



TOWN OF COLLINGWOOD

Council - Committee of the Whole Meeting Minutes

December 2, 2024, 2:00 p.m.
Council Chambers and by Videoconference
97 Hurontario Street, Collingwood ON

Council Present: Mayor Yvonne Hamlin
Deputy Mayor Tim Fryer
Councillor Kathy Jeffery
Councillor Deb Doherty
Councillor Chris Potts
Councillor Rob Ring
Councillor Christopher Baines
Councillor Steve Perry

Council Absent: Councillor Brandon Houston

Staff Present: Sonya Skinner, CAO
Sara Almas, Director of Legislative Services/Clerk
Amanda Pegg, Executive Director, Customer and Corporate Services
Karen Cubitt, Director, Parks Recreation and Culture
Peggy Slama, Director, Public Works and Engineering
Summer Valentine, Director of Planning, Building and Economic Development
Jenny Haines, Administrative Coordinator
Jennifer Graham, Treasurer
Ashley Kulchyski, Library CEO

Others: George Hamburg, Youth Mayor

Sustainable, Connected, Vibrant

Collingwood is an inclusive community that offers a healthy and active lifestyle in a beautiful waterfront setting, anchored by a responsible government, strong business and nonprofit networks, and an animated downtown.

1. Call of Council to Order

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

2. Adoption of the Agenda

RES-147-2024

Moved by: Councillor Chris Potts

Seconded by: Councillor Kathy Jeffery

THAT the content of the Council-Committee of the Whole Agenda for December 2, 2024 be adopted as amended:

- Addition of Item 6.3.2 11589 Hwy 26 (Cranberry Marsh) amended staff report
- Addition of Item 7.5 11589 Hwy 26 (Cranberry Marsh) Site Plan Control By-law
- Addition of Item 7.6 11589 Hwy 26 (Cranberry Marsh) Zoning By-law Amendment By-law
- Addition of Item 10.2.1 T2024-26 2025 Budget - Draft #2 Staff Report

CARRIED

3. Declarations of Pecuniary Interest

None.

4. Community Announcements

Council reported on various community announcements and events.

Youth Mayor Hamburg addressed Council noting the various Town events he has participated in during his time as Youth Mayor and thanked Council and Staff for the opportunity.

5. Deputations

None.

6. Adoption of Minutes

6.1 Council Minutes

RES-148-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Christopher Baines

THAT the following minutes be approved as presented:

- Joint Special Council meeting held on October 30, 2024
- Special Council meeting held November 13, 2024
- Council-Committee of the Whole meeting held November 18, 2024 (excluding Committee of the Whole recommendations)

- Special Council meeting held November 20, 2024
- Council meeting held November 25, 2024

CARRIED

6.2 Business Arising from Previous Minutes

None.

6.3 Approval of Committee of the Whole Recommendations

6.3.1 Committee of the Whole - November 18, 2024

RES-149-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Steve Perry

THAT the Committee of the Whole recommendations from its meeting held November 18, 2024 contained within the November 18th, 2024, Council minutes be hereby approved as presented.

- P2024-29 Heritage Incentive Program Administrative Amendments (amended)
- Reports/Minutes of Other Committees and Boards

CARRIED

RES-150-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Kathy Jeffery

THAT Staff Report P2024-32, "Tourism Master Plan and Municipal Accommodation Tax" dated November 18, 2024 be received;

AND THAT Section 5.4 of the draft policy be removed and defer how the 40% will be spent to the 2026 budget deliberations.

CARRIED

6.3.2 P2024-30 11589 Hwy 26 (Cranberry Marsh) Site Plan

Deputy Mayor Fryer assumed the role of Chair.

RES-151-2024

Moved by: Mayor Yvonne Hamlin

Seconded by: Councillor Chris Potts

THAT Staff Report P2024-30 11589 Hwy 26 (Cranberry Marsh) Site Plan be deferred;

AND THAT Council receive legal advice regarding the land development at an in-camera meeting;

AND THAT the passing of By-law No. 2024-089 and By-law No. 2024-090 be deferred until such matter is dealt with in-camera.

