



Staff Report

Administration

Report To: Committee of The Whole
Meeting Date: July 3, 2019
Report Number: FAF.19.117 REVISED
Subject: 1st and 2nd Quarter of 2019 Committees of Council Update
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Recommendations

THAT Council receive Staff Report FAF.19.117, entitled "1st and 2nd Quarter of 2019 Committees of Council Update" for information.

B. Overview

This report provides an update on the following Committees of Council for the 1st and 2nd Quarter of 2019:

1. Agricultural Advisory Committee;
2. Community Communications Advisory Committee;
3. Council Compensation Review Committee;
4. Economic Development Advisory Committee;
5. Joint Municipal Physician Recruitment and Retention Committee;
6. Police Services Board;
7. Sustainability Committee;
8. The Blue Mountains Attainable Housing Corporation;
9. Transportation Committee.

C. Background

When Council established the above-noted Committees of Council ("Committees") for the 2018 to 2022 Term of Council, it was requested that quarterly updates on Committee activities be provided. This report serves as the first of such updates. Moving forward, updates will be provided on a quarterly basis.

Committee Minutes, once approved, are provided to Council through the consent agenda regularly for information.

D. Analysis

Brief updates on Committees of Council are noted below.

Agricultural Advisory Committee

The Agricultural Advisory Committee (“AGAC”), consisting of seven members of the public and one member of Council, being Councillor Matrosovs, is an existing Committee of Council that recently achieved its full member complement for the 2018 to 2022 Term of Council. AGAC reviewed and revised its Terms of Reference, which was provided to Committee of the Whole for consideration at the June 10, 2019 meeting. AGAC recently reviewed the Town’s wild chervil spraying program and will provide a follow-up recommendation to Council for consideration. The Committee is also in the process of reviewing the Tree Canopy By-law Update literature, discussing cycling and running event logistics and notification for the same, and considering the June 3, 2019 motion regarding single-use plastics.

Community Communications Advisory Committee

The Community Communications Advisory Committee (“CCAC”), consisting of five members of the public and two members of Council, being Deputy Mayor Bartnicki and Councillor Bordignon, began meeting in March 2019. Since that time, the CCAC has met monthly and established several communications priorities. The CCAC reviewed and revised its Terms of Reference, which was provided to Committee of the Whole for consideration at the June 10, 2019 meeting. Additionally, the CCAC began investigating Canadian Anti-Spam Legislation (“CASL”)-compliant methods to increase subscription to the Town’s e-blasts and news, and determined that an advertising campaign may be most effective. The CCAC has requested quarterly reporting on Town website analytics, including historical variances, to more fully understand the existing strengths and the opportunities for improvement associated with Town webpage content.

With the Council-approved Communications Strategy budget, the CCAC has requested a six-month trial for public engagement software to investigate the effectiveness of this method of communication. Public engagement software is a method of engaging residents and stakeholders through a formal and open online environment. The purpose of public engagement software is to encourage engagement and participation within a monitored environment, where residents and stakeholders have access to all pertinent information related to a specific topic.

The CCAC has requested staff to follow-up regarding the possibility of a six-month trial newsletter, circulated both digitally and in print, which includes a survey to obtain the public’s feedback on preferred methods of communication. Staff are reviewing resourcing and financing implications and will be following up with the CCAC at the next regularly scheduled meeting.

Staff are currently working on an update to the Corporate Media Relations Policy which will be provided to the CCAC for information. Recruitment is underway for a Project Specialist to assist with the development of the Communications Strategy.

Council Compensation Review Committee

The Council Compensation Review Committee (“CCRC”), consisting of two members of the public, began meeting in March 2019. Since that time the CCRC has met monthly and initiated work related to updating the Town’s Compensation and Expense Policy for the Mayor and Members of Council. This review has involved considerable resource gathering and reviewing of relevant municipal comparator policies, Financial Information Return data, and existing articles on the subject. The CCRC provided members of Council with a Job Analysis Survey in May 2019 and recently followed up with in-person, one-on-one interviews. The purpose of the survey and interviews is to gauge a greater understanding of the complexity of members of Council positions in order to establish relevant comparators. The CCRC will consider development of a Compensation Philosophy and provide a presentation to Council outlining its recommendations in Fall 2019.

Economic Development Advisory Committee

The Economic Development Advisory Committee (“EDAC”), consisting of eleven members of various sectors and two members of Council, being Deputy Mayor Bartnicki and Councillor Bordignon, is an existing Committee of Council initiated in the previous term of Council. EDAC’s Terms of Reference was updated in 2019 at the request of EDAC to add additional information to its Mandate, increase the number of voting members, and by extension, quorum requirements.

