCS2023-05 Information Technology Master Plan

RES-372-2023

Moved by Councillor Perry

Seconded by Councillor Doherty

THAT Staff Report CCS2023-05, Information Technology Master Plan be

generally endorsed by Council to guide the Town of Collingwood's actions on Information Technology in 2024 and beyond, as budget, resources and further Council direction permit.

CARRIED.

9.3. BY-LAWS

9.3.1. Zoning By-law Amendment for 135 Sandford Fleming Drive - Georgian Triangle Humane Society

RES-373-2023

Moved by Councillor Doherty
Seconded by Councillor Baines

THAT By-law No. 2023-082, being a by-law to facilitate a Zoning By-law Amendment for 135 Sandford Fleming Drive - Georgian Triangle Humane Society, be enacted and passed this 6th day of October, 2023

CARRIED.

9.4. Special Committee of the Whole Report - October 30, 2023

9.4.1.

RES-374-2023

Moved by Councillor Potts
Seconded by Councillor Jeffery

THAT Council receive the Special Committee of the Whole Report from its meeting held October 30, 2023, and hereby approve the recommendations contained within the report as presented.

- CAO2023-13 Affordable Housing Master Plan – Analysis and Recommendations, as amended
- CAO2023-12 Q2 & Q3 Operational Plan Progress Report
- C2023-17 Updated Council Staff Relations Policy, as amended

CARRIED.

10. STAFF REPORTS

None.

11. MOTIONS

None.

12. BY-LAWS

12.1. Amendments to Property Standards By-law

**notice provided at October 16th, 2023 meeting by Councillor Jeffery*

RES-375-2023

Moved by Councillor Jeffery
Seconded by Councillor Doherty

THAT By-law No. 2023-083, being a by-law to amend the Property Standards By-law to provided for clearer provisions related to heating and cooling systems, be enacted and passed this 6th day of November, 2023.

CARRIED.

13. NOTICE OF MOTION

Councilor Baines provided the following notice of motion for consideration at the next regular meeting of Council:

THAT Council herein authorize the release of the \$20,000 that was budgeted in 2023 for the Georgian Triangle Humane Society, as requested during their deputation to the Committee of the Whole on October 16, 2023.

Deputy Mayor Fryer provided the following notice of motion earlier in the meeting under Agenda Item 6.1 as follows:

THAT Council refer the request regarding the future of 84 Hurontario Street to the Downtown Visioning and Master Plan Exercise, and further encourage the public that have ideas regarding the future of the Town owned property to participate in the upcoming public consultations on the future of the Downtown.

14. COUNTY REPORT

County Council agendas and minutes can be found on the [Simcoe County Council Portal](#).

Deputy Mayor provided an update from County Council noting the on-going budget discussions, highlighting discussions surrounding capital spending on transportation, design and engineering on various roads within the Town of Collingwood, the ongoing work around Affordable Housing Initiatives and Simcoe County Transit.

Councillor Jeffery noted she attended County Council as the alternate and highlighted the Corporate Climate Action Plan which will be integrated into the County's Strategic Plan and the milestones they have reached and what they will be implementing next.

Councillor Doherty inquired about budget for County maintenance of the County roads and boulevards particularly between Poplar Sideroad and Pretty River Estates and Mountain Croft Subdivision. Deputy Mayor Fryer confirmed he would further clarify with the Councillor, and inquiry with the County.

Deputy Mayor Fryer noted that he will provide an update on the County's Homelessness Plan when he receives any additional information.

15. CONSENT AGENDA

General Consent Items

A general correspondence list can be viewed on the Agenda and Meeting Portal at <https://collingwood.civicweb.net/filepro/documents/116037>/This Correspondence List includes items considered as bulk communications not specific to the Town of Collingwood and is of a general nature, and are not included in the Consent Agenda below.

RES-376-2023

Moved by Councillor Potts

Seconded by Councillor Perry

THAT Council receive the General Consent Agenda, including the recommendations contained herein;

AND FURTHER that the information and opinions provided in the General Consent Agenda Items are that of the author(s) and are not verified or approved as being correct.

15.1 Provincial and Federal supports for Drinking Water Plant Expansion, Township of Essa

15.2 Proclamation – National Children’s Grief Awareness Day – November 17, 2023 - Clock Tower Illuminated Blue – November 16 to November 19, 2023

15.3 Letter from Katano Friendship Association

15.4 Petition re: 160 Seventh Street

15.5 2025 OSUM Conference - Collingwood to Host

15.6 Town of the Blue Mountains re: Regional Utility Creation Letter

CARRIED.

15.3. Letter from Katano Friendship Association

Mayor Hamlin noted that the World Expo will be held in Osaka, Japan in April to October 2025 and the Collingwood Katano Volunteer Committee will keep updated on this event and details will be presented to Council as they unfold.

15.4. Petition re: 160 Seventh St.

Resident Andrea Leeming addressed Council regarding the concerns and unsafe conditions on Seventh Street. Ms. Leeming noted that although the police have been made aware, she is looking for Council's support, as the Landlord and Tenant Board hearing is not scheduled until March 2024.

RES-377-2023

Moved by Councillor Jeffery

Seconded by Councillor Potts

THAT Council forward concerns relating to mechanisms to efficiently assist landlords

in processes involving tenants to the Ministry of the Attorney General and MPP Saunderson, and refer the safety concerns to the Collingwood Police Services Board for information and consideration;

AND FURTHER that the correspondence be forwarded to AMO and the Landlord and Tenant Board.

CARRIED.

15.5. 2025 OSUM Conference - Collingwood to Host

Councillor Doherty noted that the Town of Collingwood has been selected to host the 2025 OSUM Conference and is supportive of establishing a working group to support in the preparations needed. Staff will work with Councillor Doherty to establish an appropriate work group to assist.

RES-378-2023

Moved by Councillor Potts

Seconded by Councillor Perry

THAT Council support staff prioritizing workplans in 2024 and 2025 to assist Councillor Doherty and the OSUM organizing committee to ensure a successful event in 2025, and report back to Council on additional funds for consideration in the 2025 budget needed to support the event.

CARRIED.

15.6. Town of the Blue Mountains re: Regional Utility Creation Letter

CAO Skinner confirm that a letter was received from The Blue Mountains regarding a regional utility, with the intention being for a regional approach and that correspondence went to all municipalities that could benefit from a regional utility structure, further noting this does not delay any decisions on the Town's water treatment plant expansion. CAO Skinner advised a response has been provided indicating that Collingwood would be welcome to participating in collaborative discussions with the other municipalities attending.

16. Council Business

16.1. OLD OR DEFERRED BUSINESS
None.

16.2. OTHER BUSINESS
None.

17. CONFIRMATORY BY-LAW

RES-379-2023

Moved by Councillor Potts
Seconded by Councillor Houston

THAT By-law No. 2023-084, being a by-law to confirm the proceedings of the special meeting of Council held November 1, 2023 and the regular meeting of Council held November 6, 2023, be enacted and passed this 6th day of November, 2023.

CARRIED.

18. ADJOURNMENT

Moved by Councillor Jeffery
THAT the Council meeting be hereby adjourned at 3:53 p.m.
CARRIED

Mayor

Clerk