CARRIED

6.3.3 Committee of the Whole- November 18, 2024

RES-152-2024

Moved by: Mayor Yvonne Hamlin

Seconded by: Councillor Steve Perry

THAT the Committee of the Whole recommendations specific to Staff Report P2024-31 Servicing Allocation - Major Development Batch from its meeting held November 18, 2024 contained within the November 18th, 2024 Council minutes be approved, with the exception of the service allocation dedicated for the Cranberry Marsh Estates development which is deferred until Staff Report P2024-30 is considered.

CARRIED

Mayor Hamlin assumed the role of Chair.

7. By-Laws

RES-153-2024

Moved by: Councillor Christopher Baines

Seconded by: Councillor Deb Doherty

THAT the following By-laws be hereby enacted and passed this 2nd day of December, 2024.

CARRIED

- 7.1 By-law No. 2024-084, being a by-law to appoint a Municipal Law Enforcement Officer for the Corporation of the Town of Collingwood (Smiley)**
- 7.2 By-law No. 2024-086, being a by-law to amend the Delegated Authority By-law for Land Use Planning Matters (Staff Report 2024-28)**
- 7.3 By-law No. 2024-087, being a by-law to amend the Heritage Property Tax Relief By-law (Staff Report P2024-29)**
- 7.4 By-law No. 2024-088, being a by-law to amend the Delegated Authority By-law for Heritage Property Tax (Staff Report 2024-29)**

7.5 By-law No. 2024-089, being a by-law to authorize the execution of a site plan control agreement for land addressed as 11589 Hwy 26 (Cranberry Marsh) (Staff Report P2024-30)

Deferred

7.5 By-law No. 2024-089, being a by-law to authorize the execution of a site plan control agreement for land addressed as 11589 Hwy 26 (Cranberry Marsh) (Staff Report P2024-30)

Deferred

7.6 By-law No. 2024-090, being a Zoning By-Law Amendment for land addressed as 11589 Hwy 26 (Cranberry Marsh) (Staff Report P2024-30)

Deferred

8. Departmental Updates

8.1 Municipal Insurance Pool Update, Director Almas

Manager Truman provided an update on the Municipal Insurance Pool confirming that over 16 municipalities in Simcoe County entered into an insurance pool feasibility study to uncover potential cost savings and move forward with implementation. Manager Truman confirmed that on November 2024 the County Council approved the report which outlined the proposed insurance pool structure, financial projections, governance and administration to startup the Municipal Insurance Pool. Manager Truman confirmed a staff report will come forward for consideration that will outline savings to the municipality and benefits to opting into the program.

9. Motions

9.1 Automatic Speed Enforcement, Councillor Jeffery

RES-154-2024

Moved by: Councillor Kathy Jeffery

Seconded by: Councillor Deb Doherty

WHEREAS the Town of Collingwood's Strategic Plan states that the Town strives "to offer residents and visitors a healthy lifestyle of activities in beautiful and safe settings;

AND WHEREAS the Strategic Plan outlines the intent of the Town of Collingwood to deliver a Traffic Calming Study and create a Policy in a timeline of 1 to 3 years;

AND WHEREAS the Town of Collingwood is undergoing the creation of a Master Mobility and Transportation Plan (MMTP) for completion during the next budget cycle;

AND WHEREAS Council requested its OPP Detachment Board representatives to reiterate to that Board the increasing speeding complaints from residents;

AND WHEREAS the Collingwood OPP Detachment Board (formerly the Collingwood Police Services Board) previously conducted a cursory review of the Automated Speed Enforcement tool Pre-Covid at which time ASE was financially prohibitive;

AND WHEREAS updated information would be valuable for Council to have in hand to consider the implementation of ASE before or in hand with the MMTP completion, as the updated model for a roll out of ASE is reported to have become affordable, effective and an important tool for reducing speeds and improving road safety accompanied with a source of income to offset costs of traffic calming;

THEREFORE BE IT RESOLVED THAT Council direct Staff to facilitate a presentation to Council on the Automated Speed Enforcement program for information purposes at its earliest opportunity but not later than January 31st, 2025.

