



Committee Report

The Blue Mountains Committee of the Whole

Meeting Date: April 29, 2019
Meeting Time: 1:00 p.m.
Location: Town Hall, Council Chambers
32 Mill Street, Thornbury, ON
Prepared by Corrina Giles, Town Clerk

Staff Reports, Deputations, Correspondence

Planning & Development Services Reports

To be chaired by Councillor Jim Uram

B.1 Deputations, if any

B.1.1 [Presentation – Stefan Szczerbak, Senior Planner, Planscape](#)

Re: Community Planning Permit System

THAT Council receive presentation from Stefan Szczerbak, Senior Planner, Planscape for their information;

AND THAT Council direct Staff to provide a report back to Council on Community Planning Permit System (CPPS) including options and recommendations for possible CPPS implementation in The Blue Mountains, Carried.

B.2 **Public Comment Period (each speaker is allotted three minutes)**

NOTE: In accordance with the Town Procedural By-law 2018-20 ten minutes is allotted to receive public comments regarding staff reports included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters, or regarding matters that are a follow-up to a Public Meeting. Each speaker is allotted three minutes.

None

B.3 **Staff Reports**

None

B.4 Planning & Development Services Information Reports and correspondence to be considered in the adoption of the Consent Agenda:

B.4.1 [Public Meeting and Preliminary Comment Report - Re-Zoning - Bed and Breakfast 12th Concession \(PDS.19.53\)](#)

THAT Council receive Staff Report PDS.19.53, entitled “Public Meeting and Preliminary Comment Report –Re-Zoning - Bed and Breakfast (12th Concession)” for information purposes only, Carried.

B.5 Correspondence, if any

None

**Finance, Administration, Enforcement and Fire Reports
To be chaired by Councillor Rob Sampson**

B.6 Deputations, if any

None

B.7 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2018-20 ten minutes is allotted to receive public comments regarding staff reports included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters, or regarding matters that are a follow-up to a Public Meeting.

None

B.8 Staff Reports

B.8.1 [One Time Provincial Unconditional Grant \(FAF.19.061\)](#)

THAT Council receive Staff Report FAF.19.061, entitled “One Time Provincial Unconditional Grant” for information purposes;

AND THAT Council direct staff to transfer the grant money to the Working Capital Reserve to be used as determined by Council, Carried.

B.8.2 [Procedural By-law Review \(FAF.19.041\)](#)

a) THAT Council receive Staff Report FAF.19.041, entitled “Procedural By-law Review”;

AND THAT Council provide the following direction to staff regarding suggested changes to the Town of The Blue Mountains Procedural By-law 2018-20, as amended:

1. Include a Traditional Territory Acknowledgement in revised Procedural By-law
2. Meeting Cycle – select Option #2, being Two Week Rotation, commencing January 2020:

Week 1, Monday Council Meeting with Public Meetings at 5:00 pm. Regular portion of the Council Meeting to commence at 7:00 pm

Week 1, Tuesday Committee of the of the Whole commencing at 9:00 am.

Week 2, No meeting

4. Remove “Consent Agenda” from Committee of the Whole Agendas

5. Include revised “Acting Head of Council” definition, as follows:

“ACTING HEAD OF COUNCIL” shall first mean the Deputy Mayor and secondly another designate selected from time to time solely by the Mayor, who shall act in the Absence of the Mayor or Deputy Mayor. The Acting Head of Council will assume certain duties of the Head of Council outlined in Section 6 for the duration requested by the Head of Council. Notice of the delegation will be provided to the Clerk.

6. Include revised “Meeting” definition, as follows:

“MEETING” shall mean any regular, special or other scheduled meeting of a Council, Local Board or of a Committee where:

1. a quorum of members is present; and
2. members deal with any matter in a way that materially advances the business or decision making of the council, local board or committee; and
3. the Clerk or another designated record keeping person is present to record such material advances of the business or decision making of the Council, Local Board or Committee.

For the purposes of clarity, it is not intended that a meeting of Council, Local Board or Committee shall automatically occur because a quorum of the members is present at a particular location.

7. Include Closed Session Video Recording, and a new paragraph as follows:

Closed Sessions shall be recorded and securely archived so that a digital record is available should it be required by the Closed Meeting Investigator or Integrity Commissioner. Inability to record a meeting will not prohibit the meeting from commencing or continuing. The official minutes of the closed session meeting shall be the minutes as adopted by Council, and retained in the Clerks Department. The Council members that participated in the Closed Session are permitted to view the Closed Session Video Recording in the presence of the Clerk.

8. Include a "Reporting Out of Closed Session" as follows:

Upon returning to open session from a Closed Session, Council or Committee shall issue a statement confirming the general nature of the business conducted in Closed Session. The reporting out statement shall be included in the open session minutes.

9. Revise "Cell Phone Use During Council Meetings" paragraph to read as follows:

"All communication devices shall be switched to "silent" upon entering the location of any Council or Committee of the Whole Meeting"

10. Revise the Meeting Cancellation paragraph to read as follows:

The Head of Council or the Chair of a Committee, prior to a regularly scheduled meeting, may cancel the meeting due to inclement weather, a matter of respect or a lack of corporate business requiring immediate attention. In the event of a cancelled statutory public meeting, Staff shall make every effort to give notice of the cancellation to interested parties and the public as soon as it practicable via telephone, email, the Town website, radio and/or any other method, as well as the date of rescheduling, if known.

11. Revise "Conduct of Members" paragraph to read as follows:

The Chair may allow for a free and organized discussion at the meeting, however, in the event of a need to manage the meeting time or agenda items, the Chair shall declare that no person other than the one proposing a question (who shall have leave to reply) shall speak more than once without leave of the Chair, unless it is to explain their remarks which have been misunderstood, and then the member shall not introduce any new matter.

