



**TOWN OF COLLINGWOOD**  
**COUNCIL MINUTES**  
**Tuesday, February 21, 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 Tuesday, February 21, 2023, in the Council Chambers, 97 Hurontario St. and by Videoconference commencing at 2:00 p.m. 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

**Staff Present:**

- Sonya Skinner, CAO
- Sara Almas, Director, Legislative Services/Clerk
- Summer Valentine, Director of Planning, Building and Economic Development Planning
- Peggy Slama, Director, Public Works, Engineering & Environmental Services
- Robin Heald, Administrative Coordinator

**1. CALL OF COUNCIL TO ORDER**

Mayor Hamlin called the meeting to order at 2:00 p.m. with Councillor Baines participating remotely.

**2. ADOPTION OF AGENDA**

2.1. Motion to adopt agenda

**RES-048-2023**

Moved by Councillor Potts  
Seconded by Councillor Ring

**THAT** the content of the Council Agenda for February 21, 2023 be adopted as amended:

- Staff Report PW2023-01 2022 Annual Summary Report

- Staff Report C2023-09 Annual Report (Collingwood Public Library Board and Collingwood Police Services Board) added
- By-law 2023-016 AMEND 2023 Municipal Budget Estimates added

**CARRIED.**

**3. DECLARATIONS OF PECUNIARY INTEREST**

None.

**4. In-Camera (2:00 p.m.)**

4.1. Proceed In-Camera

**RES-049-2023**

Moved by Councillor Doherty

Seconded by Deputy Mayor Fryer

**WHEREAS** the Clerk hereby concurs the reason(s) for the in-camera session have been duly reviewed and considered and the matters are authorized under the exception provisions to conduct a closed session in accordance with the Municipal Act prior to proceeding into closed session;

**THEREFORE BE IT RESOLVED THAT** this Council proceeds in-camera in order to address a matter pertaining to:

- the security of the property of the Town or Local Board; (b)
- personal matters about an identifiable individual, including Town or Local Board employees; (a)
- a proposed or pending acquisition or disposal of land for Town or Local Board purposes; (b)
- labour relations or employee negotiations; (a)
- litigation or potential litigation, including matters before administrative tribunals, affecting the Town or a Local Board;
- the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (c)
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by or on behalf of the municipality or local board. (a)(b)

**Items for discussion:** a) In-house Water & Wastewater Utility Billing; b) Accommodation Review Update / Georgian Triangle Humane Society Building Acquisition; c) OPP Investigation Communication

**CARRIED.**

*Council recessed at 4:21 p.m. and reconvened at 5:00 p.m.*

4.2. Rise and Report

**RES-050-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Doherty

**BE IT RESOLVED THAT** Council rise from in-camera and return to public session.  
(5:00 p.m.)

**CARRIED.**

**In-camera Item: In-house Water & Wastewater Utility Billing**

**RES-051-2023**

Moved by Councillor Jeffery  
Seconded by Councillor Ring

**THAT** Council directs staff to prepare a staff report to consider the implementation of in-house water/wastewater billing.

**CARRIED.**

**In-camera Item: OPP Investigation Communication**

Mayor Hamlin announced that the OPP Criminal anti-rackets branch has concluded their investigation after 10 years, without sufficient evidence to proceed with criminal charges given the high standards for initiating such proceedings and the associated evidentiary challenges. A media release will be issued shortly.

**5. Regular Business of Council (5:00 p.m.)**

- 5.1. Councillor Jeffery provided recognition and acknowledgment of the traditional territory of the Indigenous people.

**6. ADOPTION OF MINUTES**

- 6.1. Regular meeting of Council held January 30th, 2023

**RES-052-2023**

Moved by Councillor Houston  
Seconded by Councillor Ring

**THAT** the minutes of the Council meeting held January 30th, 2023 be approved as presented.

**CARRIED.**

- 6.2. Business arising from the previous minutes

**7. COMMUNITY ANNOUNCEMENTS**

Council reported on various community announcements and events.