CARRIED

10. Move into Committee of the Whole

10.1 Motion to move into Committee of the Whole (Mayor Hamlin)

RES-155-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Steve Perry

THAT Council herein move into Committee the Whole Session.

CARRIED

Committee took a 10 minute recess

10.2 Staff Reports

10.2.1 T2024-26 2025 Budget - Draft #2

Mayor Hamlin confirmed that as per the Town's Procedural By-law it is the duty of the Mayor to Chair the meeting during budget deliberations and assumed the role of Chair.

Treasurer Graham provided Committee with an overview on the status of the 2025 Budget, provided an update to the OPP billing, key resource requests, requests that have been removed since the first draft was presented, modified resource requests and confirmed budget requests that have been deferred to Draft #2.

Mayor Hamlin called for public comment.

Sylvia Davidson, 425 Ontario Street, inquired about the OPP billing increase asking Committee what happens when there is a reduction or savings incurred, if there were any major incidents regarding speeding and the reason the Town will be installing cameras, and if property tax rates will be lowered if there are budget savings.

Susan Nicholson, General Manager of the BIA addressed Committee noted the BIA's annual levy and the work they do such as beautification, maintenance, marketing and special events and promotions. General Manager Nicholson noted that the levy is supplemented annually through grants and funding opportunities, and that the BIA Board of Management is committed to presenting a yearly budget that maintains reserves, requesting support on its ongoing partnership and seeking budget considering for the following: Maintenance and Beautification Staffing Support Consideration; Business Development Centre Rent Relief Consideration; and Marketing and Event Development Support Consideration.

Committee discussed Accessible and Standard Transit as presented in Draft #2 of the Budget and requested that Staff provide the actual dollar amount for the increase in service as opposed to outlining the decreased amount in the adjustment of service hours. Staff confirmed that a Transit Update will be provided at an upcoming meeting which will outline the role and workplan of the Transit Coordinator in 2025.

Staff answered questions from Committee regarding the role of the Accessibility Coordinator and if consideration has been made to job share this role with other municipalities. CAO Skinner confirmed that the work for this role is very comprehensive and Staff could consider small scale consulting, but the priority would be for Collingwood.

RES-156-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Christopher Baines

THAT Council approve the service requests under Talent Management to be added to the draft 2025 budget:

- HR Support (8 months) - \$25,000
- HRIS Setup and Subscription Fees - \$50,000

CARRIED

RES-157-2024

Moved by: Councillor Christopher Baines

Seconded by: Councillor Kathy Jeffery

THAT Council approve the service requests under Corporate Finance to be added to the draft 2025 budget:

- Payroll Software - \$25,000

CARRIED

RES-158-2024

Moved by: Councillor Christopher Baines

Seconded by: Councillor Kathy Jeffery

THAT Council approve the service requests under Corporate Finance to be added to the draft 2025 budget:

- Terminal Points - \$390,000 (funded through reserves – no tax impact)

CARRIED

RES-159-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Rob Ring

THAT Council approve the service requests under corporate finance to be added to the draft 2025 budget:

- Service Review (Fleet and Facility) - \$65,000

CARRIED

Deputy Mayor Fryer assumed the role of Chair.

RES-160-2024

Moved by: Mayor Yvonne Hamlin

Seconded by: Councillor Christopher Baines

THAT Council approve the operating service requests under Customer Service to be added to the draft 2025 budget:

- Conversion of Part Time to Full Time Position - \$25,000

DEFEATED

Mayor Hamlin resumed the role of Chair.