12. Include a new section "Council Member Attendance" following "Moment of Reflection"

Council Member Attendance– if a member cannot be present at a meeting, they must notify the Clerk in advance of the meeting stating the general reason for the absence. The Clerk shall note the general reason for the absence during the Council Member Attendance section of the meeting and will record the same in the minutes. Council attendance records will be posted on the Town website.

- 13 Include a “Public Comment Period” at the end of each section of Committee of the Whole meetings, as follows:

Public Comment Period – as referred to in Section 13 of this By-law. Ten minutes is allotted at the beginning **and end** of each section of the Committee of the Whole Meeting to receive public comments regarding matters included on the Agenda. (NOTE: comments regarding reports that are a follow-up to a Public Meeting are not permitted as the commenting period has ended.)

14. Include a new section entitled “News and Celebrations” under “New and Unfinished Business”
15. Revise the Deputations section to include that the speaker will be alerted when they have one minute remaining to address Council:

Any person desiring to present information orally on matters of fact or to make a request of Council shall submit a completed Deputation and Procedure Request Form, no later than 9:00 a.m. on the Monday before the subject meeting (one week in advance), together with their Deputation material, that provides an explanation of their deputation and their request of Council, if any. Any exceptions must be approved by a majority of Council. The Clerk or a countdown clock shall alert the speaker when they have one minute remaining to address Council.

16. All Council, Committee of the Whole and Closed Session Votes will be recorded. The current paragraph 14.2 will be revised as follows:

The Rules of the Council as provided for in this By-law shall be observed in Committee of the Whole and in the procedure of Committees of Council. The Clerk or designate or Committee Secretary shall record in the Minutes all Resolutions and amendments to Reports or By-laws as made in Committee of the Whole or Committee for subsequent consideration by Council.

The current paragraph 16.8 will be revised as follows:

All votes of Council (including while in Closed Session) and the Committee of the Whole shall be recorded, and each Member present, except a Member who is prohibited from voting by any Act, shall announce his or her vote openly or record it by electronic means and the vote shall be recorded by the Clerk, with the Chair voting last. Where a Member present is prohibited from voting by any Act, the Clerk shall record the name of the Member and the reason they are prohibited from voting.

17. The current Committee Members paragraph will be revised to read as follows:

Standing, Advisory and Ad-hoc Committees wholly within the sphere of the jurisdiction of Council may be established, revised, disbanded and replaced as Council deems necessary. **If legislated**, members of Committees and Boards shall be qualified electors within the municipality (i.e. Public Libraries Act), Carried.

b) THAT with respect to staff report “FAF.19.041 Procedural By-law Review”, Council direct staff to provide a staff report that includes options available to Council when a Council vacancy occurs, for the development of a corporate Council Vacancy Policy, Carried.

c) THAT with respect to staff report “FAF.19.041 Procedural By-law Review”, Council direct staff to include electronic participation in the draft Procedural By-law Review, as follows:

Members may participate at Council and Committee meetings electronically, subject to an electronic participation policy, and where infrastructure is available, Carried.

B.9 Finance, Administration, Enforcement and Fire “Information Reports” and correspondence to be considered in the adoption of the Consent Agenda

B.9.1 [Monthly Financial Report – First Quarter 2019 \(FAF.19.069\)](#)

THAT Council receive Staff Report FAF.19.069 entitled “Monthly Financial Report – First Quarter 2019” for information purposes, Carried.

B.10 Correspondence, if any

**B.10.1 [Christine Clark, Event Coordinator, Alzheimer Society Grey-Bruce](#)
Re: Walk for Alzheimer’s – May 11, 2019**

THAT Council receive correspondence from Christine Clark, Event Coordinator, Alzheimer Society Grey Bruce regarding upcoming event “Walk for Alzheimer’s – May 11, 2019” for information purposes, Carried.

Community Services and Infrastructure & Public Works Reports
To be chaired by Councillor Rob Potter

B.11 Deputations, if an

None

B.12 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2018-20 ten minutes is allotted to receive public comments regarding staff reports included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters, or regarding matters that are a follow-up to a Public Meeting.

None

B.13 Staff Reports

None

B.14 Community Services and Infrastructure and Public Works “Information Reports” and correspondence to be considered in the adoption of the Consent Agenda

None

B.15 Correspondence, if any

B.15.1 [Angela Storey, 2019 President, Ontario Public Works Association](#)

Re: Municipal Proclamation, National Public Works Week, May 19-25, 2019

THAT Council of The Town of The Blue Mountains the Council supports Angela Storey, 2019 President of the Ontario Chapter of the Canadian Public Works Association by designating the week of **May 19-25, 2019** as **National Public Works Week**;

AND THAT we recognize the substantial contributions that our public works professionals, engineers, managers and employees make in protecting our national health, safety, and quality of life, Carried.

Public Meetings / Deputations

Under the authority of the *Municipal Act, 2001* and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Corporation of the Town of The Blue Mountains wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Town's website and or/ made available to the public upon request.

C.1 Statutory Public Meetings

C.1.1 [Public Meeting: Proposed Updates to Purchasing of Goods and Services Policy, POL.COR.07.05](#)

No recommendations made by Committee

C.1.2 [Public Meeting: Application for Zoning Amendment – Re-zoning – Bed and Breakfast \(12th Concession \)](#)

No recommendations made by Committee

C.1.3 [Public Meeting: Proposed Changes to the Town Special Event By-law 2013-39](#)

No recommendations made by Committee

C.2 Deputation

None