EDAC recently established a sub-committee to work in conjunction with the Ontario Ministry of Agriculture, Food, and Rural Affairs (“OMAFRA”) on the development of the Economic Development Strategy. Further to this, recruitment is underway for a Project Specialist to assist with the development of the Economic Development Strategy. EDAC has also requested that Council consider the addition of one (1) member of EDAC to the Sustainability Committee. This matter will be raised by the appointed Council representatives for EDAC.

Joint Municipal Physician Recruitment and Retention Committee

The Joint Municipal Physician Recruitment and Retention Committee (“JMPPRC”), consisting of two members of the public and two members of Council (representing one vote), being Councillor Matrosovs and Councillor Potter, was established May 13, 2019. The JMPPRC had its initial meeting June 5, 2019 and discussed the development of a Terms of Reference, as well as background of previous work and next steps for the Committee.

Police Services Board

The Police Services Board (“PSB”) governs the municipal police force and serves as an advisory body. The composition of the Town’s PSB is currently determined as three, being one member of Council (Mayor Soever), one member of the Public, and one Provincial appointment, which is currently vacant. The PSB will be recommending to Council to correspond with the Ministry of Correctional Services regarding a status update for the Provincial Appointee.

Currently, the PSB is considering the possibility of a Joint Police Services Board meeting between the Collingwood and Blue Mountains Police Service Boards, which will be considered through a staff report to The Blue Mountains Committee of the Whole on July 3, 2019. The Chair of the PSB will be making a future deputation to Council regarding a Community Safety and Well-Being Plan.

Sustainability Committee

The Sustainability Committee (“SC”), consisting of six members of the public and three members of Council, being Deputy Mayor Bartnicki, Councillor Matrosovs, and Councillor Potter, achieved full member complement June 3, 2019. Prior to that, the Council appointees met and developed a Terms of Reference and informally discussed possible SC needs and resourcing. The full member complement had its first meeting June 7, 2019 to discuss the priorities of the Sustainability Committee. At that meeting, the SC reviewed the May 13, 2019 Council motion which directed the SC to consider the long-term solutions captured in the Tree Preservation By-law Update staff report and report back to Council by the end of December 2019. The SC also discussed the June 3, 2019 Council motion regarding single-use plastics, the whole of which is provided below:

WHEREAS the Sustainable Path, 2010, includes the goal: “Become a community that supports a movement towards a zero-waste society” p.35, and:

WHEREAS 82% of Canadians are urging the Federal Government to tackle plastic pollution (Angus Reid Forum Poll March 14-17, 2019), and:

WHEREAS, the Ontario government released Preserving and Protecting our Environment for Future Generations and stated that “Plastics is a priority from our government’s point of view, particularly as we talk about plastics in our waterways” (Rod Phillips, Minister of the Environment, Conservation and Parks (November 29, 2018), and;

WHEREAS municipalities and cities across Canada, including tourist destinations such as Bayfield, Ontario, Vancouver, BC and world class resorts such as Whistler Blackcomb have already successfully implemented similar actions, and;

WHEREAS many retailers and food service operators in the Town of The Blue Mountains have indicated that they have or are moving towards alternatives to plastic shopping bags at point of sale, plastic straws and stir sticks, and recognizing that some businesses will require additional time to adapt to the elimination of single-use plastics and that the elimination of other plastics such as water bottles will require availability of other options such as filling stations, and;

WHEREAS the Town's Solid Waste Solution, 2008 established targets of 60% waste diversion by 2015, 75% by 2025 and 85% by 2050, and that our current rate of waste diversion is limited to only 30% which unchanged will exhaust the landfill in half its intended life and is economically inefficient and unsustainable, and further that plastics clog drainage systems and can cause unnecessary flooding, and that discarded plastic bags and containers collect standing water and create a breeding ground for mosquitos which can carry West Nile or Triple E Virus, causing threats to public health and significant infrastructure costs for taxpayers, and;

WHEREAS it is recognized that some single-use plastics may continue to be permitted upon request for specific reasons such as accommodating special or health needs, and for food safety, and it is acknowledged that municipal bans do not prohibit visitors from bringing single-use items to the Town of The Blue Mountains, and;

WHEREAS, a previous motion brought on April 16th, 2019 was referred to the Sustainability Committee which has no meeting scheduled to date, and it is acknowledged that a permanent Town-wide ban will take considerable time, resources, education, publication and other work over a longer period, and;