**8. DEPUTATIONS**

8.1. Heritage Week and Awards, *Collingwood Heritage Committee*

David Jefferies, Vice-Chair of the Collingwood Heritage Committee, shared committee background and historical details, and shared information regarding: The Collingwood Downtown Conservation District Plan, heritage awards, heritage designations, the 20th Anniversary of the Heritage District in 2023, and information about the online heritage newsletter and financial incentive programs.

A heritage award was presented to Barrey and Nadia Rainer owners of "The Terrace" located at 219-221 Hurontario Street for their exemplary work to restore their building to its original heritage character.

8.2. Heritage Week, *Margaret Mooy on behalf of ACO*

Margaret Mooy, on behalf of the Architectural Conservancy of Ontario (ACO), Collingwood chapter, addressed Council in celebration of National Heritage Week. Ms. Mooy reviewed the work, advocacy and events conducted by the ACO in the community. It was also noted the AGO's support for three local properties on the 'Endangered Properties' to protect list: Collingwood Terminals, Nottawasaga Lighthouse, and The Victoria Annex.

**9. RECURRING UPDATES**

9.1. Update on Water Capacity and Land Use Planning Study, *CAO Skinner*

CAO Skinner provided the monthly update and focused on the recent changes and actions that have been taken and/or underway.

**10. REPORTS/MINUTES OF OTHER COMMITTEES/BOARDS**

**RES-053-2023**

Moved by Councillor Perry  
Seconded by Councillor Potts

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

- Collingwood Public Library Board minutes, January 26, 2023

**CARRIED.**

**11. RECURRING UPDATES (Continued)**

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

CAO Skinner provided an update on the MZO for the Poplar Health and Wellness Village. An agreement continues to be pursued, and the Town's negotiating team is currently waiting for a response and next meeting timing from the proponents.

## 12. STANDING COMMITTEE REPORT

### 12.1. STANDING COMMITTEE REPORT - Corporate & Community Service Standing Committee - February 6, 2023

#### 12.1.1.

##### **RES-054-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Ring

**THAT** Council receive the Corporate & Community Services Standing Committee Report from its meeting held February 6th, 2023, and hereby approve the recommendations contained within the report as presented.

C2023-03 Annual Board Committee Report (Accessibility, Museum, Trails & BIA)

- Recommendation to receive report.

##### **CARRIED.**

*Mayor Hamlin passed the Chair to Deputy Mayor Fryer at 6:11 p.m.*

#### 12.1.2. C2023-06 2023 Collingwood Code of Conduct for Employees

- Recommendation to approve the Town of Collingwood Code of Conduct for employees.

##### **RES-055-2023**

Moved by Mayor Hamlin  
Seconded by Councillor Jeffery

**THAT** Staff Report C2023-06, Collingwood Code of Conduct for Employees, be referred back to Staff to consider incorporating a provision to address employee romantic relationships, and restrictions pertaining to such relationships between a supervisor/subordinate.

##### **CARRIED.**

*Mayor Hamlin resumed the Chair at 6:16 p.m.*

### 12.2. REPORTS/MINUTES OF OTHER COMMITTEES/BOARDS

*\*\*Only need to list separately if vote at standing committee was not unanimous*

#### 12.2.1. PRC2023-01 Canada Day Fireworks – Community Feedback Results & Next Steps (vote was not unanimous at standing committee)

##### **RES-056-2023**

Moved by Councillor Potts  
Seconded by Councillor Houston

**THAT** Council herein receives Staff Report PRC 2023-01, Canada Day Fireworks – Community Feedback Results & Next Steps.

**CARRIED.**

**RES-057-2023**

Moved by Councillor Potts  
Seconded by Councillor Houston

**AND THAT** Council, based on the results of community feedback, continues to support hosting fireworks on Canada Day;

**AND FURTHER THAT** Council continues to support proceeding with traditional fireworks, subject to the successful results of a Fireworks Display Service Provider RFP including feasibility and availability;

**AND FURTHER THAT** should the fireworks RFP be unsuccessful, that Council reallocate funds for the fireworks display to expand other activities in celebration of Canada Day as suggested in the community feedback responses.