Executive Director Pegg presented an overview of the Pay Policy Review and outlined how this budget request is in alignment with the Town's Strategic Plan, noting AMO's Municipal Workforce Development and statistics depicting how the Town rates as an employer in the context of attraction and retention, reviewed the programs and services the Town delivers, development plans for Staff, results of a focused research survey and public sector comparators.

Executive Director Pegg answered questions regarding cost savings with employees working remotely; a potential phase-in over two years; and if COLA is considered if employees have reached the top of their pay grid. Manager McCuaig answered questions regarding P60 municipalities; and if benefits could be considered as a priority for this year. Executive Director Pegg provided clarification regarding P50 + 5% and how long P55 would take to implement.

RES-161-2024

Moved by: Councillor Deb Doherty

Seconded by: Councillor Christopher Baines

THAT Council approve the service requests under Talent Management to be added to the draft 2025 budget:

- Pay Policy Review - \$275,000

DEFEATED

Councillor Jeffery left the meeting at this time.

Committee took a 10 minute recess.

RES-162-2024

Moved by: Councillor Christopher Baines

Seconded by: Councillor Steve Perry

THAT Council defer the service requests under Talent Management:

- Benefits Enhancement (Non-Union/Council) - \$115,000

AND THAT consideration be made to implement over a two year period.

CARRIED

RES-163-2024

Moved by: Deputy Mayor Tim Fryer

Seconded by: Councillor Christopher Baines

THAT Council approve the service requests under Talent Management to be added to the draft 2025 budget:

- Reduction of Salaries - (\$390,000)

CARRIED

Mayor Hamlin opened the floor to members of Committee to bring their recommendations forward.

RES-164-2024

Moved by: Councillor Deb Doherty
Seconded by: Councillor Rob Ring

THAT Council defer consideration to remove the \$130,000 for a Parks Recreation and Culture Master Plan Refresh;

AND THAT Staff report back to Council with potential alternatives and scoping of the project at its next meeting.

CARRIED

RES-165-2024

Moved by: Councillor Rob Ring
Seconded by: Councillor Chris Potts

THAT the \$150,000 budget request for the Town Hall Refurbishment Program be deferred;

AND THAT Staff report back regarding the priority work in 2025 and work that can be deferred until 2026.

CARRIED

RES-166-2024

Moved by: Councillor Christopher Baines
Seconded by: Councillor Chris Potts

THAT Staff provide Council with more information regarding the request for \$25K from the BIA to convert the Maintenance and Beautification Staffing Support position for potential synergies with Town staff.

DEFEATED

Committee discussed the new mandate of the OPP Detachment Board and requirement for a Communications Plan. Staff confirmed that the Boards budget has been brought forward and is included in the 2025 Budget.

Committee discussed the \$100,000 budget item for the Amphitheatre Seasonal Washrooms and Staff provided clarification regarding it's use and features.

Staff answered questions regarding the Urban Forestry/ Tree Canopy Protection plan and whether expenses could be charged to life cycle costs or to asset management. Treasurer Graham confirmed that a review of each of the projects would be needed to see if they can fall into anything other than the tax base.

Committee then discussed the \$150,000 budget request for Playground Replacements and Enhancements with confirmation made that the funds are allocated through reserves.

RES-167-2024

Moved by: Councillor Deb Doherty

Seconded by: Councillor Christopher Baines

THAT Council defer the approval of the \$110,000 reserves budgeted for the Collingwood Police Building;

AND THAT Staff provide clarification regarding who is responsible for paying for maintenance and repairs, including a review of items that are of priority in 2025.

CARRIED

RES-168-2024

Moved by: Councillor Chris Potts

Seconded by: Councillor Rob Ring

THAT the \$75,000 budget allocation for the Arena Sound Systems be allocated to the Eddie Bush Arena as a priority and any remaining funds be put toward Central Park Arenas sound system.