IT IS RECOMMENDED THAT COUNCIL adopt, support and encourage an interim voluntary ban on the use of single-use plastic shopping bags, plastic straws and stir sticks effective July 1st, 2019, and that Council direct staff to:

1. Promote a voluntary ban on single-use plastic bags, straws, stir sticks by publishing messaging in the upcoming tax bill mailing, on the Town's website home page and through all of the Town's commonly-used media beginning no later than June 15th 2019 that states that includes the following position:

"Council supports the protection of the environment of the Town of The Blue Mountains through the reduction and future elimination of single-use plastic bags, straws, stir sticks and water bottles, and encourages all businesses, community members and visitors to avoid the use of these products whenever possible. Council recognizes and appreciates the efforts of all stakeholders towards measures that support the sustainability of the natural environment in the Town of The Blue Mountains."

AND THAT Council refer the following items to the Sustainability Committee for consideration and recommendation to Council by August 26, 2019 to:

2. Phase out the sale of bottled water and the use of single-use plastic cups, straws and stir sticks at all Town-owned facilities and events by December 2019 in order to model good environmental practices;
3. Develop a three-year plan to increase the number of water bottle re-filling stations on Town-owned properties, to be included in the 2020, 2021 and 2022 budget cycles;
4. Develop recognition/reward signage (i.e. "We've gone green for a Blue future" or similar) for business operators who model good environmental practices by not supplying single-use shopping bags, water bottles, straws and stir sticks;

5. Investigate the development and costs of a Town of Blue Mountains reusable bag-for-life or fabric bag options with appropriate logo for possible purchase by retailers at cost, and to be used for various promotional events; by the Town;

AND THAT COUNCIL direct staff to work with the Sustainability Committee and all stakeholders through a public consultation process, to develop a plan for inclusion in the 2020 Budget to reduce and/or eliminate single use plastics effective July 1st, 2020.

Deputy Mayor Bartnicki requested a recorded vote:

Bartnicki, Odette	Yay
Bordignon, Peter	Yay
Matrosovs, Andrea	Yay
Potter, Rob	Yay
Sampson, Rob	Yay
Uram, Jim	Yay
Soever, Alar	Yay

The motion is **CARRIED**.

The SC established two sub-committees, the first to revise the current Terms of Reference and the second, to work with staff to clarify messaging regarding the June 3, 2019 single-use plastics motion. The SC will be reviewing the Tree Preservation By-law Update as a standing item on the agenda moving forward.

The Blue Mountains Attainable Housing Corporation

The Blue Mountains Attainable Housing Corporation (“AHC”) is a separate, but wholly Town-owned Corporation with the purpose of supplying healthy and sustainable ownership and rental housing units in The Blue Mountains which are affordable to a larger portion of the population. The Board of Directors, consisting currently of six members of the public and two Municipal Members, being Mayor Soever and Councillor Sampson, meets regularly to address attainable housing matters. The AHC has two attainable housing programs currently offered to qualifying individuals, being the Down Payment Assistance Program, and the Secondary Suite Program. The AHC is in the process of amending its governing by-laws, policies, and practices to model after the Town’s Procedural By-law with respect to the calling of meetings and the policies and procedures under which the AHC operates.

In Spring 2019 AHC retained StrategyCorp to facilitate the development of a business plan setting out a clear organizational approach, key objectives and deliverables, timeline and budget for the building of a supply of rental, single family, and seniors housing stock in The Blue Mountains that is and will remain attainable. StrategyCorp has facilitated two workshops with the Board, members of the Town’s Senior Management Team, and members of the public in the development of the draft AHC Business Plan, with the final document anticipated by mid-summer 2019.

The AHC is in the process of advertising for additional Directors and its July 4, 2019 Public Meeting regarding the DRAFT Blue Mountains Attainable Housing Corporation Purchasing Policy.

Transportation Committee

The Transportation Committee (“TC”), consisting of three members of the public and two members of Council, being Deputy Mayor Bartnicki and Councillor Uram, has its first meeting scheduled July 9, 2019. Public appointments were made to the TC on June 3, 2019.

In addition to the updates above, the current Committee Motion/Action Item Tracking Sheet is provided as Attachment 1.

Training for the Committees of Council, including local boards and the Attainable Housing Corporation, is scheduled for July 16, 2019. The training will include a review of applicable legislation and relevant Town policies.