**CARRIED.**

12.3. STANDING COMMITTEE REPORT - Strategic Initiatives Standing Committee - February 6, 2023

12.3.1.

**RES-058-2023**

Moved by Councillor Jeffery  
Seconded by Councillor Perry

**THAT** Council receive the Strategic Initiatives Standing Committee Report from its meeting held February 6th, 2023, and hereby approve the recommendations contained within the report as presented.

NVCA 2023 Draft Budget

- Recommendation to support the NVCA 2023 Draft Budget.

Motion to Support Township of Petrolia - re: Compensation for School Board Elections

- Recommendation for Council to support a motion requesting compensation for conducting school board elections.

C2023-04 Annual Committee/Board Report - Affordable Housing Task Force

- Received for information

CAO2023-03 Rapid Additional Dwelling Unit (ADU) Deployment Pilot Program & Next Steps

- Recommendation to approve up to \$217,572.40 from the Affordable Housing Reserve to fund the program.

C2023-05 Regulatory Options for Short-Term Accommodations

- Recommendation to receive the report and direct staff to prepare a follow-up staff report no later than May 2023, including potential next steps, draft by-laws and framework governing short-term accommodations and seek further public consultation.

CAO2023-04 2022 Operational Plan Accomplishments & 2023 Year Start Operational Plan

- Recommendation to receive the report and have staff report back to Council on previous Resolutions that have not started or been incorporated into other initiatives for reconsideration by the next quarter status update in May 2023.

C2023-07 Review of Pilot re: Non-Voting External Agency/Organization Participation on the Various Advisory Committees

- Recommendation to receive the report and support the continuation of external agencies participating as non-voting members on advisory committees.

**CARRIED.**

**13. STAFF REPORTS**

- 13.1. **PW2023-01 2022 Annual Summary Report** (expedited from Development and Operations Services Standing Committee meeting of February 13, 2023)

**RES-059-2023**

Moved by Councillor Doherty  
Seconded by Councillor Perry

**THAT** Staff Report PW2023-01 be received;

**AND THAT** the report be considered at the February 21, 2023, Council meeting to ensure the legislated deadline specified in O.Reg. 170/03 Drinking Water Systems will be met;

**AND THAT** Council direct staff to post the 2022 Annual Summary Report on the Town's website no later than February 28, 2023.

**CARRIED.**

- 13.2. **C2023-09 Annual Report (Collingwood Public Library Board and Collingwood Police Services Board)**

Clerk Almas provided a brief introduction and rationale for the annual committee and board reports. Library CEO, Ashley Kulchycki, who shared highlights including the

library's mandate, accomplishments of 2022 and goals and priorities for 2023. Vice Chair, Margaret Adolphe commended the work of CEO Kulchycki, and provided highlights of the library's various program and services.

Councillor Jeffery, former Board Chair, provided the overview on behalf of the Collingwood Police Services Board including the role of the Board, 2022 highlights and accomplishments as well as 2023 goals and priorities. Councillor Jeffery noted that the Board is awaiting the appointment of the two new Provincial Board representatives.

**RES-060-2023**

Moved by Councillor Potts

Seconded by Councillor Ring

**THAT Staff Report C2023-09**, Annual Report of Board and Advisory Committee activities, specific to the Collingwood Public Library Board and Collingwood Police Services Board, from 2022 and priorities for 2023, be herein received for information.

**CARRIED.**

**14. MOTIONS**

- 14.1. Council Representation on Town Committee's, Councillor Doherty (*notice of motion provided at standing committee meeting held on February 6, 2023*)

**RES-061-2023**

Moved by Councillor Doherty

Seconded by Councillor Houston

**WHEREAS** the Town of Collingwood has created a number of advisory committees intended to provide Staff and Council with important input on policy development and implementation;

**AND WHEREAS** there are benefits from having a Council member representative on advisory committees to become more intimately familiar with the deliberations, increase communication lines and act as advocates when recommendations are brought forward to Council;

**THEREFORE BE IT RESOLVED THAT** Council request a staff report be prepared to consider the addition of a member of Council to each advisory committee of Council, and report back with an assessment and recommendation on implementing this change within the current structure.