CARRIED

Staff answered questions regarding paving walkways and trails and replacement costs associated with the work.

Committee recessed for 5 minutes.

Chair Ring assumed the role of Chair at this time.

RES-169-2024

Moved by: Councillor Christopher Baines

Seconded by: Councillor Chris Potts

THAT Staff Report T2024-26 “2025 Budget Draft Two”, dated December 2, 2024, be received for information.

CARRIED

10.2.2 T2024-24 2025 Fees and Charges By-law

Treasurer Graham provided a high-level review of the 2025 Fees and Charges Bylaw noting the new charges proposed for 2025, retractions, significant changes and financial impacts.

Staff answered questions from Committee regarding the new Planning fees; the Quench Buggy surcharge for delivery outside of Town limits;

the change to the Colltrans Monthly Pass fee; clarification regarding Temporary Patio Extension Fees; consideration of increasing fees by rounding them up to the next highest round number.

Moved by: Deputy Mayor Tim Fryer
Seconded by: Councillor Chris Potts

THAT Staff Report T2024-24, 2025 Fees and Charges, be received;

AND THAT Council and Council enacts and passes a by-law to establish the 2025 Fees and Service Charges.

Amendment:

RES-170-2024

Moved by: Councillor Deb Doherty
Seconded by: Councillor Christopher Baines

AND THAT Staff increase fees to the next highest round number for items under Private Property Compliance, Parks and Harbour, Pool and Arena Skating Fees.

CARRIED

RES-171-2024

Moved by: Deputy Mayor Tim Fryer
Seconded by: Councillor Chris Potts

THAT Staff Report T2024-24, 2025 Fees and Charges, be received;

AND THAT Staff increase fees to the next highest round number for items under Private Property Compliance, Parks and Harbour, Pool and Arena Skating Fees;

AND THAT Council and Council enacts and passes a by-law to establish the 2025 Fees and Service Charges.

CARRIED

10.2.3 T2024-25 2024 Statement of Reserve and Reserve Funds

Treasurer Graham provided an overview of the Town's 2023 statement of reserves and reserve funds noting that as of December 31, 2023, the Town's reserve balances reflect some areas of overfunding and underfunding. Treasurer Graham confirmed that Staff will focus on addressing these gaps to maintain reliable services and prepare for long-term needs.

RES-172-2024

Moved by: Councillor Chris Potts
Seconded by: Councillor Deb Doherty

THAT Staff Report T2024-25, 2023 Statement of Reserves and Reserve Funds be received.

CARRIED

10.3 Deputations (unregistered)

None.

10.4 Old or Deferred Business

None.

10.5 Other Business

Simcoe County Councils decisions were noted regarding the Municipal Insurance Pool, the County's governance review, and the approved 2025 budget.

Committee discussed the upcoming departmental update regarding Transit with Staff providing clarification on what Council can expect to be included within the update.

Mayor Hamlin provided updates on the County Planning Services with recent legislative changes, and fees associated with garbage pick-up.

10.6 Notice of Motions

None.

10.7 Rise from Committee of the Whole

10.7.1 Motion to rise from Committee of the Whole (Councillor Ring)

RES-173-2024

Moved by: Councillor Christopher Baines

Seconded by: Councillor Steve Perry

THAT Council herein rise from Committee of Whole and return to the regular Council meeting.

CARRIED

Mayor Hamlin resumed roll of chair

11. Confirmatory By-Law

RES-174-2024

Moved by: Councillor Chris Potts

Seconded by: Councillor Deb Doherty

THAT By-law No. 2024-091, being a by-law to confirm the proceedings of the regular meeting of Council held December 2, 2024, be enacted and passed this 2nd day of December, 2024.

CARRIED

12. Adjournment

Moved by: Councillor Doherty

THAT the Council meeting be hereby adjourned at 7:20 p.m. **CARRIED.**

Mayor

Clerk