E. The Blue Mountains Strategic Plan

- Goal #2: Engage Our Communities & Partners
- Objective #1 Improve External Communication with our Constituents

- Goal #4: Promote a Culture of Organizational & Operational Excellence
- Objective #2 Improve Internal Communications Across our Organization
- Objective #3 To Consistently Deliver Excellent Customer Service
- Objective #4 To Be a Financially Responsible Organization
- Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

N/A

G. Financial Impact

N/A

H. In consultation with

Shawn Everitt, Chief Administrative Officer

Jennifer Moreau, Director of Human Resources

Tim Hendry, Communications and Economic Development Coordinator

Krista Royal, Deputy Clerk

Karen Hilgendorf, Executive Assistant to the Chief Administrative Officer

Heather Drane, Clerk/Receptionist

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Merrifield, Executive Assistant Committees of Council, committeesea@thebluemountains.ca.

J. Attached

1. Action Item Tracking Chart – Committees of Council

Respectfully Submitted,

Sarah Merrifield
Executive Assistant Committees of Council

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Committees of Council Action Item/Motion Tracking Chart – June 2019

Legend for Status Symbols



This Action Item/Motion is still an idea. No action has been taken yet.



This Action Item/Motion is on pace and progressing well.



This Action Item/Motion is active, but slow.



This Action Item/Motion has been delayed or suspended.



This Action Item/Motion is finished and/or now part of operations.



This Action Item/Motion is a new initiative added by Town Council or the Committee.

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
1	Sustainability Committee	THAT the Sustainability Committee establish a sub-committee consisting of Julie Scarcella, Ken Mehi, Rob Potter, and Pamela Spence to revise the existing Terms of Reference and report back to the Committee for consideration at the July 10, 2019 Sustainability Committee meeting, Carried.	Sub-Committee	10-Jul-19		Follow-up to be provided at the July 10, 2019 Committee meeting
2	Sustainability Committee	Development of information package and relevant background documents for the Sustainability Committee to review.	Councillor Matrosov, Town staff	10-Jul-19		
3	Sustainability Committee	Add Tree Preservation By-law Update as a standing item on the Sustainability Committee's agenda.	Executive Assistant Committees of Council	10-Jul-19		Will be added to the July 10, 2019 Committee agenda and remain a standing item for discussion.
4	Sustainability Committee	THAT the Sustainability Committee request that Council provide to the Sustainability Committee at its earliest opportunity, and prior to messaging being sent out, a clear and consistent interpretation of the approved resolution of June 3, 2019 regarding the subject of single use plastics, Carried.	Council representatives for the Sustainability Committee			
5	Sustainability Committee	THAT the Sustainability Committee establish a sub-committee consisting of Odette Bartnicki, Pamela Spence, and Julie Scarcella in co-ordination with the Chief Administrative Officer and the Communications and Economic Development Coordinator to clarify the messaging regarding the June 3, 2019 single-use plastics motion, Carried.	Sub-Committee, CAO, Communications and Economic Development Coordinator	10-Jul-19		
6	Sustainability Committee	Follow-up with the Committee regarding Ecological Offsetting presentation.	Deputy Mayor Bartnicki			Due date not set.
7	Communications Advisory Committee	Provide revised Terms of Reference to Council for review and approval.	Executive Assistant Committees of Council, CAO	24-Jun-19		Revised Terms of Reference provided to Committee of the Whole at June 10, 2019 meeting, to be formally approved at the June 24, 2019 meeting.
8	Communications Advisory Committee	Provide quarterly website analytics reporting, including variances, to the Committee.	Communications and Economic Development Coordinator	ongoing		
9	Communications Advisory Committee	Manager of IT Services to provide a presentation regarding the Town's website security and cyber security for the Committee's information.	Executive Assistant Committees of Council	15-Jul-19		
10	Communications Advisory Committee	Investigate if error messages on Town website can be customized to include contact details for a Town staff member.	Communications and Economic Development Coordinator	15-Jul-19		