**CARRIED.**

- 14.2. Accessible Transit, Mayor Hamlin (*notice provided at the standing committee meeting held on February 13, 2023*)

*Mayor Hamlin passed the Chair to Deputy Mayor Fryer at 6:56 p.m.*



**RES-062-2023**

Moved by Mayor Hamlin

Seconded by Councillor Jeffery

**THAT** Council support the following actions be taken with regard to accessible transit:

1. Recognizing accessibility requirements as a provincial matter, authorize the Mayor to write the Province including all Ministers engaged in setting accessibility requirements for transit across the province about the issues facing Collingwood with regard to accessible transit standards;
2. As Simcoe County is our lead for social services, authorize the Mayor and Staff to approach the Warden and County Council regarding funding or other supports specific to accessible transit enhancements;
3. Request the Mayor and CAO communicate with the hospital board to request that where feasible, patients returning to Collingwood homes are done early enough that there can be arrangements for TransitPLUS prior to 9pm, should they need an accessible ride home to a location in Collingwood, and offer to work with them to set up a smooth process for these bookings.

**CARRIED.**

*Mayor Hamlin resumed the Chair at 6:58 p.m.*

**15. BY-LAWS**

None.

**16. NOTICE OF MOTION**

None.

**17. COUNTY REPORT**

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

- 17.1. Deputy Mayor Fryer reported that the County Committees have been struck with Mayor Hamlin chairing the Economic Development Task Force Committee and he has been appointed as Vice-Chair to the Audit and Finance Committee.

**18. 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.*

None.

**19. Council Business**

19.1. OLD OR DEFERRED BUSINESS

- 19.1.1. Reconsideration - Asset Management Plan/Capital Levy Increase 2023  
Budget Allocation, Deputy Mayor Fryer  
**(2/3 vote required)**

Deputy Mayor Fryer outlined the need for reconsideration of and requested deferring the following item until next meeting.

**THAT** By-law 2023-016 being a by-law to amend By-law 2023-12 being a by-law to adopt the budget, specific to the Asset Management Plan / Capital Levy, be enacted and passed this 21st day of February, 2023.

19.2. OTHER BUSINESS

- 19.2.1. Request for Provincial funding for Water Treatment Plant Expansion,

CAO Skinner spoke to the impact of Bill 23 and the need for financial support from the Province of the water plant expansion.

**RES-063-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Jeffery

**THAT** Council direct staff to prepare a letter on behalf of Mayor and Council, joint with New Tecumseth if endorsed by their Council, to the applicable Ministries and the MPP requesting Provincial funding for the Water Treatment Plant Expansion.

**CARRIED.**

- 19.2.2. Notice of Motion: Councillor Jeffery

Councillor Jeffery provided notice of motion for consideration at the next meeting of Council:

THAT Council request a staff report be prepared to consider the establishment of a Committee for the purposes of the Environment & Climate Change Protection.

- 19.2.3. Notice of Motion: Deputy Mayor Fryer

Deputy Mayor Fryer provided notice of motion for consideration at the next meeting of Council:

THAT Council request a staff report be prepared to consider the establishment of a Committee for purposes of Audit and Finance purposes.

- 19.2.4. Notice of Motion: Councillor Ring

Councillor Ring provided notice of motion for consideration at the next meeting of Council:

THAT Council request staff obtain a quote from Ace Cabs for a potential interim extension of evening accessible taxi service.

**20. CONFIRMATORY BY-LAW**

**RES-064-2023**

Moved by Councillor Perry

Seconded by Councillor Doherty

**THAT By-law No. 2023-015**, being a by-law to confirm the proceedings of the regular meeting of Council held February 21, 2023, be enacted and passed this 21st day of February, 2023.

**CARRIED.**

**21. ADJOURNMENT**

Moved by Councillor Potts

**THAT** the Council meeting be hereby adjourned at 7:07 p.m. **CARRIED.**

---

Mayor

---

Clerk