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
11	Communications Advisory Committee	Canadian Anti-Spam Legislation compliant email sign-up form to be available at the June 22, 2019 Service Delivery Review meeting.	Communications and Economic Development Coordinator	22-Jun-19		
12	Communications Advisory Committee	THAT the Community Communications Advisory Committee directs staff to proceed with a postcard mailer to increase email subscription, Development Charge budget-permitting, Carried.	Communications and Economic Development Coordinator	15-Jul-19		
13	Communications Advisory Committee	THAT the Community Communications Advisory Committee directs the existing working group to bring back recommendations regarding the Top 3 Communications Priorities for the Committee's consideration and approval; AND THAT as part of the development of the Town's Communications Strategy, staff follow-up with the Committee with a report, including funding options, for a six-month trial newsletter, to be circulated both digitally and in print, which includes a survey to obtain the public's feedback on preferred methods of communication, Carried.	Sub-Committee and Communications and Economic Development Coordinator	15-Jul-19		
14	Communications Advisory Committee	THAT the Community Communications Advisory Committee directs staff to proceed with a six-month trial purchase agreement with the preferred vendor totaling \$7,500 to be funded by Development Charges through the Communications Strategy budget, Carried.	Communications and Economic Development Coordinator	15-Jul-19		
15	Communications Advisory Committee	Staff report regarding the Town's Corporate Media Relations Policy Update.	Communications and Economic Development Coordinator	15-Jul-19		
16	Communications Advisory Committee	Staff report outlining resources and limitations associated with the Committees of Council webpage and customization.	Communications and Economic Development Coordinator	15-Jul-19		
17	Economic Development Advisory Committee	THAT the Economic Development Advisory Committee establish a sub-committee consisting of Peter Bordignon, Andrew Siegwart, Sarah Filion, and Tony Poole, in co-ordination with the Communications and Economic Development Coordinator, to work with Ontario Ministry of Agriculture, Food, and Rural Affairs on development of the Economic Development Strategy and directs the sub-committee to bring its work back to the Committee for consideration and information, Carried.	Sub-Committee and Communications and Economic Development Coordinator			

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
18	Economic Development Advisory Committee	THAT the Economic Development Advisory Committee requests Council to consider inclusion of an Economic Development Advisory Committee representative to the Sustainability Committee, Carried	Councillor Bordignon			Councillor Bordignon noted at the June 10, 2019 Economic Development Advisory Committee he would bring this forward to Council for consideration.
19	Agricultural Advisory Committee	THAT the AGAC recommend to Council that this Committee be included in the earliest stages and onward of the TBM Master Transportation Plan, Carried	Committee			
20	Agricultural Advisory Committee	THAT the AGAC advises Council to continue with the existing Chervil control programs including roadside spraying and cutting and further that this committee advise Council to instruct staff to research education programs for land owners, a review of the existing control program with exploration of developing the program to improve effectiveness, weed inspection programs for review by this committee to assist in further advising Council on appropriate measure for the stewardship of municipal and private lands within TBM, Carried.	Council representative for the Agricultural Advisory Committee			
21	Police Services Board	Consideration at Council regarding the development of a Joint Police Services Board Meeting between the Collingwood and Blue Mountains Police Services Boards.	CAO			Report being provided at the July 3, 2019 Committee of the Whole meeting.
22	Police Services Board	Deputation to Council regarding Community Safety and Well-Being Plan.	Chair of the Police Services Board			Future Council/Committee of the Whole meeting, date to be determined.
23	Police Services Board	That The Blue Mountains Police Services Board requests that the Council of the Town of The Blue Mountains correspond with the Ministry of Solicitor General to request the status of the Provincial Appointee to the Police Services Board, Carried.	Council representative for the Police Services Board			
24	Council Compensation Review Committee	Ensure staff report with remuneration recommendations includes language regarding potential outside remuneration (Conservation Authorities, etc).	Director of Human Resources	Fall 2019		
25	Council Compensation Review Committee	Development of a list of Core Factors and Modifying Factors for Comparator Development.	Committee	Summer 2019		
26	Council Compensation Review Committee	Consideration of a Compensation Philosophy and possible resources for members of Council.	Committee	Summer 2019		
27	The Blue Mountains Attainable Housing Corporation	Finalize the Business Model for The Blue Mountains Attainable Housing Corporaion, continue ongoing work with StrategyCorp.	Attainable Housing Corporation and StrategyCorp	Summer 2019		

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
28	The Blue Mountains Attainable Housing Corporation	Update The Blue Mountains Attainable Housing Corporation by-laws, policies and practices to reflect the Town's Procedural By-law.	Attainable Housing Corporation and StrategyCorp	Summer 2019		
29	The Blue Mountains Attainable Housing Corporation	Hold a Public Meeting to receive comments regarding The Blue Mountains Attainable Housing Corporation DRAFT Purchasing Policy.	Attainable Housing Corporation and StrategyCorp	4-Jul-19		Public Meeting scheduled during the regular July 4, 2019 Blue Mountains Attainable Housing Corporation meeting.